



Dr. B.R. Ambedkar University Delhi

MINUTES
of the 32nd meeting of
Board of Management

Held on 12.07.2021

Dr. B.R. Ambedkar University Delhi

(Estd. by Govt. of NCT of Delhi vide Act 9 of 2007)

No. F.AUD/26-2(4)/Gov./32nd BoM/2021

Dated: 12.07.2021

The 32nd Meeting of the Board of Management was held on 12.07.2021 at 12:30 AM in Conference Hall, Dr. B.R. Ambedkar University Delhi, Lothian Road, Kashmere Gate Campus, Delhi 110 006. The following members were present:

1. Professor Anu Singh Lather, Vice Chancellor, Dr B R Ambedkar University Delhi, Delhi, Chairperson.
2. Shri Azimul Haque IAS, Director (Higher Education), GNCTD – Special Invitee
3. Professor Yogesh Singh, Vice Chancellor, Delhi Technological University, Bawana, New Delhi.
4. Professor Abhay Kumar Dubey, Centre for the Study of Developing Societies, New Delhi
5. Professor Poonam Prakash, School of Planning and Architecture, New Delhi
6. Professor Satyaketu Sankrit, School of Letters, Dr B.R. Ambedkar University Delhi.
7. Professor Kartik Dave, School of Business Public Policy and Social Entrepreneurship, Dr B R Ambedkar University Delhi.
8. Shri Dinesh Gandhi, Deputy Secretary (Finance), GNCTD representative of Secretary (Finance), Government of NCT of Delhi
9. Dr Nitin Malik, Registrar, Dr B R Ambedkar University Delhi, Secretary, BoM.

Dr. S.B. Deepak Kumar, IAS, Secretary (Higher Education), GNCTD could not attend the meeting due to pre-occupation; Shri Dinesh Gandhi, Deputy Secretary (Finance), Finance Department, GNCTD attended the meeting on behalf of Secretary (Finance), GNCTD through online mode.

The minutes of the meeting are as follows:

At the outset, Registrar informed the Board about the nomination of Prof. Anu Singh Lather, Vice Chancellor, AUD, as a member of the NAAC Executive Council for a period of three years, as conveyed by the NAAC vide their letter No. NAAC/DO/EC/Vol-III/2021 dated 09.06.2021.

The Board took note of the above and conveyed congratulations to Prof. Anu Singh Lather, Vice Chancellor and entire AUD fraternity for the same.



Agenda 32.1 : Opening remarks by the Vice Chancellor

The Hon'ble Vice Chancellor extended a warm welcome to all the members of the Board. She welcomed the new member, Professor Poonam Prakash, Nominee of Govt. of NCT of Delhi with her brief profile. She wished and prayed for good health for all. The Hon'ble Vice Chancellor informed the members about the following:

1. The University has released its Admission Brochure for admissions in Undergraduate & Post Graduate Programmes in the academic session 2021-22, in the press conference held on 25.06.2021. The University has introduced following six new Programmes in the academic session 2021-22.

BA Hindi (Honours) Integrated 4 years programme in the School of Letters; M.Voc in Tourism and Hospitality and MA in Archaeology and Heritage Management (MAHM); Masters of Public Health; Integrated MA-PhD (IPHD) in Human Ecology; MA in Conservation, Preservation and Heritage Management (MCPHM);.

The online registration for admission to the UG Programme shall commence from 12 July, 2021 and registration for admission to the PG Programme will commence in the fourth week of July 2021 respectively. The entrance test for Admissions to various PG Programmes and PhD shall be conducted by EdCIL.

The University has also commenced foreign student admissions in this Academic session in coordination with ICCR for the first time. A total of 1000 foreign student applications were received for Dr. B.R. Ambedkar University Delhi on ICCR portal, out of which 64 applicants from SAARC countries and African Countries (Tanzania, Ghana, Malawi, South Sudan, Botswana, Somalia, Ethiopia, Zimbabwe & Zambia) have been shortlisted for further admission process to the BA/MA/Ph.D programmes.

2. The University is preparing for the Second cycle of NAAC Accreditation in view of the peer team visit scheduled from 26th July to 28th July, 2021.
3. The University has carried out Covid Vaccination drive at its three campuses viz. Kashmere Gate Campus, Karampura Campus and Lodhi Road Campus for its students, faculty members, and staff, in coordination with the concerned District Officials, Govt of NCT of Delhi. The Vaccination drive at Karampura Campus has been going on for the last 15 days and the University takes pride in being the first University to start the vaccination drive for 18+ age groups.
4. During these unprecedented times, the University has timely completed its 4th and 6th Semester teachings without disruptions, and the 2nd Semester teaching which is ongoing presently shall also be completed by September, 2021. The University has continued its rigorous online teaching during these times, which has helped its students to stay ahead in their studies.

5. The Training and Placement Cell of the University has also played a key role in campus placements and internship during these unprecedented times. The University has associated with the Ministry of Labour and Employment to assist its students to upgrade latest technical skills with the help of associated partner Microsoft.

Agenda 32.2 : Confirmation of the Minutes of 31st meeting of the Board of Management held on 25.05.2021

It was submitted to the Board of Management that the Minutes of the 31st meeting of the Board of Management held on 25.05.2021 were circulated among all the members vide Registrar's email dated 28.05.2021. No comments were received.

Decision : The Board of Management confirmed the minutes of the 31st Meeting of Board of Management.

Agenda 32.3 : Action Taken Report (ATR) on the Minutes of the 31st Meeting of the Board of Management held on May 25, 2021

The Board of Management was informed that a total of 22 agenda items were discussed in the last meeting held on 25.05.2021. The details of the agenda, decisions taken thereon and the action taken by the University were given for information to the Hon'ble members vide **Appendix-1**.

Decision : The Board of Management took the action taken report on record with the following modifications:

a) In respect of agenda number 31.5.6:

The Board suggested that the amount of Rs.13.40 lakhs to be transferred from the host institution to Atal Innovation Centre (AIC) is given as contribution and not as loan.

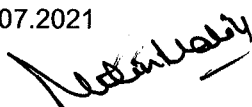
b) In respect of agenda number 31.22:

The Board noted the one man committee constituted as informed by Registrar, AUD.

Agenda 32.4 : To consider the Fee Waiver Policy for Academic Session 2021-22

The Board of Management took note that the Board in its 28th meeting held on 08.09.2020 vide resolution No. 28.13 had constituted a committee comprising of the following members to deliberate on the Tuition Fee Waiver Policy for Admission 2020-21 in accordance with the norms of GNCTD:

- | | | | |
|-----|-----------------------------|---|------------------|
| (a) | Professor Abhay Kumar Dubey | - | Chairperson |
| (b) | Professor Salil Misra | - | Member |
| (c) | Shri Mukesh Mittal | - | Member |
| (d) | Dr Nitin Malik | - | Member Secretary |



The Board noted the nomination of Prof Satyaketu in place of Prof. Salil Misra and further noted that the meeting of aforesaid Committee was held on 17.06.2021 wherein the Committee had made its recommendations which are placed at **Appendix-2** for consideration.

Decisions : The Board of Management noted and approved the recommendations of the Committee, wherein the Committee had decided that considering the present circumstances arising out of Covid-19 pandemic, the Tuition Fee/Refund/Waiver Policy, as implemented in the Academic Session 2020-21, may be continued for the Academic session 2021-22. This being an interim measure for the academic session 2021-22, the committee will further deliberate on the matter, with all the relevant facts, and accordingly a final recommendation will be submitted on the Tuition Fee Refund/Waiver Policy at AUD.

Agenda 32.5 : To consider the proposal for delegation of administrative and financial powers of the Administrative Secretary to the Vice Chancellor in cases of relaxation given for economy banned items

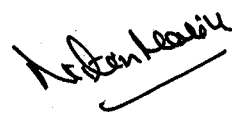
The Board of Management took note that the expenditure incurred by Dr. B.R. Ambedkar University Delhi under different heads is governed by the Dr. B.R. Ambedkar University Delhi Act, 2007 (hereafter referred as "The Act") where powers have been vested in the Board of Management (BOM) of the University vide Section 22 (1) and 22 (2) of the Act.

Further, as per Section 12(5) of the Act "The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University."

The recommendation of the Board of Management made in its 12th meeting held on 31.07.2012, regarding delegation of administrative and financial powers to the Vice Chancellor for incurring various types of expenditure were informed to the members vide **Appendix-3**.

The Board took cognizance of the Office Memorandum No. F.20/08/2019/AC/jsfina/2575-2674 dated 07.08.2019 notified by the Finance Department, Government of NCT of Delhi (GNCTD) regarding "Delegation of Financial Powers to Heads of Departments (HoDs) and Administrative Departments of Government of NCT of Delhi" **Appendix-4**.

Decision : The Board of Management after detailed deliberations resolved that in addition to the administrative and financial powers already delegated by the Board of Management to the Vice Chancellor vide resolution no. 14 (approved in its 12th meeting held on 31.07.2012), the administrative and financial powers admissible to the Administrative Secretary in GNCTD is also accorded to the Vice Chancellor.



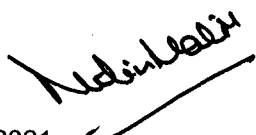
The Board further resolved that the Vice Chancellor is given financial and administrative powers of Administrative Secretary in cases of relaxation in economy banned items with reference to Office Memorandum dated 07.08.2019 and similar orders and subsequent orders issued in future for any type of relaxation from time to time.

Agenda 32.6 : To consider the engagement of Shri V. P. Rao, Retd (IAS) as Consultant

The Board took cognizance of the requirement for engagement of Senior Consultant to look after the works related to creation / updation of Statutes / Ordinance, administrative, establishment and other allied matters of the University and to ensure compliance with standard rules & procedures.

The Board took note of engaging the Consultant and the constitution of a Committee by Vice Chancellor to interact with Shri V.P. Rao, Retd. (IAS) (AGMU) Cadre who has served as Former Director, Department of Higher Education, GNCTD, Former Secretary, Education (Higher & Technical), Govt. of Goa, First Registrar of AUD, and Former Secretary to Governing Council (TERI). The Committee during the interaction held on 17.06.2021, observed that Shri V.P. Rao, is in good health and appropriate for the work and level of expertise, and considering wide range of his relevant experience in the field of education, the Committee recommended that Shri V. P. Rao, Retd. (IAS) (presently 65½ years of age) be engaged as Consultant for a period of six months against the vacant post of Professor, in light of the Office Memorandum vide No. F.20/472015-ac/204-248 dated 04.12.2015 issued by Finance (Accounts) Department, Govt. of NCT of Delhi (**Appendix-5**) and Office Memorandum F.No. A-41011/2/2018-Estt.CPC (**Appendix-6**) issued by Ministry of Chemical & Fertilizers, Government of India and vide Office Memorandum F.No.A-42/27/2020-Estt-DBT (**Appendix-7**) issued by Department of Biotechnology, Ministry of Science & Technology, Govt. of India.

Decision : The Board of Management, taking note of the Consultants engaged at various Ministries/Departments up to 70 yrs, resolved to approve the engagement of Shri V. P. Rao, Retd (IAS) as Consultant/Advisor for a period of six months. The Board further resolved that the documents pertaining to the engagement of the Consultant be shared with Department of Finance, GNCTD for information.



Matters for Ratification:

Agenda 32.7 : To ratify the approval accorded by the Vice Chancellor for CAS Promotion of the following faculty members on the basis of the recommendations of the screening-cum-evaluation committee

Sl. No	Name& Designation	Date of Promotion	Stage	Office Order Nos.
1	Dr. Pranay Goswami Assistant Professor (Mathematics) in the School of Liberal Studies	01.01.2018	From stage 2 to 3 (AGP Rs.7000 to Rs.8000)	AUD/3-26(3)/CAS/2020/ Acad./192 dated 15.06.2021
2	Dr. Lovitoli Jimo Assistant Professor (Sociology) in the School of Human Studies	22.07.2015	From stage 1 to 2 (AGP Rs.6000 to Rs.7000)	AUD/3-26(3)/CAS/2020/ Acad./193 dated 15.06.2021
3	Dr. Bhoomika Meiling Assistant Professor (English) in the School of Letters	03.09.2014	From stage 1 to 2 (AGP Rs.6000 to Rs.7000)	AUD/3-26(3)/CAS/2020/ Acad./191 dated 15.06.2021
4	Dr. Anirban Sengupta Assistant Professor (Sociology) in the School of Development Studies	19.03.2017	From stage 2 to 3 (AGP Rs.7000 to Rs.8000)	AUD/3-26(3)/CAS/2020/ Acad./194 dated 15.06.2021
5	Dr. Ivy Dhar Assistant Professor (Political Science) in the School of Development Studies	01.07.2018	From stage 2 to 3 (AGP Rs.7000 to Rs.8000)	AUD/3-26(3)/CAS/2020/ Acad./195 dated 15.06.2021

The screening-cum-evaluation committees had deliberated on the above CAS promotion cases in light of the AUD CAS guidelines and made their recommendations.

