



UNIVERSITY GRANTS COMMISSION
SOUTH EASTERN REGIONAL OFFICE, HYDERABAD

FACULTY DEVELOPMENT PROGRAMME (XII PLAN PERIOD)
DETAILED INSTRUCTIONS FOR THE AWARD OF TEACHER FELLOWSHIP

1. You may download the guidelines and call for the applications from the permanent teachers who satisfy the eligibility conditions as per the guidelines (refer 3.1.1 to 3.1.10 guidelines).
2. The cut off date for calculating the eligibility conditions with respect to age and service conditions may be taken as on date of application.
3. To determine the number of slots of a College, the following procedure has to be adopted:

Example:

Total Number of Permanent Teachers	:	100 = X
20% of eligible teachers	:	X (x) 20% = Y (example 100 X 20% = 20 teachers).

Therefore the College is
Eligible for 20 slots

SC/ST and OBC (Non creamy layer) reservations may be calculated in the following manner :

SC :	15% of 20 slots	=	3
ST :	7.5 % of 20 slots	=	2
OBC :	27 % of 20 slots	=	5

<u>49.5 % Total</u>	<u>=</u>	<u>10</u>
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General = 10

Grand Total = 20 slots

It may be noted here that while calculating the slots it may be rounded to the nearest number.

(example - 1.5 to 1.9 to be taken as 2)
1.1 to 1.4 to be taken as 1)

Contd.

4. The eligible applications may be scrutinized by a selection committee consisting of the members as given in the guidelines (refer 4).
5. After completing of the selection procedure the applications may be sent to the UGC-SERO, Hyderabad.
6. Each Teacher Fellowship application should be submitted along with the following documents:
 - a) Summary sheet as prescribed (enclosed) as Annexure - I
 - b) Teacher Fellowship application in original duly signed by all members(as in guidelines
 - c) Minutes of the Selection Committee. (as at Annexure – II)
 - d) Date of Birth Certificate duly attested.
 - e) Photocopies of P.G.Degree Certificate.
 - f) Certificate of proof of SC/ST/OBC (Non creamy layer)/Minority in case of those candidates.
 - g) Certificate of Registration in case of Ph.D.
 - h) Eligibility Certificate as mentioned in the proforma at Annexure -III.
 - i) Combined merit list for Science, Humanities & social Sciences for the college as a whole.
 - j) Undertaking in a Non Judicial paper as per format given in Annexure-IV
 - k) Letter from the guide/supervisor that the applicant has completed 40% of the work
 - l) List of Teachers working in the College indicating their Category, marks obtained in PG Level, date of appointment in aided post at degree level and Date of Birth
7. In case the Principal himself is the candidate, the next senior most Lecturer or Vice-Principal may be in the Selection Committee.
8. Similarly If Head of the Department in the same college is the Candidate then the next senior most Lecturer may be in the committee.



Annexure - I

UNIVERSITY GRANTS COMMISSION
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**SUMMARY SHEET FOR PROCESSING THE TEACHER FELLOWSHIP PROPOSAL DURING XII
PLAN PERIOD IN RESPECT OF UGC-SERO, HYDERABAD**

1. Name of the College with address :
2. Computer Code Number of the College :
(As given by SERO, UGC)
3. Name of the Teacher (applicant) :
 - a) Department :
 - b) Educational Qualification :
4. Date of Birth of the Teacher :
5. Age as on date of application : ____ Years ____ Months ____ Days
6. Course applied for : M.Phil ☐ Ph.D ☐
7. Date of Registration of Ph.D :
Univ. with which registered
8. Title of the Research to be Undertaken :
9. Category to which he/she belongs : Gen ☐ SC ☐ ST ☐ OBC ☐
(please put a tick mark)
10. Date of appointment in the College :
11. Date of Confirmation / regularization :
12. Total No. of years of Service rendered
On permanent capacity against Regular
Vacancy in the Degree College (Service
Rendered in Junior College + 2 stages
should not be counted) the date of application : ____ Years ____ Month ____ Days

P.T.O.

