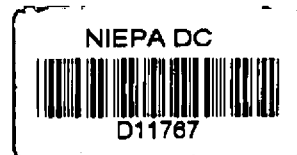


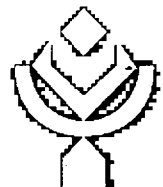
GUIDELINES FOR

THE DEVELOPMENT OF WOMEN'S STUDIES IN INDIAN UNIVERSITIES AND COLLEGES



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Guidelines for the Development of Women's Studies

1.0 INTRODUCTION : THE NEW FOCUS

- 1.1 Women's Studies Centre in the University system have been functioning for the last two decades. They have succeeded in playing an interventionist role by initiating gender perspectives in several areas.
- 1.2 The current guidelines have taken a broader view of the women's studies constituency by supporting University Women's Studies Centres and facilitating them to network with other constituents involved in similar work. To meet this end the new focus emphasises partnership and clustering. The thrust is to involve many more people and many more organisations in the network. The Approach Paper which forms Part-I of the guidelines clarifies the new objectives.

2.0 THE GUIDELINES

The Guidelines will have two parts :

- 2.1 Part I will consist of the Approach Paper, which describes the concepts, goals and roles on the one hand strategies and approaches on the other.
- 2.2 Part II gives directions for operationalising the ethos of the Approach Paper.

3.0 Part I : The Approach Paper

3.1 Introduction

A broad spectrum of organisations in the country are engaged in women's studies. In the last 10 years, their number has increased in response to :

both

- 1) (a) the needs of planners and policy makers for understanding women's particular role in the policy. Particularly their role in establishing a just and secular society in India and the growing complexities in the problems faced by women which require to be understood and analysed.
- (b) the need to have a better understanding on women's problems and roles.

and

- 2) the needs of women, especially those from the disadvantaged sections and those belonging to different communities : the needs of grassroots women leaders, the needs of elected women representatives of the Panchayati Raj Institution system, for information and advice in their efforts for action and advocacy.

These organisations can be grouped in many ways, but for the purpose of this paper, they are grouped according to their financial support from the nodal agency. For example,

- i) Women's Studies Centres attached to the University, funded by the University Grants Commission;
- ii) Women's organisations such as non-Governmental registered societies, being supported by grants from either the ICSSR, or a department of Central Government, or State Government for specialist sectors:
- iii) Grassroots organisations as well as feminist resource centres which develop their funding base through projects which are commissioned by a broad spectrum of agencies, government, corporate, financial institutions as well as international donors.

In addition, there are individual scholars attached to development study centres and individual academicians who bring a gender studies window into the larger institution.

Together, this conglomerate or loose structure of individuals and agencies have played a significant role in uncovering the discrimination against women, drawn attention to special characteristics of women in poverty, the impact of political and economic macro systems on women, as well as provided focal points for mobilising of women's opinion and action on critical social and economic issues. They have been in some sense service stations, providing the impetus and information for safeguarding women's interests in the course of national development.

Scholars in women's studies pose a philosophical challenge to all intellectual disciplines. They question the existing discipline-wise concepts, tools and techniques which justify the denial of equity for women and make them marginal and invisible. Their aim in formulating new definitions and methods is to assimilate gender consciousness into all knowledge systems. In the process, they expand the frontiers of knowledge about the multiple facets of societies and economies and give it the necessary critical edge. They have played a role in raising some of the questions regarding gender subordination and have tried to search for explanations through feminist theories.

3.2 The Present Situation

The UGC has been funding 22 Centres in the Universities, and 11 Cells in the Colleges, under this scheme since 1986. The budget allocation for these centres has risen from Rs.50 lakhs to Rs. 2.15 crores.

The introduction of women's studies in the higher education system was a major achievement for women's movement in India. Women's studies were envisaged as playing an interventionist role by initiating the gender perspective in many domains in the generation of knowledge; in the field of policy design and practice.

The Centres for women's studies were designed to act as catalysts for promoting and strengthening women's studies through teaching, research, action, field work and extension. In the last seven to eight years, the Centres for Women's Studies have carried out their work, not only in the above areas, but also in several other directions. They have been instrumental in the incorporation of women's studies in various courses of teaching as well as facilitated research on socially relevant areas. They have provided consultation to scholars, evaluators for development projects, generated resource material and documentation in the regions in which they are located, taken up counselling and established networking both within and outside the university system.

Although much needs to be done, yet, the Centres for Women's Studies have contributed to the visibility of Women's issues, tried to combine erudite knowledge with socially relevant theories, and have succeeded in opening a dialogue in multi-disciplinary collaborations. One significant fallout has been the building in of the component of action potential in whatever research has been undertaken. Even if the Centres were not able to initiate action themselves, they provided the input into the development plans of the State/Central Government.

