

6:3: Leave/Deputation etc.

- (i) Provision for Academic leave to University Teachers to avail UGC Teacher fellowship to do research work leading to the award of Ph D Degree.

The UGC's letter vide No:F.3-1/94(PS) dated 15.3.2000 placed at Annexure-'A' provided a scheme of Teacher Fellowship for Professional Development, to facilitate the University teachers to pursue research leading to award of the Ph D Degree.

The UGC Scheme interalia provides the teacher awarded with the fellowship to be granted leave by the University as per its leave provisions but not study leave. So far, our University Ordinance has got only study leave to facilitate teachers to pursue research leading to Ph D Degree. Now in view of the current UGC scheme of teacher fellowship, it is found necessary to have a provision for Academic leave in our Ordinance with full pay for a duration coterminus with the period of fellowship and the other terms and conditions of the leave to be similar to that of study leave.

It is also submitted for information and ratification of the Council that Shri B K Gupta, Lecturer, Centre for Applied Statistics has been awarded this UGC teacher fellowship and academic leave has been granted to him by the Vice-Chancellor for a period with effect from 3.9.01 till 31.3.02.

The above matter was placed before the Academic Council in its 66th meeting wherein the Council resolved that a teacher being granted Teacher Fellowship for professional development by UGC may be granted study leave with full pay for the duration of the award.

As regards grant of Academic leave in respect of Shri B K Gupta, he may be granted study leave as decided by the Academic Council.

The matter is placed before the Council for consideration.

UNIVERSITY GRANTS COMMISSION
 BAHADUR SHAH ZAFAR MARG
 NEW DELHI - 110002

The Registrar
 (All Universities)
 as per list attached)

C-1/94(PS)

Dated: 15th March, 2001

Sub: Guidelines for the Scheme of Teacher Fellowship for Professional Development

Sir,

To provide more opportunities to the teachers for professional development, the UGC has modified its teachers fellowship scheme. The salient features of the new Scheme are given below:-

- i) There will be no limit on the number of teachers who can avail of the Fellowship under scheme
- ii) The teacher Fellowship for Ph.D programme would be for two years extendable to third year, if necessary. The contingency grant for the 3rd year shall however be Rs.8000/-.
- iii) The teacher fellowship for M.Phil programme would be for one year extendable for another six months, if necessary.
- iv) The scheme will also be applicable to University teachers.
- v) The scheme will not be made applicable to the teachers who are entitled for study leave with full pay. However, it would be open to them either to opt for the teacher fellowship or study leave.
- vi) Other rules/regulations parameters of the teacher fellowship scheme shall apply to this new scheme

A copy of the revised guideline for the scheme of Teacher Fellowship for Professional Development is enclosed for your information & necessary action. You are requested to bring this to the notice of the colleges affiliated to your University.

With regards,

Yours faithfully

Sd/-

Dr(Mrs)Pankaj Mittal
 Deputy Secretary

Copy to:-

1. Sh. Mrinmoy Bhattacharya, General Secretary, All India Federation of University & College Teachers Organisation, 6/6 Kalicharan Ghosh Road, Calcutta - 700050
2. Prof Kapil Kumar, President, Federation of Central Universities Teachers Association, IGNOU, Madan Garhi, New Delhi 110 068
3. Sh. Ravinder Singh, Section Officer, Government of India, Ministry of Human Resource Development, N. Delhi 110001

UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR THE SCHEME OF TEACHER FELLOWSHIP FOR PROFESSIONAL DEVELOPMENT

A. Terms And Conditions

- i) The Commission will provide assistance for award of teacher fellowships for professional development for doing M.Phil or completing Ph.D to the teachers of Universities/Colleges which are eligible to receive assistance under normal development schemes. A total of 15% and 15% fellowships will be reserved for SC and ST candidates respectively.
- ii) Teacher fellow will register for the M.Phil in a College/University/Institution which offers the M.Phil programme in the concerned subject. A teacher fellow will register for research for completing his/her Ph.D in a College/University/Institution having a well developed Post graduate Department in the concerned subject with adequate research facilities.
- iii) The teacher will continue to received full salary from the parent institution/College during the period of award of Teacher Fellowship.