Decision : The Board of Management noted and ratified the above action of the University.

Agenda 32.8 : To ratify the decision of the Vice-Chancellor for approving long leave sanctioned to the following faculty member:

Sl. No.	Name & Designation	Discipline	School	Nature of Leave	Period of leave
1	Ms. Anshumita Pandey (Assistant Professor)	Psychology	SHS	EOL (Extra Ordinary leave) on Medical ground*	13.05.2021 to 12.11.2021

*Ms. Anshumita Pandey, Assistant Professor has been sanctioned EOL on the prolonged illness.

Decision : The Board of Management noted and ratified the above action of the University.

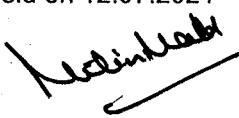
Agenda 32.9 : To ratify the decision of the Vice-Chancellor for accepting joining of the following faculty members after availing Extra Ordinary Leave:

Sl. No.	Name & Designation	School	Nature of Leave	Period	Date of Joining
1	Dr. Rajan Krishnan, Associate Professor	SCCE	EOL	After curtailing 16 days EOL, now his EOL period is from 01.01.2021 to 14.06.2021. Earlier he was granted EOL for the period 01.01.2021 to 30.06.2021	Joined his duty on 15.06.2021

Decision : The Board of Management noted and ratified the above action of the University.

Agenda 32.10 : To ratify the decision of the Vice-Chancellor for granting extension of tenure of the following faculty members on contractual/ visiting basis as per earlier terms and conditions

Sl.	Name	Designation	School/ Centre	Tenure
1	Dr. Asim Ray	Consultant (contractual)	SVS	From 05.07.2021 to 04.01.2022
2	Ms. Simranjeet Kaur	Research Asstt. (contractual)	SVS	From 04.06.2021 to 03.09.2021
3	Dr. Gowhar Fazili	Asstt. Professor (Visiting)	SLS/SUS	From 01.06.2021 to 15.09.2021
4	Dr. Ritu Sinha	Asstt. Professor (Visiting)	SLS/SUS	From 01.06.2021 to 15.09.2021
5	Dr. Aadil Zubair	Asstt. Professor (Visiting)	SLS/SUS	From 01.06.2021 to 15.09.2021
6	Dr. Geetanjali Tyagi	Asstt. Professor (visiting faculty)	SUS	From 01.06.2021 to 15.09.2021
7	Dr. Rahul Kumar Ishwar	Asstt. Professor (visiting faculty)	SUS	From 01.06.2021 to 15.09.2021
8	Dr. Ashis Roy	Psychotherapists (contractual)	CPCR	From 15.07.2021 to 14.01.2022
9	Ms. Nikita Jain	Psychotherapists (contractual)	CPCR	From 15.07.2021 to 14.01.2022
10	Ms. Shefali Singh	Psychotherapists (contractual)	CPCR	From 15.07.2021 to 14.01.2022
11	Dr. Anant Vijay Paliwal	Asstt. Professor (Visiting Faculty)	SoL	From 28.06.2021 to 27.12.2021 (upto 6 months)
12	Dr. Nikita Jain	Asstt. Professor (Visiting Faculty)	SoL	From 28.06.2021 to 27.12.2021 (upto 6 months)
13	Dr. Ram Prakash Singh	Asstt. Professor (Visiting Faculty)	SoL	From 28.06.2021 to 27.12.2021 (upto 6 months)



The Board was apprised about the resignation meanwhile tendered by Dr. Ashish Roy at Sl. No.8 working on contractual basis in the Centre for Psychotherapy and Clinical Research (CPCR) and will be relieved accordingly.

Decision : The Board of Management noted and ratified the above action of the University.

Agenda 32.11 : To ratify the decision of the Vice-Chancellor in approving the appointment of various Programmes Coordinators of the Schools for a period of two years

Sl.	Name & Designation	School/Centre	Programme	Tenure
1	Dr. Anita E. Cherian Associate Professor	SCCE	Literary Art	From 16.06.2021 to 15.06.2023
2	Mr. Benil Biswas Associate Professor	SCCE	Performance Studies	From 09.01.2021 to 08.01.2021
3	Ms. Shefalee Assistant Professor	SCCE	Visual Art	From 09.01.2021 to 08.01.2021
4	Dr. Bindu KC Assistant Professor	SHS	Ph.D/ M.Phil Women & Gender Studies	From 19.05.2021 to 18.05.2023
5	Dr. Bidhan Chandra Das Assistant Professor	SLS	Ph. D Sociology	From 05.05.2021 to 04.05.2023

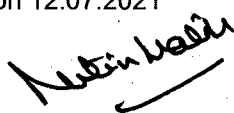
Decision : The Board of Management noted and resolved to authorize the Vice Chancellor to approve the appointments of Programme Coordinators and place such matters before the Board of Management for information and not for ratification.

Agenda 32.12 : To ratify the reservation roster of teaching posts recasted by the roster committee

The Board took note that the Board in its 27th meeting held on 30.09.2019, vide resolution No. 6 had approved the reservation roster as recommended by the Expert Committee constituted by the Vice Chancellor.

The Board observed that the Administrative Reforms Department, Department of Higher Education (DHE) had made certain observations in regard to the student teacher ratio, resulting in change in sanctioned strength of teaching faculty. Accordingly in order to formulate the roster for teaching posts (Assistant Professor/Associate Professor/Professor) a committee comprising of the following members was constituted by the Competent Authority:

- (i) Shri Sameer Saini, Deputy Registrar, Academic Services Division
- (ii) Shri Bipul Srivastava, Deputy Registrar, Administration Division
- (iii) Shri Noorul Haque, Deputy Registrar, Human Resource Division
- (iv) Shri Kishor Kumar, Deputy Registrar
- (v) Shri Manjeet Singh Rana, Assistant Registrar, Academic Services Division



The Committee met on 06.03.2021 and deliberated on the formulation of roster in light of the reservation policies and guidelines notified by the DoPT/MHRD/UGC from time to time. The Committee had also invited Shri K.G. Verma, Ex-Director, Institute of Secretariat Training and Management (ISTM) for providing expert advice in the matter.

After deliberations, the Committee recommended the following:

- (i) The University should carry out the calculation of reservation on the sanctioned strength of teaching staff. For earmarking of posts as reserved or unreserved, University may study the procedure followed by the Sagar University, a Central University.
- (ii) Since, the OBC and EWS quota were applicable from the year 2015-2016 and 01.02.2019 respectively, the committee observed that there is much shortfall in these categories and stated that the reservation quota for these categories cannot be completed in one go in view of limitation of 50% on filling up of vacancies by reservation in a year.
- (iii) The University should ensure that the reservation quota be completed for all the reserved categories and the ceiling of 50% is not breached, as envisaged in the constitutional provisions and DoPT guidelines.

On the basis of the recommendations, the rosters of the teaching staff viz., Professor, Associate Professor and Assistant Professor, were recasted and placed before the committee and the concerned liaisoning officers (SC/ST/OBC/PWD Categories) in its meeting held on 01.04.2021. The Committee deliberated and examined the draft rosters of the teaching posts and found the same in order. The Board also took cognizance of the approved roster of the following teaching cadre:

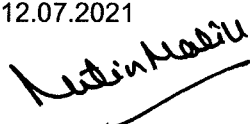
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| i) | Professor | - | Appendix-8 |
| ii) | Associate Professor | - | Appendix-9 |
| iii) | Assistant Professor | - | Appendix-10 |
| iv) | Person with Disabilities | - | Appendix-11 |

Decision : The Board was surprised to know that no reservation in the appointments in teaching posts at the level of Professor and Associate Professor was followed by the University in the past. This leads to no representation of reservation at Associate Professor and Professor and meager representation at Assistant Professor.

The Board felt that there are some issues which require further deliberations to examine the Reservation roster/register of the teaching faculty placed for consideration of the members.

In view of the above, the Board resolved as follows:

- (i) a committee be constituted comprising of the following members to review the reservation roster/register and approve the same:



- a) Prof. Anu Singh Lather - Chair
Vice Chancellor, Dr. B.R. Ambedkar University Delhi
- b) Prof. Yogesh Singh - Member
Vice Chancellor, Delhi Technological University
- c) Prof. Abhay Kumar Dubey - Member
Centre for the Study of Developing Societies
- d) One external member to be nominated by the Vice Chancellor - Member
- e) Registrar - Member Secretary

The Board further authorized the Vice Chancellor to take necessary action in this regard as early as possible.

Agenda 32.13 : To ratify the decision of the Vice-Chancellor for approving additional charge of Librarian

The Board took note that Prof. Rukmini Sen, Chairperson, University Library Committee has been given additional charge of University Librarian vide Notification No. AUD/3-3(93)/2017/Acad./212 dated 22.06.2021 after superannuation of Dr. Debal C. Kar on 30.04.2020 (AN).

Decision : The Board of Management ratified the above action of the University.

Matters for Information:

Agenda 32.14 : To report the engagement of staff against vacant post of Section Officer on Contractual basis for period of three months

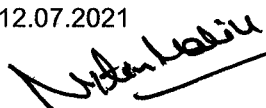
The Board took note of the engagement of following persons against vacant post of Section Officer on Contractual basis for period of three month:

- 1) Shri Pankaj Kumar has been engaged against vacant post of Section Officer on Contractual basis for a period of three months w.e.f. 10.06.2021.
- 2) Shri Gaurav Saxena has been engaged against vacant post of Section Officer on Contractual basis for a period of three months w.e.f. 11.06.2021 to look after the work of Campus Development Project.

Decision : The Board of Management noted the information.

Agenda 32.15 : To report the relieving of Ms. Bindu Nair, Assistant Registrar to join NBE as Deputy Director (Non – Medical) on deputation basis

The Board took note of the relieving of Ms. Bindu Nair, Assistant Registrar from Dr. B. R. Ambedkar University Delhi w.e.f. 02.06.2021 (A/N) in order to join National Board of Examination (NBE) as Deputy Director on



deputation basis for a period of one year vide Office Order No. 117/2021 dated 27.05.2021.

Decision : The Board of Management noted the information.

Agenda 32.16 : To report the extension of period of contract of various staff deputed by M/s. BECIL on outsourcing basis

The Board took note of the extension of the engagement period of contract of 37 outsourcing staff deputed by M/s. BECIL for a further period upto 31.07.2021.

Decision : The Board of Management noted the information.

Agenda 32.17 : To report the relieving of Shri Mukesh Mittal from the post of Consultant (Finance)

The Board took note of the relieving of Shri Mukesh Mittal, Consultant (Finance) from the contractual services of AUD w.e.f. 30.06.2021 (A/N).

Decision : The Board of Management noted the information.

Agenda 32.18 : To report the engagement of EdCIL (India) Ltd. For conduct of Common Entrance Test of AUD for Post Graduate Programmes Admission 2020 and for consideration of engagement for PhD 2020, PG-2021 and PhD 2021

The Board of Management took note of the engagement of an external agency by the University to conduct the online Entrance Examination for PG and PhD admissions due to Covid-19 pandemic. The University has engaged EdCIL (A MINI Ratna Category-I CPSE, Government of India) under GFR 194 (consultancy by nomination) for conduct of Admission Common Entrance Test of AUD for Post Graduate Programmes for the Admission Cycle 2020-21. Accordingly, a Computer Based Test was conducted by the EdCIL (India) Ltd. from 6th to 8th November 2020 and 10th to 12th November 2020 having centres across India for 6954 candidates at a total project cost of Rs.73,03,090.80 (Rupees Seventy Three Lakhs Three Thousand Ninety and Eighty Paise Only), the payment for which was made to EdCIL on 18.01.2021.

The Board further noted that aforesaid external agency (EdCIL) has also been engaged by the University for carrying out the online entrance examination for a tentative 9600 candidates for admissions to PhD and Post Graduate Programmes under Admission Cycle 2021-22 on the same terms and conditions at a total project cost of Rs.1,00,81,920/- (Rupees One Crore Eighty One Thousand Nine Hundred Twenty Only) including 18% GST. Accordingly, work order to EdCIL has been issued by the University and the actual project cost would depend on the number of applicants.

Decision : The Board of Management noted and approved the engagement of EdCIL for conducting the entrance examination for admissions to various Ph.D and PG Programmes.