3.3 The Proposed Approach

It is proposed that, in the Ninth Plan, a broader view is taken of this constituency of Women's Studies Centres and women's studies scholars who have been playing a significant role in facilitating the national goals of removal of poverty and discrimination. It is proposed that support is given to strengthen and sustain the University Women's Study Centres, and to facilitate their own capacity to network with other constituents, such that they are mutually reinforcing as well as synergizing one another.

The current configuration of the Centres is such that there are differences amongst them in their age, skills, location within the University in terms of the University's own

priorities as well as in leadership. In this approach, an attempt will be made to even out the differences in capacity to perform and to have the centres identify their roles and choose priority area.

While the primary role of the Centres located in the University system can be defined basically as knowledge assimilation and knowledge transmission through teaching, research, field action and documentation, they fulfil several related and complementary roles for the academic community as well as for the activists, policy makers and policy implementers. Strengthening their capability to perform these roles has to take place in a many directions including :

- 1) Teaching and Training
- 2) Research
- 3) Extension
- 4) Dissemination (library, documentation and publication)
- 5) Advocacy

3.4 Teaching and Training

It is expected that the University located Women's Studies Centres provide leadership in interventions in curriculum development in addition to the provision of "new" knowledge. Studying women's issues have provided one of the richest territories for challenging existing theories in all disciplines, ranging from epistemology the theology, science and technology, humanities, social sciences and human behaviour. Its capacity to intervene in the University's role in the educational system, as well as in the various facilities and departments of universities, needs to be given the highest priority. Thus, it is proposed that the Head of Women's Studies should be an academic of distinction. A core staff must be given for which sustained financial support is required. We envisage three types of teaching programmes :

1. A basic foundation course to incorporate the new gender perspective for all faculties.
2. Integrating the changed feminist perspective in all disciplines.
3. Specialised courses in Women's Studies at various levels : Certificate, Diploma, Bachelor's, Master's, M.Phil., Ph. D. degrees and post-doctoral work which may preferably include a field component.

The teaching brings the student community in vital contact with the women's issues and their active participation in this learning process has considerable impact. We also

envisage special short-term programmes which include, for example, orientation, refresher courses, and skills development, for teachers and other specific groups. Furthermore, there will be involvement of the student community, especially women students, in raising gender consciousness and developing feminist identity.

3.5 Research

Research in these Women's Studies programmes has ranged from critique and reconstruction of theory to developing new frameworks for identification and analysis of information both quantitative and qualitative.

Scholars engaged in these programmes have offered new interpretation of the diverse traditions and ideologies that from the background of basic concepts like gender identities of the notion of the family and other social and economic constructs.

This core element of research is the fountain-head of the programme and in the future needs both support for continuity as well as opportunities, and a vehicle for wider dissemination. The following subjects requiring inquiry are only some examples of the vital areas for study:

1. The new economic policy and its impact on women.
2. Women in the panchayati raj system-both research and training with gender sensitisation.
3. Statewise information on women and reproductive health.
4. Widows and social security.
5. Deserted, single women, women headed households and women as major family earners.
6. Family in terms of continuity and change.
7. Migration : impact on women - internal and international.
8. Girl child and violence.
9. Documentation of dissertations on women.
10. Empowering women's political participation : case studies.

11. Case studies of successful field intervention and advocacy programmes, to draw lessons and theory of action.
12. Women in the organised and unorganised labour force.
13. Feminist theories in the Indian context and the concepts of work, power, autonomy, patriarchy, classcaste and several others.
14. Women's entry into non-conventional disciplines.
15. Mental health of women.

There are certain other categories of research in which these centres are involved, for example, research studies, specially tuned to action, advocacy or policy development and research, which is commissioned by agencies or Government, such as evaluation of programmes, special surveys, all India co-ordinated projects, etc.

3.6 Extension

As far as women's studies is concerned, the major focus of extension will be communicating insights developed in this area to the community, through building linkages, which becomes a sharing-learning process. Thus, the extension activity gains relevance in the context of urgent needs of placing women's issues on the development agenda. Extension programmes will include social action and community development activities like consciousness raising, sensitising on women's rights, capability building, counselling, legal literacy aid and so on, through outreach programmes.

3.7 Dissemination (Library, Documentation and Publication)

A critical aspect of women's studies is the new information and analysis, which generate new theories. Fora of women, conferences, seminars, meetings generate knowledge which can be called oral history, anecdoted, case studies, small household surveys, issue-based affirmative action and so forth. This is an important resource for those engaged in designing policy and programmes for women's empowerment. This information also provides awareness of the issue of inequality between men and women, the special strengths of women, historical role models for the younger generation, to access and learn from, and be inspired. So far, there is no special arrangement for supporting the building up of resource centres of this kind. There is still a great paucity of good books, readers and texts for teaching Women's Studies in India. In the absence of local knowledge, we tend to rely on books written by foreign scholars which are

often expensive, not easily available and in some respects, misleading. This is a fact that the network can promote by entrusting different centres to bring out volumes on specific themes or through seminar volumes etc., in regional languages as well. It is suggested that special budgetary provisions are made for the library and documentation units of the women's studies programmes with attention to building up their requirement programmes for capital equipment to the field of information technology. This module is required also by women's studies (other than those funded by UGC) and, therefore, a diverse set of modalities could be used to develop the library and documentation resource centres. A Memorandum of Understanding can be signed by an existing library on women's studies with other university centres for developing and managing resources including publications, documentation and library.

