

**Schemes for Gandhian / Nehru / Buddhist  
Studies, Women's Studies and Area  
Studies Centres, and Programmes for Adult  
and Continuing Education**



**University Grants Commission**  
**New Delhi**  
**1993**

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**UNIVERSITY GRANTS COMMISSION**  
(Applicable for all Schemes/Programmes of UGC)

**UTILISATION CERTIFICATE IN RESPECT OF ITEMS/PROGRAMMES WHICH ARE IN PROGRESS/COMPLETE**

It is certified that the University Grants Commission sanctioned Rs. \_\_\_\_\_ lakhs (Rupees \_\_\_\_\_) vide letter No. F \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ (name of programme/item) which is under implementation has been completed. It is certified that the progress of expenditure on the programme/item is as under:

**A. Non-Recurring:**

Sl. No.	Item (s)	Cost approved by the UGC	Grant released by UGC so far	UGC Sanction Letter No. & date for each item	Actual expenditure as on _____ (date)	Remarks
---------	----------	--------------------------	------------------------------	--	---------------------------------------	---------

- 1.
- 2.
- 3.

**B. Recurring:**

Sl. No.	Item (s)	Cost approved by the UGC	Grant released by UGC so far	UGC Sanction Letter No. & date for each item	Actual expenditure as on _____ (date)	Remarks
---------	----------	--------------------------	------------------------------	--	---------------------------------------	---------

- 1.
- 2.
- 3.

- A. This certificate is based on audited/unaudited statement of expenditure.  
B. The items of stock have been taken in the assets ledger/register of the institution.

Signature:

Name:

Designation:

(Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ of University/Executive Body authorising the above signatory to furnish utilisation certificate).

**UNIVERSITY GRANTS COMMISSION**  
**(Applicable for all Schemes/Programmes of UGC)**  
**PROFORMA FOR SUBMITTING UTILISATION CERTIFICATE IN RESPECT OF BUILDINGS**  
**UNDER CONSTRUCTION BUT NOT COMPLETE**

It is certified that \_\_\_\_\_ (specify the name of the building) which was approved by the University Grants Commission, vide UGC letter No. F \_\_\_\_\_ dated \_\_\_\_\_ is under construction and not complete. The progress of expenditure on the above mentioned building and other financial details as on \_\_\_\_\_ are given below:

Original estimated cost as approved by UGC	UGC Letter No. & date	Revised estimated cost as approved by UGC (if any)	UGC Letter No. & date	Share of UGC against the approved cost	Total grant released by UGC so far	Sanction Letters No. & date	State Govt./ Univ./ management share against approved cost	Grant Actually released by the State Govt./ Univ./ management so far	Expenditure incurred as on _____	Total expenditure incurred as on _____ is Rs. (Rupees)
--	-----------------------	--	-----------------------	--	------------------------------------	-----------------------------	--	--	----------------------------------	---

(Rs. in lakhs)

(Rs. in lakhs)

(Rs. in lakhs)

(Rs. in lakh)

This certificate is based on audited/unaudited statement of expenditure.

Signature and designation of competent authority.

Signature and designation of the Engineer Incharge of the work (not below the rank of Executive Engineer in CPWD/State Govt.)

Full Name:

Designation:

(Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ of University/or of Executive Body authorising the signatory to furnish utilisation certificate).

**UNIVERSITY GRANTS COMMISSION**  
(Applicable for all Schemes/Programmes of UGC)

**PROFORMA FOR SUBMITTING UTILISATION CERTIFICATE IN RESPECT OF BUILDING WHICH IS COMPLETED**

It is certified that \_\_\_\_\_ (specify the name of the building) which was originally approved by the University Grants Commission vide its Letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ and revised (final) estimate was approved vide UGC Letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ has been completed. The details of expenditure on the above building are as under:

Original estimated cost as approved by UGC	UGC Letter No. date	Final Revised estimated cost as approved by UGC	UGC Letter No. date	Total share of UGC against the final revised estimate	Grant released by UGC in different instalments	Sanction Letters No. date	State govt./ Univ./ Management share against the final approved cost	Total grant actually released by State Govt./ Univ./ management	Total expenditure incurred.
--	---------------------	---	---------------------	---	--	---------------------------	--	---	-----------------------------

(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs)	(Rs. in lakhs) (write also in words)
				1.					
				2.					
				3.					
				Total					

It is further certified that the above expenditure has been incurred as per details given below:

1. Cost of site development including landscaping, approach road, plantation etc.	Rs. _____
2. Cost of Civil works	Rs. _____
3. Cost of Electrical wiring & fittings.	Rs. _____
4. Cost of water supply, sewerage/sanitary fittings.	Rs. _____
5. Cost of furnishing & furniture.	Rs. _____
6. Any other (specify)	Rs. _____
7. Supervision charge of construction agency	Rs. _____
<b>Grand Total</b>	Rs. _____ (In words)

Certificate of Engineer:

Certified that the building has been completed as per plans & estimates approved by UGC.

- This certificate is based on audited/unaudited statement of expenditure.
- Certified that the building & fittings/furnishing have been taken on university/college assets/stock ledger/register.

