

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MAG
NEW DELHI – 110002**

April, 2006

D.O. No. F. 1-1/2005 (Policy)/COP

Dear Sir / Madam,

As you are aware the University Grants Commission is providing 'Seed Money' to eligible Universities and Colleges under the scheme of Career Oriented Programmes at first degree level in Universities and Colleges. The objective is to introduce career and market-oriented, skill enhancing add-on courses that have utility for job, self-employment and empowerment of the students.

The University Grants Commission has conducted several inter-face meetings with the Principals of the Colleges during 2003-04, 2004-05 and 2005-06 all over the country. Four seminars on 'Vocationalization of Higher Education' were also organized to popularize the scheme and also to get new ideas and feed back on the scheme. During these inter-face meetings and seminars, the Colleges pointed out some of the difficulties faced by them in the realistic implementation of the scheme. Based on the feed back received from the Colleges and academicians all over the country, the University Grants Commission decided to constitute an expert committee under the chairmanship of Prof. (Dr.) B.H. Briz Kishore, member, UGC to modify the guidelines of the scheme of Career Oriented Programmes.

On the recommendations of the expert committee, the University Grants Commission has partially modified the guidelines. The modifications are as follows :-

1. The Universities / Colleges may formulate their own, 'Need Based' career oriented courses. The syllabi may be prepared by the Universities / Colleges on their own by involving subject experts. The syllabi prepared by the College may be approved by the University within two months of the submission of the syllabi by the College. If the University fails to approve the syllabi within the prescribed limit, the same will be treated as approved.
2. The assistance available in this programme is only in the form of a one-time 'Seed Money'. The amount may be utilized for the purchase of Books & Journals, Augmentation of Laboratory Facilities, Equipment, Contingency and Payment of Remuneration to the Guest / Internal faculty only.

3. The Colleges / Universities can opt for a maximum of three courses. The Colleges / Universities may opt for multiple certificates / diploma / advanced diploma.
4. Assistance from the University Grants Commission will be available to the tune of Rs. 5 lakhs per course as one time 'Seed Money' for five years in the Humanities and Commerce streams and one time 'Seed Money' of Rs. 7 lakhs per course will be granted for five years for the Science stream.
5. Certificate Course : The course will be of 20 credits. Each credit will have 15 hrs. of workload out of which 8 credits should necessarily be assigned to field work / project work / training.
6. Diploma Course : The course will be of 40 credits (inclusive of 20 credits earned during Certificate Course). Each credit will have 15 hrs. of workload out of which 8 credits should necessarily be assigned to field work / project work / training.
7. Advanced Diploma Course : The course will be of 60 credits (inclusive of 40 credits earned together during Certificate and Diploma courses respectively). Each credit will have 15 hrs. of workload out of which 8 credits should necessarily be assigned to field work / project work.
8. Courses awarded could be replaced with prior permission of UGC.
9. The benefits of career oriented courses can be extended to regular PG students of the same College / University. Priority should be given to the regular under graduate students.
10. The coordinator of the career oriented course may be paid remuneration @ Rs. 5,000/- per year out of the 'Seed Money'.
11. Guest Faculty / Internal faculty may be remunerated @ Rs. 250/- per lecture of one hour duration.
12. The Universities should not charge any affiliation fee for the career oriented courses sanctioned by the UGC.
13. In pursuance of the policy of the University Grants Commission, since a student is completing 900 hours of learning, Universities may consider issue of Honors Degree to those students who have successfully completed concurrently three Certificates or Certificate, Diploma and Advanced Diploma in a stream along with the Degree course.
14. Since there is heavy demand for certificate courses, irrespective of the year of the study from the students it is decided to allow the students either to opt for certificate / diploma / advanced diploma courses or three certificate courses during the period of study.

The above modifications may please be brought to the notice of all the affiliated Colleges under your University. The Colleges may also be asked to submit fresh proposals under the scheme as per the revised guidelines in the prescribed format for the courses to be started from the academic year 2007-2008.

With regards,

Yours sincerely,

**Sd/-
(Prof. S.K. Thorat)
Chairman**

**All Vice-Chancellors
of 150 Universities
funded by UGC**



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR INTRODUCTION OF CAREER ORIENTED PROGRAMMES AT FIRST DEGREE LEVEL IN UNIVERSITIES AND COLLEGES

PREAMBLE

Globalisation of education and economy has led the University Grants Commission (UGC) to reorient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario and is likely to increase in the future. To meet this challenge, during the Xth Plan, UGC would like to encourage incorporation of skill oriented & value added, add-on courses in colleges/universities to be opted by students as a parallel sub-discipline while pursuing their degree level education.

