

X *Plan*

**Tenth Plan UGC Scheme On
Adult, Continuing Education,
Extension & Field Outreach**

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ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
NEW DELHI
2004**

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**TENTH PLAN UGC SCHEME ON
ADULT, CONTINUING EDUCATION,
EXTENSION & FIELD OUTREACH**



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1. INTRODUCTION

- 1.1 As one traces the recommendations of the various Commissions and the UGC guidelines issued from time to time for Adult, Continuing Education & Extension, it is evident that one of the goals of the UGC is to transform the university system into an active instrument for social change through the institutionalization of Extension as the Third Dimension and by ensuring that the university system is adult learner friendly and pro-life long learning.
- 1.2 It is commonly known that through the dimension of teaching, there is dissemination of knowledge, through research new knowledge is generated and through the dimension of extension there is application of knowledge in real life situations which leads to the further generation of new knowledge.
- 1.3 It was way back in 1960 that the Kothari Commission first articulated the concept of Extension and the TRINITY of Teaching, Research & Extension. The Commission stated that Extension was essential for:
 - making education relevant to real life situations
 - for preventing the alienation of the educand from society
 - for developing in the educand a sense of responsibility towards society
 - for deepening the teacher's knowledge through a wider exposure to real life situations
- 1.4 In 1977 the University Grants Commission first incorporated Extension into its Policy Statement for Higher Education when it stated that

"If the University system has to discharge adequately its responsibilities to the entire education system and to the society as a whole it must assume extension as the third important responsibility and give it the same status as teaching and research. This is a new and extremely significant area which should be developed on the basis of high priority".
- 1.5 The acceptance of Extension as the Third Dimension equal in importance to teaching and research was in the context of a growing realisation that the universities and colleges having institutional resources-knowledge, manpower and physical-have an obligation to develop sensitivities to involve the development of the community with particular reference to the overall and diverse learning needs of all the segments of the people of the community.

2. AIM

The Third Dimension was to aim at promoting a meaningful and sustained rapport between the Universities and the community.

OBJECTIVES

Firstly its objective was to extend knowledge and other institutional resources to the community and vice-versa and secondly its objective was to gain insights from a contact between knowledge resources and socio-cultural realities with a view to reflecting these in the entire curricular system of higher education including teaching and research. It was to be a two-way process between the experts and the people, an intellectual intervention in the community's living problems which need to be overcome through an educational process. It was to be that education which helped students to face life and its challenges and which created an ambience for a learning society.

3. EFFORTS BY UGC

- 3.1 The opportunity to introduce the Extension Dimension in Universities was taken when the National Adult Education Programme (NAEP) was announced by the Government of India in 1978. Then Centres/ Departments. for Adult and Continuing Education were set up in Universities. Thereafter, the Adult Education Programme as Point 16 of the 20-Point Programme of the Government of India was introduced (1983-1989) followed by the Area Based Approach Programme (1989-1992) and the Total Literacy Campaign (1992-1997) of the National Literacy Mission. In the Ninth Plan the UGC continued the Adult and Continuing Education Programme in a manner that facilitated the Centres \ Departments of Adult and Continuing Education and Extension to cast their own Plan of Action for the Extension Dimension specific to their own University.
- 3.2 In all, the programmes introduced by the UGC from time to time, the main focus has been on Adult Literacy, Post-literacy and field outreach programmes. Attention was given in the Ninth Plan to Adult and Continuing Education for university groups, groups that had passed the university system but had a need to return and to groups which did not have access to the university system.
- 3.3 In the Ninth Plan, the UGC has implemented the schemes under its Non-formal Education Bureau. As evidenced from the UGC's vision and strategy for the X Plan, the scheme will continue to be operationalised by UGC

under the Non-formal Education Bureau. In order to ensure continuity, the UGC has already released grants to Departments for the years 2002–2003 and 2003-04.

4. CURRENT SCENARIO

- 4.1 Now as the guidelines for the Tenth Plan period are being cast it is essential that the current situation, internationally and nationally, be considered. It is well known that the impact of globalisation has placed new demands on the education system. Transformation with rapid change is taking place everywhere. The student and youth have to be prepared by the university to adopt change and learn new skills in accordance with the new demands of the world of work. In other words, the university system has to prepare the student to be a life long learner. Then only will the student be able to sustain his knowledge and skills at an international bench mark level?
- 4.2 Further private universities are being setup and international universities will soon be entering the country. Also, Information & Communication Technology (ICT) is being more frequently used in the field of learning. On-line learning and e-learning will soon become a regular feature of university courses. It is, therefore, essential that the university system and specially the Departments of Adult and Continuing Education & Extension begin to interact and collaborate with the private sector. Secondly, e-learning and the on-line mode for the conduct of courses be utilized for continuing education to cater to the needs of various sections of society including professionals.
- 4.3 While universities have to enhance student employability skills through a formal system, on the other hand, the non-formal stream of education is being developed by the Ministry of Human Resource Development for reaching education to the unreached. There is a rapid growth of the National Institute of Open Schooling and State Open Schools and improvisation of quality teaching through the development of a momentum in Sarva Shiksha Abhiyan (SSA) under the Education for All programme. Universities also have to integrate formal and non-formal education by opening their doors to adult learners for life long learning programmes and by making the University an *adult learner friendly institution*. (Refer – Cape Town Statement on Characteristic Elements of a Life long Learning Higher Education Institution, January 2001).
- 4.4 The Departments, will, therefore, have to play a more dynamic role and move from the periphery to the centre stage of the university system and to ensure this the Advisory Committees overseeing the work of the

Department need to play a more pro-active role. The Departments also have to play a major role in the development of the human resource expertise in the subject of Adult, Continuing Education, Extension & Field Outreach.