Signature of the competent authority:

Name & Signature of the Architect (if relevant)

Designation and signature of Engineer-in-Charge (not below the rank of Executive Engineer in CPWD/State Govt.)

Full Name:

Designation:

(Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ of University/or Executive Body authorising the signatory to furnish utilisation certificate.

Remarks : If the building is constructed by an architect (either individual or a firm) the certificate of a completion cost is to be countersigned by an Engineer not below the rank of an Executive Engineer of State/Central P.W.D.

**Scheme Of Gandhian Studies,  
Nefiru Studies, and Buddhist Studies**



**University Grants Commission**  
**New Delhi**  
**1993**





## **SCHEME OF GANDHIAN STUDIES, NEHRU STUDIES, AND BUDDHIST STUDIES**

### **1. Objective**

India has produced some great thinkers and social leaders who by their revolutionary and path-breaking thoughts and actions have left a lasting impact on not only India but on the whole world. They have propounded thoughts and have initiated actions which have provided cultural and ethical identity to India. There is a need to acquaint teachers and students with their thoughts and actions and to involve them in studies and research (relating to Buddha, Gandhi and Nehru). UGC extends assistance under this scheme to the university system for pursuing the studies relating to the thoughts and actions of these great men. The UGC assists the universities on a selective basis for setting up and running centres of Gandhian Studies, Nehru Studies and Buddhist Studies with the above mentioned objectives.

### **2. Operational Features**

The university wishing to set up one of these centres has to apply to the UGC with a project proposal. There is a Standing Committee of Experts in the UGC for each of these programmes and the accepted proposals are supported by the UGC on a continuing 100% basic assistance.

While there may be a case for having master or M.Phil. course in regard to such studies, it has to be considered by the university within the developmental assistance sanctioned by the UGC for the plan period. Master's level and M.Phil. courses are not supposed to be covered by assistance under this scheme. The assistance under this scheme is available to set up Centre of Buddhist or Gandhian or Nehru Studies in the university and for conducting programmes on the following lines:

- (i) To set up a library and reading room for teachers and students of the university and for people outside the university so that more and more persons can acquaint themselves with such studies.

- (ii) To conduct a course of about 3 months (full time) or 6 months (part time) for composite group of teachers/students of the university, functionaries of Non-Govt. Organisations, corporate executives, people in leadership positions and Govt. officers focussing on a particular aspect of the thoughts/actions of Budha or Gandhi or Nehru.
- (iii) To provide teaching support to other university departments if it has a course or paper on such studies in different subjects.
- (iv) To organise seminars/lecture series on some identified topics of Buddhist Studies/Gandhian Studies/Nehru Studies. Such lectures may be organised in the Centre or in any other suitable place.
- (v) To conduct research/studies in Buddhist Studies/Gandhian Studies/Nehru Studies.

### 3. UGC Inputs

The following UGC inputs are provided to these study centres :

#### I Non-Recurring

- |       |                       |                       |
|-------|-----------------------|-----------------------|
| (i)   | Building              | Rs.10,00,000/-maximum |
| (ii)  | Books & Journals      | Rs.1,00,000/-         |
| (iii) | Equipment & Furniture | Rs.2,00,000/-         |

#### II Recurring :

- |       |  |                  |
|-------|--|------------------|
| (i)   | Core faculty<br>(1 professor/Reader<br>& 1 Lecturer                | As per actuals   |
| (ii)  | 3 outside Experts<br>(on two-year tenure<br>basis @ Rs.4,000/-p.m. | As per actuals   |
| (iii) | Seminars/workshops/<br>courses/lecture<br>series                   | Rs.25,000/- p.a. |
| (iv)  | Contingency  | Rs.25,000/- p.a. |

#### **4. Disbursement**

The UGC assistance is disbursed to the university as in other schemes. For claiming assistance for buildings the requirements as specified for developmental assistance have to be met. For other items, disbursement can be claimed from the UGC for all non-recurring items in one instalment as soon as building is ready or the university is able to provide adequate space pending construction of the building of the centre. For recurring items, assistance has to be claimed from the UGC once in a year by furnishing accounts and utilisation certificate for the previous grant given under this scheme along with a report of activities performed during the preceding year.

#### **5. Advisory Committee**

Each Centre is required to have an Advisory committee under the Chairmanship of the Vice-Chancellor and with the following membership :

- (i) Two senior Professors nominated by the Vice-Chancellor.
- (ii) Three Experts outside the university system to be nominated by the Vice-Chancellor.
- (iii) One expert nominated by the UGC.

The Advisory Committee should meet twice a year to review the work of the Centre and to give suggestions/guidance to the Centre for its programmes. The identification of 3 outside experts permissible to be invited on attachment basis (with honorarium) with the Centre have to be the persons identified and approved by the Advisory Committee. The Advisory Committee would also review the usefulness of the work done by the experts (on attachment-tenure).

#### **6. Validity of earlier sanctions**

The sanctions earlier given by the UGC, for items other than posts, would remain valid for the period and for the amount they have been given. After that sanctions would be considered in accordance with this scheme. The sanction given for posts earlier would be valid upto 30.6.93 and therefore such posts should be phased out by that time. The posts provided under this scheme would in any case be not considered for sanction by the UGC unless the earlier existing posts are phased out.