1.

INTRODUCTION

The UGC initiated a major programme of vocationalisation at undergraduate level during VIIIth Plan (1994-95). The scheme was designed to ensure that graduates who pass out after completing these courses would have knowledge, skills and aptitude for gainful employment in the wage sector in general and self-employment in particular.

Since the inception of the scheme and until the end of the IX Plan, 2,124 Colleges and 38 Universities have been provided assistance for the introduction of Vocational Subjects involving a total grant of more than Rs. 200 crore during this period (1994-2003).

The UGC has decided to recast the vocationalisation programme at undergraduate level under a modified scheme of CAREER ORIENTATION PROGRAMME. The UGC would like to introduce a flexible system of certificate/diploma/advanced diploma programme, which will run parallel to the conventional B.A., B.Com. and B.Sc. degrees. The Universities/Colleges may formulate their own, 'Need-Based', career-oriented courses based on the guidelines suggested by the UGC. The course content of the identified subjects has to be framed by the Universities on the pattern suggested by the UGC.

2. OBJECTIVE

The objective of this scheme is to introduce career and market-oriented, skill enhancing add-on courses that have utility for job, self-employment and empowerment of the students. At the end of three years, the students will be equipped with a Certificate/Diploma/Advanced Diploma in an

add-on orientation course along with a conventional degree in Science/Arts/Commerce. The institutions should offer a wide range of career-oriented subjects in various related areas.

Some of the indicative courses for Science stream could be Information and Computer Technology, Refrigeration, Biotechnology; Hospital Waste Disposal Management and Sericulture, etc. For the Social Sciences and Humanities streams, the courses could be of inter-disciplinary nature viz. Applied Sociology, Applied Psychology, Tourism, Fashion Designing, Translation Proficiency, Television and Video Production. For the Commerce stream, courses could be in Insurance, Banking, e-Commerce World Trade, Foreign Exchange Trade, Retailing etc. The courses offered should be of inter-disciplinary nature.

There should be no watertight compartments and students should have the freedom to diversify into various fields not necessarily related with their core discipline. For instance, a student pursuing a bachelors' degree in a science subject could side by side pursue a course in Event Management. Similarly a student with Arts background may have the option to pursue a course in Science Journalism.

3.TARGET/

ELIGIBILITY

All Colleges and Universities recognized by the UGC under Section 2 (f) and 12 (B) of UGC Act, 1956 are eligible for implementing the scheme of Career-Oriented Programme.

4.NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The assistance available in this programme is only in the form of a one-time grant as 'Seed Money'. The amount may be utilized for the purchase of books and journals, augmentation of laboratory facilities, equipment and payment of remuneration to the Guest faculty only

4.1 Assistance from the UGC will be available to the tune of Rs. 5 lakh as one time 'Seed Money' for five years in the Humanities and Commerce streams and one time 'Seed Money' of Rs. 7 lakhs will be granted for five years for the Science stream. The Colleges/Universities have to opt for a minimum of five courses in each stream of Humanities, Commerce and Science. .

4.2 As physical inputs are essential for the implementation of the programme, qualitative and descriptive details of existing infrastructure, library resources, laboratories and workshops should be clearly specified in the application. The equipment and laboratory resources should be adequate in the institution for starting the career-oriented programmes. The applicant institutions must work out the economics and viability of each course before sending their proposal to the UGC. While working out economics both academic and administrative expenditures should be taken into account.

4.3 The Principal, Co-ordinators and other staff/members who are involved in the career oriented courses and who, in addition to their workload, have to perform a number of functions such as arranging guest faculty, liaising with employing establishments for practical training of students, supervising the field work and project work of the students of career oriented courses etc., may be paid suitable honorarium out of the resource generated by the Institutions.

5.PROCEDURE FOR APPLYING FOR THE SCHEME

5.1 A college/university (which has undergraduate teaching departments) may indicate in its proposal the name of the career-oriented courses and a minimum five subjects/areas of skills from each discipline of Science, Humanities and Commerce that it proposes to introduce. However, the Colleges must inform their affiliating University about the subjects for which they

are applying. In turn, Universities should plan framing of respective syllabus to be made available to the Colleges to start the programme on time. Accordingly, colleges/university/institution should send their proposal (Annexure-I) directly to the Joint Secretary (VE), University Grants Commission, 35-Ferozeshah Road, New Delhi-110 001 within the stipulated date. A copy of proposal should also be sent through the University. Proposals received later than the stipulated date or incomplete will not be entertained.