Any other item(s) with the permission of the Chair

Agenda 32.19 : To report the Merger of Delhi Institute of Heritage Research and Management (DIHRM) with Dr. B. R. Ambedkar University Delhi as per Cabinet decision no 2948 dated 2nd March 2021 & the requisite approval dated 11.06.2021 of Hon'ble Lt. Governor, Delhi

The Board took note of the Directorate of Higher Education, GNCTD, letter No DHE.20(70)/AUD/2020-21/1476-1485, dated 14.06.2021 forwarding therewith a copy of notification F.No. DHE.20(70)/AUD/2020-21/1475 dated 14.06.2021, issued in pursuance of the Cabinet decision no 2948 dated 2nd March 2021 and approval of Hon'ble Lt. Governor, Delhi dated 11.06.2021.

As per the notification the erstwhile Delhi Institute of Heritage Research and Management stands merged with Dr. B. R. Ambedkar University Delhi and would henceforth be known as School of Heritage Research and Management. The referred letter and notification is placed at **Appendix-12**.

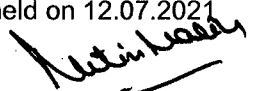
The letter No DHE.20(70)/AUD/2020-21/1476-1485, dated 14.06.2021 and notification no F.No. DHE.20(70)/AUD/2020-21/1475 dated 14.06.2021 with Annexure-I was placed before the Board of Management for information and consideration as per the proviso Section 6 clause (26) of Dr. B. R. Ambedkar University Delhi Act 2007 (Delhi Act 09 of 2007).

Decision : The Board of Management noted, approved and authorized Vice Chancellor for any needful to be carried out in the matter.

Agenda 32.20 : To consider the proposal for creation of Schools/Centres/ Divisions/Cells in Dr. B.R. Ambedkar University Delhi

The Board considered the proposal of the University to establish following Schools/Centres/ Divisions/Cells in light of the guidelines/ notification/ circular issued by the University Grants Commission (UGC) in this regard along with the provisions laid down in the Statute 7 and 7A of Dr. B.R. Ambedkar University Delhi (**Appendix-13**):

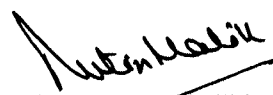
- (a) **Alumni Connect Cell:** Headed by Dean, Alumni
- (b) **Human Resource Development Centre:** Headed by Director, HRDC
- (c) **Outreach and Extension Division:** Headed by Director



Decision : The Board of Management resolved to approve the proposal as placed and further authorized Vice Chancellor to appoint Dean/Directors in the Schools/Divisions/Centres/Cells. The Board further authorized the Vice Chancellor to create new Schools/Centres/Divisions/Cells in future and report the matter to the Board in subsequent meetings.

The Meeting ended with thanks to the Chair.

The minutes are issued with the approval of the Vice Chancellor and Chairperson, BoM.



(Dr. Nitin Malik)

Registrar and Secretary to
Board of Management

Appendix-1

Resl. No. 3/BoM(32)/12.07.2021

Action Taken Report (ATR) on the Minutes of the 31st Meeting of the Board of Management held on May 25, 2021

Resol. No.	Decision	Action Taken
31.1	Opening remarks by the Vice Chancellor	Noted
31.2	Confirmation of the Minutes of 30 th meeting of the Board of Management held on 03.02.2021 The Board of Management confirmed the minutes of the 30 th meeting of Board of Management.	Recorded
31.3	Action Taken Report (ATR) on the Minutes of the 30 th Meeting of the Board of Management held on February 03, 2021 Decision: The Board of Management took the action taken report on record with the following two modifications: <i>"In respect of agenda number 30.4:</i> <i>(i) the clause 8.12 of the PhD Regulations, which stipulates a compulsory entrance test for foreign students be removed from the Regulations.</i> <i>(ii) the Board authorized the Vice Chancellor to make suitable amendments in the ordinance to make it at par with the PhD regulations notified by the UGC and submit the same to the Hon'ble Chancellor for approval".</i>	Recorded The revised PhD Regulations have been notified vide notification F.No. AUD/26-2(2)/Gov./2021 dated June 2, 2021. Action has been initiated.
31.4	To consider the proposal for establishment of Skill Development Centre (SDC) in AUD Decisions: The Board deliberated on the proposal and expressed that there are many skill development centres across Delhi which are underutilised and a university also has been set up by the Delhi Government namely Delhi Skill Development & Entrepreneurship University. The Board expressed that the proposed Skill Development Centre (SDC) at AUD be different than the already established centres in Delhi. The Board took cognizance of the fact that AUD is already having the right kind of ecosystem for the setting up SDC and the centre shall be beneficial for the students of the university. The Skill courses should essentially be introduced at the undergraduate level. The Centre shall be supported by the School of Vocational Studies (SVS), AUD Centre for Incubation, Innovation and Entrepreneurship (ACIIE) and Atal Innovation Centre – AUD Foundation (AIC-AUDF) already in place in the University. In exercise of the powers conferred under the Statue 12 (B)	Recorded and notification of Director, Skill Development Centre has been issued vide Notification No. AUD/KP/23-65/SVS/2021/Est./SDC/ 250 dated 01.07.2021.

Resol. No.	Decision	Action Taken
	clause (3), the Board resolved to approve the establishment of Skill Development Centre (SDC) in AUD with the following recommendations: (i) Short term and medium-term practice-oriented skills development programmes be offered by the Centre. (ii) Centre to focus on Low-Skill as well as on High level Skill training. (iii) A reasonable fee be charged for the skill development programme offered by SDC. The Board further recommended that the Centre be extended full financial support by the University. However, the SDC must also explore the possibility of funding from external sources.	
31.5	Matters arising out of Finance Committee as emanating from its 26 th and 27 th meeting held on 12.04.2021 and 21.05.2021	
31.5.1	To consider the proposal for revising rates of sitting allowance/ honorarium payable to external members/ experts for attending meetings/ delivering lectures Decision: The Board of Management resolved to approve the revised rates of sitting allowance/ honorarium payable to external members/ experts for attending meetings/ delivering lectures	Recorded and Implemented. The revised rates of sitting allowance/ honorarium payable to external members/ experts for attending meetings/ delivering lectures as approved by the Board of Management have been notified vide notification No. AUD/2-81/Fin./2020-21/389 dated 01.07.2021.
31.5.2	To consider the proposal for delegating Administrative and Financial Powers to the Vice Chancellor for incurring expenditure out of Central Pool of University Development Fund (UDF) Decision: The Board after detailed deliberations expressed that as per the Pattern of Assistance, the funds collected as fees and the funds from the projects (all receipts) are part of GIA and for any expenditure, terms and conditions of GIA norms need to be followed. However, the provisions of the University Act Clause 22 (1) & (2) which are notified as Gazette notification by the Government of NCT of Delhi are also noted. The Board resolved that a policy decision needs to be taken for all the State Universities established by Govt of NCT of Delhi on such Corpus created by the Universities and delegating the financial powers to the Vice-chancellor for purchase of essential items such as information and	Recorded and action initiated. A meeting of the Vice Chancellors of the following five State Universities along with the Director, Higher Education was held on 25.06.2021 to deliberate on the said proposal: 1. Dr. B.R. Ambedkar University Delhi (AUD) 2. Delhi Technological University (DTU) 3. Netaji Subhas University of Technology (NSUT)

Resol. No.	Decision	Action Taken
	Communication Technology (ICT) hardware, software and services; audio-visual aids, equipment, apparatus, photocopiers, fax machines etc. and air-conditioners, furniture and fixtures, appliances for classrooms, laboratories, libraries, hostels and offices etc. for smooth conduct of teaching learning activities in the university. The Board further recommended that a committee be constituted with all the Vice Chancellors of state universities as members, who are in receipt of Grant-in-Aid. The meeting of the committee be held with the Director, Higher Education.	4. Delhi Pharmaceutical Sciences and Research University (DPSRU) 5. Indira Gandhi Delhi Technical University for Women (IGDTUW) The recommendations of the Committee are being forwarded to the Govt. of NCT of Delhi.
31.5.3	To consider the proposal for appointing Medical Consultants on Part-time basis Decision: The Board of Management resolved to approve the appointment of Medical Consultants on Part-time basis and the remuneration to be paid them.	Recorded and action initiated.
31.5.4	To consider the proposal for reimbursement of COVID-19 Test bills of employees not covered under AUD MAT Regulations (2016) Decision: The Board of Management resolved to approve the proposal for reimbursement of COVID-19 Test bills of employees not covered under AUD MAT Regulations (2016) upto 31.03.2022.	Recorded
31.5.5	To consider the guidelines for providing various perks and privileges to the University functionaries at different levels Decision: The Board of Management resolved to approve the recommendations of the Finance committee and guidelines for providing various perks and privileges to the University functionaries at different levels.	Recorded and Implemented. Notified vide Notification No. AUD/1-10(174)/Admn /2021-22/1584 dated 24.6.2021; No. AUD/1-10(174)/Admn /2021-22/1585 dated 24.6.2021; and No. AUD/1-10(88)/2021/ Telephone/1586 dated 24.6.2021
31.5.6	To consider the proposal for making Host Institution contribution in AIC – Ambedkar University Delhi Foundation (AIC–AUDF) Decision: The Board resolved to approve the proposal as recommended by the Finance Committee for contribution by Host Institution in the Atal Innovation Centre – Ambedkar University Delhi Foundation (AIC–AUDF) as Loan amount from UDF. The Board took cognizance of the fact that the financial	Recorded As approved by the Board of Management, the loan amount of Rs. 13.40 lakhs has been transferred and for strengthening of procedure necessary instructions have been

Resol. No.	Decision	Action Taken
	commitments were made to Atal Innovation Mission (AIM), Niti Aayog without seeking approval of the competent authority and reiterated the recommendations of the Finance Committee which desired that such lapses be avoided in future and procedures be strengthen in the university.	issued to all Deans, Directors and Division heads vide circular No. AUD/2-81/Fin./2020-21/438 dated 06.07.2021.
31.6	To consider the procedure for sanction of leave to Non-Teaching Staff Decision: The Board of Management considered and approved the procedure for sanction of leave to Non-Teaching Staff	Recorded and implemented vide Notification No.AUD/1-14(5)/HR/2018/82 dated 07.06.2021
31.7	To consider the guidelines of submission of Annual Performance Appraisal Reports (APARs) for Non-Teaching employees Decision: The Board of Management considered and approved the guidelines of submission of Annual Performance Appraisal Reports (APARs) for Non-Teaching employees	Recorded and implemented vide Notification No.AUD/1-14(5)/HR/2018/83 dated 07.06.2021
31.8	To deliberate and determine the age of superannuation in respect of Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports in Dr. B. R. Ambedkar University Delhi Decision: The Board of Management after detailed deliberations considered and recommended the following: (i) Age of superannuation in respect of Other Academic Staff viz. Assistant Librarian, Deputy Librarian, University Librarian, Assistant Director of Physical Education & Sports, Deputy Director of Physical Education & Sports and University Director of Physical Education & Sports in Dr. B. R. Ambedkar University Delhi is recommended herewith to be 62 years. (ii) As stipulated in the provisions of the University Act & Statute, the proposal as recommended by Board of Management be submitted to the Hon'ble Chancellor for approval. (iii) The same if approved by Hon'ble Chancellor be applied prospectively not retrospectively. (iv) The present Librarian working at AUD be superannuated on the date of completion of 60 years of age. The tenure of the Librarian after his retirement date be considered as Consultant (Librarian). The Board further authorized the Vice Chancellor to consider this matter.	Recorded and action initiated. As regard to point (iv) Dr .Debal C. Kar has been superannuated from the post of Librarian on 30.04.2020 (AN) on attaining the age of 60 years vide Office Order No. AUD/3-3(93)/2017/Acad./200 dated 15.06.2021. The tenure up to 30.04.2021 after his retirement has been considered as Consultant (Librarian). Further, the Competent Authority has extended the term of engagement of Dr.Debal C Kar as Consultant (Librarian) to assist and carrying out the various library related activities for a further period of six months i.e. up to 31st October 2021 or till the regular appointment to the post of Librarian is made, whichever is