- 4.5 At present, there are 73 Departments/Centres working in the country. As visualized earlier in the Ninth Plan, all Universities are to establish a Department for institutionalizing extension and for meeting the current demands of adult and continuing education in their respective areas of operation.

5. THRUSTS

- 5.1 The thrusts for the Tenth Plan Period are therefore projected taking the current scenario into account. These thrusts are:-
- i. the acceptance of the philosophy of continuing education as a part of total education programme of the institution;
 - ii integration between formal and non-formal education and out of school learning processes;
 - iii reaching out to the larger sections of adults through the university system and specially deprived groups for the purpose of equalization of educational opportunities;
 - iv enrichment of the learning process of faculty and students through exposure to community needs, problems, issues and reaching out to socio-economic and cultural groups;
 - v attending to major issues relating to the National Literacy Mission, bonded labour, child-labour, street children, health conditions and issues on drugs and AIDS / HIV, nutrition, sanitation, environmental issues, gender issues with stress on gender equity, human rights education, consumer rights issues, communal harmony and cultural integration, self-employment generation and use of technology appropriate to the society;
 - vi development of the discipline of Andragogy / Adult and Continuing Education & Extension;
 - vii research for the development of theory and conduct of action research/ operational research;
 - viii introduction of courses offered on campus, off campus, on-line and through e-learning;
 - ix development of courses linked specifically to business and industry which

- would include work ethics, work culture and preparation for the changing world of work;
- x development of a range of credit courses at the undergraduate and postgraduate levels leading to an Associate degree in Continuing Education and;
 - xi Extension and Field Outreach to focus on
 - continuing education programmes at the grassroot level through the CECs of the National Literacy Mission and through the National Institute of Open Schooling and State Open Schools;
 - communal harmony and peace education;
 - human rights and rights of vulnerable groups;
 - environmental issues;
 - panchayats and development issues;
 - health education for the community and through the Health Care Centre of the university;
 - women's empowerment and
 - social issues and gender issues
 - xii initiating change in the policies and procedures of the university so as to make the university courses more accessible to the adult learner and
 - xiii establishing a new relationship with government organizations NGOs, Civil Societies, NGO networks and other professional bodies to address social issues.

6. TARGET GROUPS

The major target groups for the Tenth Plan period shall be:-

- i) Groups / students in the colleges and university system;
- ii) Groups who have passed out of the university system and need to return for upgradation or for the acquisition of new skills. These could include groups from industry and services;
- iii) Groups who are already in service or the underemployed or the unemployed who need to enhance their employability;
- iv) Groups which would normally not be enterants into the university system;
- v) Women, SC/ST, disadvantaged groups, street children, bonded labour, child workers, etc;
- vi) Neo-literates, CE learners, Out of school youth and
- vii) Senior citizens;

7. PROGRAMS AND ACTIVITIES

It is suggested that the following programs be conducted in order to cater to the needs of the different target groups. Departments can formulate the proposals by keeping the following programs in mind.

7.1 *Developing the discipline of Andragogy / Adult Education and Continuing Education through academic programs and courses such as:*

- Foundation Courses;
- Certificate and Diploma Courses;
- Undergraduate, postgraduate, M.Phil, Ph.D., optional/regular courses;
- Courses integrated with different degrees such as B.Ed., M.Ed. and professional degrees;
- Projects related to continuing education and extension and field outreach in-built into a discipline of studies and
- Conduct of inter-disciplinary research in Adult, Continuing Education & Extension.

7.2 *Vocational Career Oriented Courses / Programs*

- Courses and programs for people at different socio-economic and educational levels for the acquisition of marketable vocational skills according to the needs and demands of urban and rural, local, national and international markets;
- Continuing education courses for the students and out of school youth;
- Courses related to the electronic media, multi media, computer applications, etc. to receive special focus;
- Apprenticeship, internship, training programs with industry and business;
- Courses specially focusing on the demands of the changing world of work;
- Para- professional courses for knowledge and skill updates and
- Career guidance for the university and college students

7.3 *Associate Degree / Diploma in Continuing Education*

Development of a credit system for courses in adult & continuing education leading to an Associate Degree / Diploma in adult & continuing education for the benefit of students who are pursuing courses on the campus.

7.4 *Leadership and Human Resource Development*

- Programmes for developing the potentialities of students and out of school youth, particularly of the girl students and women and

- Training of elected representatives of local, self-government, self-help groups and persons from community based organizations, NGOs, under - privileged and resource - deprived communities.

7.5 *Quality of Life Improvement Programs*

Conduct of courses and awareness programs for facilitating improvement in the quality of life of the people.

7.6 *Individual Interest Promotion Programs*

Courses and programs catering to individual interests of adults for promoting personal development.

7.7 *Social and Citizenship Role Awareness Programs*

For increasing knowledge, awareness and functional skills of the student youth and out of school youth in areas such as environment food, shelter, health, family welfare, etc. which affect them

7.8 *Resource Support Programs*

- Programs to support and evaluate TLC, PLP, CE, Sarva Shiksha Abhiyan, women's empowerment, etc. in collaboration with or for the NLM, State Literacy Mission (SLM) Zilla Sakisharta Samiti (ZSS), Centers for Women's Studies, Population Education Centres, Open Universities, People's Organizations, Community Based Organizations, Civil Societies and others.
- Special programs for indigenous populations, aboriginals, slum dwellers, tribals and other vulnerable sections of society.