B. Eligibility Conditions

- i) The teacher should be permanent/confirmed (or have been appointed on regular basis in case of Government Colleges)
- ii) The teacher should not be more than 45 years of age relaxable by 5 years in case of women teachers and teachers belonging to SC /ST category) on the date of application
- iii) The teacher appointed upto 1986 should have atleast a second class master's degree with minimum of 50% of the mark (45% for SC/ST Teachers) and in case of teacher appointed after 1986 should have atleast 55% marks(50% in case of SC/ST teachers) at master level) or equivalent in the seven point grading scale with letter grades. O, A,B, C,D, E and F

- iv) The teacher should have atleast three years of teaching experience on the date of submission of application for award of teacher fellowship
- v) The teacher who did not avail any teacher fellowship from UGC or any other agency may be given preference.
- vi) The teacher who are appointed as per UGC regulations of 1991 or have obtained relaxation from the UGC are eligible for the award of Teachers Fellowship during Ninth Plan Period

C. Selection Committee

- a) Application for award of teacher fellowship in respect of a teacher will not be considered unless his/her case for such award is recommended through a Selection Committee to be constituted as under:-
 - i) Vice - Chancellor of the University (in case of University teachers)/Principal of the College (in case of college teacher)
 - ii) Head of the Department/A Senior Teacher of the subject concerned of the University/College
 - iii) A nominee of the University (in case of University teachers/ affiliating University, preferably the Director of the College Development Council; (in case of college teacher)
 - iv) A subject expert from a teaching institution other than the concerned University/College
 - v) In the case of selection of SC/ST candidate, a SC/ST person preferably an academician in the University should also be present
- b) The selection Committee will scrutinise the applications to be submitted in prescribed proforma (Appendix -i) in respect of the applicants and ensure that the applicants satisfy all the conditions laid down by the Commission for the award of a teacher fellowship. A certificate to this effect will be furnished in the proceedings of the Selection Committee which will be signed by all the members

c) The Selection Committee will prepare a panel of names of teachers to be awarded teacher fellowships in order of merit while preparing the panel care may be taken to select teachers from various disciplines. Separate panels will be preferred for Humanities and Social Sciences and for Sciences

D. Award of Teacher Fellowships

a) There will be not limit on the member of teachers who can avail of the fellowship under the scheme. The shortlisting will be done at the University level keeping in view the availability of funds.

b) The teachers to be awarded teacher fellowships including the duration of the award in person months in each case will be communicated by the UGC main office for the University teachers and by the UGC Regional Office under whose jurisdiction the college falls for the college teachers as indicated by the Vice Chancellor/Principal of the College and finalised by the Selection Committee.

c) The approval letters, relating to the award of teacher fellowships during the Ninth Plan period will be issued by the UGC main office for University teachers and by the Regional Office under whose jurisdiction the college falls for the college teachers. The grants will be released by the UGC.

E. Other Conditions

a) A teacher fellow may be permitted to do M.Phil in the University/College in which he/she is employed provided that the University/College is running the M.Phil courses in the concerned subject. Also a teacher fellow will be permitted to do research work leading to the Ph.D in the University/College in which he/she is employed provided that the University/ college has Post Graduate Courses in the concerned subject with adequate facilities for doing research.

(b) The teacher fellowship for M.Phil programme would be one year extendable for another six months on the recommendation of Vice Chancellor/Principal

c) The tenure for teacher fellowship for Ph.D shall be two years. The scheme will extendable to third year on recommendations of the Vice Chancellor/Principal if necessary. The contingency grant for third year shall however be Rs.8000/-

d) The supervisor must give a report of progress in the mid month of the period for which the fellowship is awarded if the supervisor of the teacher fellow gives negative report the award of teacher fellowship may be withdrawn by the UGC.

e) The tenure of teacher fellowship for doing M.Phil or completing the Ph.D should fall within the Plan period and under no circumstances be extended beyond the Plan period i.e beyond 31st March 2002. Hence, the selection for 2001-2002 will be completed before March 31st of the year 2001 and for the Ph.D by March 31st of the year 2000.

f) The scheme will be also be applicable to University teachers

g) The scheme will not be made applicable to the teachers who are entitled for study leave with full pay. However, it would be open to them either to opt for teachers fellowship or study leave.