3.8 Advocacy

The advocacy role is the cutting edge of Women's Studies programme. Ranging from critique of macro policies to research methodologies, these programmes can influence a wide range of institutions and actors in the public area such as the civil society and the state. Building informed public opinion on women's courses and capability, rights and oppressions, both within and outside the university, can emerge from these programmes.

3.9 Monitoring

To establish women's studies on a firm footing within the university system, women's studies need to acquire academic rigour which will influence academia from other disciplines to incorporate the concepts and theories into their curricula. Further, to ensure accountability and quality of performance, an ongoing system of monitoring is necessary by laying down the parameters. Some of the mechanisms are self-evaluation, external evaluation, periodic reviews and other strategies. The UGC Standing Committee needs to play a more forceful role in shaping women's studies in the country.

An annual meeting-cum-conference organised by the Standing Committee of Directors of Women's Studies Centres as a part of on-going dialogue for better understanding of academic and administrative aspect, needs to become a regular feature.

3.10 Organisation

Since the existing Women's Studies Centres have a diversity in history and characterisation, and since also it is proposed to support and initiate more Centres in the Ninth Plan Period, a system of phasing is proposed as an evolutionary process on the basis of the capabilities of each Centre. The classification will have three phases :

- (a) Phase I
- (b) Phase II, and
- (c) Phase III

Moreover, as a result of the experience of the last ten years, the concept of networking of clusters, of complementing skills within the broad constituency of university based programmes, and networking with outside women's action and research agencies, has emerged.

Teaching-Training, Research-Documentation, Extension-Advocacy, will form the core activities of all the Centres under Phases I, II and III, although the level and emphasis will differ from phase to phase and Centre to Centre.

Phase I

Phase I will have two stages :

(A) Preparatory

(B) As the Centre matures, it will move on to stage B.

(A) The preparatory or initial stage will start work by :

- Understanding independent research and publication
- Publication and translation in local languages
- Library and documentation
- Building data and disseminating information
- Organising seminars, workshops
- Cultivating relationship with other Departments, Centres scholars, colleges, (Non-Government Organisations (NGOs).

(B) As the Centre matures it will move on to :

- Organizing orientation programmes for students, teachers, NGOs, organising study circles; providing access and guidance to students and teachers for research on women's studies; interaction with scholars outside the university.

- Understanding independent and collaborative research disseminating available information and data, building up library and documentation.
- Nurturing relationship with colleges and departments and networking with scholars, NGOs and participating in women focused schemes and activities.

Phase II

In order to take advantage of special capabilities in subject areas or skills, some of the special activities, which can be considered as illustrative, are described below :

- Facilitating in conducting foundation and other level courses, assisting in incorporating women's studies in other disciplines.
- Concentration on special themes such as those related to women and technology/agriculture/media/enviroment/energypolicies/literature.
- Concentration on a particular skills like communication, creating data-base, documentation, publication, audio-visuals, compilation of information.
- Seminars, conferences, workshops for different target groups including students.
- Innovative training programmes, curriculum development.
- Undertaking independent research and collaborative research at national level and involvement in Government sponsored programmes and schemes;
- Nuturing partnerships and other relationships with indentified clusters of colleges and NGOs and guiding new Centres of Women's Studies in the neighbourhood.

Phase III

These Centre will serve as resource or Nodal Centres for the regions with a special mandate.

They are to develop as strong academic Centres of teaching and learning, generating new thinking and knowledge on feminist theory and offering women's studies courses.

Further, they are to act as clusters or Nodal Centres within their regions for all university-based bodies, colleges, women's action and research agencies and NGOs. In that capacity, they have to promote fresh interest in women's studies in those

bodies by drawing the latter into discussions and programmes on feminist perspectives and themes in women's studies.

They are also to co-ordinate, guide and monitor research and other activities. They will also act as catalysts for drawing scholars from other disciplines and areas.

In addition, they are to undertake the following functions :

- Developing a strong resource centre and disseminating data and information through traditional and modern technology, information dossiers, information network, etc.;
- Offering training in specialised skills, innovations in curriculum, ect. (like National Law School);
- Building linkages with national and international bodies and initiating exchange programmes at national and international level;
- Publishing a newsletter which will seek information from other Centres in the region and also provide a forum for analysing the focus of the activities. It will draw from feminist scholars outside the university system. The newsletter will need to be professionally edited. Publication of research material, bibliographies of work done in the region, need to be undertaken;
- Preparing teaching/learning materials, texts, reference works, etc.