5.2. It may be noted that the course subject that an institution proposes will be introduced in the existing three degree programmes by way of add-on skill oriented subjects during the first, second and third year of education as Certificate/Diploma/Advanced Diploma Courses along with conventional degree programmes of B.A., B.Com. and B.Sc., respectively.

5.3 Detailed syllabi, indicating, the distribution of time between theory, practical/field, work/dissertation and pre-requisites for the choice of subjects, and periods to be allotted etc. have to be worked out under the scheme by the Universities based on the UGC proposed scheme for framing the syllabus. The courses must be organized in an effective manner and the credit values of the various components clearly indicated.

5.4 Combination of subjects: It is envisaged to provide flexibility in choice of the combination of subjects, without any limitation. The colleges and universities are free to identify local need based career oriented course/inter-disciplinary courses of their choice. They may seek help from Industry/Service organizations and NGOs as well as individuals to develop the course design, contents and implementation methodology.

5.5 Practical Training: While framing Career Oriented Courses, a distinction between career oriented subjects and other academic subjects would be made in terms of practical training, in its quality, quantum and modalities of organization. The content/nature of practical work must be skill oriented and aim at the development of marketable skills. Industrial collaboration and linkage with the concerned organizations and institutions as well as prospective employment agencies, need to be taken care of.

5.6 Field Institutions/Training: This is one of the most important aspects of the Career/Soft Skilled Oriented Programme. The collaborating organizations/NGOs/Institutions would accept students and allow them to participate in their profession/service activities

5.7 The maximum number of students in one course of the Career Oriented Programme should not exceed 30 to 40 in the average class size to maintain quality and standard of teaching.

5.8 Faculty - The following staff members could be involved in teaching, training and administration of the programme: - Principal of the College/Head of the Department of the University.

- Coordinator of each course who will be responsible for the academic and administrative aspects.

- Teaching faculty of the specialized discipline.

- Guest lecturers drawn from other institutions, services and individual organizations/experts in the field.

- Laboratory/Workshop/Institution for practical training of students.

5.9. Coordinator

The responsibility for organizing the teaching and training of students will rest with the Coordinator of the course/ subject/ specialized discipline.

5.9.1 Teaching Faculty The teaching faculty would be required to be competent in the following four main areas:

- Delivery of a new subject matter which is applied in nature
- Practical training to students in institutions
- Promoting skill development among students which, although carried out with the assistance of personnel of employing establishments will require collaboration of the teaching faculty
- Entrepreneurship development

5.9.2 Guest Faculty

In view of the contents of the proposed subjects being different from what is generally available in universities and colleges, much of the content of new subjects will have to be taught by guest faculty experts. They could be drawn from training and professional institutions and from production related establishments. Individuals having expertise in the discipline may also serve as guest faculty. The service of such guest faculty will be suitably remunerated.

The Colleges/Universities need to make the definition of a recognized teacher more flexible so as to bring expertise from the field/industry into the domain of guest faculty. If necessary, the pre-requisite qualification for the guest-faculty may be different for those who are from the field/industry and accordingly the concerned university may lower the pre-requisite qualification for the guest faculty, in case the need arises.

5.10 These Career Oriented Courses will have a progressive approach. The following programmes will be available:

5.10.1 Certificate Course: The Course will be of 30 credits. Each credit will have 15 hours of workload out of which 10 credits should necessarily be assigned to field work/project work/training. The proof of this should be submitted during examination e.g. work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty.

5.10.2 Diploma Course: The Course will be of 60 credits (30 credits earned during Certificate Course). Each credit will have 15 hours of workload out of this 10 credits should necessarily be assigned to field work/project work/training. The proof of this should be submitted during the examination.

5.10.3 Advanced Diploma Course: The Course will be of 90 credits (60 credits earned together during Certificate and Diploma Courses respectively). Each credit will have 15 hours of workload. Out of this 10 credits should necessarily be assigned to field work/project work/training. The proof of this (field work/project work/training) should be submitted during the

examination.

5.11 Certificate/Diploma/Advanced Diploma in Career Oriented Programmes will be awarded on the basis of examination results and credits earned. Students may be permitted to complete Certificate/Diploma/Advanced Diploma in the same subject/course or by completing the credits from other Interdisciplinary Career Oriented Courses.

5.11.1 Issue of Certificate: Any College interested in awarding the University Certificate must apply to the university well in advance and approval of the Academic Bodies will be required. Once the university approves the college proposal, the college will issue the joint certificate with name of University and College.

6.PROCEDURE FOR APPROVAL BY THE UGC

6.1 All proposals received in the prescribed application form by the stipulated date will be placed before the Expert Committee constituted by the UGC. Based on the information provided in the proposals and keeping in view the provisions given under 'Guidelines', institutions will be short-listed based on the following criteria:

6.2 The Expert Committee will discuss the short listed proposals in an 'Interface meeting', with representatives of respective institutions and make recommendations about the institutions and subject/course to be allotted.