F. Rules for L.E.A Contingency, T.A and Salary of Substitute

a) Living Expenses Allowances (LEA)

i) Living Expenses Allowances @ Rs.1000/- per month will be paid to the teacher fellow with effect from the date of joining the place of research. The tenure for teacher fellowship for Ph.D shall be two years.

ii) Joining report(Appendix-II) of the teacher fellow should be signed by him/her research guide. Head of the Department of the subject concerned and countersigned by the Head of the institution where the teacher fellows is registered for research

b) Contingency Grants

i) A teacher fellow will be eligible to be reimbursed on actual by a contingency grant up to a limit of Rs,10,000/- The accounts for contingency grant and Utilisation Certificate may be submitted to UGC main office for University teachers and to the UGC Regional Office under whose jurisdiction the college (parent institution) falls for the college teachers in the Prescribed Proforma (Appendix-III) duly counter signed by the Registrar/Head of the concerned University/Research institute/Principal of College where the Teacher Fellow is doing research work. The Contingency grant for the 3rd year shall however be Rs.8,000/-

ii) Rules for leave and Utilisation of Contingency Grant under the scheme of teacher fellowship are attached (Appendix -IV).

c) Travelling Allowance

If the distance between the college (parent Institution) and the research centre is not less than twenty Kilometres, and also if the research centre and the parent Institution do not belong to the same city. The teacher fellow will be paid actual railway fare or bus fare or as per his/her entitlement according to College/University rules whichever is less, for joining the research centre and also for return to his/her parent Institution after completion of the tenure of his/her award. The expenditure to be incurred in this regard is to be met out of the contingency grant.

d) Salary of Substitute

The salary of the substitute appointed by the University/College in place of a teacher selected for award of teacher fellowship, will be admissible if fresh appointment is made by the University/College in accordance with the prescribed procedure on the minimum of the Pay Scale prescribed for the Lecturer or as per the background and experience of the teacher so appointed. The grant towards reimbursement of the salary of substitute teacher as per norms of UGC will be paid by the UGC and the balance amount may be met by the respective institute/college or by the respective State Government, wherever the substitute teacher is appointed on higher pay than the minimum of lecturer pay scale. If the post vacated by the teacher fellow is filled by transfer, deputation or by a superannuated person, such a substitute's salary will not be reimbursed. The substitute to be appointed full time. The Commission will not pay the salary of the substitute if appointed on a part time basis, unless there are substantial reasons for the same. The grant will be paid to the College for the salary of the substitute on the receipt of the joining report of the Teacher Fellow along with the following information relating to the substitute teacher:

- APPENDIX - IV
- i) Name of the substitute;
 - ii) Date of Birth :
 - iii) Qualifications
 - iv) Whether NET Qualified
 - v) Experience :
 - vi) Date of Joining:
 - vii) Details of pay including allowances payable per month in the approved pay scale :
 - viii) Amount payable up to the end of the tenure of fellowship :
 - ix) A Certificate from the Principal that the appointment of the substitute has been made in accordance with the procedure prescribed by the University/State Government and
 - x) Specific approval letter of the affiliating University/State Government regarding the appointment of the substitute

In case it is not possible to appoint a substitute, or if the appointment of substitute is delayed, then the lectures may be arranged on the basis of honorarium with Rs.100/- per lecture per hour subject to Rs.3000/- per month.

G. Release of Grant

Grant towards contingency and Living Expenses Allowance (wherever applicable) for the teacher fellow and salary for the substitute (if appointed) will be paid to the University/College where the teacher was working immediately before joining as a teacher fellow.

UNIVERSITY GRANTS COMMISSION

Rules for leave and Utilisation of Contingency Grant under the Scheme of Teacher Fellowship.

