

आम्बेडकर विश्वविद्यालय, दिल्ली



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अम्बेडकर विश्वविद्यालय, दिल्ली

Ambedkar University, Delhi

No: AUD/4-17/2014-15/2226(01)

Dated: 10th December, 2014**NOTIFICATION**

In order to enable proper utilization of the "Fund for Learning Enhancement" norms for utilization of the fund have been revised and attached.

This is issued with the approval of Dean, Student Services.


Assistant Registrar
Student Services

Copy for information to:

1. Office of the Vice-Chancellor
2. Office of the Pro Vice-Chancellor
3. Office of the Registrar
4. Office of the CoF
5. All Deans- SDS/SHE/SUS/SLS/SHS/SES/SCCE/SBPPSE/S Des & Academic Services, Student Services, Director IT Services
6. All members of the committee
7. Advisor Planning Division
8. Webmaster - For uploading on the intranet and website
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08 December 2014

Revised Guidelines for Utilization of Funds under Learning Enhancement and under Field Based Learning

Background

It is the mandated policy of AUD that at least 25% of learning should be based on field studies. This policy renders uniqueness to the learning pedagogy of AUD, and needs to be appreciated as adding value to education by enriching the experience of students. In addition to field studies, a variety of other innovative practices in learning pedagogies which may enhance the quality of the academic programmes of AUD must also be encouraged.

A. Broadly the following types of activities may be identified under LE:

- 1) Field studies (local & outstation)
- 2) Internships
- 3) Dissertations
- 4) Workshops/staging of events/demos/displays/exhibitions and such other activities related to the curriculum
- 5) Supplementing teaching resources when required by inviting experts-in-residence, guest/adjunct/visiting faculty and teaching assistants

B. These activities may be undertaken under the guidance and supervision of the faculty.

Till 2013, a limited amount of fund was available to support the field-based/experiential learning activities undertaken in various academic programmes under the head of "Field Based Learning". As academic programmes developed and began using this fund, it proved to be very inadequate for the purpose. Thus, in order to augment the financial resources for such activities, it was decided to earmark 25% of the fee collected to support activities which will enhance quality of learning. Given the variety of the course content and pedagogical methods, this fund has been named as 'Fund for Learning Enhancement' (**Fund for LE**). Simultaneously, the existing 'Fund for Field Based Learning' (**Fund for FBL**) has been earmarked specifically for meeting costs incurred by faculty in promoting field based learning.

It was decided that at the beginning of each academic year, this share of the fee collected will be transferred to the budget head for the purpose. This additional allocation from the fee under a separate budget head, along with the guidelines for utilisation of the fund have been approved by the Academic Council and subsequently ratified by the Board of Management in its 14th meeting held on July 29, 2013.



Fund for LE

- C. The University shall create a separate account to deposit the funds earmarked for activities under the LE scheme.

Management of Fund under LE

- D. It was recognized that the fund available to each School from the allocation of 25 per cent of the fees collected by various programmes within the School will vary from School to School. Moreover, the activities to be undertaken by different programmes/Schools need not necessarily correspond to their fund allocation. It is therefore proposed that when necessary, surplus funds from a School/Programme may be utilized by Schools/Programmes facing a deficit.
- E. A Central Pool may be created using the unutilized funds in this budget head carried over from the previous semester. Programmes which need more resources than available to them may draw from the Central Pool, subject to due process of approval.
- F. A committee may be constituted to recommend allocation to various Schools from the Central Pool. The committee will call upon each School/Programme to submit proposals for funding under the LE at before the end of each semester, and will decide on allocation from the Central Pool at the beginning of the next semester.
- G. The Committee may also consider periodic review of the pattern of fund utilization to identify if there are Schools/Programmes that are routinely over-spending or under-spending the funds earmarked for them under the LE scheme. It may identify appropriate measures for correcting such chronic situations.
- H. Costs to be incurred by faculty in connection with field studies should be shown separately in each proposal, since these will be met from a separate fund viz. Field-based Learning (see below). Accompanying faculty is expected, as far as possible, to use the same mode of transport as that of the students.

Fund for Field Based Learning

- (i) The allocation available under this budget head in the Grant-in-aid will be used for meeting expenses incurred by faculty members for undertaking activities which will enhance quality of teaching/ learning. Specifically, this fund will be used for the following:
- a) Cost of faculty members' travel, stay, incidental expenses for supervising field studies, reconnaissance trips etc.
 - b) Cost of faculty members' travel, stay and incidental expenses associated with out-station visits for teaching related activities.



- *(ii) Management of the Fund for FBL may also be devolved to the same committee that is established for overseeing the Fund for LE.
- (iii) Costs incurred by faculty for field based learning activities may be shown separately in each proposal.

Permissible Budget Heads for Field Travel

Funds may be made available for meeting fully or partially the following categories of expenses:

- a) Students' travel to field location and back
- b) Local travel within field area for students
- c) Accommodation at field site for students
- d) Honorarium for resource persons
- e) Miscellaneous expenses for facilitating fieldwork or other LE activities
- f) Organising expenses of workshops/ events/ displays/ exhibitions etc.
- g) Hiring of equipment related to the proposed LE activity

The budget heads permissible for field travel will be compliant with AUD norms, as amended from time to time. At the same time, they should allow for some flexibility to accommodate field based learning in remote and difficult locations and/or studies undertaken with time/safety constraint which requires additional fund allocation over and above the existing norms. This will be permitted with the approval of a duly constituted committee for Learning Enhancement.

Budget heads for Field Travel and their details

Budget Head	Description	Financial Ceiling per student
Outstation Travel	By public transport (by train in ordinary sleeper/ chair car, or by public transport bus (ordinary class)	In case travel is to a location where public transport bus/ train is not available, alternative private transport by the cheapest available option may be allowed. All reimbursement will be subject to furnishing appropriate bills and prior approval. The bills will be duly forwarded by the Faculty Supervisor, certifying that no other organization is meeting these costs.
Local travel*	For travel within Delhi	1. Reimburse the cost of local travel using public transport (total number of days in the field must be certified by faculty supervisor and host organization mentor (where relevant) 2. The total number of field work days permissible in an academic year should not exceed 45 days for internship and/or for dissertation work.
Local travel**	In the field area (outside Delhi)	Maximum of Rs.250 per student per day for not more than a maximum of 45 days (for internship and/or dissertation) and not more than 7 days (for course related projects). Reimbursement is subject to submission of appropriate bills or vouchers, countersigned and certified by faculty supervisor and host organization mentor (where relevant)



Accommodation	Maximum Rs.400 per day per student (for not more than 35 days for internship and/or dissertation)	Reimbursement is subject to furnishing proper bills, certified and countersigned by the Faculty Supervisor
Food costs	Maximum Rs.200 per student per day	Reimbursement can be claimed as per diem after due certification by faculty supervisor and/or host organization
Miscellaneous and Contingency	Maximum Rs.1000 per student	This can cover field based costs like photocopying or any other expenses justified by the faculty supervisor

Note: Any other item of requirement will be decided on case by case basis by the LE committee.

*Exceptions to norms for travel and related expenditure may be considered in case of:

1. Courses/ programmes in which students are expected to spend larger number of days in the field (on recommendation of the LE committee)
2. Locations that do not have public transport facilities
3. Situations which involve safety concerns, especially for girl students working individually or in small groups

In such cases, the proposal submitted by the faculty should outline these concerns in detail for each student, and seek special permission for additional fund allocation.

Dean, Student Services
08 December 2014

Vice Chancellor

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