6.3 Institutions thus selected will be informed of the approval of their proposals soon after the UGC has accepted the recommendations of the Expert Committee.

6.4 Institutions selected for support should prepare a prospectus informing the students of the nature and scope of the subject, an outline of the syllabus, minimum conditions which students must fulfil, time schedule, nature of project and field work/laboratory/training experiences to be imparted.

7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC

Under this scheme, the UGC will provide 'one time' assistance in the form of 'Seed Money' for each discipline/courses.

8. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

The scheme provides for regular monitoring. Institutions will be required to send information on a prescribed format to the UGC. In addition, members of the Expert Committee on career courses may visit institutions individually or in groups to review the implementation of the scheme. Information required for this purpose must be furnished by the institution regularly at the end of the academic session.

8.1 The College/University will develop a 'Career Orientation Council' which will maintain a profile of local job opportunities and will provide data support for career courses. The Council will also monitor the career courses of the College and provide necessary feed back reports periodically to the UGC.

8.2 The college should maintain a record of students who have completed the three-year degree course along with a "career-oriented course" so that information is available about the activity/status of these graduates.

9. PROFORMA FOR APPLYING UNDER THE SCHEME, SUBMITTING UTILIZATION CERTIFICATE, SUBMITTING PROGRESS REPORT ETC.

9.1 Application form for introduction of career oriented courses (certificate/diploma/advanced diploma) in universities/colleges (**Annexure-1**).

9.2 Information to be furnished by the Institution to UGC (**Annexure-2**).

9.3 Terms and conditions for introduction of career oriented courses at first-degree level (**Annexure-3**).

9.4 Utilization Certificate (**Annexure-4**).

9.5 Proforma for submission of statement of expenditure incurred for introduction of career-oriented course (**Annexure-5**).



ANNEXURE-I

UNIVERSITY GRANTS COMMISSION
35, FEROSHAH ROAD
NEW DELHI - 110 001

APPLICATION FORM FOR INTRODUCTION OF CAREER ORIENTED COURSES
(CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA)
IN UNIVERSITIES/COLLEGES

The University will send their proposal Through
it's Registrar, while the proposals of the
Colleges are to be routed through CDC/Registrar
of the concerned affiliating University.

For Office Use only

File No. _____

Area :

Date of Receipt

Broad Discipline

Sciences Commerce Humanities

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1. Particulars of the institution:

1.1 Name of the University/College with postal address: (Name as notified by the UGC under Section 2(f) and 12 (B) of the UGC Act, 1956).

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STATE					PIN CODE				
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1.2 Year of establishment of the University/College

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1.3 In case of College, name and address of affiliating University:

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1.4 District

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State

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Pin Code

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1.4 Name of the Principal/ (in case of College) or Name of the Head of the Department (in case of a University Department):

2. Is the University/College eligible to receive UGC's assistance under Section 2(f) and 12 (b) of the UGC Act, 1956.

Yes	No
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If yes, please attach a copy of the notification issued by the UGC in this regard.

3. Nature of Institution (Please tick) boxes applicable):

Private (No grant) ----- Private (Grant-in-aid) -----

Central Govt.----- State Govt.----- Union Territory -----

Constituent College ----- Autonomous ----- Affiliated Colleges -----

University ----- Deemed University -----

Science College----- Arts College ----- Commerce College -----

Multi-Disciplinary-----

Location of College Urban ----- Semi Urban -----

(As classified by State Govt.

Rural ----- Tribal ----- Backward -----

Boy's institution ----- Women's ----- Co-educational -----

4. Total enrolment in Degree Courses* in the Last Academic Year

B.A	B.Sc.	B.Com.	Grand Total
I Year	I Year	I Year	
II Year	II Year	II Year	

III Year	III Year	III Year	
Total	Total	Total	

*Any other Degree Course being offered by the College. If so, please specify.

5. Faculty strength

Faculty	Sanctioned Strength (Deptt. wise)				Now in position (Deptt.wise)			
	UG	PG	Others	Total	UG	PG	Others	Total
Full time Part time Visiting								

6. Provide details of the Infrastructure Related Profile

1. Classrooms/Laboratories/Workshops.

2. No. of Books/Journals/Magazines.

3. Equipment (Laboratory/Audio-Visual Aids/Teaching Aids).

4. Others (specify).

7. Career Oriented Courses proposed to be introduced. (Minimum five subjects must be indicated in each

CERTIFICATE

An It is certified that the information given above is correct and that we have gone through the details of the UGC scheme of Career Oriented Courses of First Degree Education, i.e. Guidelines, Criteria, Eligibility Conditions, Syllabus of Subjects proposed to be introduced, procedures to be followed including monitoring and evaluation etc. circulated by the UGC on the subject and undertake to abide by the same to implement the scheme within the prescribed time frame, if approved by the UGC.