Resol. No.	Decision	Action Taken
		earlier vide Office Order No. AUD/3-3(93)/2017/Acad./205 dated 18.06.2021. Prof. Rukmini Sen, Chairperson, University Library Committee has been given additional charge of University Librarian vide Notification No. AUD/3-3(93)/2017/Acad./212 dated 22.06.2021 after superannuation of Dr. Debal C. Kar on 30.04.2020 (AN).
31.9	To report the joining of 01 Deputy Registrar on deputation basis The Board of Management noted the information.	Noted
31.10	To report the engagement of staff against vacant post of Section Officer on Contractual basis for period of three months– Shri Pankaj Kumar and Shri Gaurav Saxena The Board of Management noted the information.	Noted
31.11	To report the relieving of Shri Ashok Mallick, Consultant The Board of Management noted the information.	Noted
31.12	To report the Probation Clearance/ Confirmation of Shri Bipul Kumar Srivastav, Deputy Registrar; Shri Manoj Rana, Deputy Registrar and Shri Sachit Sharma, Assistant Registrar The Board of Management noted the information.	Recorded and implemented vide letter No.PF/S-47/2019/HR/79, No.PF/R-10/2019/HR/80 &No.PF/S-44/2018/HR/81 dated 07.06.2021 respectively
31.13	To report the relieving of Shri Manoj Kumar, IAS (Retd.), from the post of Consultant/ Advisor (Administrative Reforms) The Board of Management noted the information.	Noted
31.14	To report the re-engagement of retired officers/ staff from Autonomous Body/ Government Organizations as Consultant/ Junior Consultant/ Storekeeper/ Security Supervisor/ Caretaker on Contractual basis for a period of three months against vacant non-teaching positions The Board of Management noted the information.	Noted
31.15	To report the discontinuation of practice of designating Faculty as OSDs for respective campuses Decision: The Board of Management noted the information.	Noted and notification issued vide Notification No. AUD/3-7/2011/ Notification/Acad/238 and

Resol. No.	Decision	Action Taken
	The Board recommended that AUD being a multi-campus university with future expansion and growth a policy/rule be formulated by the University for appointing Director in each campus apart from the main campus.	239 dated 30.06.2021.
31.16	To report the Court Cases pending before the Hon'ble High Court of Delhi The Board of Management noted the information.	Noted
31.17	To report the engagement of M/s. BECIL for 03 months for providing outsourcing staff The Board of Management noted the information.	Noted
31.18	To report the recruitment drive being carried out by the University The Board of Management noted the information.	Noted
31.19	To ratify the decision of the Vice Chancellor to approve the confirmation of the Assistant Director Physical Education & Sports, on completion of one year probation period Decision: The Board of Management noted and ratified the above action of the University.	Implemented vide Office Order No. AUD/3-3(366)/2019/Acad./115 dated 16.03.2021 and No. AUD/3-3(366)/2019/Acad./119 dated 17.03.2021
31.20	To ratify the decision of the Vice Chancellor to approve the relieving of Dr. Anirban Biswas, Assistant Professor, SLS Decision: The Board of Management noted and ratified the above action of the University.	Recorded
31.21	To note the grant of long leave i.e., Extra-ordinary Leave (EoL)/ Sabbatical Leave to the faculty members The Board of Management noted the information.	Noted
31.22	Before taking up next agenda 31.22 in the 31 st meeting of Board of Management, pertaining to confirmation of the minutes and Action Taken report (ATR) on the confidential agenda 30.19, as placed and resolved in the 30 th meeting of the Board of Management held on 03.02.2021 and minutes as circulated as confidential only for Members, all other present in this online meeting of 31 st Board of Management except the BOM members and special invitees, were requested to delink and leave the meeting. The presentation on agenda item 31.22 was made by Registrar before the Board. The agenda along with resolution of Board of Management as minutes on agenda 31.22 is being enclosed separately and circulated as "Confidential only for Members".	To be briefed as confidential proceedings by Registrar, AUD.



MINUTES OF THE MEETING HELD ON 17.06.2021 TO DISCUSS TUITION FEE WAIVER POLICY AT AUD:

Vide the 28th meeting of the Board of Management held on 08.09.2020, a Committee had been constituted to examine and review Fee waiver policy of the University in accordance with the norms of GNCTD.

Accordingly a meeting of the committee was convened on 17.06.2021 (From 12.00 noon to 02.00 p. m.) to deliberate on the Fee waiver policy of the University. The meeting was attended by the following members of the Committee and officers of the University:

- | | | |
|----|------------------------------------|--------------------|
| 1. | Prof. Abhay Kumar Dubey | - Chairperson |
| 2. | Prof. Satyaketu Sankrit, Dean(SOL) | - Member |
| 3. | Sh. Mukesh Mittal | - Member |
| 4. | Dr. Nitin Malik, Registrar | - Member Secretary |
| 5. | Sh. Manoj Rana, DR (Finanace) | - Special Invitee |
| 6. | Ms. Anshu Singh, AR (Planning) | - Special Invitee |

The following are the salient features culminating out of the discussions / deliberations on the issue:

Discussion No. 1: Fee Waiver Policy for Academic Session 2021-22 and onwards at AUD.

Dr. Nitin Malik, Registrar, presented before the members the agenda of the meeting, i.e examination and review of the Tuition Fee Refund/Waiver Policy at the university.

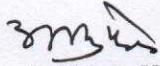
Prof. Abhay Kumar Dubey pointed out that the issue of Tuition Fee Refund/Waiver needs to be understood in the wider context of social and financial ramification. He emphasized that the uncertainties and difficulties arising out of second wave of COVID -19 also needs to be taken into account while deciding about the Tuition Fee Refund/Waiver policy of the university.

Members also took into consideration the fact that examination of the policy will require inputs regarding the practices being followed by higher educational institutions of repute as well as the norms prescribed by the GNCTD in this regard and for issues of similar

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nature. Members, therefore, were of the view that a final recommendation can be made only after considering all the relevant inputs as stated above.

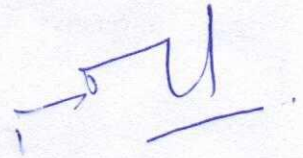
Recommendation: It was decided that considering the present circumstances arising out of COVID-19 pandemic, the Tuition Fee Refund/Waiver Policy, as implemented in the Academic Session 2020-21, may be continued for the Academic session 2021-22. This being an interim measure for the academic session 2021-22, the committee will further deliberate on the matter, with all the relevant facts, and accordingly a final recommendation will be submitted on the Tuition Fee Refund/Waiver Policy at AUD.



Prof. Abhay Kumar Dubey



Prof. Satyaketu Sankrit



Sh. Mukesh Mittal



Dr. Nitin Malik, Registrar



AMBEDKAR UNIVERSITY, DELHI

DELEGATION OF FINANCIAL POWERS

(Approved by the Board of Management in its 12th Meeting
held on 31.7.2012)

Finance Division
Lothian Road, Kashmere Gate
Delhi 110 006

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DELEGATION OF FINANCIAL POWERS To Various Officers in the University

The Board of Management is empowered vide Statute 11(2)(g) of AUD Act to delegate any of its powers to the Vice-Chancellor, Deans, Registrars, and Controller of Finance or any other Officer, employee or Authority of the University, or to a Committee appointed by it.

The Finance Committee of the University had approved the delegation of financial powers in its third meeting held on 29th April 2010 and the same was ratified by the Board of Management.

In view of the substantial increase in the educational/administrative and developmental activities it is essential to bring those activities under consideration for further Delegation of Financial Powers.

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority.

1. A budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred and approval of the competent authority to be obtained.
2. No expenditure on a 'New Item' can be sanctioned without prior approval of the competent authority
3. All purchases exceeding Rs.1.00 lakh shall be made through Registrar except in the cases in which the Divisions are specifically authorized to make purchases or stores exclusively required by them with prior approval.

All purchase proposals would be processed as per the procedure prescribed in the GFR/Purchase Procedures. The Deans of Schools and Heads of Divisions concerned will submit the proposals to the Vice-Chancellor/Registrar for administrative approval.

For cases other than Works: All cases of expenditure upto Rs.2.00 lakh shall be concurred by AR (Finance), cases exceeding Rs.2.00 lakhs and upto 10.00 lakhs shall be concurred by DR (Finance)/COF when and if DR is not available and cases exceeding 10 lakhs shall be concurred by Controller of Finance.

All cases of expenditure bills upto Rs.5.00 lakh shall be passed by AR (Finance) cases exceeding Rs.5.00 lakhs and upto 15.00 lakhs shall be passed by DR (Finance)/COF when DR is not available and cases exceeding 15 lakhs shall be passed by Controller of Finance.

For Works: All cases sanctioned by VC will be concurred by the Controller Finance and the same will be applicable for passing of bills.

A formal sanction for creation of posts or incurring of expenditure shall be communicated to all concerned indicating reference to the financial concurrence and existence of budget provision.

Notwithstanding these delegations, in cases, where adequate competition does not exist or emergent purchases are to be made expenditure is to be incurred in relaxation of the prescribed procedure, approval of the Vice-Chancellor with the concurrence of Controller of Finance will be necessary.

Contingent or other expenditure of an unusual character or involving departure from any general or special rule or order made by the BOM shall not be incurred nor any liability be undertaken in connection therewith without the prior sanction of the BOM.

The Heads of Divisions/Deans of Schools specified in the Schedules and the Drawing Officers in relation thereto will be as follows:

Sl. No.	Expenditure relating to	Drawing Officer
1.	Administrative Expenses	Registrar (Admn.)
2.	Student Services Division	Dean
3.	IT Services Division	Director
4.	Academic Services Division	Dean
5.	Library	Librarian
6.	Planning Division	Dean/Advisor Planning
7.	Finance Division	Controller of Finance
8.	Schools	Dean
9.	Projects sponsored by Govt. of India or any other funding agency	Project Director
10.	Any other Division/Centre/ School be notified from time to time	Head of the Division/Director/ Dean

Powers to write-off Losses shall vest in the Vice-Chancellor

Note:

- (i) Vice Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
- (ii) Powers to sanction expenditure in respect of items not specified above, shall rest with the Vice-Chancellor
- (iii) Powers to sanction expenditure beyond the limits specified above shall rest with the Vice-Chancellor
- (iv) Powers to release all salary related payments shall rest with the Asstt. Registrar (Finance).

SCHEDULE I**POWER TO CREATE SEASONAL/ CASUAL POSTS**

Sl.No.	Nature of Posts	Powers of Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Research Assistants/ Academic Fellows Seasonal/Casual posts of Assistant level and Clerical and other staff for seasonal/emergent work	Upto six months	-	-	The appointment shall be against the posts at the prevailing rates & Guidelines
2.	Seasonal/Casual Group 'D' staff	-	Upto 6 Months	-	-do-

SCHEDULE II**CONTINGENT & MISC. EXPENDITURE****(General Powers not specified in any other Schedule)**

Sl. No.	Authority	Extent of Power	
		Recurring	Non-Recurring
1.	Vice-Chancellor	Upto Rs.2,00,000 per annum in each case	Upto Rs.5,00,000 in each case
2.	Registrar	Upto Rs.25,000/- per annum in each case	Upto Rs.1,00,000 in each case

SCHEDULE-III

**ADMINISTRATIVE EXPENSES
(COMMON TO ALL DIVISIONS)**

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Purchase of Infrastructural Fixed Assets Ex. Land/Building; and Construction of new Buildings	Full powers	-----	-----	With approval of BOM (on the recommendation of the Steering Committee)
2.	Purchase of office equipment including telephone instruments, calculators and photocopiers	Full powers	Upto Rs.5 lakh in each occasion	Upto Rs.25000 p.a. Rs. 5000 in each occasion	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
3.	Fixtures and furniture purchase	Full powers	Rs 5 lakh on each Occasion within the norms approved by the VC.	-	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
4.	Freight/Demurrage/wharfage charges	Full powers	Upto Rs.50,000 in each case	-	With prior approval of VC
5.	Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Full powers	-	-	Subject to availability of funds, completion of codal formalities as per laid down procedure approved by the BOM
6.	Advertisement & Publicity charges	Full powers	Upto Rs.1 lakh in each case	-	The expenditure is subject to guidelines issued.
7.	Hostel Expenses	-		Full powers (Dean Student Services)	Subject to completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
8.	Electricity & Water charges	-	Full powers	-	

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
9.	Insurance	-	Full powers	-	Subject to Insurance cover being taken from a nationalised General Insurance Company and annual premium approved by VC and guidelines issued available
10.	Legal Charges	Full Powers	Upto Rs.50,000/- in each case	-	
11.	Audit Charges	Full Powers	Upto Rs.50,000/- in each case		
12.	Other Professional (Administrative) Charges	Full Powers	Upto Rs.50,000/- in each case		
13.	Transportation				Subject to available guidelines and fund availability
	(a) Purchase of Motor vehicle	Full powers	-	-	
	(b) Maintenance and repairs of staff cars/Machinery	-	Full Powers	-	Subject to reasonableness of the rates being determined by call of Tenders/ Quotations
	(c) Hiring of Vehicles for official purpose		Full Powers		Subject to reasonableness of the rates being determined by call of
	(d) Pollution charges	-	Full Powers	-	
14.	Municipal rates and taxes	-	Full powers	-	
15.	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	-	Full Powers	Rs.5000 p.a.	
16.	(a) Publications of the University/Printing & Binding	Full powers		Full powers Dean/Advisor Planning	Subject to availability of Empanelled printers at rates prescribed with due approval of the competent authority.
	(b) Admission Brochure	Full Powers		Full Powers Dean (SS)	

