

DEPARTMENT OF COLLEGE EDUCATION

Guidelines for

Youth Development Centres

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Youth Development Centres

Background

Hon'ble Governor of Rajasthan, in his speech delivered in First Sessions of 13th State Assembly of Rajasthan on 3rd January 2009, mentioned government's desire to set up Youth Development Centres in colleges. Para 38 of Hon'ble Governor's speech is given below-

“विश्व में अर्थव्यवस्था ज्ञान के आधार पर गतिमान होती है। ज्ञान का उत्पादन व उपयोग धन-सम्पदा के अर्जन का मूल आधार है। ज्ञानी समाज ही शक्ति-सम्पन्न हैं क्योंकि उनके नागरिक ज्ञान को कार्य से जोड़कर ऐसे उत्पाद और सेवाएं विकसित करते हैं जिनका विशाल बाजार है। ज्ञान को कार्य व नीति से जोड़ने का मंत्र उन्हें साधन-सम्पन्न बनाता है। अतः शिक्षा के क्षेत्र में उच्च गुणवत्ता प्राप्त करने हेतु विद्यालयों, महाविद्यालयों, विश्वविद्यालयों, तकनीकी संस्थानों एवं शोध संस्थानों की स्थापना में निजी क्षेत्रों की भूमिका का विस्तार एवं तदनु रूप सरकारी सुविधाएं उपलब्ध करवाने का प्रावधान किया जायेगा। युवाओं के रोजगार हेतु शिक्षण संस्थानों में निजी क्षेत्र की भागीदारी से युवा विकास केन्द्रों की स्थापना पर बल दिया जायेगा। महिलाओं की दक्षता विकसित करने की दृष्टि से विशेष प्रयत्न किये जाएंगे।”

In pursuance of this the State government has taken a policy decision to set up Youth Development Centres (YDCs) in colleges.

Although, a college in itself aims at development of youth, however, the proposed YDCs will specifically focus on this issue.

Instructions for setting up and running activities of YDCs are given below-

नीतिगत निर्णय

युवाओं को विभिन्न प्रकार के रोजगार के लिए सक्षम बनाने एवं कैरियर काउन्सलिंग हेतु शिक्षण संस्थानों में युवा विकास केन्द्रों की निजी क्षेत्र की भागीदारी में स्थापना।

Instructions for Youth Development Centres:

A ROLE AND RESPONSIBILITIES OF PRINCIPAL OF THE COLLEGE: -

- Principal will constitute two standing committees- a Youth Development Centre Advisory Committee (acronym -YDAC) and a Youth Development Centres Committee (YDCC). This year Both Committees will be formed but in the forthcoming years, these committees may continue to work unless Principal finds it necessary to amend it.
- YDAC will have an advisory role and YDCC will be executive committee.
- Principal will also appoint a Nodal Officer of YDC who will be a part of YDC and act as member secretary of YDC.
- Principal of a college will have the following rights and powers regarding YDAC and YDCC –
 - rights to dissolve an old committee,
 - rights to constitute a new committee
 - rights to replace one or more members of the committee.

Directorate shall be informed as soon as changes are made.

- Principal shall ensure proper functioning of YDCC. Any passive member or a member detrimental to effective functioning of YDCC or YDC activities may be replaced by a suitable and contributing member.
- Principal shall review the composition of the committee at the beginning of each year and ensure that the positions that have become vacant due to any reasons are filled as per these guidelines. The newly inducted or replaced members shall be duly informed. If a new committee is not constituted the previous committee shall remain functional and shall be liable for obligations assigned to it.
- Principal shall ensure that each student of the colleges is given choice to opt for one or more activities out of NCC, NSS, Rovering/Rangering, Human Rights Club/ YDC etc and a list of students who have opted for YDC shall be provided to YDCC/Nodal Officer. Directions have been issued regarding this on 29th April 2013 vide circular no F 7(4)प्रनीति/अकाद/निकाशि/13/152.
- The Principal shall approve the annual calendar of activities prepared by the YDCC and ensure that all practical and implementable suggestions of YDAC have been incorporated in the annual calendar.
- Principals are advised to participate/ attend/visit activities of YDC (lectures, camps, cultural programs, industry visit). A brief to full time participation/visits of Principal can be encouraging for students and will ensure smooth and transparent functioning of activities. Moreover, they will be able to suggest improvement in activities only when they have first hand information about the

activities. The Principals are expected to play an important role in planning and execution of all activities of YDC though there may be committees and officers to care of various responsibilities of YDC. The involvement of Principals should bring some positive change in activities of YDC so that the activities prove beneficial for students.