7.9 *Equivalency Programs*

Parallel programs offered by the Non-Formal Education Sector of the Ministry of Human Resource Development of the State and Centre, Open Schools, Institutes, etc. may be facilitated, developed and expanded.

7.10 *Academic Credit*

The work of the students involved in adult education, continuing education, extension and field outreach work should be considered for academic credit in addition to or as a part of their regular course of studies. For determining academic credits, standards may be evolved and adopted.

To illustrate:

- Projects related to extension/field outreach within a discipline at the undergraduate or postgraduate level;
- Field work in respect of a subject of study;

- Participation in literacy, post-literacy, continuing education, population education and non-formal education programs;
- Participation in programs for enhancing employability and technology skills;
- Any other activity approved for the purpose by the University Authority with the approval of the Commission.

Each University will have to determine the measures of weightage and the evaluation process for the award of an academic credit.

8. ROLE AND FUNCTIONS OF THE DEPARTMENT

8.1 *Teaching, Training and Research*

- Teaching courses in Adult and Continuing Education and Extension & Field Outreach
- Conducting need-based continuing education courses, including online courses on credit or non-credit basis;
- Conducting Orientation and Refresher courses for university and college teachers with the Academic Staff College;
- Undertaking research in the subject;
- To assist in the development of a curriculum for multi-disciplinary programs;
- To assist in the development of a library in the subject and
- Training for human resource or skill development for the different target groups

8.2 *Catalyst Role*

- Acting as a focal agency in the university system for all Extension and Field Outreach Programs with the involvement of university departments and colleges;
- Serving as a Technical Resource Centre for university's community-based activities and
- Assessing the needs of the university students and out of university learner for continuing education programs and career guidance

8.3 *Collaborative and Networking Role*

The department shall undertake collaborative programs and network with:

- business and industry;
- university departments;
- N.L.M.A;

- NGOs, Civil Society, development and government agencies and others and
- International organizations / universities and agencies, such as, UNESCO, UNICEF, UNDP, International Council for Adult Education, Asia South Pacific Bureau for Adult Education and similar organizations

8.4 *Documentation and Dissemination*

Publication of News Letters, journal, magazine, e-journal, creation of an interactive website, preparation of materials, dissemination of materials and information, etc.

8.5 *Monitoring and Evaluation*

Of activities and field programs of the department and of the colleges

8.6 *Facilitating Academic Departments to provide for Extension work through Offerings, Projects, Research, Field Activities etc.*

9. ORGANIZATIONAL ASPECTS

(A) Status of Departments of Adult and Continuing Education, Extension work & Field Outreach

- 9.1 The IX Plan guidelines have clearly stated the need for the Universities to accord a statutory status to the Departments of Adult, Continuing Education & Extension with amendments, if necessary, in the University Act and Statutes. It was also stated that the Department will have the same status as that of any other teaching department of the university with the core faculty eligible for representation on all the University bodies, like Syndicate / Executive / Management Council, Senate, Academic Council, Standing Committee on Academic Affairs, Board of Studies etc. corresponding to other University teachers. During the X Plan period, the Universities must take suitable action in this regard if such action has not been taken so far. The release of grants for the X Plan will be based on the fulfillment of this condition. In the absence of assurance from the State Govt., no vacant sanctioned post was filled.
- 9.2 The Department of Adult, Continuing Education and Extension & Field Outreach should be headed by Professor / Director / Head of the University Department as per the nomenclature in the University for the same position with major responsibilities similar to that of the head of any other teaching department.
- 9.3 The University, in accordance with the status of the Department, shall give academic freedom to this Department for the planning and conduct of innovative programmes in Teaching, Research, Extension & Field Outreach.

- 9.4 The faculty of the Department is also eligible for the Unassigned Grant of the UGC available to the university and for the research and other grants of the various UGC schemes for teachers.
- 9.5 Departments already in existence shall be eligible for Special Assistance Programs (SAP) and other such special assistance schemes of the UGC and other national / international agencies

(B) Nomenclature of the Departments

Those Departments which are already known as Departments of Adult, Continuing Education & Extension or any other name approved by the university, may retain the nomenclature. In case of new Departments, they should adopt the nomenclature Departments of Adult, Continuing Education and Extension & Field Outreach (ACEEFO). For the purpose of these guidelines the Departments are referred to as Departments of Adult, Continuing Education, Extension & Field Outreach (ACEE & FO).

(C) Structure

1) At the UGC level

The Commission may constitute Expert Committee(s) to examine proposals from universities for financial support under the scheme for fresh induction, advise on policy matters, monitor and review of the Departments completing its tenure, implementation and utilization. The Committee will also be responsible for finalizing consolidated activitywise and programwise annual and action plan for the X Plan, reviewing performance reports from the Departments for further action.