3.11 Advanced Status

Women Studies Centres, which have functioned as lead Centres, will be identified for Special Assistance Programmes of the UGC, namely,

1. Departmental Research Support.
2. Department of Special Assistance.
3. Centre for Advanced Studies, and also for all other schemes of the UGC.

Refresher courses in Women's Studies will be offered in different regions.

3.12 Budgeting and Funding Criteria

As a result of the new concepts recommended for the structuring of Women's Studies Centres, it is proposed that financial support is not made into very strict boxes, but

instead grants are given with some earmarked group of activities rather than each activity financed separately, and following flexibility and discretion to the Women's Studies Centres to use the grant according to its own area of emphasis, capacity and the capacity available in that area.

To meet the needs of the system of classification, described earlier, the centres are classified into broad categories under Phase I, II and III. Currently, there are 22 centres in the country. During the Ninth Plan, it is proposed to increase this number to 41. The grant allocation for the above phases of various centres for the entire Plan period is proposed as under :

Phase	No. of Centres	Rs. in lakhs for each centre	Total amount in lakhs
(i) Phase I	25	25.00	625.00
(ii) Phase II	10	40.80	400.00
(iii) Phase III	6	50.00	300.00
Grand Total =			1,325.00

The budget requirements for the above proposal would be Rs. 13.25 crores.

In addition, Rs. 25 lakhs need to be set aside for the activities to be conducted under the umbrella of the Standing Committee.

With a view to meeting the needs of a flexible approach, the budget will have the following heads with a ceiling of permissible spending as shown against each head/s:

S.No.	Head	Permissible spending percentage
A	-Centres	
1.	Salaries (Project, adhoc, contract positions)	40
2(i)	TA/DA, Visiting Faculty, short-term scholars, fellowships, Meetings etc.	30 [to cover items (i) to (v)].
(ii)	Documentation, material development, retrieval, storage dissemination of information, library.	
(iii)	Seminars, Workshops, Short-term courses	
(iv)	Publications, Translations, News Letters, Journals	
(v)	Programmes, to illustrate, curriculum development, special/innovative programmes and projects programmes, activities, projects at college level, clustering activities.	
(vi)	Research, Evaluation, Monitoring	
3.	Equipment	20
4.	Communication and stationery	5
5.	Contingency	5
B	- Cells	

Basis of the programme grant to existing Cells, which are permitted to continue, will remain the same as in the Eight Plan.

Salaries of Staff working in the Cell will be treated as a first charge on the Ninth Plan. No new Cells will be established in the Ninth Plan.

Grant sanctioned to the centres will be for the plan period and , hence, permitted to be carried forward from year to year, depending on need, till the end of the Plan period. However, it will be accountable within the grant norms with simplified procedures and standardised formats.

In order to give greater stability to the programme, the core staff should be included in the Plan proposal of the concerned university.

The Centre will have the option to appoint other project staff (temporary) as per its need within the salaries provided under the scheme. In addition this head may be utilised for contract and ad-hoc positions which would be tenure or temporary positions.

Women's Studies will function under the structure of a centre with either a Board of Studies or an Interdisciplinary Committee or an adhoc Board to advise the Centre on all academic matters.

It will be the responsibility of the concerned university to provide accomodation, furniture and other infrastructural facilities.

Besides UGC assistance, the Centres will need to explore other sources for raising funds.

4.0 PART II : THE OPERATIONAL THRUST

4.1 Organisational Aspects

4.1.1 *Status*

The Centre/Department will be multi-disciplinary. It will have the status of an academic University Department with the core faculty eligible for representation on University Bodies, corresponding to other university Departments. It will not be part of any Department/Institute. The university should give the above Deartment/Centre a Statutory status, if needed, by amending the University Acts and Statutes.

4.1.2 *Nomenclature*

Selection of nomenclature for the Centre/Department is left to each university; however, for the purpose of UGC, all Centre/Departments will be referred to as Centres for Women's Studies (CWS).

4.1.3 *Activities*

The main activities of the Centre will cover :

- Teaching and Training
- Research
- Extension
- Advocacy
- Dissemination of Information
- Clustering

When there are two Centres in the same city, like at Calcutta and Jadavpur Universities, as far as possible, area of operation and focus of work be spelt out to avoid overlap.

4.1.4 *Faculty*

The universities are advised to include the posts needed for Centre for Women's Studies (Professor/Reader/Lecturer) in their Development Plans. The State Government's concurrence will be needed to give permanency to these posts. If permitted under university rules, existing unutilised posts in the university could also be utilised with the concurrence of the Department/ Authority by relocating to the CWS.

(a) *Head of the CWS*

Each Centre will have a full time Head. The Centre will be headed by a Professor/Reader, directly responsible to the Vice-Chancellor or the Dean of the faculty to whom she/he will report.