- Principal will ensure budgetary and logistic support of activities of YDC.
- Principal shall keep YDC, YDAC and Nodal officer informed about communications received from Directorate of College Education regarding YDC activities.
- Principal shall make necessary arrangements for recording of minutes of YDAC and ensure that a copy of minutes is made available to Nodal Officer/YDCC.
- Principal shall ensure smooth and proper functioning of YDC and provide basic facilities required to run activities of YDC.
- Principal will ensure convergence in various cells/programmes/committees in YDC such as –
 - Women Cell
 - Human Rights Cell
 - Student Advisory Bureau
 - Placement Cell.

With a view to –

- avoid repetition/duplication of efforts
- gaining from the strength of each other (mutual benefit),

B Constitution, Role and Responsibilities of 'Youth Development Centre Advisory Committee (acronym - YDAC)': -

- Principal of the college will constitute a 'Youth Development Centre Advisory Committee (YDAC)' which shall be a standing committee. The following can be members of the committee-
 - Principal/Vice-Principal (Convener)
 - Head /active and contributing member of student advisory bureau.
 - Head/ active and contributing member of placement cell
 - Nodal Officers of NSS/NCC/Rover/Rangers
 - One or two alumni who are in a position to contribute
 - Representative(s) of industries to be nominated by Principal may be in consultation with GM, DIC
 - Representative of government/NGO participating in flagship programmes that are relevant to aims and objectives of YDC.
 - Nodal officer of YDC.

- Meritorious students of senior most graduation class-
 - a. One student each from stream of Arts, Science, Commerce, Law, Home Science who have secured highest marks in previous examination. Example 1- A college in which streams of Arts and Commerce are available and the senior most class is B.A. Part II and B.Com. Pt I, then the two student members securing highest marks in their respective streams shall be selected for YDAC. One student from Arts stream securing highest marks in BA Pt.I and another student from Commerce stream who has secured highest marks in Senior Secondary School will be made a member of YDAC.
 - b. If a meritorious student is removed by Principal under powers assigned to him for aforesaid reasons or he/she is not in a position to act in YDC for urgent reasons, the next in merit will be give chance in his or her place.
 - c. If only one stream is available in the college the Principal may select two or three meritorious students from the same stream.
- The committee formation shall not be kept pending for the reason that members at s.no. 6, 7 and 9 are not finalized.
- YDAC shall meet at least twice in each academic year. However, there shall be no upper limit for meetings. YDAC meetings may be called any number of times that suits need of the college.
- Both the committees shall be constituted by 14th August of the session.
- The meetings of YDAC shall be called by the Convener/Principal.
- YDAC shall advise YDCC on nature of activities to be undertaken. It will also help YDC and Nodal officer of YDC in chalking out annual activities to be under taken during each academic year. While chalking out or suggesting plan of activities for the year the YDAC will ensure that there is convergence in activities of various bodies of college such as NCC, Scout, Women Cell, Human Rights Cell.
- YDAC shall design feedback form(s) or approve feedback form(s) designed by YDC/nodal officer of YDC after any necessary modification (in case the same is/are not provided by Directorate of College Education).
- The Principal and Nodal Officer of YDC shall apprise the YDAC about –
 - various activities undertaken by YDC since last meeting of YDAC,
 - budgetary provisions made by Directorate of Colleges education (DCE) for YDC,
 - guidelines, letters, instructions received from DCE.
 - other relevant information, communication and documents.

- Minutes of all YDAC meetings shall be recorded and shall be presented in the next meeting of YDAC.

C Constitution, Role and Responsibilities of Youth Development Centre Committee (YDCC): -

- Principal of the college will constitute a 'Youth Development Centre Committee (YDCC)'.
- The committee will have-
 1. A Nodal officer who will act as member secretary.
 2. Three or four dedicated faculty members, preferably from all streams of the college.
 3. Upto 10 meritorious students (these can be from I year & II year also and members of YDAC may also be considered).
- YDCC will prepare a draft of annual calendar. While preparing it the YDCC shall incorporate suggestion given by YDAC, Principal, Directorate of College Education, experts, Youth Policy of nation/State, related vision documents, needs and interest of students.
- YDCC shall be responsible for executing annual calendar and annual plan of activities of YDC. It will also be constituted by 14th August.
- YDCC shall be responsible for keeping record of YDC activities (feedback of students, preparation of reports, record of attendance, minutes of the meetings of YDC).
- There shall be no upper limit for meetings.