2) At the University level

i) Advisory Committee

Since the university is the focus of continuing and extension education and outreach activities, it is necessary to have an Advisory Committee of Adult and Continuing Education and Extension & Field Outreach to oversee various academic and extension field outreach programmes of the university. The Advisory Committee will have members as representatives from a) the Syndicate / Executive Council / Management Council, b) UGC representative from the concerned Bureau, c) representative of NLMA/SLMA, d) Heads of University Departments / Principals (for Colleges) in concerned areas, e) two three experts in the field, f). Government Departments and g) NGOs. The membership of the committee may be between 10-12. The Head of Department of Adult and Continuing Education and Extension &

Field Outreach will be its Member-Secretary. The Advisory Committee must meet at least twice a year, advise and take steps on courses, curriculum, prepare the annual programme of activities, look into proper utilization of grants, monitor and review the implementation of the programme with the help of Implementation Committee.

ii) *Implementation Committee*

In order to facilitate the functioning of the Department, an Implementation Committee, consisting of 4/6 members of the Advisory Committee including 1/2 local members in the areas may be constituted with the Director as the Convenor. The Implementation Committee must meet once in 2 to 3 months. This Committee may also recommend to introduce certificate and other short-term courses, suggest course guest faculty, determine eligibility of students, lay down fee structure and evaluate the programmes.

iii) *The Board*

To advise the Department in academic matters including research in the area of ACEE & FO and monitor academic activities, an Academic Board will be constituted as per the university procedure in the form of a Regular Board of Studies

(D) FACULTY AND STAFF

1) Head / Director of the Department of Adult Continuing Education, Extension Education & Field Outreach

Each Department will have a Head/Director. The Department will be headed by a Professor / Director, directly responsible to the Vice-Chancellor to whom he / she will report.

The Professor / Director of the Department may be selected on part time basis from the disciplines/department of Adult Education/ Social Sciences / Education / Humanities / Management with experience in teaching, research, extension work and field outreach.

The duties of the Professor / Director will be similar to those of Heads of other teaching departments. However, he/she will have the additional responsibility of implementing the UGC guidelines for the scheme. Since extension has to be the focus of the university, the Professor/ Director of the Department should possess considerable leadership qualities in continuing and extension education, field outreach programmes.

2) Faculty

The faculty for the Department of Adult & Continuing Education may be engaged on contract basis or on per lecture basis as per the rates

approved by the Commission. All these appointments be within the approved budget.

3) Secretarial and Non-teaching Technical Staff

The Department will have Secretarial and Non-teaching Technical Staff whose service conditions shall be the same as are applicable to other non-academic staff of the university and they will be eligible to all benefits like pension/CPG/GPF, medical aid, etc.

4) Field Investigator/Project Assistant

In the Tenth Plan period the Department will be permitted to appoint from the salary component of the UGC grant, additional manpower of 3 to 5 Field Investigators/Project Assistants to implement its programs.

i) Qualifications and Experience

- a) Graduates or Post Graduates with at least one year's office/ field experience in Adult and Continuing Education & Extension and not more than 35 years of age and
- b) Graduates/Post Graduates with a diploma in Adult and Continuing Education & Extension and related fields will be given preference. However, the age of such candidates will not be more than 35 years.

ii) Selection Procedure and Appointment

The advertisement, selection and appointment shall be made by the Department itself after obtaining the University permission. The appointment shall be on a contract basis for the Tenth Plan period only. The candidate will have no claim or right for re-appointment or permanency;

iii) Role and Functions

The Field Investigator/Project Assistant shall carry out academic, administrative and supporting field activities as directed by the Head/ Director of the Department

iv) Compensation/Salary

Field Investigator/Project Assistant shall be entitled to a consolidated amount of

- a) Graduatre - minimum of Rs. 4000/- per month and Rs. 500/- Fixed Travel Allowance and
- b) Post-Graduate – minimum of Rs. 6000/- per month and Rs. 500/- Fixed Travel Allowance.

v) **Supervision**

His/Her work will be supervised/monitorised by the Head/Director of the Department.

5) **Project staff on hiring**

No regular or contract staff is permissible under the scheme other than mentioned above. The miscellaneous work of the Department may be got done by outsourcing on hiring basis.

10. **NODAL UNIVERSITIES**

The UGC has identified Nodal Universities and also defined their service areas. The Nodal University is a link between the UGC and the universities in the service area. During the Tenth Plan the Nodal Agency System will be continued. However, the Nodal Agencies will be reviewed in the Tenth Plan by the UGC Committee of Experts. New Nodal Agencies may also be considered based on the performance and requirements.

In addition to the normal responsibilities expected of a Department, each University, being a nodal University, will have the following functions and roles:

(A) Co-ordinating role —

- New initiatives, specially in designing courses;
- Disseminating information on innovative programs and
- Motivating universities in the service area for strengthening the programme by organizing orientation / training programs.

(B) Documentation and Dissemination of information —

- Documentation – Building Archives;
- Updated reference lists of available material for dissemination – Books, Journals and Audio-visual materials;
- Use of new technology like Internet, Publishing Newsletter, creating websites and
- Publications

(C) Networking at different levels with —

- Government programmes;
- Ministries connected with outreach work;
- Official bodies;
- Other universities, professional bodies / training centres and
- Non-governmental Organisations and their networks, Civil Societies

(D) Advocacy—

Liasioning with UGC, State Government, Vice-Chancellors' Committees,

State Council for Higher Education, Universities, drawing attention to critical issues;

Each Nodal University will convene two meetings of the Departments in its Service Area every year. The meetings are conducted at different universities in the service area by rotation. At least, at one of the meetings every year, a UGC officer be invited for interaction, who should report his / her observations to the UGC Committee of Experts. The departments will be responsible for submitting the annual report and review proforma to their respective Nodal Agency. The Nodal Agency shall be responsible for preparing a comprehensive report of the Departments in its service area and submit the same to UGC;

The UGC shall convene a meeting of the Directors of Nodal Agencies, atleast once a year and

The Nodal University is expected to be dynamic, rather than routine, if it must fulfill its role and responsibility effectively. For this purpose, the Nodal University must prepare an annual work plan through which it can appraise its performance.

