

**GUIDELINES FOR THE SPECIAL
SCHEME OF
FACULTY DEVELOPMENT
PROGRAMME FOR COLLEGES FOR THE
ELEVENTH PLAN (2007-2012)**



UNIVERSITY GRANTS COMMISSION

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GUIDELINES FOR THE SCHEME OF
FACULTY DEVELOPMENT PROGRAMME FOR COLLEGES FOR THE
ELEVENTH PLAN (2007-2012)

- i. **Award of Teacher Fellowship for doing M.Phil/Ph.D.**
- ii. **Participation of Teachers in Academic Conferences in India (PTAC)**
- iii. **Short-term visit of Young Faculty members to reputed institutions.**

1. INTRODUCTION

The Programme aims at enhancing the academic and intellectual environment in the Institutions by providing faculty members with enough opportunities to pursue research and also to participate in seminars / conferences / workshops. Participation in such programmes would enable faculty members to update their research and pedagogical skills.

It is in this background that the Commission has decided to continue the programme during the XI Plan.

2. OBJECTIVES

1. To provide an opportunity to the teachers of the Colleges to pursue their academic/research activities leading to the award of M.Phil./ Ph.D. degree.
2. To provide an opportunity to the teachers to present papers in academic conferences/ seminars or participate in workshops and exchange knowledge and ideas.
3. To provide opportunity to Young Faculty members to spend a short period (not less than two weeks and not more than two months) at institutions of their choice, for a better academic exposure.

3. ELIGIBILITY/ TARGET GROUP

The Commission will provide assistance to teachers of those Colleges which are included in the list maintained by the UGC under Sections 2(f) and 12 B of the UGC Act, 1956.

Conditions of eligibility for Teacher Fellowship:

3.1 Teacher Fellowship

3.1.1 The teacher should be permanent/confirmed (or have been appointed on a regular basis in case of Government Colleges.)

3.1.2 The teacher should not be more than 50 years of age [relaxable by 5 years in the case of women teachers and teachers belonging to SC/ST/OBC (non-creamy layer)/Minority Communities on the date of application.

3.1.3 The teacher should have at least a second class Master's Degree with minimum 55% marks (50% marks for SC/ ST/OBC (non- creamy layer)/Minority Communities teachers. Teachers appointed/ empanelled prior to 19th September, 1991 should have a minimum of 50% marks (45%) marks in case of SC/ST/OBC (non creamy layer)/Minority Communities teachers]at Master's level or equivalent in the seven point grading scale with letter grades O,A,B,C,D,E & F.

3.1.4 The teacher should have at least 3 years of teaching experience on the date of submission of the application for the award of Teacher Fellowship.

3.1.5 The teacher who had not availed of any Teacher Fellowship from the UGC or any other agency earlier may be given preference.

3.1.6 A Teacher Fellow will register for M. Phil. in a College/University/Institution, which offers M. Phil. programme in the concerned subject. A teacher seeking Teacher Fellowship for completion of Ph.D. should have already registered for Ph.D. and completed some work. (He/she should also submit an undertaking that the thesis will be submitted within the tenure of the fellowship) or at least within six months from the end of the tenure of the fellowship.

3.1.7 A Teacher Fellow may be permitted to do M.Phil. in the Institution in which he/she is employed provided that the University/College is running the M.Phil. course in the concerned subject. Also, a Teacher Fellow will be permitted to do research work leading to Ph.D. in the Institution where he/ she is employed, provided that the Institution has postgraduate teaching in the concerned subject with adequate facilities for conducting research.

3.1.8 The teacher will continue to receive full salary (with usual increments and protection of seniority) from the Parent Institution during the period of Teacher Fellowship.

3.2 NUMBER OF FELLOWSHIPS AND RESERVATION

3.2.1 Only 20% of the permanent (regular, for Government Colleges) teachers are eligible to avail of teacher fellowship, from an institution at any point of time. The responsibility of not exceeding the 20% limit lies with the Institution and each time an application is forwarded from the Institution, a certificate is required to be given stating that it is within the 20% limit.