The person so appointed will either be directly recruited as per university procedures for teachers, deputed or appointed on contract through a Selection Committee corresponding to that of Professor/Reader. The universities are advised to invite one member of the Standing Committee as one of the experts on the Selection Committee. In case of deputation or a person appointed on

contract, the person concerned must possess the required qualifications in the concerned discipline for Professor/Reader and in addition fulfil the requirements of additional qualifications specified below.

Since women's studies is an emerging field, requiring considerable leadership, CWS will not follow the practice of rotation for Headship. However, where this practice is in vogue at a particular university process of rotation will apply only upto the level of Reader's position, as per UGC rules, from within the core faculty in the CWS.

The Head of the Centre be selected from any discipline but preferably from Social Sciences and Humanities.

The duties of the Head of CWS will in general be similar to those of any other academic department with additional responsibility of implementing strategies laid down in the guidelines.

(b) *Additional Qualifications for Head*

In addition to the required qualifications laid down for Professor/Reader the following will be requirements of additional qualifications and qualities needed.

Head for Phase I

- Experience in terms of research/teaching and field action and a known person in the field of women's studies. Publications related to women's issues/women's studies.

Head for Phase II and III

- The Head should be known for contribution in women's studies in terms of research and teaching in women's studies and other extension/field action experience.
- Some experience of curriculum development in women's studies desirable.
- Initiative to put into practice innovative programme and structures.
- Capacity to build relationship within the university, with other Departments and Colleges, NGOs and Women's Studies Centres outside the university system.

- Capacity to meet administrative challenges.

(c) *WSC, Academic Faculty and Staff*

The academic faculty and staff of WSC will consist of (i) Core Faculty (ii) Other Academic Staff and (iii) Administrative Personnel.

(i) *Core Faculty*

The Core Faculty will consist of Professors, Readers, Lecturers, who will be considered academic staff with benefit of vacations and other benefits available to teachers. They will be treated on par with other teaching faculty. The Head of the Centre will also be on a vacation position. However, the Head will have to be available when needed during vacations.

The Core Faculty will be directly recruited, deputed or appointed on contract through a Selection Committee corresponding to that of Professor/Reader/Lecturers, following procedures for selection of teachers.

Faculty appointed for women's studies must necessarily have experience in teaching/research and extension and field action in women's studies.

(ii) *Other Academic Staff*

The other academic staff will consist of Project Officer (research/extension), Librarian, Documentation Officer, Computer Assistant, Research Fellow and others in similar positions. They will be considered non-vacation, with regular office hours. They will be entitled to the benefits (other than vacation and office timings) available to academic staff. They will be selected following procedures for corresponding staff at the university and on similar scales/scales approved by the UGC.

(iii) *Administrative Personnel*

Administrative Personnel of the CWS will be in cadres similar to those existing in the university and will have the status of

non-teaching staff of the university and will be recruited as per prevailing rules of the university.

4.2 Organisational Structure

(a) *The Advisory Committee*

There will be an Advisory Committee for every CWS with the Vice-Chancellor as the Chairperson and the Head of the Centre as the Member-Secretary. Its composition will be broad based drawing members from within the University as well as experts/specialists in other fields, working on women's issues including Members on Statutory Committees. The Committee will consist of 10 to 15 members with the outstation members, if any, not exceeding three. In the absence of the Vice-Chancellor/the officiating Vice-Chancellor/the Pro-Vice-Chancellor/Rector/Dean may be nominated by the Vice-Chancellor to chair the meetings. The main functions of the advisory Committee will be to advise and overview the progress and functioning of the Centre. It will meet at least once a year.

(b) *The Standing Committee*

In order to facilitate the functioning of the Centre, a Standing Committee consisting of 3 to 5 members will be constituted with the Head of the Department as the Chairperson. The Standing Committee will meet at least once in 2/3 months.

(c) *The Board*

To advise the Centre in academic matters and monitor academic activities, an Academic Board will be constituted as per university procedure, either in the form of :

- (i) regular Board of Studies or
 - (ii) Board/Committee of Interdisciplinary Studies or
 - (iii) An Adhoc Committee/Board.
- (d) Faculty (Authority)

The University authorities may decide whether they want to create an independent faculty of women's studies or the Centre should function

under any other Faculty in consultation with the Advisory Committee of CWS.

5.0 APPROACH

The Centres are classified under Phase I, II & III. This will be an evolutionary process on the basis of capabilities and performance of each Centre.

Illustrative criteria of expectations from Centres under the different phases are described under items 3.0 to 3.10.

Teaching – Training, Research-Documentation, Extension Advocacy will form the core activities of the Centres.

The main strategies for implementing the activities and programmes under Phase I, II and III will be through the concept of networking of clusters and through the process of partnership.

6.0 MODALITIES

Partnership and Clustering

6.1 Partnership

Partnership is envisaged at different levels as a process of networking for a specific purpose.