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
17.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Up to Rs.1 lakh p.a.	-	Upto Rs.20,000 p.a. for Controller of Finance.
18.	Security Expenses payment of Wages of Security Staff	-	Full Powers	-	As per GFR.
19.	(a) Stationery Store including computer stationary and other consumables	-	Full powers after call of open tender and on the recommendation of a Purchase Committee	Rs.25000 p.a. Rs. 5000 per occasion	Purchase procedure as prescribed in GFR may be followed.
	(b) Office Equipment including electronic or manual, intercom Equipment, Photocopies Franking machine, (excluding computers)	Full powers	Upto Rs.5 lakhs in each case on the recommendation of a Purchase Committee following the purchase procedure as per GFR	-	Purchase procedure as prescribed in GFR to be followed.
20.	Purchase of ACs, Desert Coolers, Heat Convector, etc.	Full Powers	Upto Rs.2 lakh on each occasion	-	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
21.	Wages in respect of outsourced contractual staff Expenses	-	Full Powers	-	Subject to the approval of VC for deployment of manpower
22.	Remuneration (including conveyance charges to staff for attending duty on holidays and late hours).	-	Full Powers	Rs. 5000 p.a.	
23.	Horticulture	-	Full powers	-	Subject to approval of the competent authority
24.	Sanitation	-	Full powers	-	Subject to approval of the competent authority
25.	(a) EPABX	-	Full Powers	-	
	(b) Official Telephones	-	Full Powers	-	Subject to the ceilings approved

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
	(c) Residential Telephone	-	Full Powers	-	-do-
	(d) Telex, Fax charges	-	Full Powers	-	-do-
	(e) Telephone Bills received after due date	-	Full Powers	-	Payment of surcharge/late fee after due date will be made with the approval of Registrar (Admn.)
	f) Internet	-	Full Powers	-	
	g) Repairs and maintenance of Telephones, Telex and Fax Machines, Batteries etc.	-	Full Powers in case of agreement approved by the VC	-	
26.	Repair and Maintenance of office equipments furniture etc.	-	Full Powers	-	Full powers where maintenance is entrusted to the same party who originally installed/ supplied the equipment. In other cases subject to invitation of tenders and recommendation of a committee constituted for the purpose.
27.	General Common Services (i) Inaugural functions (ii) Conferences and Seminars/workshops/ Guest Lectures	Full powers Full powers	Upto Rs.2.00 lakhs p.a -----	----- Upto Rs.2 lakhs p.a.	Subject to general instructions and availability of funds.
28.	Expenses at official meetings, functions, Consultative Meetings, Board of Schools, Expert Fee etc.	-	Full powers	Upto Rs.50,000 p.a	Subject to prescribed rates approved by competent authority, per head as per entitlement
29.	Bills of University guests accommodated at Guest Houses etc.	-	Full powers	-	1. Sanction of VC is required to declare any person as University Guest. 2. Subject to prescribed rates and limits
30.	(a) Sports/Games/ Cultural Expenses	-		Dean (SS) Full Powers	Subject to prescribed rates and limits and approval of

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
	(b)Creche Expenses		Full powers		competent authority
31.	Signing of Annual Maintenance Contracts	-	Full powers	-	To sign all AMCs on behalf of the University after the Terms and Conditions are approved by the competent authority.
32.	Engagement of Visiting Faculty/Adjunct faculty/Guest Faculty	Full powers	-	Rs. 25,000 per occasion subject to Rs. 1 Lak p.a	Subject to the approval of the Vice-Chancellor and payment is made approved norms
33.	Payment to Members of Statutory Board, Assessment Committee Expert Committees, Sub-committee	-	Full powers	Full powers in respect of Board/Committees in which Dean is Member/Member Secretary Convenor	
34.	Consultative/Course/ Curricular	-	Full Powers	Upto Rs.1 lakh	Subject to the constitution of the committee thru due process
35.	Earn while you Learn Scheme	Full powers	Upto Rs.5,000/- p.a.	Upto Rs.25,000/- p.a. only for Dean (Student Services)	Subject to approval of the rates by the competent authority
36.	Conveyance/TA Reimbursement		Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	All HODs will have full powers within the prescribed norms for the staff working under their control
37.	Miscellaneous jobs/unforeseen expenses	Full powers	Rs.10,000/- in each case	-	From office contingency fund Sr Warden Rs. 10,000 each occasion only for Hostel Purposed
38.	Selection Committees			Dean (AS) Full Powers	Subject to the constitution of the committee thru due process
39.	Repairs and Renovation of Buildings	Full powers	Upto Rs.20 lakhs per annum	-	Subject to concurrence of Finance Division

IT SERVICES DIVISION

Sl. No.	Item of Expenditure	Powers of the Vice-Chancellor	Registrar	Powers of the Director, IT Services Division	Remarks
1.	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	Full powers	Upto Rs.10 lakhs per annum	-	Subject to due process through IT Procurement Committee on the justification provided by the IT User Committee, general instructions and as per GFR
2	Maintenance of Computers and peripherals (AMC/contingency)	-	Full powers for award of AMC on the recommendation of a committee	Upto Rs.50,000/- in each case (Upto Rs. 1 lakh on the recommendation of a committee where AMC doesn't exist)	Subject to availability of funds, and completion of codal formalities. Purchase above Rs.10,000 will be made with concurrence of Finance
3	IT Consumables (small peripherals)	Full powers	-	Full powers	Subject to approval of Rate Contract/ Norms approved by VC

(B) Library

Sl. No.	Item of Expenditure	Powers of the Vice-Chancellor	Librarian	Dean	Remarks
1.	Purchase of books and journals/ e-resources/ periodicals/Audio/Video etc.	Full powers	Upto Rs.5 lakhs on each occasion	-	Chairman, Library Committee also vested with full powers
2.	Material for packing, binding indexing library cards special registers etc.	-	Full powers subject to call of the tenders and on recommendation of Purchase Committee	-	Purchase above Rs.50,000 will be made with concurrence of Finance.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	Up to Rs. 1 lakh p.a.	5000 p.a (Subject to approval of the Vice-Chancellor)	Library Committee will have full powers. Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.

(C) Student Services

Sl. No.	Item of Expenditure	Powers of the VC	Registrar	Dean (SS)	Remarks
1.	Educational Tours/Field based learning	Full Powers	-	Upto Rs. 1 lakh p.a.	Subject to Budgetary allocation
2.	Refund of Fee	-	-	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
3.	(a) Examination Expenses (b) Admission Expenses	-	-	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
4.	Convocation	Full Powers	Upto Rs. 5 lakhs p.a.		

SCHEDULE IV**DEPARTMENTAL ADVANCES**

Sl.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Imprest	VC in the first instance	Full powers	
2.	Temporary Advances	Vice-Chancellor Registrar/Deans/HODs	Full powers Upto Rs.1 lakh p.a	To be Settled within one month with finance concurrence
3.	Advances in connection with conduct of examinations/ Admission Tests	Vice-Chancellor Dean (SS)	Full Powers Upto Rs.50,000 in each case	

SCHEDULE-V**STUDENT FEES, SECURITY DEPOSIT ETC.**

Sl.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Extension in date of payment of fees, Remission of Readmission Fees	Dean (SS)	Full powers	Subject to the guidelines
2.	Grant of freeship to students	Dean(SS)	Within the percentage prescribed	On the recommendation of the Committee set up for the purpose.
3.	Refund of Security Deposits/EMD	Controller of Finance	Full powers	Subject to approval of VC
4.	Refund of Fees	Controller of Finance Dean (SS)	Full powers	Subject to approval of the Vice-Chancellor

SCHEDULE-VI**Re-appropriation of Funds**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	Vice-Chancellor	Full Powers	
2.	Re-appropriation from one major head of account to another major head of account of Revenue Expenditure	Vice-Chancellor	Full powers	Subject approval of Finance Committee

SCHEDULE-VII

Signing of Contracts and Documents

Sl. No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Collaboration with external agencies/ Institutions/ Signing of MoUs	Registrar	Full Powers	Subject to approval of the collaboration with Internal Organisations by VC and Foreign Organisations with the prior approval of the Government
2.	Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances	Registrar	Full Powers	Subject to the terms and conditions and form of documents having been approved by the Board of Management
3.	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the University.	Registrar	Full Powers	Subject to provisions of the Act and Statute.
4.	Signing of Receipts for moneys received on account of the University	Controller of Finance	Full Powers	Powers can be delegated to the officers in the Finance Division

SCHEDULE-VIII

(A) Miscellaneous

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Vice-Chancellor	Full Powers	Subject to the rates and conditions prescribed in the Rules approved by the Board of Management.
2.	Power to alter and correct date of birth in case of bonafide clerical errorIn case of staff	Registrar	Full Powers	
3.	Sanction for leasing out shops, premises etc. in University campus	Vice-Chancellor	Full Powers	Subject to available guidelines
4.	Acceptance of outside work and remuneration by teachers	Vice-Chancellor	Full Powers	As per the prescribed norms
5.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research	Dean / Heads of Centers	Full powers for research staff & School related activities within India	Subject to availability of Funds. Project Director will have full powers for projects within India. For visits abroad only Vice-Chancellor will have full powers

Note: The provision to Statute 9(5)(b) for powers of the Controller of Finance for incurring expenditure and making investment upto Rupees three lakhs.

(B) Reimbursement of Medical Expenses Etc.

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Medical Advance	Registrar	Full Powers within normal limits approved in the medical rules	Within normal limits and subject to production of estimate from an approved hospital and fulfillment of preconditions for outdoor bills.
2.	Outdoor Medical Claims	Asstt. Registrar Dy. Registrar Registrar	Upto Rs.5000/- Upto Rs. 8000/- Above Rs.8000/-	
3.	Indoor Medical Bills	Asstt. Registrar Dy. Registrar Registrar	Upto Rs.20,000/- Upto Rs. 50,000/- Above Rs.50,000/-	

(C) Reimbursement of Tuition Fee/Education Allowance

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Children Edn. Allowance/Tuition Fee	Dy. Registrar (Admn.)	Full Powers	Subject to limits prescribed by Govt.

(D) Group Insurance Payment

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Monthly Premium	Registrar	Full Powers	-
2.	Final Payment	-do-	-do-	-

(E) Membership Fee Payment

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Foreign Institutions	Registrar	Full Powers	Subject to VC's approval initially to become a member
2.	Inland Institutions	Registrar	Full powers	Subject to VC's approval initially to become a member

(F) CPF/GPF Advance/Part Withdrawals

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Advances	Asstt. Registrar (Admn.) Dy. Registrar (Admn.) Registrar	Upto Rs.50,000/- Rs.50,001/- to Rs.1 lakh Above Rs.1,00,001	
2.	Withdrawals/Final Payment	Registrar	Within the prescribed limit in terms of the rules	

SCHEDULE IX

APPROVAL OF TOURS/ACADEMIC VISITS

Sl.No.	Official seeking approval for Tour/Academic Visits	Approving Authority	Extent of Powers	Remarks
1.	Head of Division/All Deans/Directors of Centres	VC	Full Powers	
2.	Professor /Associate Professor/Assistant Professor/other Teaching or Academic staff & equivalent status	Dean of School/HOCs Vice- Chancellor	Upto 10 days of total absence More than 10 days of total absence Full Powers	Subject to apportionment of budget approved by the competent authority. Some reserve will be under VC's Jurisdiction.
3.	Registrar and Equivalent	VC	Full Powers	
4.	Dy. Registrar and equivalent and all other Group 'A' employees below the rank of Dy. Registrar or equivalent	Head of Division/Director of School	Upto 10 days of total absence	
		VC	More than 10 days of total absence	On the recommendation of Dean of School/Head of Division/Centre
5.	All Group B&C employees	Head of Division/Dean/Director	Upto 10 days of total absence	
		VC	More than 10 days of total absence	On the recommendation of Head of Division/Dean of School
6.	Group 'D' employees	DR/AR of the respective Division/School/Centre	Upto 10 days of total absence	
		Registrar/Head of Division/Dean/Director	More than 10 days of total absence	On the recommendation of DR/AR concerned

No.F.20/08/2019/AC/JS-2575-2674

GOVERNMENT OF DELHI

FINANCE (ACCOUNTS) DEPARTMENT

'A' WING, 4TH LEVEL, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

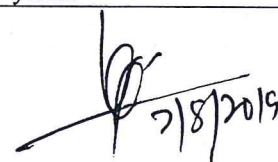
Dated: 07-08-2019

OFFICE MEMORANDUM

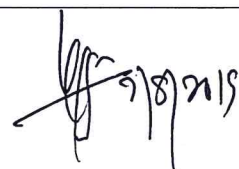
Subject: Delegation of Financial Powers to Heads of Departments (HoDs) and Administrative Departments of Government of NCT of Delhi.