D Nodal Officer of YDC: Role and Responsibilities-

- Nodal officer shall be appointed by Principal for coordinating activities of YDC. He/she must be dynamic, enthusiastic and ready to perform.
- Nodal officer will be chief coordinating officer of YDC and will ensure execution of annual plan/calendar of YDC activities.
- Nodal Officer will participate in meetings of YDAC to facilitate working of YDCC at later stage.
- Nodal Officer will be responsible to -
 - call and arrange meetings of YDCC
 - maintain record of YDCC meetings and YDC activities.
 - Respond to all communication s received from DCE through proper channel.
 - Make the annual calendar available to DCE through before 15th September and final report before 10th April every year.

E Regional Assistant Directors: Role and Responsibility

- The Regional Assistant Directors of DCE shall act as Regional Coordinators of YDC and will be in touch with YDC activities of colleges falling under his/her region.
- The Regional coordinator will act as liaison officer between colleges and DCE.
- The regional coordinator will assist in pooling of resource persons for the colleges falling in his or her region.
- They will inform DCE about formation of YDAC and YDCC and preparation of annual calendars in the colleges of their region.

F State Coordinator: Role and Responsibility

- An officer at DCE shall act as State Coordinator of YDC.
- The State-Coordinator shall organize all activities that are to be done at the level of DCE such as making budgetary provisions, receiving reports from colleges, compilation of State level report, monitoring of activities, issue guidelines.
- He/she shall be given adequate staff support for this purpose.

G Infrastructure for YDC

1. A suggestive list of facilities/equipments/furniture that may be required for effective functioning of Youth Development Centres is given below-
 - Books (both in Hindi and English: Tests, advising, counseling, University handbook, college and course directories)
 - Periodicals: Magazines (such as Employment news), Journals (Youth development) and news papers especially for learning about vacant positions career opportunities.
 - Computer with peripherals and Specialized Software and audio-visual material.
 - Internet connectivity
 - LAN (if other sections of college are in a position to contribute vital information for YDC)
 - Furniture (table, chairs, almirah, cabinets, etc.)
 - Display boards/Smart boards/LED display panels, Voice amplification system.

Note: (i) No room needs to be ear marked for YDC. For conducting lectures, seminars, competitions appropriate and available facilities may be utilized.

(ii) Books/periodicals/magazines shall be made available by the library as per needs of YDC program.

(iii) Suitable furniture (Almirahs) must be provided to the YDC in charge for keeping record and other important items.

H. FUND FOR YDC ACTIVITIES

- The YDC committee should prepare an estimate of expenditure for the each session. This should take into account the following things-
 - infrastructure deficit
 - no. of students
 - activities to be carried out.
- Effort should be made to strike a balance between creating permanent assets which can be useful for carrying out activities in future and meeting recurring expenditures of current year.
- It is advised not to purchase items costing more than Rs 15 thousand at one time and preferably no FD should be made as the budget is meant to be spent the same year. Any previous FD may be utilized in session 2013-14.
- Colleges recognized under section 2(f) and 12 (B) of UGC Act, 1952 should apply for relevant scheme(s) that match with aims and objectives of YDC. They should try to augment resources and activities of YDC through UGC scheme and should judiciously use YDC budget for development of youth.
- The Department of Youth Affairs and Sports, Govt. of Rajasthan and Govt. of India may also be approached for activities which are coherent with the objectives of YDC.
- The DCE may allocate budget for YDC activities annually.
- In case of budgetary deficiency the Principal of the college may explore possibility of funding the activities from other sources such Mahavidyalaya Vikas Samiti, Local Fund, Boy's Fund, donations from Public representatives and others, etc as per rules
- No activities like pure picnic, sightseeing expenses or other fun activities should be undertaken from the funds of YDC activities. But during study tour/excursions to ASI/state Archeology sites may be paid.
- Study tour to Industries may be organized with the help of the concerned Industry or Department of Industries. It is recommended that contribution may be pooled from the members but cost of transportation may be reimbursed.
- Sometimes Nationally recognized institutes and groups offer cultural programs free of cost to Educational Institutions therefore YDC may conduct such programmes and reasonable expenditure on logistics/transportation/hospitality may be incurred from YDC funds.
- The out of town excursion/study tours should be preferably completed in a day and night stay should be avoided.

- Budget sanctioned for YDC should not be spent on item/resource/facility which is already available with the college and which can be spared for Youth Development Centre. Similarly budget should not be spent on items/activities that can be arranged from other funds/grants/budget items sanctioned.
- Materials procured for YDC should not be diverted to any other section, cell or department and should be used for activities of Youth Development Cell.
- It will be mandatory for all YDC to maintain proper record of its assets, expenditure, budget utilization and activities carried out and payment, procurements etc may be done as per state government rules.