3.2.2 15%, 7.5% and 27% out of the total fellowships allocated to a College will be reserved for SC, ST and OBC (non creamy layer) candidates, respectively.

3.3 Tenure of Teacher Fellowship and Provision for Extension

3.3.1 The Teacher Fellowship for Ph.D. programmes would be for a period of two years. Extension of one year could be granted for Ph.D. candidates based on the justification, recommendation by the Supervisor/Guide, and no objection certificate from the Parent Institution. The Teacher Fellowship for M.Phil. programme would be for one year, extendable for another six months, if necessary and justified.

4. PROCEDURE FOR APPLYING UNDER THE SCHEME

The Institution should formulate a Selection Committee as per the constitution given below. While preparing the panel, care must be taken to select teachers from various disciplines. The Selection Committee will scrutinize the applications submitted in prescribed proforma (**Annexure-I**) by the applicants and ensure that the applicants satisfy all the conditions laid down by the Commission for the award of Teacher Fellowship. A certificate to this effect will have to be furnished along with the proceedings of the Selection Committee, which will be signed by all the members. Application for the award of Teacher Fellowship under “Faculty Development Programme” in respect of a teacher will not be considered unless it is recommended by a Selection Committee with the following as members:

Constitution of the Selection Committee

1. Principal of the College.
2. Head of the Department / A Senior Teacher of the College nominated by the Principal, in case the candidate is the Head of the Department.
3. A nominee of the affiliating University, preferably the Director of the College Development Council .
4. A subject expert from a Teaching Department / College, other than the concerned Institution.
5. For SC/ST/OBC (non creamy layer)/ Minority Communities candidates, there may be one SC/ST/OBC (non creamy layer)/ Minority Communities nominee.

5. PROCEDURE FOR APPROVAL BY THE UGC

Teacher Fellowship

On receipt of the recommendations of the Selection Committee, the Commission shall decide on the award of the fellowship and the period thereof. All correspondence in this regard shall be addressed to the Officer In-charge of the concerned Regional Office/ Bureau

6. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

6.1 Contingency Grants

A Teacher Fellow will be eligible for actual contingency expenditure, subject to a maximum of Rs.15,000/- per year. The accounts for contingency grant and audited Utilization Certificate in the prescribed proforma (**Annexures-IV and V**) may be submitted to the UGC Regional Office under whose jurisdiction the parent Institution is located. The documents should be duly counter-signed by the Guide/Supervisor and Head of the Department, wherever required, where the Teacher Fellow is carrying out research work.

1. The grant may be utilized for purchasing consumable materials, chemicals, equipment, books and journals, including procurement of photostat copies and micro-films, typing, stationery, postage and field work and travel needed by the Teacher Fellow in connection with the approved research programme, with the approval of the Research Guide.

2. The contingency grant is not intended for meeting expenditure on furniture, utensils, items normally provided by the Institution and payment of examination or other fees such as admission/ registration/ tuition fees etc.

3. Travel allowance for approved field work and travel in connection with the research work and for attending seminars, symposia, etc, connected with the research work undertaken by the Teacher Fellow, will be admissible according to the rules applicable to the teaching staff of the College where the teacher is employed. The expenditure in this regard will be debitable to the contingency grant. No additional grant will be provided for this purpose.

6.2 Leave Rules

The Teacher Fellow, on leave, with no teaching responsibilities, will be required to work during the vacation period, viz, summer, winter and puja vacation, etc. when the library and laboratories remain open. Application for leave from the Teacher Fellow may be considered and decided by the Institution concerned in accordance with the leave rules applicable to the teachers in the parent Institution of the teacher. The Substitute Teacher will be entitled to vacations/ holidays of the College and casual leave as per rules. Substitute lady teachers would be entitled to maternity leave. If another Substitute Teacher

is appointed in her place, she will not be eligible to receive any salary during that period. A Substitute Teacher will not be entitled to earned leave.

6.3 Travel Allowance

The Teacher Fellow, on leave from teaching, will be eligible to claim the reimbursement of actual train fare or bus fare as per entitlement, according to College rules, for joining the Research Centre and also for returning to the Parent Institution after completing the tenure of the award, if the distance between the College (Parent Institution) and the Research Centre is above twenty kilometers. The expenditure to be incurred in this regard is to be met out of the contingency grant.