In exercise of financial powers conferred under the Rules 13 and 18 of Delegation of Financial Power Rules, 1978, the Lieutenant Governor, Delhi is pleased to enhance and delegate the following financial powers to the Heads of Departments (HoDs) and Administrative Department / Secretaries of the Government of NCT of Delhi with immediate effect as shown in the Table below:-

Sl. No.	Nature of Power	Financial Powers delegated to HoDs	Financial Powers delegated to Administrative Departments/ Secretaries	Remarks
(1)	(2)	(3)	(4)	(5)
1.	<u>Contingent Expenditure</u> A. Unspecified Items (Recurring)	₹5,00,000/- (Rupees five lakh) per annum.	₹10,00,000/- (Rupees ten lakh) per annum.	
	B. Unspecified Items (Non-Recurring)	₹2,50,000/- (Rupees two lakh fifty thousand) per annum in each case.	₹5,00,000/- (Rupees five lakh) per annum in each case.	
2.	(a) Conveyance Hire.	Rs.5,00,000/- (Rupees five lakh) per month.	Full Powers	The conveyance hire of one vehicle should not exceed ₹40,000/- per month and for HOD and above it should not exceed ₹50,000/- per month. FD's approval is required in respect of number of vehicles to be hired for the <u>first time</u>, but not required for extension or fresh hiring of the same number of vehicles in subsequent years.



	(b) Reimbursement of Conveyance charges	Rs.2,000/- per month per person	Rs.4,000/- per month per person	
	(c) Grant of Conveyance allowance to physically Handicapped.	Full power subject to observance of the conditions as laid down by GOI / Govt. of NCT of Delhi.	Full power subject to observance of the conditions as laid down by GOI / Govt. of NCT of Delhi.	
3.	Electric, Gas and Water Charges.	Full power	Full power	
4.	Fixture and Furniture			NOTE: Full powers to HoDs / Administrative Secretaries of Hospitals and Directorate of Education for purchase of hospital and school furniture, without obtaining relaxation of economy ban from FD, as per the applicable norms for furniture purchase. *Subject to compliance with condemnation procedures. * Subject to compliance with condemnation procedures. And procurement shall be restricted to the equal number of air-conditioners condemned * Subject to fulfillment of norms as laid down in DFPR, 1978 / GFR, 2017.
	(a) Purchase	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds ₹5,00,000/- (Rupees five lakh) per annum.	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds ₹20,00,000/- (Rupees twenty lakh) per annum.	
	(b) Repairs of furniture	Full powers	Full powers	
	(c) Replacement of furniture	*Up to ₹ 20,00,000 (Rupees Twenty lakh) per annum *	Full Powers*	
	(d) Replacement of Air-conditioners	NIL	Full Powers*	
	(f) Condemnation of furniture, air-conditioners, equipments, etc.	Full Powers*	Full Powers*	
5.	Freight and demurrage /wharfage charges.			
	(a) Freight charges	Full power	Full power	
	(b) Demurrage/ Wharfage Charges.	Full power	Full power	
6.	(a) Hiring of:- Office furniture, Electric fans, Heaters, Coolers, clocks and call-bells.	Full power	Full power	



	(b) Purchase of Desert cooler and Room Cooler (Except Air Conditioners).	Full power	Full power	
	(c) Purchase of Air-conditioners in Patient areas of Hospitals.	Full Powers#	Full Powers#	#Subject to the notification of Patient Care area of hospital as per the approved norms.
7.	Land	NIL	NIL	
8.	Legal Charges.			
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full power	Full power	Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi.
	(b) Law suits or prosecution cases	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to ₹30,000/- (Rupees thirty thousand) in each case.	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to ₹50,000/- (Rupees fifty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise up to ₹30,000/- (Rupees thirty thousand) in each case.	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise up to ₹50,000/- (Rupees fifty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	(d) Reimbursement of Legal Expenses incurred by Government servants in cases arising out of their official duties.	Full power	Full power	These powers shall be exercised subject to such orders/instructions as issued from time to time by the Government of NCT of Delhi.
	(e) Miscellaneous Legal services like drafting and vetting services.	Full power	Full power	As per the approved rates of Law Department of GNCT of Delhi.
9.	Motor Vehicles:			
	(a) Purchase of new vehicle	NIL	NIL	
	(b) Replacement against condemnation	NIL	NIL	

	(c) Maintenance, upkeep and repair of vehicles	Full power	Full power	
	(d) Condemnation of Vehicles	Full power*	Full power*	*Subject to fulfillment of norms as laid down in Delegation of Financial Power Rules, 1978.
10.	Municipal rates and taxes.	Full power	Full power	
11.	Works and Repairs			
	(a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	₹5,00,000/- (Rupees five lakh) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	₹10,00,000/- (Rupees ten lakh) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	
	(b) Repairs and alteration to hired and requisitioned building.	(i) Non-recurring:- ₹1,00,000/- (Rupees one lakh) per annum. (ii) Recurring:- Rs.25,000/- (Rupees twenty five thousand) per annum.	(i) Non-recurring:- ₹2,00,000/- (Rupees two lakh) per annum. (ii) Recurring:- Rs.50,000/- (Rupees fifty thousand) per annum.	
	(c) Administrative Approval and Expenditure Sanction to Works / Projects.	Up to ₹10,00,00,000/- (Rupees Ten crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	Up to ₹50,00,00,000/- (Rupees fifty crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	(a) <u>Approval of FD</u> is required for all Schemes/Projects costing/estimating above Rs.50 crore (Rupees fifty crore) and up to Rs. 100 crore (Rupees one hundred crore). (b) <u>Approval of EFC</u> headed by Hon'ble Finance Minister is required for all Schemes/Projects costing/estimating above Rs. 100 crore (Rupees one hundred crore) but less than Rs.500 crore (Rupees Five hundred crore).

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				(c) Approval of the Council of Ministers is required in respect of all Schemes/ Projects costing/estimating Rs.500 crore (Rupees Five hundred crore) and above after the recommendations of EFC.
12.	Postal and Telegraphs Charges.			
	(a) Charges for the issue of letters, telegrams etc.	Full power	Full power	
	(b) Commission on money orders.	Full power	Full power	
13.	(a) Printing and binding. (Private Printers/Press)	₹15,00,000/- (Rupees fifteen lakh) per annum, if the job is executed locally.	₹50,00,000/- (Rupees fifty lakh) per annum, if the job is executed locally.	
	(b) Printing and binding. (Through Government Press)	Full power	Full power	
	(c) Printing of visiting cards for self & officers of the department.	Full power	Full power	
14.	Publication:			
	(a) Purchase of Official publications.	Full power	Full power	
	(b) Purchase of Non-official publications includes books, newspapers, other periodical publications, etc.	Full power	Full power	
15.	Hiring of buildings	Full power	Full power	The rate of rent will be fixed by the Rent Fixation Committee of PWD.
16.	(a) Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	Full power	Full power	
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Full power	Full power	

 27/8/2015

17.	Staff paid from Contingencies.	NIL	NIL	
18.	(a) Purchase of stationery stores.	₹25,00,000/- (Rupees twenty five lakh) per annum	₹50,00,000/- (Rupees fifty lakh) per annum	
	(b) Purchase of rubber stamps and office seals.	Full power	Full power	
19.	Supply of Uniforms, badges and other articles of clothing etc., and Washing Allowance.	Full power, subject to the prescribed scales	Full power, subject to the prescribed scales	Full Financial Power to the Principals of the schools to sanction uniform/scholarship to the students subject to the condition that scheme has been approved by the Competent authority and subject to availability of funds.
20.	Performance of extra jurisdictional journey within India by the Government servant including payment of Delegation fee.	Full Powers*, except in case of HOD for which the approval of concerned Secretary and Minister shall be obtained.	Full Powers* For HODs /Secretaries for which the approval of the concerned Minister shall be obtained.	*In case of Secretaries, approval of Chief Secretary shall also be obtained.
21.	Power to declare a Gazetted Officer as Head of Office under Rule 14 of DFPRs.	Full power	Full power	
22.	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable.	Full power (Subject to the conditions specified in Remarks Column)	Full power (Subject to the conditions specified in Remarks Column)	(a)Expenditure sanction of Competent authority is obtained; (b) No previous advance is outstanding; and (c) The amount of advance drawal is rendered to PAO concerned within one month from the date of drawl of advance.
23.	Stores:			
	(a) Store required for works.	Full power*	Full power*	* Subject to the condition that the sanction of competent authority for executing the work and incurring necessary expenditure on the purchase of stores required for the work is obtained.

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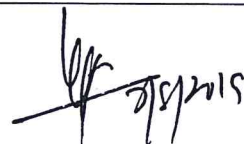
	(b) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Full power	Full power	
	(c) Purchase of Medical stores and equipments.	Full power	Full power	
	(d) Purchase of equipment of Training Institute.	Full power	Full power	
	(e) Purchase of stores such as seeds, pesticides etc. required for sale under the approved agricultural schemes.	Full power	Full power	
24.	(a) Purchase of Dietary articles/ clothing and other items for day to day use of Government Hospitals.	Full power (Subject to approved scales / rates)	Full power (Subject to approved scales / rates)	
	(b) Purchase of Dietary articles/clothing for the inmates of Institutions under the Directorate of Social welfare or any other Department of Government of NCT of Delhi.	Full power (Subject to approved scales / rates)	Full power (Subject to approved scales / rates)	
25.	Tent and Camp Furniture.			
	(a) Initial Purchases.	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Repairs	Full power	Full power	
	(d) Hiring of Tents.	Full power	Full power	
26.	Telephone Charges:- (As may be fixed by Government from time to time)			
	(a) Office Telephone	Full power, subject to prescribed limit	Full power, subject to prescribed limit	

 7/8/2015

	(b) Sanction of Residential telephones in case of officers drawing salary in Level 12 of Pay Matrix of 7 th CPC {pre-revised PB-3: Rs.15,600-39,100 plus Grade Pay-Rs.7,600/-} and above.	Full power	Full power	Norms of entitlements will be the same as prescribed by Government from time to time. <u>NOTE:-</u> Officer under suspension is not entitled to reimbursement of residential telephone charges during the period of suspension.
	(c) Installation of Internet Connection in office including leased lines.	₹1,00,000/- (Rupees one lakh) per annum	₹2,00,000/- (Rupees two lakh) per annum	
27.	(a) All office equipments including electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems etc.	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.5,00,000/- (Rupees five lakh) per annum	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.20,00,000/- (Rupees twenty lakh) per annum	
	(b) Purchase of Computers (including Laptops, Printers and Computer furniture).	*₹10,00,000/- (Rupees Ten lakh) per annum	*₹25,00,000/- (Rupees Twenty five lakh) per annum	* Subject to the general instructions, if any, of the IT Department and specific approval of TEC of IT Department.
	(c) Hire & maintenance of Computers of all kinds.	Full power	Full power	
	(d) Payment of monthly maintenance charges of punching & verification machines etc. to Computer Maintenance Corp. Ltd.	Full power	Full power	

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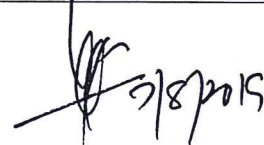
28.	Miscellaneous Expenditure. (a) Expenditure on refreshments served to guests in official meetings.	Up to ₹5,00,000/- (Rupees five lakh) per annum, subject to norms / per capita rate prescribed by the Govt.	Up to ₹10,00,000/- (Rupees ten lakh) per annum, subject to norms / per capita rate prescribed by the Govt.	NOTE: Rs.50/- per head on light refreshments at formal inter-Departmental & other meetings/ conferences. Pr. Secretary / Secretary of GAD will continue to exercise the powers as per earlier delegation, vide order dated 24.06.2016.
	(b) Working Lunch during the meetings/ conferences/ seminar/workshops	₹300/- per head with a ceiling of ₹25,000/- (Rupees twenty five thousand) only per occasion.	₹500/- per head with a ceiling of ₹1,00,000/- (Rupees one lakh) only per occasion.	
29.	Write-off of Irrecoverable losses of stores or public money.			
	(a) Irrecoverable losses of stores/money not due to theft, fraud or negligence.	₹2,00,000/- (Rupees two lakh) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	₹5,00,000/- (Rupees five lakh) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	
	(b) Losses due to theft, fraud or negligence.	₹10,000/- (Rupees ten thousand) in each case	Rs.25,000/- (Rupees Twenty five thousand) in each case	
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs,1,00,000/- (Rupees one lakh) in each case Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	Rs,2,00,000/- (Rupees two lakh) in each case Subject to observance of procedure/Instructions laid down in GFR, 2017, etc.	
30.	Disposal of obsolete, surplus or unserviceable stores.	Up to ₹20,00,000/- (Rupees twenty lakh) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Up to ₹50,00,000/- (Rupees fifty lakh) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	