11. ADMINISTRATIVE AND FINANCIAL PROCEDURES

- 11.1 Re-appropriation within the budget heads upto 10 percent will be permitted by the UGC with the approval of Vice-Chancellor. If more re-appropriation is needed, the prior approval of the UGC will have to be sought.
- 11.2 Non-recurring grants are for a period of five years whereas annual recurring grants are for the particular year for which it has been sanctioned

12. FUNDING CRITERIA AND PATTERN OF ASSISTANCE

- 12.1 It is proposed that every university should set up a Department of ACEE & FO. To begin with in the Tenth Plan, the number of Departments of ACEE & FO would be increased;
- 12.2 Financial support is given in a flexible manner for an earmarked group of activities;
- 12.3 In order to give flexibility to the utilization of grants, the grants will be permitted to be carried forward from year to year till the end of the Plan period. However, these grants will be accountable within the grant norms;
- 12.4 UGC may categorise the Departments based on review by the expert committee;
- 12.5 In order to give greater stability to the Departments, the salary and benefits for the core staff shall be included in the comprehensive annual budget of the university and in the total Plan proposals of the concerned universities;

- 12.6 UGC's support for the establishment of a new Department will be till the end of X Plan Period;
- 12.7 The State Universities will have to obtain the State Government's concurrence to give permanency to the posts created for permanent positions, especially under earlier plans, if not done already. The University/ State Government must take suitable steps.
- The State Government's concurrence will also be required for the core faculty sanctioned for a new Department;
- 12.8 As far as new Departments are concerned, the post of one Reader and one Lecturer will be sanctioned in addition to the provision of grants under the salary component. It will be the responsibility of the concerned University to provide non-teaching administrative/ office staff, accommodation, furniture and other infrastructure facilities;
- 12.9 The Department will need to explore other sources for raising funds in addition to the UGC assistance;
- 12.10 Conducting self-financing programmes / courses is essential for the sustainability of the Department;
- 12.11 A separate fund be created from the resources generated by the Department, to be utilised for the activities of the Department;
- 12.12 A separate budget be maintained for the Department operating with the UGC and State Government grants;
- 12.13 The Department may establish
- i) Student Counseling / Placement / Career Guidance Centre;
 - ii) e – Learning Centre
- In Departments which submit a specific proposal for the same. About 30 Centres of each type will be set up in the Tenth Plan Period. The one-time grant for the Plan Period for these Centres will be as given below:-
- | | | |
|--------------------------------------------------------------------------------------------|-----|----------|
| a) Student Counseling / Placement / Career Guidance Centre | Rs. | 2,25,000 |
| b) e -Learning Center, development of website, e-learning packages, on –line courses, etc. | Rs. | 6,00,000 |
- 12.14 Grants for the Nodal Agency Rs. 75,000 per annum
- 12,15 In order to be eligible to the grants for the Tenth Plan, each University will have to submit a certificate signed by the Vice – Chancellor, accepting the Tenth Plan Guidelines in toto.

CERTIFICATE

This is to certify that the University _____

(Name) _____ accepts the Tenth

Plan UGC Guidelines for the Department of Adult, Continuing Education, Extension

& Field Outreach and shall follow the same in toto.

Signature
Vice – Chancellor

12.16 The increased financial support during the Tenth Plan is to enable Departments to work towards financial self-sufficiency in so much the Department is not totally dependent on UGC grants for its very existence;

12.17 The grants will be given by the UGC in the following manner to the Departments.

Sr. No.	ITEM	Financial Assistance
A. Non-Recurring Expenditure.		
1.	One time grant for the Plan period for the purchase of equipment such as computers, peripherals, photocopier, scanner, LCD Projector, OHP, etc.	Rs. 3,00,000
2.	Student Counselling/Placement/Career Guidance Centre	Rs. 2,25,000
3.	e-Learning Centre, development of website, e-learning packages, online courses etc.	Rs. 6,00,000
TOTAL A		Rs. 11,25,000

Sr. No.	ITEM	Financial Assistance
B	RECURRING EXPENDITURE	
1.	a) Salary for Academic Staff	Rs. 2,00,000
	b) <u>Salaries for Project Staff</u> Such as Field Investigator/Project Assistant, adhoc/tenure, temporary, contract project staff.	Rs. 2,00,000
2.	Teaching Activities Conduct of courses, development of curricula, development of credit and non-credit courses, visiting faculty, short-term scholars, training, orientation of faculty, teachers, students, etc.	Rs. 75,000
3.	Research Activities, Documentation, Dissemination Research studies, surveys, material production, innovations, book writing, editing seminar volumes, newsletters, reports translations, publications, library, audio-visual aids, retrieval and storage of information, etc.	Rs. 75,000
4.	Extension and Field Outreach Activities College and community level, with NGOs and related organizations, field experiments, etc. monitoring and evaluation.	Rs. 1,00,000
5.	Continuing Education Conduct of short term courses specially for weaker sections, senior citizens, such as,SC/ ST, women, etc., career guidance and higher education counselling for student, non- student youth, Quality Improvement programs for teachers, project staff, inter-university visit, regional and other workshops, conferences (national and international), e-learning, on-line courses	Rs. 1,50,000
6.	TA / DA for core staff, TA / DA for meetings, etc. postage, telephone, communication activi- ties with Nodal agency, office contingencies, miscellaneous expenditure, equipment, etc.	Rs. 1,00,000
	TOTAL B	
C.	Grants for the Nodal Agency	Rs. 75,000
	GRAND TOTAL (A + B + C)	Rs.21,00,000

The core faculty will consist of a Professor (where the designation of the head of the Department of Adult and Continuing Education and Extension & Field Outreach in the University Act is indicated as Director, it will remain the same as Professor with similar privileges), Reader and Lecturer who will be considered as teachers.

