

Guidelines for Indian Conservation Fellowship Program:

- i. It shall be mandatory for all the fellows who are attending the fellowship program to give a detailed report containing knowledge/skills acquired, new techniques and best practices being followed in the field of conservation by the host institutions, case study (if any), details about standing operating procedure/manual for preservation treatment being followed, concrete action plan for the next 6 six months after completing fellowship etc. This report may be published on the website of the Ministry or other institutions, which could be useful for other Museum professionals who are not able to attend such program. The fellows who do not submit such report after undergoing the fellowship program shall be restricted in future for applying in any such program of the Ministry. The fellows shall also submit quarterly report duly countersigned by the Head of the Institution with respect to action plan as submitted while applying for fellowship along with before and after photographs.
- ii. The Fellows shall be available as a guest faculty /trainer to National Museum Institute (NMI), New Delhi or other institutions under the Ministry for providing /In-service training /other training/workshop/seminar/ conference etc., on the subject in which they have gained expertise.
- iii. The Fellows shall also be available to offer any expert advice in the field of conservation required by the any institutions of the Ministry, as and when needed, to tackle pressing conservation issues/projects.
- iv. The fellows shall serve their parent organization at least for 3 years from the date of completion of the fellowship program, failing which appropriate action against errant fellows may be taken by the Ministry.
- v. The Annual ICFP Seminar is an important resource for conservations forum where fellows and their host supervisors and other conservation professional could meet and come up with a solution with respect to their problem areas, exchange the best practices followed by them in the field of conservation areas, to build a symbiotic environment in order to solve conservation issues. Further, the Seminar also allows other attending museum professionals including NMI students to get a better exposure into the field of conservation. After the Seminar, the host supervisors may visit the home institutions and conservation labs across India. This gives them a better understanding of how to help the Fellows to adapt their training to their local working conditions.
- vi. Directors of home institutions of these fellows may be encouraged to participate in the seminars. Moreover, other conservation professionals of the institutions may also be invited during such seminars. These seminars/workshops may be arranged region-wise at least four in different locations across India for greater impact.
- vii. The fellow shall be provided traveling allowance and daily allowance to attend such seminars /conference/training/workshops etc. where he has been invited by the inviting institutions of the Ministry.
- viii. The Alumni Record of ICFP fellows will be created in a way to include information on all the ICFP fellows with title, institution, contact information, their expertise, a brief description of each Fellows' recent conservation projects and any training, workshops etc.

that they have conducted and/or participated in. This record will be updated in every six months by the ICFP Program manager after getting requisite information from the alumni fellows. After updating records, program manager shall circulate the same to the MOC, NMI, Mellon Foundation, host institutions, home institutions and all ICFP alumni. This record shall also be made available on the websites of the Ministry or other institutions.

- ix. An alumni network of ICFP fellows may be created either on Whatsapp/social media or on websites to share their knowledge and expertise in the field of conservation. A Facebook account of the ICFP Alumni Fellow may also be created as resource for posting information relating to their projects and upcoming training programs /workshops /seminars by Fellows and their host supervisors. The members will form a closed group by invitation only. A discussion board may also be created to allow the group members to pose questions i.r.o. use of conservation /procurement of materials, various conservations techniques and equipments etc. The ongoing work relating to the alumni group will continue to build on ideas to keep this resource local, active and dynamic. The above account may be administered and moderated by the host institutions along with NMI.
- x. The ICFP fellows may be utilized by the Ministry as these fellows serve as a dynamic resource in the field of conservation in the country. Expertise of these fellows could be utilized by any institutions of Ministry as and when required. For this purpose region-wise pooling of the fellows shall be formed in order to cater the local conservation needs and to impart training to the conservators of the respective region. Region-wise workshop/seminar/training/presentation in the conservation field may also be carried out by NMI catering expertise of these fellows as trainers for other museum professionals.
- xi. An undertaking in the prescribed format (enclosed) duly countersigned by the Head of his/her home institution, shall be submitted by the fellow indicating therein that he /she agrees with the conditions as indicated above along with any other instructions issued by the M/o Culture from time to time i.r.o. Indian Conservation Fellowship Programme (ICFP) of the Ministry, before proceeding for the fellowship in the host Institutions.
- xii. A Conservation Advisory Committee having representative from host institutions and Ministry of Culture may also be constituted as per Clause "10" of the signed MoU. This Committee will monitor the progress of the program, evaluate and recommend the suitable candidates, Follow-up, teaching and planning of Workshops and organization of the Seminars. The Committee shall be constituted by the Ministry in consultation with the Host Institutions and Program Manager.
- xiii. Criteria to be adopted by the Conservation Advisory Committee to be constituted as per Clause "10" of the MoU in order to monitor the progress of the program, recommend evaluation of the applications, Follow-up, teaching and planning of Workshops and organization of the Seminars. The criteria for screening of the application may include:
 - At least three years' conservation experience.
 - Experience in suitable conservation field to get benefit from the fellowship.
 - Ability to contribute in the field of conservation in India after completion of the fellowship.
 - Academic Education, Honours, Research Paper, Awards and Publications
 - Quality of collection available in the Parent Organisation of the applicant.