## **7. Review and Evaluation**

The proceedings of the Advisory Committee alongwith the action taken on their advice have to be furnished to the UGC annually. The UGC, in addition, will evaluate the performance of the Centre through Expert Committees once in a plan period. The UGC assistance can be terminated if the functioning of the Centre is found to be unsatisfactory.

PROGRESS REPORT FOR GANDHIAN/BUDDHIST/NEHRU STUDIES CENTRE OF \_\_\_\_\_ UNIVERSITY

(To be furnished in duplicate by the Centre)  
Progress Report for the Academic Year \_\_\_\_\_

1. Date on which UGC sanctioned the Centre
2. Date on which Centre became functional.
- 3.

ITEM	Un-Utilised Grant Available from Previous Year	Grant Received from UGC During The Year	Expenditure During The Year	Utilisation Certificate
Building				
Books and Journals				
Equipments and furniture				
Salaries :				
(a) Faculty				
(a) Outside experts :				
Seminars/Workshops				
Contingencies				

Name, duration and attendance of full-time and part-time courses conducted during the year :

5. Subject, duration and dates of seminars/lecture series organised during the year .
6. Research/studies conducted during the year  
(attach copies of reports)

Place  
Date

Signature  
Name  
Designation

**Guidelines for the Development  
of Women's Studies**



**University Grants Commission**  
**New Delhi**  
**1993**





## **DEVELOPMENT OF WOMEN'S STUDIES**

### **1. Objective**

The scheme of Women's Studies in Universities is intended to involve the University community in research/studies/programmes concerning contemporary issues relating to the status of women in the society. The scheme aims to sensitise the university community on the one hand and aims to use the academic expertise available in the Universities for identifying the achievements and weak points in the contemporary social situation and in the programmes being implemented by the Government and the non-Government agencies in this sector.

### **2. Operational features**

Women's Studies centres are sanctioned by the UGC in the Universities to promote research/studies and programmes concerning this sector. This area is inter-disciplinary in nature and, therefore, it is not intended that the Women's Studies Centres should work as a normal Department of the University. On the other hands, active association and use of acuity members from different Departments of the University would be an evidence of a vigorous and well functioning Women's Studies Centre in the University.

A small faculty is given for the Women's Studies Centre and some positions are given for being offered to social activists and scholars on honorarium basis. The Women's Studies Centres are expected to perform the following activities :

- (i) One or more 2-3 month's course in a year for a composite group of Government functionaries, academics, non-Government organisation functionaries focussing on some identified aspect of women's issues (including child labour).

- (ii) 2-3 day workshops/seminars about some specific aspect of women's issues in which the experts from university system, Government system and NGO's should participate.
- (iii) Research and studies about women's issues and about effectiveness of the programmes in this regard.
- (iv) To develop a library of literature about women's issues.

Formal courses like M.A. or M.Phil. should not be started by the Universities in this sector because by its very nature a structured course tends to be routinised and would not serve the needs of the changing socio-economic situation.

### 3. UGC inputs

The following inputs are sanctioned by the UGC under this scheme :

#### Non-recurring

- (i) Building upto Rs.7.50 lakhs
- (ii) Office equipment and furniture Rs.2.00 lakhs
- (iii) Books and journals Rs.10,000/-

#### Recurring

- (i) Including positions (one professor/one reader and one lecturer) as per actuals
- (ii) Upto two experts by attachment on 2-year not extendable tenure basis. Honorarium @ Rs.4,000/- p.m. as per actuals
- (iii) Grants for seminars/workshops/course materials & contingencies. Rs.50,000/- p.a.
- (iv) Books Rs.10,000/- p.a

## **DEVELOPMENT OF WOMEN'S STUDIES**

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#### Recurring

- (i) Including positions (one professor/one reader and one lecturer) as per actuals
- (ii) Upto two experts by attachment on 2-year not extendable tenure basis. Honorarium @ Rs 4,000/- p.m. as per actuals
- (iii) Grants for seminars/workshops/ course materials & contingencies. Rs.50,000/- p.a.
- (iv) Books Rs.10,000/- p.a

These grants are available from the UGC on 100% basis and will be available for the duration of the 8th plan. The posts are expected to be taken over after 5 years by the State Government/University. After 5 years, the UGC will continue to pay for recurring items other than faculty positions.

#### **4. Advisory Committee**

For reviewing the work of the Women's Studies Centre and for ensuring the usefulness and relevance of work done by them, there should be an Advisory Committee in all Women's Studies Centres providing for :

- (i) Representative of Ministry of Women and Child Development. Govt. of India/State Government.
- (ii) A nominee of the UGC.

The meeting of the Advisory committee should be held atleast once every year. The report of the work done during the preceding year and the proposed programme of work during the year should be presented to the Advisory Committee for its advice. Also, the scholars to be placed in the Centre on attachment basis have to be the persons approved by the Advisory Committee. The Advisory Committee will also review the usefulness of the work done by such attached scholars.