Seal and signature Registrar/Dean

**Seal and signature Principal of College/
Department of the University**

**College Development Council
Head of Concerned of the University**



Annexure II

**University Grants Commission
35, Ferozeshah Road,
New Delhi-110001.**

INFORMATION TO BE FURNISHED BY THE INSTITUTION TO UGC

1. Name of departments for each course which will coordinate the activity.
2. Name of faculty members who will be teaching the courses and need training.
3. List of equipment/books to be purchased from the seed money sanctioned to the institution
4. Item-wise break up of the sanctioned amount such as equipment list, book list, guest faculty etc.
5. Approval of the University for introducing the course.
6. A copy of the Memorandum of Understanding executed with the institution/employing agency for Practical Training/On-Job- Training of students.
7. Soon after receiving approval of the UGC for introduction of a career-oriented subject, please obtain syllabus from your affiliating university.
8. The present status of career oriented subject(s) which was/were allotted to your institution by the UGC in earlier years under the scheme in reference. A report on the follow up studies of students, who graduated with career-oriented subjects, if any conducted, may please be sent.



University Grants Commission
35, Ferozeshah Road,
New Delhi-110001.

ANNEXURE-III

TERMS & CONDITIONS FOR INTRODUCTION OF CAREER ORIENTED COURSES AT FIRST DEGREE LEVEL

UGC's Assistance for introduction of Career Oriented Course at the First Degree Level in Universities and Colleges will be subject to the following terms and conditions:

1. The Career Oriented Courses will be an add-on course along with conventional degree of B.A., B.Sc., B.Com. courses for which the UGC has agreed to extend support has/have been approved by the concerned academic bodies of the respective University/Autonomous Colleges.
2. The Institution will set up guidance and counselling services to assist and inform students about educational and vocational choices, to liaise with employing establishments.
3. The approved career oriented subject will be introduced as an add on course parallel to the existing B.A./B.Com./B./Sc. Degree.
4. For practical training the students of career-oriented courses will be attached with the local institutions and employing establishments, which have laboratory/workshop, facilities related to the new course and where adequate supervision by qualified personnel will be available
5. The evaluation of the students performance in the practical work and On-Job-Training/ Practical Training performance/assessment will be carried out with the assistance of the personnel of training institutions/employing establishments where this training will be imparted.
6. The institution will make the optimum use of its existing infrastructural facilities and existing faculty members.
7. The institution will have to work out the economic viability of the course to decide upon its fee structure.



Annexure IV

UTILISATION CERTIFICATE

It is certified that grant of Rs. _____
(Rupees _____) approved by the University Grants Commission for _____ has been utilised as per details given in the University Grants Commission in its letter No. _____ dated _____ and that all these terms and conditions have been fulfilled by the college and the grant has been utilised for the purpose for which it was approved. It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up to date and these assets have not been disposed off encumbered or utilized for any other purposes. If as a result of check or audit objection, some irregularity is noticed at a later stage, the college shall be bound to refund the amount objected to.

Signature _____

Chartered Accountant _____

Government Auditor _____

(in case Grant Colleges/Universities)

Signature _____

REGISTRAR/ PRINCIPAL Seal



Annexure V

**UNIVERSITY GRANTS COMMISSION
(CAREER ORIENTED PROGRAMME)**

**PROFORMA FOR SUBMISSION OF STATEMENT OF EXPENDITURE INCURRED
FOR THE INTRODUCTION OF CAREER ORIENTED COURSES**

1. Name of the College/University: _____ Name of the Career Oriented Course: _____
2. No. & date of UGC's approval: No. F. _____ dated _____
3. Period to which the accounts related: w.e.f. _____ to _____ Details of actual
expenditure incurred: ----- Grant approved
Grant released Expenditure Unspent balance (i) (ii) (iii) (iv) ----- Seed
Money I.) Books/Journals II.) Equipment III) Guest Faculty -----

Note:

I.) The statement of expenditure should be filled up separately for each Career Oriented Courses. II) List of equipment purchased should be submitted. III) Details of periods taken, amount paid to each teacher by name under guest faculty and internal faculty should be submitted. -----

- Coordinator Principal/Registrar

Govt. Auditor/C.A.