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- Preference will be given to the application belonging to museums/organisations under MoC.
- xiv. The application for the fellowship shall be invited by wide circulation of a brochure devised for the purpose from eligible candidates in the prescribed format attached with brochure. The brochureshall be circulated to all the museums under MoC/State Governments etc. The brochure inviting application shall also be uploaded on the websites of MoC/NMI/ Host Institutions.
- xv. Individual who does not work with an organization and only undertake freelance work will not be eligible for fellowship.
- xvi. All candidates apply online for the fellowship in response to the brochure circulated each year inviting application from the eligible candidates. A copy of the applications may also be sent to the Ministry by the applicant. All applications are screened and evaluated by Conservation Advisory Committee (CAC) and short listed applicants would also be interviewed by the CAC. A complete list of applicant indicating therein the reasons for selection/rejection shall be submitted to the Ministry for further necessary approvals.
- xvii. In order to supplement the workshops/seminars emphasized in the ICFP's MOU, more seminars /workshops all over country on regional basis may be conducted by the NMI and the same may be funded by MOC.
- xviii. NMI will act as the Nodal Agency for ICFP.
- xix. The entire coordination work including selection process will bedone by the program Manager.

Application for fellowship under the Indian Conservation Fellowship Program

Name and Designation : _____
 Mothers Name : _____
 Father's Name : _____
 Date of Birth : _____ Age: _____
 Marital Status : _____ Nationality: _____
 Postal Address : _____



Permanent Address : _____

Mobile No : _____ Email Address: _____

Name and address of present Org: _____

Telephone No. of the Org. : _____ Email address: _____

Indicate the name of institution(s) for which fellowship applied: (1. MMA, 2. SRAL, 3. FG and 4. KIK IRPA)

Education qualification:

Certificate/ Degree	Discipline /Field	Duration of studies	School/Board/ University	Year	Total Marks	Obtained Marks	%
Matric or Equivalent							
HSc or Equivalent							
Graduation							
PG							
Additional (if any)							

Experience in the field of conservation: (Most recent first)

Post	Employer	From	To	Nature of Work

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Total Experience: _____

Honours, Awards, Research Paper and Publications (if any)

Sl. No.	Details
1.	
2.	
3.	

- All supporting documents in respect of Educational Qualification, Experience, Honours, Awards, Research Paper and Publications may be provided.

Proposed program of professional training, study and /or research describing what the applicant hopes to accomplish during the fellowship period, and how the program will benefit the applicant and his or her institution in the performance of his or her duties upon return to his or her place of employment (not to exceed 1,000 words).

Concrete action plan for work to be undertaken in the parent organization after completing fellowship

Please state any preferences of restrictions regarding the length of the fellowship (any duration from 4-6 months) or the start date.

For applicants to Paper Conservation only: submit two conservation reports describing the treatment or preservation project and the rationale for all phases of the course of action.

Official undergraduate and graduate transcripts or a properly certified photocopy.

Two letters of recommendation from individuals well acquainted with the applicant's academic or professional work.

Undertaking in the prescribed format attached.

For official candidates, vigilance clearance is to be enclosed and in case of non-official candidate, a certificate by the individual concerned to the effect that no criminal proceedings is pending against him/her in any court/tribunal in India. And that he/she will not engage in activities prejudicial to the sovereignty and integrity of India.

Signature of the Fellow

Place:

Date:

Signature of Head of Organisation along with seal

Undertaking for the Indian Conservation Fellowship Program

I..... (Name) hereby undertake to execute the following with such conditions as hereunder written:

1. I shall work in the parent organization for minimum 3 years after availing and completing fellowship with (name of host institution)under Indian Conservation fellowship program.
2. I shall submit a report containing knowledge/skills acquired, new techniques and best practices being followed in field of conservation, case study (if any), details about standing operating procedure/manual for preservation treatment being followed, before and after photographs of the artifacts given conservation treatment during the fellowship period etc.
3. I shall submit the quarterly report duly countersigned by the Head of Institution with respect to action plan as submitted while applying for fellowship along with before and after photographs.
4. I shall also be available to assist with broader conservation needs in India including being a guest faculty /trainer at National Museum Institute (NMI), New Delhi as well as helping conservation needs of other Institutions in India pertaining to the expertise gained during the fellowship.
5. I shall also be available to offer an expert advice in the field of conservation required by the any institutions of the Ministry as and when needed to tackle pressing conservation issues/projects.
6. I have not availed any conservation fellowship funded/sponsored by MoC.

Date.....

Signature of the Fellow

Countersigned by the Head of parent organization with seal