To illustrate

It is envisaged between :

- (a) an established UGC Centre under Phase II and III and a UGC Centre under Phase I to help the latter to develop and grow.
- (b) a UGC Centre and a Centre outside the University system for joint programme/researchers/documentation and so on.
- (c) a UGC Centre and a NGOs for a programme/activity.
- (d) a UGC Centre and State/District level agencies for training, awareness generation, etc.

- (e) a UGC Centre/Centres and a Government Department (e.g. Deptt. of Women and Child Development at Centre and State level, National and State level Women's Commissions for macro or special research/projects/documentation, etc.)
- (f) a UGC Centre and an organisation or agency at national/international level.

6.2 Clustering

Clustering will involve :

- (a) a UGC Centre under any phase and colleges, in that area under any university in the neighbourhood.
- (b) a UGC Centre and other universities in the State not having Centres.
 - i) The main focus of clustering under (a) and (b) will be activity oriented
 - ii) The Organisation and implementation of clustering will be done directly by the UGC Centre and then sent to the Advisory Committee or Board as decided by the Centre for further consideration.
 - iii) The identification of the college/university for clustering will be done directly by the UGC Centre and then sent to the Advisory Committee or Board as decided by the Centre for further consideration.
 - iv) A member of the Core Faculty or Academic staff be put in Charge of co-ordinating the above work, assisting colleges/universities to develop project proposals, guide them in implementing the programme, monitor the performance and network with Colleges/Universities which have joined the cluster.
 - v) A Co-ordinating Committee with-representatives of the UGC Centre, concerned colleges and Universities be set up to monitor and overview the work related to cluster activities and share information about the work undertaken.
 - vi) The UGC Centre will need to include a separate budget head for administration of cluster activities under its budget from UGC funding. The UGC Centre, College/University will also be responsible for raising funds for the project activity.

(c) The UGC Centre under Phase III and Centres inside and outside the university system, selected colleges, NGOs, Women's action and research agencies and other bodies in area.

i) Focus

The UGC Centre will function as a resource or Nodal Centre. The main purpose of the cluster activity will be promoting and strengthening interest in women's studies in the above bodies through diverse strategies listed in the Approach Paper under Phase III under Organisation.

ii) Process

The UGC Centre, acting as source Nodal Centre, will lay down the process of forming the cluster and planning activities through a Co-ordinating Committee drawing members from the Nodal Centre, cluster partners and experts; this Committee will overview and monitor the work related to the cluster activities. The report be placed before the Nodal Centre Advisory Committee.

The Head of the Centre or a senior faculty member be incharge of co-ordinating cluster activities. Funding for administration of nodal activities will be drawn from the grant allocation made by the UGC to the Centre. Partners in the cluster, together with the UGC Centre will be responsible for raising funds for collaborative project/research activities.

7.0 Administrative and Financial Procedures

7.1 UGC office will forward standardised and simplified formats to each Centre for administrative and financial procedures.

7.2 The accounting system, facilitating timely release of grants will be laid down by the UGC.

7.3 Accounting will be based on quarterly grant norms with an annual certification of utilisaiton.

7.4 Reappropriation within the budget heads upto 10 percent will be permitted to the WSC with the approval of the Vice-Chancellor. If more reappropriation is needed approval of the UGC will have to be sought.

- 7.5 The quantum of plan grant will be communicated. Carrying forward the grant during the period of the Plan will be permitted.
- 7.6 Manuals detailing procedures, both administrative and financial are proposed to be prepared for greater efficiency.

8.0 Funding Criteria and Pattern of Assistance

8.1 Financial support will be through a flexible mode by giving grants for earmarked group of activities enabling the Centres to use the grant according to their own area of emphasis, capacity and the capacity available in that area.

8.2 The pattern of assistance and the items of the budget are given under different head with a ceiling of permissible spending as shown against the different heads under item

3.12.2 Budgeting and Funding Criteria under Part I : The Approach Paper.

8.3 The grant allocation to each Centre will be for the entire plan period (5 years or end of Plan whichever is earlier) and will depend under which phase it is categorized.

8.4 It will be the responsibility of the concerned university to provide accommodation, furniture and other infrastructural facilities and where necessary administrative staff.

8.5 UGC's assistance for establishment and further development of the Centre will be for the concerned plan period.

8.6 It will be advisable to include the posts needed for the Centre in the University's development plan.

8.7 The University will have to seek State Government's concurrence to give permanency to the posts created.

8.8 Besides UGC assistance, Centres will need to explore other sources for raising funds for the activities of the Centre.

8.9 Women's Studies Centres which have functioned as resource Nodal Centres will be eligible for the Special Assistance Programmes of the UGC as per UGC norms.

9.0 Monitoring and Evaluation

9.1 To ensure accountability and quality of performance and excellence, an ongoing system of monitoring and evaluation is necessary.

9.2 The CWS will be monitored and evaluated periodically by the UGC Standing Committee. Consideration will be given to both internal and external evaluation.