#### **5. Disbursement of grant**

For setting up a new Centre, the University has to make a full proposal which is considered by a Standing Committee of experts in UGC. The proposals which are found acceptable are funded by the UGC. For claiming grant for building, the requirements specified for building construction under developmental assistance have to be fulfilled. Non-recurring grant for other items is provided as soon as the building is ready or when the University has made available adequate space for the Centre. For recurring grant the University has to furnish utilisation certificate and accounts for the earlier grant alongwith a report of the activities performed during the preceding year and on that basis further grant is released by the UGC.

## **6. Validity of earlier Sanctions**

The sanctions earlier given by the UGC for items other than posts would remain valid for the period and for the amount they have been given. After that sanctions would be considered in accordance with this scheme. The sanction given for posts earlier would be valid upto 30.6.93 and therefore such posts should be phased out by that time. The posts provided under this scheme would in any case be not considered for sanction by the UGC unless the earlier existing posts are phased out.

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PROGRESS REPORT FOR WOMENS STUDY CENTRE FOR \_\_\_\_\_ UNIVERSITY

(To be furnished in duplicate by Head of the Department)

Progress Report for the Academic Year \_\_\_\_\_

1. Date of Sanction by UGG
2. Date from which Centre became functional.
- 3.

ITEM	Un-Utilised Grant Available from Previous Year	Grant Received from UGC During The Year	Expenditure During The Year	Utilisation Certificate
Building				
Books and Journals				
Office Equipments and furniture				
Salaries :				
(a) Faculty				
(a) Outside experts :				
Seminars/Workshops				

4. Name, duration, dates and attendance in courses conducted during the year:
5. Subject, duration and dates of seminars/workshop conducted during the year.
6. (Research and studies conducted during the year  
(attach copies of reports)

Place  
Date

Signature  
Name  
Designation

**Scheme of Area  
Studies Centres**



**University Grants Commission  
New Delhi  
1993**



## **SCHEME OF AREA STUDIES CENTRES**

### **1. Objective**

The objective of the Area Study Centres is to study the social, economic, political and cultural affairs of the country or countries for the study of which the particular area study centre has been established. The Centre also makes an indepth study on a continuing basis of the relations between India and the country/countries concerned. This is to enhance on the one hand our understanding of the countries concerned and on the other hand to provide input to the Government for use in policy formulation and implementation in relations with the concerned countries.

### **2. Operational features**

The Area Study Centres are assisted by the UGC in regard to the studies of those countries with whom India has crucial relationship. These are, therefore, sanctioned on a very selective basis and in universities which have other supporting programmes relating to International affairs/studies.

The area study programme encompasses many subject areas like diplomacy, economics, history, language, international law etc. Therefore, each person working in the Area Study Centre should be specialist from one of these various areas. The Area Study Centres are expected to conduct the following programmes :

- (i) Two to three seminars/workshops of diplomats, academics and experts outside the Government/Univeristy system.
- (ii) Periodic conferences.
- (iii) Research and studies relating to various aspects of the affairs concerning the country or countries being studied
- (iv) Library with contemporary literature concerning the relevant country.

### 3. UGC Inputs

The UGC provides the following assistance on 100% basis to the Area Study Centres.

#### Non-recurring

- |  |                     |
|--|---------------------|
| (i) Building<br>(including a seminar room) | upto Rs 10.00 lakhs |
| (ii) Office equipment and<br>furniture.    | Rs. 2.00 lakhs      |
| (iii) Books and journals                   | Rs. 1.00 lakhs      |

#### Recurring

- |   |   |
|---|---|
| (i) Faculty<br>(One professor as Director<br>of the Centre, one Reader<br>and two Lecturers.)                               | as per actuals                              |
| (ii) Upto two scholars on<br>attachment basis for a<br>fixed term of 2 years on<br>honarium @ Rs. 4,000/- p.m.              | as per actuals                              |
| (iii) Diplomats as Ambassadors<br>in Residence (Salary and<br>allowances to be paid by the<br>Ministry of External Affairs) | Rs 50,000/- p.a.<br>for working<br>expenses |
| (iv) Operational expenses and<br>contignees   | Rs. 1.5 lakhs p.a.                          |
| (v) Books and Journals  | Rs. 20,000/- p.a.                           |

The UGC itself takes the initiative for setting up an Area Study Centre when it feels needed. The selection is made through a Standing Committee. Therefore, the universities do not have to apply for setting up of Area Study Centre.

For building, the requirements mentioned for construction of buildings under developmental assistance have to be fulfilled for claiming the grant. For other non-recurring items, grants are disbursed as soon as the building is ready or the university have made available

## **SCHEME OF AREA STUDIES CENTRES**

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#### Recurring

- |   |   |
|---|---|
| (i) Faculty<br>(One professor as Director<br>of the Centre, one Reader<br>and two Lecturers.)                               | as per actuals                              |
| (ii) Upto two scholars on<br>attachment basis for a<br>fixed term of 2 years on<br>honorarium @ Rs. 4,000/- p.m.            | as per actuals                              |
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The UGC itself takes the initiative for setting up an Area Study Centre when it feels needed. The selection is made through a Standing Committee. Therefore, the universities do not have to apply for setting up of Area Study Centre.