31.	Investigation of Old Claims.	Full Power as per GFR, 2017.	Full Power as per GFR, 2017.	
32.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full Powers, subject to the approved scale/pattern	Full Powers, subject to the approved scale/pattern	
33.	Expenditure incurred on annual N.C.C camps, Combined Cadre camps, Refresher training course and pre-commission training etc.	Full Powers, subject to the approved pattern of Government of NCT of Delhi.	Full Powers, subject to the approved pattern of Government of NCT of Delhi.	
34.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi.	Full power	Full power	
35.	Payment of outfit allowance, refreshment allowance and washing allowance to NCC officers and cadets.	Full Powers, subject to scale/pattern as prescribed by the Government of NCT of Delhi.	Full Powers, subject to scale/pattern as prescribed by the Government of NCT of Delhi.	
36.	Insurance of material and equipments received as a loan or an aid from International and other organizations.	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	
37.	(a) Grant of Special pay to cashiers / Group 'C' staff handling cash.	Full power*	Full power*	*These Allowances shall be regulated in accordance with the orders/instructions issued by the Government of NCT of Delhi from time to time.
	(b) Caretaking Allowance	Full power*	Full power*	
	(c) Gestetner Operator Allowance	Full power*	Full power*	
38.	Powers under the Fundamental Rules Supplementary Rules/General Financial Rules.	As per the powers prescribed in FRSR and GFR	As per the powers prescribed in FRSR and GFR	

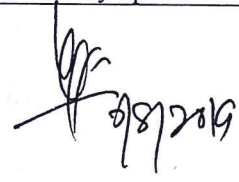
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39.	(a) Sanction of HBA to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction HBA to All India Service Officers vests with FD.
	(b) Sanction of GPF withdrawal to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
40.	(a) Sanction of Honorarium from Public exchequer	NIL	NIL	<u>NOTE:</u> The power to sanction Honorarium from the public exchequer vests with FD.
	(b) To sanction the undertaking of work for which fee/Honorarium is offered and acceptance thereof.	As prescribed in FRSR	As prescribed in FRSR	It includes honorarium payable to the Inquiry Officer and Presenting Officer
	(c) Acceptance of Honorarium	As prescribed in FRSR	As prescribed in FRSR	
41.	(a) Sanction of payment to casual labourers for departmental work connected with Horticulture/ Forestry / Agriculture.	Full power*	Full power*	*Subject to the rates/norms as approved by the Government of NCT of Delhi and subject to availability of budget provision.
	(b) Sanction of Casual Labourer for Departmental work connected with fisheries.	Full power*	Full power*	* Subject to the rates/norms as approved by the Government of NCT of Delhi and subject to availability of budget provision.
42.	Payment of remuneration to part-time teachers/Guest speakers etc.	Full power*	Full power*	* Subject to the rates/norms as approved by the Government of NCT of Delhi.
43.	Payment of registration fee for seminars/conferences	Full power*	Full power*	* Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders.

 2/8/2015

44.	Clearance for forwarding of applications for various fellowships.	Full Powers*, except in cases of Head of Department for which approval of concerned Secretary and Minister shall be obtained.	Full Powers*, for HODs / Secretaries for which the approval of concerned Minister shall be obtained.	*Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders. In case of Secretaries, approval of the Chief Secretary shall also be obtained.
45.	Keeping lien of staff selected/approved by Govt. of India for services/training abroad	Full power*	Full power*	*Subject to fulfillment of conditions as laid down in FR-13 and FR-14-A.
46.	Grant-in-Aid to the Grantee Institutions/ NGOs	NIL	*Upto ₹25,00,000/- (Rupees twenty five lakh) to sanction Grant-in-Aid to Grantee Institutions/ NGOs.	* Total grant in a year does not exceed Rs.25 lakh (except Local Bodies), both under Revenue & Capital subject to the conditions as laid down by Finance Department, Government of NCT of Delhi and subject to the approved pattern of assistance and further subject to the fulfillment of conditions as laid down in GFR, 2017.
47.	Opening of Letter of Credit (LC) in Public Sector Banks	Full power to the extent of amount of expenditure sanction accorded by the competent authority.	Full power to the extent of amount of expenditure sanction accorded by the competent authority.	
48.	Washing & dry cleaning of linen.	Full power to HODs of all Hospitals only where facility of washing / dry cleaning of linen is not available	Full power	
49.	(a) Engagement of Security & Sanitation Services	Full Power*	Full power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.

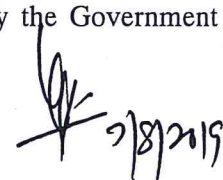
	(b) Engagement of Class IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof	Full power*	Full power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.
	(c) Engagement of professionals like Life Guards, Sports Coaches, trainers etc on outsourced basis through private agencies and extension of contract thereof	Full Power*	Full Power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.
<u>For Items at Sl. No. 49 (a) (b) and (c) :-]</u> NOTE :- (1) Extension of existing Contract - Subject to the provision of extension clause as provided in the Contract and fulfillment of other conditions prescribed in GFR, 2017. FD's approval not required for extending the contract up to the period mentioned in the contract for engaging the staff up to the existing sanctioned post in the respective category /AR approved norms for the given category of posts. NOTE :- (2) In case of exigency/disaster (as defined in section 2(d) of Disaster Management Act, 2005), manpower/staff upto 5% of the sanctioned posts can be deployed as an additionality for 89 days only by outsourcing with the prior approval of the Administrative Secretary of the Department giving full justification for the need of such deployment. The deployment of additional staff shall automatically cease to continue after 89 days if the department has not obtained prior approval of the AR Department, GNCTD and the approval of the Competent Authority within the stipulated 89 days.				
	(d) Outsourcing of Kitchen services including supply of dietary articles	Full power#	Full Power	# Applicable to Heads of Departments of Hospitals and other Departments where 'Kitchen service' are mandatorily operated



	(e) Outsourcing of staff (cooks etc.) for kitchen services against the sanctioned vacant posts	Full power#	Full Power	# Applicable to Heads of Departments of Hospitals and other Departments where 'Kitchen service' are mandatorily operated
	(f) Outsourcing of additional consulting and para-medical staff in Hospitals	NIL	As per NOTE :- (2) below Item No.49(c)	
	(g) Outsourcing of the services of Data Entry Operators (DEOs) against vacant posts of DEOs / Ministerial posts.	*Full powers	*Full powers	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned posts, but not required for further engagement of same number in subsequent years of the contract.
50.	Continuation of Temporary posts	Up to 2 years* for Group 'C' posts	Up to 3 years* for Group 'C' posts Up to 2 years for Group 'B' posts	*Subject to the condition that the posts should not be lying vacant for more than one year. <u>NOTE:</u> (1). In respect of Group "C" posts, FD's approval is required beyond three years. (2) FD's approval is required beyond two years in respect of Group 'B' posts.
51	Expenditure on swearing-in-ceremony of Constitutional Authorities of GNCT of Delhi	---	---	Full powers to Pr.Secretary / Secretary (GAD)

2. All the enhanced financial powers will be exercised by the Heads of Departments and Administrative Department / Secretaries concerned subject to the following conditions:-

- (i) That the expenditure does not exceed the budget allocation;
- (ii) That the expenditure is incurred for the purpose for which funds have been provided and the codal formalities are followed as per the GFR / CVC guidelines / instructions / Rules & Procedures issued by the Government from time to time.



(iii) Powers delegated to Administrative Departments/ Secretaries shall be exercised by them subject to and in accordance with orders issued by the respective Minister (In-Charge) from time to time.

This issues with the prior approval of Hon'ble Lt. Governor, Delhi.

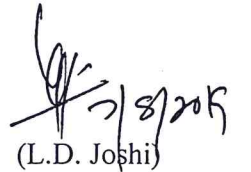

(L.D. Joshi)

Joint Secretary Finance (A/Cs)

No.F.20/08/2019/AC /jsfina/2575-2674 Dated: 07/08/2019

Copy forwarded to the following for information :-

1. Pr. Secretary to the Lt. Governor, GNCT of Delhi.
2. Pr. Secretary to the Chief Minister, GNCT of Delhi.
3. Secretary to the Dy.CM/FM, GNCT of Delhi.
4. Secretaries to all the Ministers, GNCT of Delhi.
5. Staff Officer to Chief Secretary, GNCT of Delhi.
6. All Pr. Secretaries / Secretaries / Heads of Departments of GNCT of Delhi.
7. PS to Addl. Chief Secretary (Finance), GNCT of Delhi.
8. PS to Secretary (Finance), GNCT of Delhi.
9. PS to Special Secretary (Finance), GNCT of Delhi.
10. Controller of Accounts, Pr. Accounts Office, GNCT of Delhi.
11. Controller of Accounts (Audit), Directorate of Audit, GNCT of Delhi.
12. Joint Secretaries / Deputy Secretaries / Under Secretaries / Desk Officers of FD, GNCT of Delhi
13. Office Order file / Guard file
14. Web site of FD.


(L.D. Joshi)

Joint Secretary Finance (A/Cs)

GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

No. F/20/4/2015-AC/204-248

Dated: 04/12/2015

To

1. All the Pr. Secretaries/Secretaries/Heads of Departments of Government of NCT of Delhi.
2. Heads of all Autonomous/Grant-in-aid Institutions/Local Bodies of Government of NCT of Delhi.

OFFICE MEMORANDUM

Subject: *Guidelines relating to engagement of retired Government servants as consultant on contract basis against vacant sanctioned posts.*

It has come to the notice of this Government that the retired Government servants are being engaged as consultant on contract basis in different Departments / Autonomous Bodies / Grant-in-aid Institutions by applying different criteria for calculating the consolidated remuneration payable to such contract engagements. It has also come to the notice that in some cases; the persons are being engaged on contract basis in regular pay scales which is not in order. In some cases, it has been come to the notice that the persons engaged on contract basis on a consolidated remuneration are being paid separate conveyance allowance in addition to the said remuneration. This leads to anomalous situations.

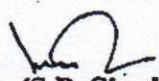
Now, the competent authority has decided to adopt a uniform policy with regard to such contract engagements of retired Government servants and to have a common principle with reference to consolidated remuneration payable to all such retired Government servants engaged as consultant on contract basis. Hence the competent authority is pleased to decide as follows and it will be with immediate effect:-

- (a) The engagement of retired Government servant as Consultant should be against a vacant sanctioned post. The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy;
- (b) The engagement of consultant should initially be for a period of one year. However, it can be extended further subject to the satisfactory performance of the consultant and depending upon the specific job and the time frame for its completion. The total period of engagement as consultant should not exceed 5 years. In no case the consultant should be allowed beyond five years. The maximum age limit of engagement as consultant shall be 65 years;

- (c) The amount of monthly consolidated remuneration / fee in the case of retired Government officials appointed as Consultants shall be Last Pay minus Basic Pension plus DA at the applicable rate. However, a retired Government official appointed as Consultant shall continue to draw pension and the dearness relief thereon during the period of his engagement as Consultant. His/her engagement as consultant shall not be considered as a case of re-employment;
- (d) The Consultants shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone / mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
- (f) No Government vehicle shall be provided to the Consultants;
- (g) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement;
- (h) Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year;
- (i) The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the department / autonomous body / PSU / grant-in-aid institution concerned without assigning any reason; and
- (j) Before engaging any retired Government servant as consultant, the Administrative Department should ensure that the retired official is clear from vigilance angle and moot a proposal with full justification to seek the prior concurrence of Finance Department and thereafter the approval of the competent authority. The Autonomous Bodies / Grant-in-aid Institutions shall also moot such proposals through their Administrative department to seek the approval of the competent authority.

The above guidelines are not applicable to the Statutory Bodies / Commissions which are governed under different Statute / Rules / Acts.

This issues with the prior approval of Hon'ble Dy. CM / FM.


(S.P. Singh),
Spl. Secretary (Finance).

(contd.....P/3)

Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. Secretaries to all the Ministers of Government of NCT of Delhi.
4. Spl. Secretary / Deputy Secretaries / Under Secretaries / Desk Officers of FD.
5. Guard File / Office Order File.
6. Web site of FD.

F. No. A-41011/2/2018-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Subject: - Guidelines for Hiring of Consultants (Technical, Non-Technical & Economic) on contract basis in the Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers.

The scheme of engagement of Consultants in the Department of Chemicals and Petrochemicals for technical and secretariat work shall henceforth be regulated as per the following guidelines:-

1. PURPOSE

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants financed from the resources of Department of Chemicals and Petrochemicals.