9.3 Every year, the Head of the Centre will submit a report on its working to its Advisory Committee and after its approval forward it to the UGC. The report will describe achievement limitations, difficulties faced and action taken. Activities should not be merely enumerated but a brief abstract on the theme and its perspectives need to be highlighted. The report should have a quantitative as well as a qualitative thrust.

9.4 The activities which will be evaluated will cover :

- Teaching and Training
- Research
- Extension
- Dissemination and Information including library and documentation
- Advocacy
- Clustering and reaching out to non UGC Centres of Women's Studies. Colleges, Other Departments; NGOs neighbourhood communities etc.
- Publication and particularly publication of material in regional languages Special/Innovative activities and features of the Centre.
- Organisational capabilities.

- 9.5 In addition to annual reports, the Centre will forward to the UGC a mid-term review and a final review at the end of five year plan period.
- 9.6 Transition from one phase to another will be considered by the UGC Standing Committee on the basis of proposals received from the Centre (Annexure II), its review and where found necessary visits by members of the Standing Committee experts appointed by the Standing Committee.
- 9.7 With a view to providing a common platform for an ongoing dialogue between the UGC and Centre of Women's Studies, an annual meeting-cum-conference of Head of CWS and colloquiums/workshops of UGC and non-UGC WSCs will be organised by the UGC Standing Committee for better understanding and sharing of academic and administrative dimensions.

10.0 Formulation of Proposals

- 10.1 Proposals for setting up new Centres for Women's Studies be submitted in the format given in Annexure-I.
- 10.2 Proposals for transition from one phase to another be submitted in the format given in Annexure-II.
- 10.3 Existing Centres will have to give concurrence to the new guidelines signed by the Vice-Chancellor.
- 10.4 Proposals for research/summer institutes/workshops/seminars-conferences etc. be submitted as per the guidelines of the UGC for such activities.
- 10.5 For special activities proposals should indicate objectives, strategies, modalities, financial requirements and monitoring mechanisms.
- 10.6 Proposals for Department of Special Assistance (DSA), Deptt. of Research Support (DRS) and Centre for Advanced Studies (CAS) and other schemes of the UGC be submitted as per UGC guidelines as prescribed for other disciplines.

GUIDELINES FOR UGC STANDING COMMITTEE

Role and Responsibilities

- (a) To plan annual meeting-cum-conferences, colloquiums with Heads of Women's Studies Centres, as a part of ongoing dialogue for better understanding of academic and administrative dimensions.
- (b) To participate in regional meetings/workshops as representative of UGC on Selection Committees to appoint Heads of Centres.
- (c) To represent the UGC on Selection Committees to appoint Heads of Centres.
- (d) To prepare/revise guidelines, approach papers etc. for plan periods.
- (e) To prepare the guidelines for report writing performance appraisal etc.
- (f) To periodically review work of the Centres through visits and other modalities.

II Establishment of new Centres/Continuation of established Centres

To lay down a process for identifying Centre under different phases and approving new Centres.

III Networking with Department of Women and Child Development and other Government Departments, National Commission for Women, the Planning Commission for Joint Programmes, national level consultations Policy interventions and so on.

IV General

- (a) Continuous dialogue with Heads of the UGC Centres and representatives of colleges/Universities/Departments/Centres outside the University system with a view to facilitating collaboration between these bodies.
- (b) Directing colleges Universities/Departments/Centres outside the University system to approach the UGC Centres for partnership and clustering.

- (c) Preparing profiles of the UGC Centres and Centres/Bodies outside the UGC system.
- (d) Considering other items that may be relevant for the development and strengthening of Women's Studies.

V Policy Role

- (a) Recommendations on critical issues to be forwarded to policy makers.
- (b) Reports of annual conferences and general findings, to be forwarded to Centres for implementation.

UNIVERSITY GRANTS COMMISSION

ESTABLISHMENT OF CENTRES FOR WOMEN'S STUDIES PROPOSAL FORMAT

1. UNIVERSITY PROFILE

1.1 Name of the University :

1.2 Address :

1.3 State :

1.4 Date of Establishment :

1.5 Name of the Vice-Chancellor :

1.6 Name of the Registrar :

1.7 Type of the University :

1.8 Number of Colleges, if
affiliating type :

1.9

FACULTY	DEPARTMENTS
a.	
b.	
c.	
d.	
e.	
f.	

1.10 Mission defined by the University.

II. BACKGROUND INFORMATION

2.1 Specific programmes offered for women.

Please circle :

No

Yes

If yes, briefly state types of programmes conducted during the last three years :

Year	Programme
1994-95	
1995-96	
1996-97	

2.2 Books and other documentation available in the library on Women's Studies :

2.3 Computerisation and communication facilities available :

2.4 Links with (a) University Women's Studies Centres; (b) Autonomous Women's Studies/Women's Research Organisations; (c) Any other.
Please Circle :

(a) No

Yes

(b) No

Yes

(c) No

Yes

If yes, names of Centres/Organisations and types of linkages established.