For building, the requirements mentioned for construction of buildings under developmental assistance have to be fulfilled for claiming the grant. For other non-recurring items, grants are disbursed as soon as the building is ready or the university have made available



adequate space. For recurring items, the grant is disbursed when the university furnishes accounts and utilisation certificate for earlier grant given under the scheme along with report of the work done in the preceding year.

#### **4. Advisory Committee**

For reviewing the work of the Area Study Centre and for ensuring the usefulness and relevance of work done by them, there should be an Advisory Committee in all Area Study Centres Providing for

- (i) Secretary, Ministry of External Affairs, Government of India or his nominee.
- (ii) A nominee of the UGC.

The meeting of the Advisory Committee should be held at least once every year. The report of the work done during the preceding year and the proposed programme of work during the year should be presented to the Advisory Committee for its advice. Also, the scholars to be placed in the Centre on attachment basis have to be the persons approved by the Advisory Committee. The Advisory Committee will also review the usefulness of the work done by such attached scholars.

#### **5. Validity of earlier sanctions :**

The sanction earlier given by the UGC for items other than posts would remain valid for the period and for the amount they have been given. After that sanctions would be considered in accordance with this scheme. The sanction given for posts earlier would be valid upto 30.6.93 and therefore such posts should be phased out by that time. The posts provided under this scheme would in any case be not considered for sanction by the UGC unless the earlier existing posts are phased out.

#### **6. Review**

Every Area Study Centre has to submit proceedings of the Advisory Committee along with report of action taken on their advice every year to the UGC. The UGC convenes annually meeting of the Directors of all Area Study Centres for reviewing the work. One of the important tests of the usefulness of the area studies is the extent to which its

inputs are found useable and relevant by the Ministry of External Affairs and the Ministry of Commerce/Industries, Government of India. The UGC arranges to have evaluation of each Area Studies centre through experts once in every plan period. UGC sanction for a centre is conditional on the work of the centre being found satisfactory.

adequate space. For recurring items, the grant is disbursed when the university furnishes accounts and utilisation certificate for earlier grant given under the scheme along with report of the work done in the preceding year.

#### **4. Advisory Committee**

For reviewing the work of the Area Study Centre and for ensuring the usefulness and relevance of work done by them, there should be an Advisory Committee in all Area Study Centres Providing for

- (i) Secretary, Ministry of External Affairs, Government of India or his nominee.
- (ii) A nominee of the UGC.

The meeting of the Advisory Committee should be held at least once every year. The report of the work done during the preceding year and the proposed programme of work during the year should be presented to the Advisory Committee for its advice. Also, the scholars to be placed in the Centre on attachment basis have to be the persons approved by the Advisory Committee. The Advisory Committee will also review the usefulness of the work done by such attached scholars.

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PROGRESS REPORT FOR AREA STUDIES CENTRE FOR \_\_\_\_\_ UNIVERSITY

(To be furnished in duplicate by \_\_\_\_\_  
Progress Report for the Academic Year \_\_\_\_\_)

1. Date of Sanction by UGC
2. Date from which Centre became functional.
- 3.

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ITEM	Un-Utilised Grant Available from Previous Year	Grant Received from UGC During the Year	Expenditure During the Year	Utilisation Certificate
Buildings				
Books and Journals				
Office Equipments and furniture				
Salaries :				
(a) Faculty				
(a) Scholars attached :				
Working expenses for diplomats as Ambassadors in residence				
Operational expenses				

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4. Subject, duration and dates of seminars/workshop conducted during the year.
5. (Research and studies conducted during the year  
(attach copies of reports) .
6. Dates of Advisory Committee meeting  
(Attach tabular statement mentioning advice given and action taken)

Place  
Date

Signature  
Name  
Designation

**SCHEME OF ADULT AND  
CONTINUING EDUCATION**



**University Grants Commission**  
**New Delhi**  
**1993**





## **SCHEME OF ADULT AND CONTINUING EDUCATION**

### **Objective**

The objectives of the literacy and continuing education programme of the UGC through the universities and colleges are :

- (a) Actively involving teachers and students in the universities and colleges in the process of national development through extension programme for enriching on the one hand, the knowledge and experience of the teachers and students and for, on the other hand, developing the potential of local human resource so that they can more effectively participate in the development process.
- (b) To achieve total literacy in the areas for which the universities and colleges assume responsibility.
- (c) To increase the knowledge, awareness and to improve the functional skills of the local population in areas which affect them immediately.

### **Strategy**

For implementing the programme of literacy and continuing education, the following strategy will be adopted :

The university/college which participates in this programme would identify a compact and reasonably large geographical area in its vicinity both for literacy and continuing education. The university/college will design and implement the programme of literacy in a time bound manner which would be generally for 2-3 years. The programmes of literacy and continuing education would go hand in hand. The continuing education centres would begin when about 1/3rd of the population of the project area has become literate and would continue atleast all through the 8th plan period even after the total literacy in the area has been achieved. Thus both the literacy and the continuing education programmes would be based on total coverage of area approach. The literacy programme would be based on mass campaign to involve the largest possible number of people and

agencies and to enthuse the local population for total literacy. The centres for imparting literacy would work through student/teacher volunteers as instructor who would not be paid any honorarium or allowance for this purpose. The Department of Adult Education in the university would be technical resource centre. The universities and colleges would be expected to closely work with the Non-Government Organisations(NGOs) and the Department of Adult Education in the University concerned.