- i) The existing core faculty shall be redesignated as given below Director shall be redesignated as Professor and Head Assistant Director shall be redesignated as Reader Project Officer shall be redesignated as Lecturer
- ii) The above faculty will have the same status and privileges (except vacation and working hours) as teachers in other university departments. They will be treated as other teaching faculty (except vacation and working hours) since the nature of their work demands that they should be available throughout the working hours and throughout the year. They will be entitled to privilege leave as per the rules and facilities (except vacations and working hours) available to teachers in other teaching departments of the university.
- iii) The core faculty will be directly recruited or deputed through a Selection Committee corresponding to that of Professor, Reader, Lecturer by following the procedures for the selection of the teachers on contract project tenure basis for three years upto X Plan in the scale similar to that prevailing in the University. Faculty appointed to these Departments must have experience in extension work and qualifications as laid down by the UGC for the posts of Professor, Reader and Lecturer.
- iv) They will also be eligible to get promotion under career advancement scheme or similar other scheme approved by the Commission for teachers.
- v) They will also be entitled to terminal benefits such as pension, gratuity, GPF, PF and other financial benefits.
- vi) They will also be entitled to avail sabbatical leave in accordance with the rules for teachers.

**UNIVERSITY GRANTS COMMISSION
REVIEW PROFORMA**

REPORT FOR THE YEAR _____

(To be submitted by the Department to the UGC and the Nodal Agency)

I. GENERAL INFORMATION :

1. State : _____
2. Name of the University : _____
3. Name of the Department / Centre : _____
4. Present Phase Assigned : _____
5. Address :

- * Tel. No. Direct: _____ * Through University Exchange: _____
- * Fax No.: _____ * Email: _____
- * Web site : _____
6. Date of Establishment : _____

II. THE DIRECTOR / HEAD

1. Name : _____
2. Qualifications : _____
3. Experience : _____

Sr. No.	Institution	Name of Institute	Position Held	Period
1.	College			
2.	University Department			
3.	Dept. of Adult and Cont. Edu.			
4.	Non Government Organisation			
5.	Any other			

4. Books / Papers published : _____

5. Titles of Researches undertaken : _____

6. Membership on Committees, Bodies, Organizations : _____

7. Date from when in position : _____
8. Full time or Part Time: _____
9. a) Incharge/Holding Additional Charge: _____
 b) If so, state actual position held eg. Assistant Director or Head of another Department etc. _____

III. OTHER POSITIONS

Sr. No.	Type of Stall	Sanctioned by				In Position	Transferred / Deputed		Reason for Vacancy
		UGC	State	University	Total		In which Dept.	Since when	
a)	Core Staff								
1.	Professor								
2.	Assistant Director / Reader								
3.	Project Officer / Lecturer								
4.	Research Associate								
5.	Any Other								
	Total								
b)	Administrative Staff								
1.	L. G. Stenographer								
2.	Tech. Assistant								
3.	Typist-Clerk								
4.	Accounts Clerk								
5.	Peon / Office Assistant								
6.	Driver								
	Total								
c)	Support / Project Staff								
1.									
2.									
3.									
4.									
5.									
	Total								
	TOTAL								

III a. BOARD OF ADULT AND CONTINUING EDUCATION AND EXTENSION SERVICES / ADVISORY COMMITTEE

a) Date of formation of the Board _____

b) Dates of Meetings of the Board during the period under report

c) Date of formation of the Advisory Committee _____

d) Dates of the meetings of the Advisory Committee during the period under report

PROGRAMS AND ACTIVITIES

IV. TEACHING OF THE DISCIPLINE COURSES

(If more than one course is taught please give information accordingly)

1.1 Title of Discipline Course conducted by the Department

1.2 Department's staff teaching on the course

Sr. No.	Name of Academic Staff	Position	Subject / Topic Taught
1.			
2.			
3.			
4.			

1.3 Duration in Instructional Hours

Theory _____ Practicum _____ Total _____

1.4 Teaching Mode : Tick one or more

_____ Distance _____ Contact Sessions _____ Regular Classes

1.5 Dates of the course: _____

1.6 No. of Participants Enrolled _____ Certified _____

1.7 Location of the Course i.e. whether at the Department or at any other location

V. TEACHING OF THE CONTINUING EDUCATION COURSES

(Please state for whom the course is conducted e.g. students, housewife, neo-literates, etc.)