6.4 Salary of the Substitute Teacher

The College will make a fresh appointment of a Substitute Teacher in accordance with the prescribed procedure of the UGC, in the minimum pay scale prescribed for a Lecturer (with no increments). If the Substitute Teacher is appointed on a pay scale higher than the minimum pay scale of a Lecturer, the grant towards reimbursement of the salary of the Substitute Teacher will be paid by the UGC in the minimum scale and the balance amount will be met by the respective Institute/ College or by the respective State Government. Moreover, Substitute Teachers will not be entitled to yearly increments. The salary claim of Substitute Teachers, where posts are filled by transfer or deputation, will not be considered. The Substitute Teacher must be appointed on a full-time basis. The salary of the Substitute Teacher will be paid by the UGC in advance on receipt of the joining report of the Teacher Fellow and salary claim for the Substitute Teacher, along with the following information:

- i) Name of the Substitute Teacher
- ii) Date of Birth
- iii) Qualifications (UGC Guidelines may be adhered to).
- iv) Experience
- v) Date of Joining
- vi) Details of pay including allowances payable per month in the approved pay scale
- vii) Amount payable during the financial year
- viii) A certificate from the Principal that the appointment of the Substitute Teacher has been made in accordance with the procedure prescribed by the University/ State Government
- ix) Specific approval letter of the affiliating University/State Government regarding the appointment of the Substitute Teacher.

In case it is not possible to appoint a Substitute Teacher at the initial stage, or, if the appointment of a Substitute Teacher is delayed, then lectures may be arranged on the basis of honorarium of Rs.250/- per lecture, subject to a maximum of Rs.10,000/- per month. Approval of affiliating University / State Government will not be necessary. However, all efforts should be made for the early appointment of a Substitute Teacher.

7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC

7.1 Contingency Grants

Grants towards Contingency for the Teacher Fellowship for the first year will be paid to the Institution of the Teacher Fellow on receipt of joining report. The second year's Contingency grant will be paid on receipt of audited Utilization Certificate for the first instalment of grant, duly signed by the Principal of the Institution and audited item-wise statement of expenditure for the second year and the report of submission of thesis.

7.2 Grant towards the salary of the Substitute Teacher (if appointed) will be paid to the College where the Teacher Fellow was working (Parent Institution) immediately before joining Teacher Fellowship.

8. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

Teacher Fellowship

1. The Supervisor/ Guide of the Teacher Fellow must give a 'progress report', after half the period of Fellowship is over. In case of a negative report given by the Supervisor/Guide, the awarded fellowship to the Teacher Fellow may be withdrawn by the UGC.
2. If a Teacher Fellow fails to complete Ph.D/ M.Phil. Programme and leaves it midway, he/she has to refund the entire amount paid by the UGC during the Teacher Fellowship.
3. A teacher must furnish documents of submission of Ph.D./M.Phil. thesis, not later than six months after the completion of the tenure of Teacher Fellowship. However, the slot shall remain occupied until the thesis is submitted and the same is reported to the UGC
4. The teacher must give an undertaking that in the event of failure to submit M.Phil./Ph.D. thesis, he/she shall refund the entire fellowship amount paid by the UGC, along with penal interest.

9. PARTICIPATION OF TEACHERS IN ACADEMIC CONFERENCES (PTAC)

9.1 The Commission will assist permanent teachers or teachers appointed on regular basis (in case of Government Colleges) for participating in academic conferences/ seminars/ workshops in India (PTAC).

A permanent/ regular teacher, whose paper has been accepted for presentation in a conference/ seminar/ workshop/ symposium, may avail of assistance under the scheme.

9.2 No prior approval of the UGC is necessary. The Principal of the College will be the nodal officer for this scheme.

9.3 The participating teacher will be provided TA/ DA as per rules of the Institution where the teacher is employed and Registration Fee allowed.

The ceiling of assistance for the college will depend on the number of teachers in the college as per criteria (Para 3.21), except that it will not be at any point time. 20% of the teachers will be eligible during the Plan period .