The Department of Adult and Continuing Education sanctioned by the UGC would continue in the 8th plan and they will continue to be financially supported by the UGC as before. However, no further Departments would be added in the 8th plan. The existing Departments would be expected to pursue courses and research more vigorously and in an improved manner.

### **Organisation :**

#### **University Departments**

The UGC has assisted a large number of universities for creating Departments of Adult and Continuing Education. These Departments alongwith the State Resource Centres are expected to be the technical support and resource centres for the programme of literacy and continuing education in university/college sector as well as for the State Government and NGO sector.

The University Departments, in cooperation with other Departments and agencies are expected to extend support to the NIM/State Governments/s for environment building, training, production of teaching/learning materials, post-literacy and continuing education etc. These University Departments should develop strong academic programmes of adult education leading to degree, diploma or certificate for students as well as for Government/NGO functionaries. The one-year diploma in a short-term certificate (not less than three months) could be for the State Governments and NGO functionaries. In addition, the Departments could have a regular schedule of short-term orientation/training for State Government/NGO functionaries which may range from three days to one month. In designing and transacting programmes, the University Departments would be well advised to consult and seek cooperation of the National Institute of Adult Education.

The scales of pay of the staff sanctioned by the UGC for the Departments of Adult Education should be the same as for any other

teaching Departments/Faculty in the university. The persons working in the Departments of Adult Education should have the same status and facilities as those working in other Departments of the University. However, in view of the nature of activities in the Departments of Adult Education, the Universities would be expected to frame or modify their relevant Statutes/Ordinances to make these Departments non-vacation departments so that the work in these Departments continues round the year. Each University Department of Adult Education would have an Advisory Committee which would approve the schedule of programmes for the year, consider the implementation reports in each meeting and would give advice to the Department for better implementation of the programme. The universities should constitute the Advisory Committees out of the experts from the nearby area to minimise unnecessary and large expenditure on travel of experts.

### **Financial inputs from UGC**

The financial support from the UGC during the 8th plan will continue for the posts sanctioned earlier but no additional posts would be sanctioned. Similarly, no vehicle or replacement of old vehicle would be funded by the UGC. The UGC would be funding the Department for a reasonable amount for POL and it is expected that the Departments would procure the use of other university transport by using the POL out of the UGC assistance.

The financial support from the UGC will be item-wise as below :

#### **1. Staff**

(for already sanctioned and filled up as on 1.7.92)	as per actuals
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#### **2. Recurring**

(a) Books and audio visual material	Rs.10,000
(b) Material and other costs for short-term orientation/training programmes	Rs. 7,500
(c) POL for field work	Rs.10,000
(d) Repairs, if vehicle already given	Rs. 5,000
(e) Travel and contingencies	Rs. 10,000
(f) Books	Rs 10,000

## Literacy

The University/college should identify a compact geographical area within easy distance from the University/College so that it can be easily reached. The area should be such which is not covered by the total literacy campaign of any other organisation already. It could be either a rural or an urban area. The size of the area should be such as can be covered with a reasonable assurance of success by the literacy programme in 2-3 years. From this point of view if a rural area is proposed to be selected, it could be a developmental block or one or more towns comprising about 30-50 municipal wards. The university/college should draw out a detailed programme for achieving total literacy in this area after ascertaining the habitationwise number of illiterates. This should be done by referring to the surveys and census operations already done and by supplementing this with such survey as may be necessary by using the university/college students/teachers. Such surveys should also identify the NGO's active in this area and the proposal for literacy should enlist such organizations and make fullest use of them in the literacy programme.      n

The literacy programme would have the components of survey, project formulation and its approval from the UGC, mass campaign in the area to create awareness and enthusiasm for literacy, literacy drive and evaluation and certification. The proposal when formulated with necessary details of all these aspects, should be submitted by the university to the UGC where a sanctioning committee of experts with participation of NLM will consider the proposals every month in the last week of the month. The University/College should take action to implement the programme sanctioned on receipt of sanction from the UGC.

During the literacy drive, as many literacy centres as necessary would be operative but they will conduct literacy programme on honorary basis. No honorarium or allowance will be payable to volunteers/instructors. In order that the volunteers have the necessary orientation in training, they would be trained by the University/College implementing the literacy programme. Their trainees, in turn, will be trained by the department of Adult Education of the University concerned. Therefore, while formulating the proposal for sanction of the UGC immediately thereafter but not later than the mass campaign,

the master trainers and the volunteers should be identified and their training should be completed some time before the mass campaign concludes and literacy drive begins. For this programme technical and resource support of University Department of Adult Education and of State Resource Centres should be utilised to the fullest extent.