I Resource Persons

- Due diligence should be exercised in selection of resource persons for various activities.
- A college may hire services of professionals for aptitude tests, career counseling, and other activities.
- The guest faculty/resource persons should be of good standing which could be different for different sessions, and may be paid at per session rate. The panel may include Directors of Career Guidance/Student Advisory Bureau of Universities, counselors (from CBSE/university/educational institutions or freelance), psychologists, motivational speakers, Corporate HR experts, Placement officers, aptitude test experts, empanelled artists of art and culture department, tourist department, empanelled speakers of Academic Staff Colleges, District Employment officer, Lead Bank Officer, Women Officer, RTI activists, successful entrepreneur, national level players, experts of adventure sports and mountaineer, etc. A tendency to allot classes to regular faculty of college just because honorarium is available should be discouraged. Principals, teaching and non-teaching staff should view this programme as a regular and integral activity of the college hence should not expect honorarium for related activities such as management, record keeping, coordination etc.
- Teachers of college education as resource persons – The teachers serving under Department of College Education should be invited as resource persons only in exceptional cases and when the host college has ensured that the speaker has distinguished himself/herself in the selected field. A profile showing the same should be maintained in the record of YDC activity and should be produced when asked for.

- The resource persons shall be drawn from a panel of resource persons/experts made available by the Department of College Education. However, colleges shall have flexibility of selecting a few resource persons of their own choice after ensuring that the resource person shall be able to do justice with aims and objectives of YDC. The achievement profile of such resource persons shall be put on record. A college/ YDC Nodal officer, Regional Coordinator may suggest resource persons for inclusion in the State panel.

J Refreshment, Lodging-boarding, Honararium and TA DA

- Directorate of College Education assumes that Principal, YDAC, YDCC shall use their good offices and their links to invite speakers, professionals and artists. Various organisations and free lancers offer public services to Educational Institutions. Every district has such inspiring personalities and groups. YDC should enlist such people and approach them for activities.
- Various District and block level officers shall love to deliver lectures not only on the govt. activities but they may have very good orientation in career guidance, job opportunities, personality development and preparing for interviews; these officials may be contacted for their valuable guidance to the students.
- For above two categories, of speakers etc. an honorarium may be paid as token of appreciation. It can be on hourly basis or a composite amount. For a session by an individual Rs 1000/- can be paid and in case of a group performance Rs 2500/- can be paid. Alternatively, the person or group may be promised actual transportation cost upto II AC (in case of travel by rail)/Luxury Bus (in case by road)/ rates prescribed for use of personal vehicle (as per govt. TA rules).
- The colleges can also use a part of budget for refreshment, lunch/dinner/snacks for the honorary speaker(s) upto Rs 300 per person/day. It would be encouraged if colleges in neighbourhood can pool together for a renowned speaker(s) or artist(s) i.e. three colleges in Kota call a resource person for a compact program of one or two days. Suppose this resource person who delivers a lecture each at all three colleges than the each college can pay honorarium for one lecture each to the resource person and the hospitality expenses may be borne by any one college. Next time the any one of the remaining two colleges can bear hospitality expenses for another expert while actual honorarium is borne by beneficiary colleges.

K Annual Activities of YDC

- Looking at the interest and in the interest of students the YDC shall take up activities out of the following five broad categories-
 1. Instructional activities
 2. Study tours to industries and other important places.
 3. Activities of social concern or for social cause.
 4. Adventurous activities.
 5. Folk-art and cultural activities. the objective should include a firsthand experience of the Art and culture among the students.
- While selecting the activities from above mentioned categories, a right balance should be maintained so that activities neither become too academic nor they tilt on side of mere fun and frolic. All activities should be planned with a purpose and should not be included mere formality of having some activities.
- Moreover, while planning such activities top priority should be given to activities that directly benefit youth (college students).
- A college may take up as many activities given in the suggestive list of activities on the basis of availability of resources.

K(1) Suggested Activities for YDC

1. Career advice/ Counselling/Group counselling
2. Setting up help desk at the time of admissions in college to suggest career options. For the session 2013-14 it is highly recommended to advice to students/prospective students regarding selecting a course in the college
3. Celebration of national/international days such as -
 - i. Consumer Day
 - ii. Hindi Day
 - iii. Teacher Day
 - iv. Human Right's Day
 - v. Aids Awareness Day
 - vi. Road Safety Week
 - vii. Environment Day
4. Personality tests/Employability test/Aptitude testing
5. Organizing campus interviews/mock interviews.
6. Organizing debates/Quiz/poster making on relevant cause
7. Organizing skill upgradation courses/hobby classes
cooking/photography/sketch making/gardening etc.