9.4 The following documents may be furnished annually for claiming reimbursement of amount spent for attending Seminar/ Conference/ Workshop/ Symposium:

1. Certificate from the organizers regarding presentation of paper.
2. Certificate from the Principal that the teacher concerned is a permanent/ regular teacher of the Institution.
3. Attested photocopy of receipt of Registration Fee paid
4. Certificate from the Principal/Registrar that the claims are as per entitlement under TA/ DA rules prescribed by the University/ State Government.

10. Short-term visit of Young Faculty members to reputed institutions.

10.1 The Commission will assist permanent / regular teachers below the age of 40 years [45 years for SC/ST/OBC (non creamy layer)/Minority Community and Women Teachers] to spend a short time (not less than two weeks and not more than two months) at reputed institutions of their choice in order to improve and update their research and pedagogical skills.

10.2 Acceptance of the host institution must be furnished while applying for assistance to the Principal, who in turn will forward the application to the UGC.

10.3 A teacher may avail of this opportunity of academic exposure not more than twice during the Plan period. TA/DA rules of the Institution where the teacher is employed will be applicable.

Certificate from the Principal that the claims are as per entitlement under TA/DA rules prescribed by the University / State Government may be furnished.

The ceiling of assistance for the colleges will be as under, for the entire Plan period and should be claimed annually by the College:

No of Permanent/Regular Teachers	Ceiling for the entire plan
Up to 25	Rs.2 Lakh
Up to 50	Rs.3 Lakh

Up to 100 and more	Rs.5 Lakh
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- Annexure – I** Application form for Teacher Fellowship.
- Annexure - II** Undertaking to be given by Institution where the Teacher is employed
- Annexure – III** Certificate to be given by the Research Centre of the Teacher Fellow
- Annexure – IV** Joining Report of the Teacher Fellow
- Annexure – V** Proforma for submitting Accounts of Contingency Grants and Utilisation Certificate.
- Annexure – VI** Proforma for submitting claim under PTAC .
- Annexure – VI I** Proforma for applying for short -term visit. .

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ANNEXURE - I

Date of Receipt of Proposal by the College

**Application form for Teacher Fellowship under the Scheme of
Faculty Development Programme'**

(The form must be filled in carefully. An incomplete form is liable to be rejected)

1. Name (IN BLOCK LETTERS) Mr. /Ms: _____

2. Name of the Institution and address where employed at present: _____

Tel. No with STD code _____

Fax _____ E-mail _____

3. Date of Birth: _____

4. Male/Female

5. Whether belonging to SC/ST/OBC(Non Creamy Layer)/Minority/Physically Challenged:

6. Permanent Home Address: _____

7. Whether the teacher wants to do M. Phil. or to complete Ph.D _____

8. Service particulars:

i Date of appointment: _____

ii Date of confirmation: _____

(or appointment on regular basis in case of Govt. Colleges)

9. i. Name of the Institution where admission to M.Phil. is sought/ the research work leading to Ph.D. degree is proposed to be undertaken _____
Tel No with STD code _____ Fax: _____
E-mail: _____
- ii. Name of the Department: _____
Tel. No: _____ Fax: _____
E- Mail _____
10. (a). Subject/ Area of M.Phil and/ or research work for Ph. D.: _____
(b). Extent of Ph.D. research work already completed and the time required to finish the rest: _____
- 11 Name and designation of the Supervisor with whom the research is proposed to be undertaken _____
- 12 Date of admission to M.Phil / Registration for Ph.D.: _____
13. Any other information relevant to the research work leading to Ph.D. Degree, including details of research papers presented / published: _____

Signature

Name in Block letters: _____

Designation: _____

Place: _____

Date: _____

UNDERTAKING

I hereby declare that I have read the rules regarding the award of Teacher Fellowship under ‘Faculty Development Programme’ of the University Grants Commission and, in the event of the fellowship being awarded, I undertake to engage myself whole time for the work on the subject under the guidance of the Research Supervisor/ Guide during the tenure of the fellowship. In the event of my failure to submit M.Phil /Ph.D. thesis within the tenure of Teacher Fellowship [#], I shall refund the entire amount paid to me by the UGC

I, further declare that, to the best of my knowledge and belief, the particulars given in the form are correct.