A) UGC GRANT COURSES:

Sr. No.	Course Title	Duration in hours	Dates	Location of Course	Participants				Co-ordinating agency/ Collaborative Agency
					Occupation	M	F	T	

B) SELF-SUPPORTING COURSES :

Sr. No.	Course Title	Duration in hours	Dates	Location of Course	Participants				Co-ordinating agency/ Collaborative Agency
					Occupation	M	F	T	

VI. a) TRAINING AND ORIENTATION PROGRAMS CONDUCTED WITHIN THE UNIVERSITY

Sr. No.	Program	Dates	Target Group	Collaborative Agency

VI. b) TRAINING AND ORIENTATION PROGRAMS CONDUCTED BY THE DEPARTMENT FOR OTHER AGENCIES

Sr. No.	Program	Dates	Target Group	For Which Agency

VII. WORKSHOPS AND SEMINARS

Sr. No.	Title of Workshop / Seminar	Dates	No. of Participants	Collaborative Agency	Outcome	Any other details

VIII. a) ACADEMIC CREDIT INSTITUTED

Sr. No.	Type of Credit	Criteria for the award of the credit

b) Year of introduction of the Academic Credit _____

IX. RESEARCH

a) RESEARCH PROJECTS IN ACTION

(Please list all the researches including those being undertaken by the Department's academic staff eg. Research for the acquisition for a degree or other wise.)

Sr. No.	Title of the Research	Researchers	Years of Starting and Completion	Collaborating Agency	Funded by	Purpose of Research

b) RESEARCH RELATED WORK

(List all the research related work such as bench mark surveys, field evaluation, etc.)

Sr. No.	Title of the Research related work	Researchers	Years of Starting and Completion	Collaborating Agency	Funded by	Purpose of Research

24

X PUBLICATIONS

(Please list research reports, text-books, handbooks, booklets, etc.)

Sr. No.	Title	Author

XI FIELD ACTION PROJECTS

Sr. No.	Type of Project	Dates	Target Group Agency	No. Covered Outcome	Collaborative

XII LINKAGES

1. UNIVERSITY LEVEL

Sr. No.	Teaching Post-graduate Departments Purpose	With other DACEEs	Purpose	With Open Universities	Purpose

2. GOVERNMENT BODIES, NON GOVERNMENT ORGANIZATION, INTERNATIONAL BODIES

Sr.	Government Bodies Purpose	Non-Government Organizations	Purpose	International Bodies	Purpose

XIII DOCUMENTATION AND DISSEMINATION OF INFORMATION

1. DOCUMENTATION :

(Please list major reports, bibliographies, and other documents prepared.)

2. DISSEMINATION OF INFORMATION

(Please list the method used e.g. Posters, coverage through media, correspondence, newsletter, etc.)

XIV INNOVATIVE VENTURES

(Please list new techniques, new approaches, etc. developed and not new initiatives)

XV BUILDING, EQUIPMENT AND OTHER RESOURCES AVAILABLE WITH THE DEPARTMENT

(Use more lines as required)

1. Space / Building

2. Equipment (specially computer peripherals, office, other equipment, etc.)

3. Library

No. of Titles _____

No. of books _____

Journals _____

Magazines _____

4. Internet facility

XVI ANY OTHER INFORMATION :
(Please list new initiatives here)

XVII INTERACTION WITH NODAL AGENCY :

1. PARTICIPATION IN NODAL AGENCY MEETINGS :

Sr. No.	Date of Meeting	Name of Academic Staff attending the meeting

2. PARTICIPATION IN WORKSHOP / SEMINARS / COURSES ORGANISED BY THE NODAL AGENCY

Sr. No.	Date	Title of Program	Name of Academic Staff Participatin1g

3. Forwarded Report to the Nodal Agency for the following years.

_____ 2001-02

_____ 2002-03

_____ 2003-04

4. List of materials Sharing materials / publications produced by one's Department shared with the Nodal Agency group members

5. Any other information

XVIII PLAN OF ACTION FOR THE NEXT YEAR

Please give the plan according to the following design

1. Teaching of the Discipline
2. Teaching of Continuing Education courses
3. Training within the University
4. Training for other Agencies
5. Workshops Seminar
6. Academic Credit Institution
7. Research
8. Research related Work
9. Publications
10. Field Action Projects
11. Documentation

12. Dissemination of Information
13. Innovations
14. Interaction with Nodal Agency
15. Intra and Inter University Linkages
16. Linkages with Government Bodies, NGOs and International bodies
17. Resources to be added.

Signature of the Director

**Signature of the
Vice - Chancellor**

PROPOSAL FORMAT

Establishment of Department / Centre of ACEE & FO
(Scheme of Adult, Continuing Education, Extension)
UNIVERSITY GRANTS COMMISSION
Non Formal Education Bureau
35 Feroze Shah Road. New Delhi –110001

A. University Profile:

University's Name:	Name of Chancellor:	Year Estd.:	Number of Affiliating College:	Tick Type of University: i. Central
Address :	Name of Registrar:	UGC Approved: Y/N	Number of Constituent College:	ii. State iii. Deemed iv. Minority v. Women
Pin Code : Tel Fax e-mail State:		NAAC Accredited: Y/N	Tick Zone: Urban- Rural- Metropolitan -	No of Depts: No. of Res. Centres: Other Centres:
		Under 12B: Y/N		
		Under 2(f): Y/N		

B. Departmental Profile:

- Name of the Department /Centre:
- Name of the Director/ Chairman/ Head of the Department with address, tel/fax/e-mail
- Is the Director/ Chairman/ Head is on permanent position or deputation or Honorary? Provide details and mention date of superannuating.
- Total Courses at undergraduate, post graduate, research (D.Phil) and diploma/short courses separately
- Mention Staff Position of the Department:

Name	Designation	Qualifications/degrees	Permanent/Adhoc (Date Joining)	Pay Scale/Consolidated salary	Total Salary
Core Faculty:	Professor				
	Reader				
	Lecturer				
Project Staff (temp/contract/tenure/project):					
Secretarial/Non teaching staff as per University.					