13. Recommended Award Period for doing M.Phil / Ph.D for this teacher : _____ Yrs _____ Months

14. Whether the teacher has availed FIP during IX / X / XI Plan :

- a) If yes, indicate the course :
- b) Whether Completed :
- c) If No, reason for not Completing :
- d) What are the reasons to recommend such a case in 12th Plan :

Certified that the above information and documents enclosed have been duly verified and found to be correct and the application recommended is within the 20% of the permanent teacher (regular for Govt. teachers) 20 X (total No. of Permanent Teachers)

Signature of the Principal
with Seal



Annexure - II

UNIVERSITY GRANTS COMMISSION
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FORMAT FOR MINUTES OF THE SELECTION COMMITTEE FOR FIP - XII PLAN

1. Name & Address of the College :
2. Name & Address of the Affiliating University:
3. Total No. of slots the college is eligible as per guidelines : Gen ☐ OBC ☐ SC ☐ ST ☐ Total ☐
4. Total No. of applications received for the 12th Plan Faculty Improvement Programme : Gen ☐ OBC ☐ SC ☐ ST ☐ Total ☐
5. Total No. of Teachers recommended by the selection committee : Gen ☐ OBC ☐ SC ☐ ST ☐ Total ☐
6. Particulars of the Teacher applied :

Sl.No	Name of the Teacher	Gender	Subject	Applied for M.Phil / Ph.D	Gen /SC /ST OBC(Non creamy Layer)/Minority

7. The following committee has been constituted by the College for recommending the Selection of Teacher Fellow-ship award for M.Phil and for completing Ph.D under 12th Plan Faculty Improvement Programme (FIP). (With Name and address),
 - a) Principal of the College
 - b) Department Head / Senior Teacher in the Subject concerned
 - c) Nominee of the affiliated University
 - d) Subject Expert from the teaching department other than the concerned institution.
 - e) Nominee of the SC/ST/OBC candidate (In case of SC / ST/OBC candidates/Minority)

P.T.O.

8. Certified that the Selection Committee scrutinized the application submitted in the prescribed Proforma (Annexure -1) by the applicants and certified that the applicants satisfied all the

Conditions laid down by the Commission for the award of Teacher Fellowship during XII the Plan period. Accordingly the Selection Committee recommends the following candidates for the award of Teacher Fellowship in order of merits as given below ;

Sl.No	Name of the Teacher	Subject	Course recommended M.Phil / Ph.D	Tenure (in Months) Recommended

Name & Signatures of the Members :

1. Name & Signature of the Principal:

2. Name & Signature of the Head of the Dept./
Senior Teacher in the Subject:

3. Name & Signature of the Subject Expert:

4. Name & Signature of the University Nominee:

5. Name & Signature of the SC/ ST/OBC/Minority
Nominee as applicable:

Place:

Date:



Annexure - III

UNIVERSITY GRANTS COMMISSION
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FIP-XII PLAN

ELIGIBILITY CERTIFICATE
(Please submit separately for each application)

- (i) The Teacher Mr / Ms. _____ has been appointed against Aided post (Permanent / Regular) and has completed 3 Years of teaching experience on the date of application for FIP Teacher Fellowship. Also the candidate has not crossed 50yrs. [55 Yrs. in case of Women, SC/ST and Minority at the time of submitting his/her application.
- (ii) The Teacher fellowship applicant has already Registered for Ph.D on _____ with _____ University and also completed some work. (A copy of Ph.D Registration is enclosed).
- (iii) The teacher has not availed FDP during IX/X /XI plan.
- (iv) It is certified that the Teacher Fellowship applicant is within 20% of the total permanent teachers of our college .

Name, Signature & Seal of the
Principal of the College

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ANNEXURE-IV

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(with penal interest) as well as the amount paid to the substitute teacher/Guest faculty appointed in my place.

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 :

ANNEXURE-IV

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(with penal interest) as well as the amount paid to the substitute teacher/Guest faculty appointed in my place.

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 :