Signature of Teacher
(Applicant)

Place: _____

Date: _____

Signature of Principal
(SEAL)

Name of the College: _____

Address: _____

Extendable under special circumstances by six months.

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ANNEXURE-II

UNDERTAKING TO BE GIVEN BY THE INSTITUTION WHERE THE TEACHER IS EMPLOYED

The College hereby undertakes to protect the total emoluments of the teacher for the period of his/ her academic leave and also to give him/ her necessary increments as and when due. The College further undertakes to protect the seniority and other benefits being enjoyed by the teacher.

Certified that the applicant is a permanent teacher of the College/ appointed on a regular basis (in case of Govt. College)

Certified that the applicant is not receiving any financial assistance/ fellowship/ scholarship from any other source (except salary from the college)

Signature of Principal

(SEAL)

Name of the College: _____

Address _____

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ANNEXURE-III

**CERTIFICATE TO BE GIVEN BY THE INSTITUTION WHERE THE
TEACHER IS REGISTERED FOR M.Phil. / Ph.D.**

It is certified that necessary facilities will be provided to _____
(Name of the Teacher Fellow) in pursuit of his/ her research leading to M.Phil. / Ph.D.
Degree.

Signature of Supervisor / Research Guide

Signature of the Head of the Department

Signature of Registrar/Principal with SEAL

Name of the University/ College: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

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ANNEXURE-IV

Joining Report

Faculty Development Programme – Teacher Fellowship

This is to certify that Mr. / Ms. _____ who has been working as a teacher _____ (specify designation) in College _____ joined the Department of _____ at _____ (FN/ AN) and is working for his/ her research under the guidance of _____. He/ She has been admitted to M.Phil. course / registered for Ph.D on _____.

The teacher concerned has incurred an actual expenditure of Rs. _____ as _____ class rail/ bus fare on travel from _____ to _____ University/ Institute. The class in which he/ she has travelled is admissible according to College/ Institution rules. The distance between parent institution and research centre is _____ kilometers.

The University / College / Institution needs an amount of Rs. _____ towards his/ her contingent grant of Rs. 15,000/- for meeting contingency expenditure for one year from his/ her date of joining.

Signature of Research Guide (SEAL)

Signature of Principal
(Parent Institution) (SEAL)

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ANNEXURE-V

Proforma for submitting Accounts of Contingency and Utilisation Certificate

- 1 Name of the Teacher Fellow:
- 2 Name of the College where employed
- 3 No. and date of UGC letter under which award was made
- 4 Period to which the account of Contingency grant relates

Certified that the expenditure of Rs. _____ Rupees _____) as mentioned above out of the contingency grant of Rs. 15,000 / sanctioned vide Commission's letter No.F. _____ dated _____ in respect of _____ has been utilised for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission for utilisation of contingency grant.

If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to recover/ adjust the objected amount.

<u>Expenditure on each item</u>		
Expenditure	Amount.....	Date
i.		
ii.		
iii.		
iv.		
v.		
vi.		
Total :-		

(Signature of Teacher Fellow)

(Signature of Research Guide)
(SEAL)

(Signature of Principal)
(Parent Institution) (SEAL)

(Signature of Chartered
Accountant / Statutory
Auditor) (SEAL)

The Utilisation Certificate should be sent to the Institution where the teacher was working before joining as a Teacher Fellow for onward transmission to the UGC. The same may be signed by the Principal of the Parent Institution before sending to the UGC.

Annexure VI

Participation of Teachers in Academic Conferences in India

1. Name of teacher:
2. Name of Conference/Seminar/Workshop attended:
3. Whether Paper presented: Yes/No

Details, as per Section 9.4 may be furnished.

Annexure VII

Short Term Visit

1. Name of teacher:
2. Whether Permanent/Regular: Yes/No
3. Age of teacher:

Details, as per Section 10.2 and Section 10.3 may be furnished.