2.5 Offering of Women's Studies components in any discipline or independently as certificate /diploma.

No

Yes

If yes, name discipline and course offered.

2.6 Experience of faculty in Women's Studies (teaching, research etc. and from which discipline)

Name	Discipline	Experience

2.7 Other interests :

III Proposal (within the frame-work of Ninth Plan Guidelines)

3.1 Objectives

3.2 Programmes/activities proposed :

3.2.1 Teaching, Research, Training

3.2.2 Documentation, Extension,

3.2.3 Linkages

3.3 Resources :

(a) Human

(b) Material

(c) Others

3.4 Budget

3.4.1 Capacity to generate resource

3.5 Phase - Readiness for same

3.6 Any other details

Place :

Date :

**Name and signature
of Vice-Chancellor**

{Please attach separate sheets if the space provided is insufficient}

UNIVERSITY GRANTS COMMISSION

CENTRES FOR WOMEN'S STUDIES TRANSITION FROM ONE PHASE TO THE NEXT

PROPOSAL FORMAT

1. BACKGROUND

- 1.1 Name of the University :
- 1.2 State :
- 1.3 Address :
- 1.4 Date of Establishment :
- 1.5 Date of Assignment of
present phase :
- 1.6 Name, Qualification and
experience of Director and
date from when in position :
- 1.7 Full-time/Honorary :
- 1.8 Name, qualification/
experience of Core staff :
- 1.9 Supportive Faculty :
- 1.10 Administrative Staff :
- 1.11 Accommodation :
- 1.12 Library - Documentation :
- 1.13 Computer and communication
facilities :

II PERFORMANCE

- 2.1 Highlights of Core Activities and their impact
 - 2.1.1 Teaching
 - 2.1.2 Training

- 2.1.3 Research
 - 2.1.4 Publications
 - 2.1.5 Documentation and dissemination
 - 2.1.6 Extension
 - 2.1.7 Advocacy
 - 2.1.8 Interaction
 - 2.1.9 Clustering/Networking
- 2.2 Fulfilment of criteria under the phase
- 2.3 Evaluation - Enclose report

III. NEXT PHASE

- 3.1 Rationale
- 3.2 Major Thrust
- 3.3 Equipment of faculty for new responsibilities
- 3.4 Additional requirements :

From UGC

-By Centre

- 3.5 Any other (Specify)

**Name and Signature of
Vice-Chancellor**

**Name and Signature of
Director**

Date :

[Please attach more sheets if the space provided is insufficient]

**UNIVERSITY GRANTS COMMISSION
CENTRE FOR WOMEN'S STUDIES**

BROAD FRAMEWORK : REPORT WRITING

1. GENERAL INFORMATION

- 1.1 University :
- 1.2 Centre :
- 1.3 Address :
- 1.4 Date of Establishment :
- 1.5 Phase Assigned :
- 1.6 Name of Director :

II. GOAL OBJECTIVES

- 2.1 Brief Description:
- 2.2 Fulfilment:

III. PROGRAMMES AND ACTIVITIES

- 3.1 Broad Headings
 - 3.1.1 Teaching and Training
 - 3.1.2 Research
 - 3.1.3 Extension
 - 3.1.4 Information dissemination-library, documentation publication
 - 3.1.5 Advocacy

Note : following criteria, inter alia, be considered while reporting :

- (a) Brief description of each activity (e.g. research - title, perspectives, findings, impact, methodology)
- (b) Target groups covered and time - frame
- (c) Impact - success, obstacles
- (d) Future thrusts
- (e) Intergration into University system.

3.2 Success stories

IV Strategies

4.1 Partnership

4.2 Clustering

- with other Departments of the University
- with non-UGC Women's Studies Centres
- with other Universities
- with colleges within the University and outside the University
- with any other University

4.3 Networking/outreach

4.4 Any other

Following criteria be considered while reporting :

- (a) Interaction - with whom - how frequently - impact
- (b) Organisation
- (c) Difficulties - achievements
- (d) Leadership role

V. RESOURCE

- 5.1 People
- 5.2 Material
- 5.3 Documents
- 5.4 Any other

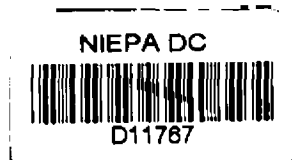
Note : (a) Reporting be quantitative as well as qualitative.

(b) Above parameters will be considered for performance appraisal.

**Date Name and Signature
of Vice-Chancellor**

**Name and Signature of
Director**

[Please attach separate sheets if space provided is not sufficient]



LIBRARY & DOCUMENTATION Centre
National Institute of Educational
Planning and Administration.
17-B, Sri Aurebindo Marg,
New Delhi-110016
DCC, No D-11767
Date 24-01-2003.