During the literacy drive, the literacy programme should use the three primers developed by the NLM which are available free of cost from the resource centre in that State. The literacy programme is expected to follow the programme schedule for literacy evolved by the NLM. The timings of the literacy classes should be flexible and should be adjusted to suit the convenience of the learners. Special care should be taken to ensure that as far as possible the volunteers for imparting literacy to women and to socially handicapped communities should be persons having sympathy with them and if feasible, persons belonging to that category.

The universities/colleges should encourage the teachers and students to involve themselves in literacy and literacy programmes under NCC/NSS and NLM in every possible manner. The university departments should extend support to the NLM for environment building, training, teaching/learning materials, post literacy and continuing education. The college-teachers may be paid out-of pocket allowance as per NSS norms.

The universities/colleges should consider modifying or developing new ordinances for including extension and literacy programmes in the curriculum and where assessment of students is on credit basis, assigning some credits for successfully participating in the literacy/continuing education and extension programme. In addition, University/College may consider awarding certificates of appreciation to students for meaningfully participating in the Literacy/Continuing Education Programme.

The University/College with the help of the State Resource Centres and/or the University department of Adult Education develop simple but reliable mechanism of testing that the learner has achieved literacy in terms of reading, writing and arithmetical skills. The valuation mechanism should be simple but reliable and should be done through or in a Gram Sabha i.e. the Assembly of the villagers as a whole.

University/College should also consider giving a certificate of literacy to the learners who have been successfully evaluated.

### **Financial inputs from the UGC**

The universities/colleges should not rely only on the UGC for financial support for the literacy and continuing education programme. They should seek and obtain financial support from philanthropic and other such organisations and try to earmark a portion of their financial resources for this programme. While accepting any such contribution a receipt on behalf of the University should be given and all such monies should be reflected in the University accounts and audited. If the programme has to run all round the year, it is of utmost importance that the literacy drive is continued with even greater vigour in the vacations. Therefore, the services of those who participate in the literacy drive should necessarily be made non-vocational for the duration of the literacy programme sanctioned by the UGC.

The financial support from the UGC will be broadly as below :

(a)	Environment building and survey	Rs.10/- per learner
(b)	Administrative cost	Rs.15/- per learner
(c)	Contingencies	Rs.5/- per learner
(d)	Training :	Rs.10/-per learner
	(i) Training of volunteers	Rs. 10/-per day x7 = Rs.70/-
	(ii) Training of Master trainer	Rs. 10/-per day x3 = Rs. 30/-

Total : Rs.100/-for ten learners

### **Three graded primers approved by N.L.M.**

These will be procured free of cost from the State Resource Centre

Total Rs. 40/-per learner.

### **Continuing Education**

The programme of continuing education has to run parallelly with the programme of literacy and will continue for considerable time and in any case UGC will support such a programme during the 8th plan. On the other hand the programmes of continuing education and for

post literacy work will have to be integrated in the sense that programme of continuing education would be generally conducted in the places of Jan Shikshan Nilayam. Normally, programmes of continuing education conducted in the university campus will not be eligible for funding support from the UGC.

The Jan Shikshan Nilayam should be opened when about 1/3rd of the illiterate population of the area identified for literacy programme has become literate. Therefore, UGC funding will not be available to Jan Shikshan Nilayam or continuing education from the day the literacy programme begins, nor UGC funding will be available for JSN or continuing education programme in areas other than the one for which the university/college takes responsibility for total literacy in a time bound manner.

The J.N.Ns are for imparting post literacy support and education to the Neo Literates.

#### **Financial input from UGC for JSN**

##### **I Recurring**

(i)	Prerak @ Rs.200/-p.m	Rs.2,400/-
(ii)	Purchase of Newspapers and periodicals	Rs.1,800/-
(iii)	Purchase of Books	Rs.2,400/-
(iv)	Sports material and cultural programme	Rs.2,400/-
(v)	Contingencies	Rs.2,400/-

##### **II Non-Recurring**

(i)	Equipment (Almirah, ground-table for putting newspapers etc.)	Rs.1,500
(ii)	Books	Rs.3,500/-
(iii)	Sports items and recreation material	Rs.500/-

Continuing education programmes are for supplementing carrying further the post literacy programme by increasing knowledge and

awareness of the Neo literates in regard to legal issues relevant to them, women's issue, environmental programmes and social issues. Another important item of continuing programmes is organisation of training/workshops for imparting skills which can be used by persons for increasing their income. Therefore, it is important that the skills to be imparted should be identified and trainers suitably selected in consultation with the other agencies like banks, State Industries Departments, State Cottage of Khadi and Village Industries Boards and NGOS.

### **Financial inputs from UGC**

Continuing Education : Rs.750/- per course for one week for organisation

750/- per course of one week for materials.

This funding would be subject to a maximum of two such courses in a year for every Jan Shikshan Nilayam. Attempt should be to cover all villages by Continuing Education programme.

### **Population Education**

UGC programme for population education is being finalised in consultation with the funding agency U.N.F.P.A. Detailed guidelines about this programme and the UGC support to it will be issued in due course pending that the programme and the funding would continue in 1992-93 as before. Therefore, the universities/colleges implementing the population education programme should implement the programme sanctioned to them earlier and claim financial assistance from the UGC on that basis.