8. Personality development classes
9. Group exercises to inculcate values and skills.
10. Brainstorming session or workshops on interest and benefit of youth
11. Meeting with successful alumni/ toppers of different exams/ eminent personalities.
12. Special lectures for students on various subjects like budget, defence, career options, Indian Economy, Literature.
13. Coaching for competitive examinations or entrance tests.
14. Cultural programs with or without outside support.
(Such programs may be outsourced to reputed and recognized groups such as SPICMACAY/WZCC/Sangeet Natya Academy etc.). The objective of organizing cultural programmes should not be merely merry making but should be used as an opportunity given to talented students to perform before established artists (performers, writers, etc) and learn from their experience and inputs.
15. Lecture to flagship schemes of State and centre and participation in creating awareness or implementation of such schemes in deprived sections of society.
16. Creation of a record for each student in a database which will contain essential vital information about a student (name, father's name, contact details, educational qualifications, graduation/post graduation/stream, skills—driving, swimming, proficiency in word processor, spreadsheet, accounting software, presentation, Hindi, English and other regional language, job preference, willingness to work outstation/24x7 environment etc) if feasible under sanctioned budget or from college resources. Such a database can be made available to prospective employers who can shortlist suitable students for interview.
17. Industrial tours/Study tours and excursions as per the detailed guidelines.
18. Sports, Yoga and adventure. Activities in collaboration of Youth affairs and sports.
19. Group discussions on issues like Human Rights, R.T.I , Global Warming, Substance Disuse Disorders or Nasha mukti, conservation of monuments, ethics for use of internet and social networking sites etc.
20. Holding of exhibition of various items/art forms/posters/photographs, prepared by student/teachers/Staff/alumni of the college.
21. Management games/corporate advice/useful brain storming sessions by experts/empanelled persons.
22. Voluntary physical labor (*Shramdan*) for cleaning of lakes, water bodies/heritage sites for betterment of society.

K(2) Minimum Compulsory Programme

- Session on career Guidance/Competitive examinations (including career fairs).
- Working in hospitals/CHC/PHC other Govt. institutions for deprived/backward population (for at least 7 days in a year).
- Plantation of minimum 100 trees in campus of college/other public institutions.
- Minimum two awareness drives about Pre-Conception and Pre-Natal Diagnostics Techniques Act, 1994 (PCPNDT Act) and Human Rights/Right to Information/ blood & Eye donation in city/town where college is situated.
- One major activity regarding road safety like working with traffic police/Seminar/poster making/sessions in big schools.

L Logo of YDC and display boards

- A logo has been designed for YDC.



- This logo should be used in all stationery and display boards of YDC. When used in colour don't use your own imagination. Simply follow the colour scheme of original logo available on website of college education.
- The logo may be reproduced either in colour or monochrome. The logo may be downloaded from website of college education department.
- A display board and YDC activity notice board may be placed at appropriate place at college. The size of display board should be such that it is visible from a reasonable distance (preferably not smaller than 4 x 3 feet).

M Evaluation of programme

1. YDCs are advised to get a structured feedback of all students on lectures and entire programme preferably at the end of the programme.
2. Speakers who fail to come up to expectations of audience/target group may be avoided.
3. All students who have attended at least three activities in a session may be given a certificate at the end of academic year.
4. All YDC shall prepare an annual report of YDC which shall include- Minutes of YDAC, Annual calendar approved by Principal, details of activities carried out by the YDC with photographs and news clippings, details of budget sanctioned and utilized, title of lectures and name of speakers with their academic/professional profile, no. of students benefited, outcome of activities such as placement figures, students trained, etc. The report should also contain a brief note on activities which were (1) included in annual calendar but could not be carried out (2) activities suggested by YDAC but not included in annual calendar.

N. Powers to amend guidelines

- The Directorate of College Education have powers to amend the guidelines either wholly or in part at any time. All such changes shall be communicated to colleges and zonal Assistant Directors through website of DCE and/or other means of communication.

O. Flexibility in guidelines

- In case YDC Nodal Officer of Principal of a college is of the opinion that he/she needs certain flexibility in above mentioned guidelines, s/he may apply to the Directorate of College Education. S/he can talk to the State Coordinator YDC for faster reply.