A. Contingency Grant

1. The Grant may be utilised on consumable materials, chemicals, equipment, books and journals, including photostat copies and micro films, typing, stationery postage and field work, and travel needed by the teacher fellow in connection with the approved research project with the approval of the Research guide and the concerned institution.
2. The contingency grant is not intended for meeting expenditure on furniture utensils, items normally provided by the College/University/Institution and payment of examination or other fees like admission/registration/tuition fees etc.
3. Travelling 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 University/College. The expenditure in this regard will be debitable to the contingency grant. No additional grant will be provided for this purpose.

B. Leave Rules

The teacher fellow will be required to work during the vacation period viz. summer, winter and puja vacations etc., when the library and laboratories remain open. Application for leave from teacher fellows may be considered and decided by the College/University/Institution concerned in accordance with the leave rules applicable to the teachers in the Institution where the teacher is employed.

UNIVERSITY GRANTS COMMISSION

Joining Report under the Scheme of Teacher Fellowship

This is to certify that Shri/Smt/Km. _____ who has been working as a Lecturer in _____ University/College _____ joined the Department of _____ at _____ FN/AN) and is working for his/her under the guidance of _____ He/she has been admitted to/ registered for M.Phil/Ph.D Course on _____.

The teacher concerned has incurred an actual expenditure of Rs. _____ as _____ class rail/Bus fare on travel from _____ to _____ on _____ for joining the fellowship at this college/university/institute. The class in which he/she has travelled is admissible according to College/University/Institution rules. The distance between parent institution and research centre is _____ Kilometers

The College/University/Institution needs an amount of Rs. _____ towards his/her maintenance allowance @ Rs.1000/- per month as his/her parent institution and research centre do not belong to the same city and the distance between them is not less than 20(twenty) Kilometers AND Rs. 10,000/- per annum for meeting contingency expenditure for one year from his/her date of joining.

Registrar/Principal
Institution(research centre(SEAL)

1. Signature of the teacher
Fellow

2. Signature of the Research
Guide

3. Signature of the Head of
Department
(Research Centre)

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS & UTILISATION
CERTIFICATE.

1. Name of the Teacher Fellow
2. Name of the University/College where he/she is employed
3. No. and date of UGC letter under which award was made.
4. Period to which the account of contingency grant relates
- 5.

	Expenditure on each Item	Amount	Date of Expenditure
i.			
ii.			
iii.			
iv.			
v.			
vi.			
Total:			

Certified that the expenditure of Rs. _____ (Rupees _____) as mentioned above out of the contingency grant of Rs. 10,000/- 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.

(Signature of teacher fellow)

(Research Guide)

(Head of the Deptt)

(Registrar/Principal)
(Research Centre)

(A copy of this Utilisation Certificate should be sent to the college where the teacher was working before joining as a teacher fellow for record).

(vi) Re-instatement of Dr. RC Laloo as Reader,
Department of Botany, NEHU.

EC:111:2001:6:2:(vi): The Council considered the re-instatement of Dr. RC Laloo as Reader, Department of Botany, Shillong and RESOLVED to approve the same.

6:3- Leave / Deputation

(i) Provision for academic leave to University Teachers to avail UGC Teacher Fellowship to do research work leading to the award of Ph.D. Degree.

EC:111:2001:6:3:(i): The Council considered the Provision for academic leave to University Teachers to avail UGC Teacher Fellowship to do research work leading to the award of Ph.D. Degree and RESOLVED to accept the recommendations of the Academic Council to grant Study Leave with full pay for the duration of the award and in the case of Shri PK Gupta he may also be granted Study leave.

(ii) Sabbatical leave for 10 months in respect of Prof. AC Mohapatra.

EC:111:2001:6:3:(ii): The Council considered the grant of Sabbatical Leave for a period of 10 months in respect of Prof. AC Mohapatra and RESOLVED to approve the same.

6:6- Service Condition / Financial & other Benefits.

(i) Waiving / reduction of Bond amount to be refunded by the employee under Rule 63 of CCS(Leave) Rules.

EC:111:2001:6:6:(i): The Council considered the waiving of the Bond amount in respect of Shri R. Rynjah, JLA, who was granted Study Leave but could not fully avail of the same due to health reasons and RESOLVED to waive the bond amount and that the period he was on leave may be regulated by Earned Leave.