### **Other extension programmes and participation in developmental programmes**

The Universities/Colleges are expected to participate vigorously in the whole range of extension programmes for transferring the expertise and know how of the universities/colleges for the benefit of the local community. For the same purpose, the universities/Colleges should actively participate in the various developmental programmes being implemented in their vicinity by the State Governments and other developmental agencies. Such participation would also enrich the knowledge and experience of the students and teachers. For such



participation, the universities/colleges should seek support and assistance including financial assistance from the State Govt. and other agencies implementing of sponsoring such programmes.

### **Sanction and Disbursement of assistance**

There will be an expert committee including a representative of NLM for considering the proposals for sanction of programme formulated under these guidelines. This committee would meet every month in the last week of the month in 1992-93 and in subsequent years similarly on monthly basis in the first quarter and then once in a quarter for sanctioning the programme and the amount of financial assistance to the individual universities/colleges. Therefore, the universities/colleges should establish the system of preparing the report of the work done during the year and accounts for it in March and submit their proposals to the UGC in April or latest by May every year. This would ensure that the universities/colleges receive funds well in time, before the academic session and the working season begins. The universities/colleges should appreciate that writing repeatedly during the year or submitting proposals for the programme/grants as and when it meets their convenience, creates difficulty in UGC to quickly decide such requests. The large number of universities/ colleges participating in this programme can be extended assistance from the UGC quickly, if such a schedule for submission of proposals to UGC is maintained by the universities/colleges.

### **Monitoring and Evaluation**

For teaching and training programmes in the university departments of Adult Education Monitoring will be done by the UGC on the basis of Annual Reports submitted by the departments by 31st May for the preceding year. The Annual Report should contain the account of grants received and utilised item wise, from the UGC and courses conducted by the department during the year. UGC would develop a format for items to be reported and monitored and this would be furnished to the implementing universities/colleges separately. It should also mention the composition of the advisory committee and the list of its consideration in the meeting of the advisory committee.

The monitoring of the literacy and continuing education programme of the universities/colleges would be done by the UGC through the

Annual meeting convened during January March every year for all the universities/colleges implementing the programme in that State. These monitoring meetings will be convened by the nodal university designated for individual states as per list annexed. A UGC representative would generally attend the meeting. In these meetings reports would be taken from each university/college implementing the literacy and/or continuing education programme in reference to the programme sanctioned to them as per details in the proforma annexed. The nodal university would compile these reports and furnish them with their overall evaluation to the UGC in the compact form. The UGC would assist the nodal university for the expenditure incurred for the monitoring report to be submitted to the UGC. The individual universities/colleges would pay for participation of their representatives in these meetings out of the grants sanctioned by the UGC for the programme. The nodal university would be assisted to the extent of Rs. 5000/- for organizational expenses for the meeting and Rs.5000/- for compiling and submitting the report of the UGC.

The UGC will evaluate the programmes implementation under these guidelines through an expert committee or Agency like I.I.M. or Institute of Social Sciences in the last year of the plan period.

**Name of Nodal Universities for monitoring purposes under the Adult Literacy and Continuing Education Programme funded by the UGC.**

S. No	Name of the State	Name of Nodal University
1.	Andhra Pradesh	Osmania
2.	Bihar	Magadh
3.	Gujarat	Gujarat Vidyapith
4.	Haryana	Kurukshehra
5.	Himachal Pradesh	
6.	Jammu & Kashmir	
7.	Punjab	
8.	Delhi	J.N.U.
9.	Madhya Pradesh	Bhopal
10.	Maharashtra	Bombay
11.	Goa	Madurai Kamraj
12.	Tamil Nadu	
13.	Pondicherry	
14.	Kerala	Kerala
15.	Karnataka	Lucknow
16.	Uttar Pradesh	
17.	West Bengal	
18.	North East, Assam, Manipur	Jadavpur
19.	Meghalaya	
20.	Rajasthan	Jaipur
21.	Orissa	Utkal

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4.	Haryana	Kuruksheetra
5.	Himachal Pradesh	
6.	Jammu & Kashmir	
7.	Punjab	
8.	Delhi	J.N.U.
9.	Madhya Pradesh	Bhopal
10.	Maharashtra	Bombay
11.	Goa	Madurai Kamraj
12.	Tamil Nadu	
13.	Pondicherry	
14.	Kerala	
15.	Karnataka	Lucknow
16.	Uttar Pradesh	
17.	West Bengal	Jadavpur
18.	North East, Assam, Manipur	Jaipur
19.	Meghalaya	
20.	Rajasthan	Utkal
21.	Orissa	

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4. Guidelines for Courses in Emerging Areas including Scheme for Computer Centre and Master of Computer Application Courses.
5. Guidelines for COSIST, SAP AND USIC
6. Guidelines for Innovative Programmes, Value Education, Yoga, Sports Infrastructure and Adventure Sports.
7. Schemes for Gandhian/Nehru/Buddhist Studies, Women's Studies and Area Studies Centres and Programmes for Adult and Continuing Education.
8. Guidelines for Academic Staff College, Seminars and Symposia and for Cultural Exchange Programmes.

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\*Each booklet is priced Rs. 10/-