C. Background Information and status of the Centre/Department

1. Mission, if any, defined by the Centre/Department/University
2. Specify major strength, thrust and national priorities of the Department /Centre, if any,
3. Details of schemes and academic courses offered in the last three years, if any.

Scheme/ year	Name of Course & Degree Recognizing Authority	Degree/ Diploma/ Certificate level	Level of the degree (UG PG/Ph.D./ others)	Intake of students, Course Duration,	Faculty available for the	Fees, if any, charged
1. Continuing Education 2001-2002 2002-2003 2003-2004						
2. Adult education 2001-2002 2002-2003 2003-2004						
3. Extension 2001-2002 2002-2003 2003-2004						
4. Field Outreach 2001-2002 2002-2003 2003-2004						
5. Population Education 2001-2002 2002-2003 2003-2004						

4. Whether the degree/ diploma/ certificate has the proper recognition of the Competent Authority? Mention the name of the Competent Recognizing Authority for the course.

Please note that the established Department /center of a University, under the purview of the UGC , should got their course / curriculum duly approved from the Academic Council /Bodies/ board of Studies etc of the University,, as the case may be, as per its Act for its recognition).

5. Faculty Members with name and designation involved in programmes:

Scheme / programme	Name	Designation

6. Extension aspects/focus incorporated in the courses/ curriculum, if any.

Courses	Description	Focus (Project, field work, paper,others)
B.A		
B.Sc.		
B.Com.		
M.A.		
M.Com		
M.Phil.		
M.Sc.		
Others		

E. Training/Human Resources Development /Service Oriented Activities on

1. Continuing Education Programmes

- i. Continuing Education Centres, if any.*
- ii. Details of Continuing Education Programme (CEP)/ training*
- iii. Human Resource Development Programmes*

2. Population Education Programmes

- i. Population education clubs*
- ii. Population education resource Centres and programmes*

3. Extension Activities & achievements

- i. Adult literacy programmes/ coaching/ Adult literacy Centres Organised*
- ii. Jana Shikshan Nilayam (JSN)*
- iii. NSS, NCC*
- iv. Entrepreneurship development programmes*

4. Community Awareness Programme (CAP) on AIDS/HIV, Health of Women and Child, Small Family Norm, Nutrition, Child labour, Law awareness program, Environment & Pollution Control and measures, Inculcation of Scientific temper among masses, Poverty alleviation & steps, Adolescence education, Drug abuse programme, National Integration, Sex equality, Sexual harassment, Casteless Society, Gender equality and equity, Legal literacy, Value education, Caring to older persons of the society, Dowry, Banking procedures/awareness.

F. Research & Development.

- i. List of Ongoing Projects with cost & duration for last three years
- ii. Publications in Journal, Conference/Seminar, Books, Manuals

G. Details of Collaboration/Linkages with :

- Universities, Government Bodies such as NLM, ZSS, Village Panchayats, Voluntary Organisations/ NGOs, PERC/ACEE of other Universities, International organizations/ associations, Others

Name of Centres	Organisation	Linkage type	Duration	Resource Generated
		/		

H. Infrastructure/ facilities Available with the Department/ Centre

- 1. Building
- 2. Equipment Details including computer & communication facilities
- 3. Human resources available
 - i. Core Faculty
 - ii. Project Staff
 - iii. Secretarial / Non-teaching
- 4. Documents/ Materials? Books/ Journals/ Library
- 5. Internet facilities

I. Work Plan for the Xth Plan (within the framework of Xth Plan guidelines)

Submit a proposal with consolidated Work Plan for the Xth Plan highlighting the following points:

- i. Aims and objectives
- ii. Proposed Programmes/Activitiues (itemwise and yearwise) on
 - a. Continuing Education Courses for the University/College Groups
 - b. Adult Extension education for those eligible gfor university based courses
 - c. Research
 - d. Advocacy
 - e. Human Resources
 - f. Documents/ Materials
 - g. Capacity to generate resources with mentionable areas and sources
 - h. Likelihood of State Government's approval to the Dept/ Programmes for taking over the liability of staff in the next Plan Period
 - i. Specify Others, if any

- j. *Financial Position: Please highlight the financial positions including the total amount annually required running the program and the contributions available from the University and the Department, if any, in case the Department/ Centre is approved under the scheme by the UGC.*
- k. *Item wise and year wise requirement for the various activities and programmes to be undertaken during the X Plan period as per detail given for consideration of the Expert Review Committee/ UGC :*

Itemwise Activities/ Programmes	Year wise Amount Required (Rs)					Total Amount Rs.
	2002-03	2003-04	2004-05	2005-06	2006-2007	
Activities I:						
Item 1						
Item 2						
Item 3						
Activity II						
Item 1						
Activity III						
Item 1						
Activities Total						
Items Grand Total						

J. Other specific, if any

Name & signature of.

Project Coordinator (proposed) / Director

Registrar

Vice Chancellor

Place :



Date:

LIBRARY & DOCUMENTATION Unit
National Institute of Educational
Planning and Administration.
17-B, Anandabindo Marg,
New Delhi-110016
DOC, No. A-12458
Date 9-9-2004