1.2 For the purpose of these guidelines, the term Consultant (s) includes retired officers / staff from the Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations and employees from listed private sector organisations or corporate entities which are listed on the recognized stock exchanges of the country, or the companies with public shareholding dealing with Chemicals or Petrochemicals.

1.3 The specific purpose, rules and procedure will be followed for employing consultants depending on circumstances of the particular case. However, following main consideration would guide the need and selection process:-

- (a) The absence of required expertise in house, or
- (b) The need for economy and efficiency, or
- (c) The need to have highly qualified experts for providing the specific services.

1.4 The consultant would be appointed to undertake mainly following work:

1.4.1 TECHNICAL WORK :

The work would include Policy, Research, Evaluation, Planning, Legal & Court Cases, Skill Development, Implementation and Monitoring of the schemes of the Department etc.

1.4.2 SECRETARIAT WORK :

a) The work would include Secretarial work related with implementation of the schemes of the Department, preparation of SFC / EFC Memos, drafting Cabinet Notes, Direct Benefit Transfer Scheme, Results Frame Work Document, notes on various schemes of Department etc.

b) The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.

2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS

2.1 The Guidelines for engagement of Consultants in the Department of C&PC will be as laid down in the General Financial Rules, 2017, Manual of Policies and Procedures of Employment of Consultants issued by Ministry of Finance and relevant instructions of DOPT and Ministry of Finance, issued from time to time.

2.2 In brief the engagement of Consultants as laid down in the General Financial Rules, 2017 is that –

- The Ministry may hire external professional, consultancy firms or Consultants for a specific job which is well defined in terms of content and time frame.
- Guidelines for Engagement of Consultant may be resorted to in situations that require high quality services for which the concerned Ministries do not have requisite expertise.
- The Ministry should prepare in simple and concise language the requirements, objectives and the scope of the assignment.
- The eligibility and pre-qualification criteria to be met by the Consultants should be clearly identified.
- The estimated reasonable expenditure for the hiring of consultants should be worked out.
- GFR, 2017 also defines the procedure where the estimated cost of the work or service is up to Rupees Twenty Five lakhs, a list may be prepared of potential Consultants on the basis of formal or informal enquiries from other Department.
- Where the estimated cost of work is above Rupees Twenty Five lakhs, an enquiry for seeking "Expression of Interest" from Consultants should be published in at least one national daily and the Department's website.
- Consultants shall normally not to be appointed as heads of Divisions.
- Retired Government officials with relevant experience would also be eligible for selection as Consultants.

3. PERIOD OF ENGAGEMENT

3.1 The initial engagement for a person as Consultant would be for a period of 6 (six) months which may be further extended from time to time to a maximum of 5 years depending on the performance of the Consultant subject to requirement of the Department.

3.2 The initial term of appointment shall be decided on case to case basis depending upon the specific job in the timeframe for completion.

3.3 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department of C&PC.

3.4 The appointment of Consultants is of temporary (non-official) nature against the specific job.

3.5 The contract between the Department and a Consultant can be terminated at any time by either side by giving 15 days' notice without assigning any reason. The decision of the Secretary (C&PC) shall be the final in all respects.

4. AGE LIMIT

4.1 Normally, the maximum age limit for all categories of Consultants will be 65 years. Engagement/extension of tenure of a Consultant beyond 65 years could be considered with the approval of Secretary keeping in view his good health appropriate for the work and level of expertise and need of the Department. However, no Consultant shall be engaged or his tenure shall not be extended beyond 67 years.

5. JOB DESCRIPTION

5.1 Consultant (Technical)

5.1.1 Rendering advice on technical matters relating to growth of Chemicals & Petrochemicals covering examination of Industrial License approvals, 100% Export oriented cases, Proposal for foreign collaborations and FDI cases, trade related issues both a National & International levels, Concessional Rate of Customs Duty under Project Imports, Input-Output norms related to Chemicals and Petrochemicals Sectors, All policy issues on licensing and trade relating to Plastics Waste, Environment, Health and Safety.

5.1.2 Examination of issues relating to Preferential Trade Agreements / Free Trade Agreements with different countries. Work related to Good Laboratory Practices (GLP), R&D Recognition applications and visit to factories to carry out on the spot assessment on various problems, Inter Governmental deliberations with various countries for economic trade, scientific exchange, Joint Working Groups on technical cooperation with other countries and for promotion of foreign investment. Examination of Budget proposals covering Customs Duty aspects etc. for Chemicals & Petrochemicals Sectors, Issues relating to Molasses and Alcohol including Ethanol Blending programme etc. Assist Department in developing long term Perspective Plan for Chemicals and Petrochemicals. Identify constraints

for the growth. Knowledge and understanding of various sub sectors of the Chemicals and Petrochemicals Industry.

5.1.3 International Conventions such as Chemical Weapons Convention, Rotterdam Convention, Stockholm Convention, Montreal Protocol, Kyoto Protocol, issues of Responsible Care etc. Issues concerning EU legislation on REACH.

5.2 Consultant (Non-Technical / Official Language)

5.2.1 The Non-Technical Consultants shall be posted against the vacancies in Central Secretariat Service / Central Secretariat Stenographers Service / Central Secretariat Clerical Service / Central Secretariat Official Language Service. They are expected to deliver the work assigned to them from time to time which are otherwise carried out by regular officers of the above services.

5.3 Consultant (Economics / Statistics)

5.3.1 Formulation of Budget proposals for the consideration of Ministry of Finance, Economic Analysis of Statistical Data, Preparation/Analysis of Tables/ charts etc., Preparation of Economic Notes for policy making/decision making and any other work that may be assigned by the Department.

6. EDUCATIONAL QUALIFICATION AND EXPERIENCE

6.1 Consultant (Technical)

6.1.1 Educational Qualifications:-

(i) Master's Degree in any branch of Chemistry (but excluding Biochemistry) from a recognized university or Institution;

or

Bachelor's degree in chemical engineering or chemical technology from a recognized University or Institute.

6.1.1 Experience

i) Retired / working officers at the level of Deputy Secretary to the Govt. of India and above or retired / working officers from E-4 level or above under the Central government or State Governments or Union territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations;

or

Employees from listed private sector organisations or corporate entities which are listed on the recognized stock exchanges of the country, or the companies with public shareholding dealing with Chemicals or Petrochemicals.

ii) Ten years' of experience in chemical or petrochemical sector.

6.1.2 Desirable

- (i) A good knowledge of Computer applications, MS- Office including Excel along with strong communication, analytical and presentations skills.

6.2 Consultant (Non-Technical) / Consultant (Official Language)

6.2.1 Educational Qualifications

Graduation in any discipline.

6.2.2 Experience

Retired officers at the level of Section Officer / Private Secretary or above under the Central government. A good knowledge of Computer applications, MS- Office including Excel is must.

6.3 Consultant (Economics) / Consultant (Statistics)

6.3.1 Educational Qualifications:- Master's Degree in Economics / Statistics from a recognized University or equivalent.

6.3.2 Experience

- i. Retired / working officers at the level of Deputy Director and above or retired / working officers from E-4 level or above under the Central government or State Governments or Union territory Administrations or public sector undertakings or universities or recognized research institutions or Semi Government or autonomous bodies or statutory organizations; or

Employees from listed private sector organisations or corporate entities which are listed on the recognized stock exchanges of the country or the companies with public shareholding.

- ii. Five years' experience in Planning and Evaluation of schemes and projects.

6.3.3 Desirable: A good knowledge of Computer applications, MS- Office including Excel along with strong communication, analytical and presentations skills.

7. EMOLUMENTS

7.1 The Consultants shall be grouped in two categories namely, Grade I and Grade II.

7.2 The Consultants who retired from Government Service from Level 12 of the Pay Matrix (Deputy Secretary level) and Level 13 and Level 13A of the Pay Matrix (Director Level) and above shall be called Grade I Consultants. The consolidated remuneration for Grade I Consultants shall be Rs. 60,000/- per month provided the total monthly consolidated fee and the Basic Pension drawn by the consultant shall not exceed Last Pay Drawn by him. No other allowance shall be

admissible. Income Tax or any other tax liable shall be deducted as per the prevailing rules at source before effecting the payment.

7.3 The Consultants who retired from Government Service from Level 10 of the Pay Matrix (Section Officer level) and Level 11 of the Pay Matrix (Under Secretary Level) shall be called Grade II Consultants. The consolidated remuneration for Grade II Consultants shall be Rs. 40,000/- per month provided the total monthly consolidated fee and the Basic Pension drawn by the consultant shall not exceed Last Pay Drawn by him. No other allowance shall be admissible. Income Tax or any other tax liable shall be deducted as per the prevailing rules at source before effecting the payment.

7.4 In respect of persons appointed as consultants who are not retired government employees, the monthly remuneration can be decided on case to case basis in consultation with IFD and approval of Secretary(C&PC).

8. PROCEDURE

8.1 The Department shall not resort to engagement of consultant on nomination basis. The vacant slots for consultants shall be advertised/circulated and a fair and transparent manner shall be adopted in the selection process. A Committee of three officers at the level of Joint Secretaries or above shall be constituted with the approval of Secretary (C&PC). The Committee shall recommend candidates for appointment as Consultants. The Competent Authority for appointment of Consultants shall be Secretary (C&PC) who will exercise such powers in consultation with IFD.

9. TA/DA

9.1 No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants for official purpose shall not be permitted. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of Joint Secretary concerned. Retired Government servants, appointed as consultant, would be entitled as per his / her last entitlement drawn at the time of retirement.

10. LEAVE

10.1 Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

11. General Terms & Conditions

11.1 A Consultant may be hired on contractual basis against existing vacancies or for a specific work for a period of six months, which may be further extended from time to time to a maximum of 5 years depending on the performance of the Consultant subject to need of the Department. Thereafter, a fresh advertisement shall have to be made. Interested candidates shall apply in the prescribed format as in Annexure.

11.2 Consultants shall be hired through an open advertisement, which will give all the necessary details viz. qualifications and the job requirement followed by selection through a Selection Committee set up by the Department.

11.3 Selected candidates will be offered appointment letters to get the assignment. They would be required to join within prescribed period as indicated in the appointment letter.

11.4 Consultants shall perform the duties as assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

11.5 Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided by the Department so that assigned duties may be handled smoothly.

11.6 Consultants shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

11.7 Department will not be responsible if there is any mis happening/untoward incident etc. inside or outside the Department.

11.8 Consultants will not be granted any claim or right or preference for regular appointment to any post in the Government.

11.9 If any declaration given or information furnished by any Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he /she will be liable for removal from such contract and also such other action as the Government may deem necessary.

11.10 Working hours shall normally be from 09:00 AM to 5:30PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may be called on Saturday/Sunday and other Gazetted Holidays.

11.11 Consultants shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/remuneration will be paid.

11.12 The Department has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

12. RELAXATION

12.1 In exceptional cases of highly specialized requirements, Secretary (C&PC) may relax any or all the conditions enumerated above. Higher amount of monthly consolidated fee to Consultants can also be sanctioned with the approval of Secretary (C&PC) in consultation with IFD.

**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN THE DEPARTMENT OF
CHEMICALS & PETROCHEMICALS.**

1.	Application for the Consultant Post of :				
2.	Name in full (Block letters)				
3.	PPO No. (Enclose copy)				
4.	Date of Birth				
5.	Date of superannuation from Govt. service & Last post hold.				
6.	Whether Medically Fit ?		Yes / No		
7.	Office address at the time of retirement.				
8.	Mailing Address				
9.	Permanent Address				
10.	Email Address				
11.	Telephone/Mobile No.				
12.	Education Qualification (copy(s) of relevant degree course):				
13.	Course	Subject	University/ Institute	Year of Passing	Division/Class
14.	Work Experience				
	Organization/ Institute/Post Held.	Period		PB/GP (pre- revise)/Pay matrix.	Nature of Work /Area of Experience.
		From	To		
15.	Reference		1.		
			2.		

I, hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms and conditions for engagement as Consultant.

Signature: _____

Place: _____

F.No. A-42/27/2020-ESTT-DBT
Government of India
Department of Biotechnology
Ministry of Science & Technology

Block – 2 (6th – 8th Floors),
CGO Complex, Lodhi Road,
New Delhi – 110003

VACANCY CIRCULAR

Subject: Engagement of Retired Government Officers as Consultant on contract basis in the Department of Biotechnology at Section Officer level- reg.

The Department of Biotechnology (DBT) invites applications from retired Government Officers includes retired officers/staff from PSUs, having considerable experience and expertise in the Secretariat/Technical field for engagement as Consultants (Secretariat) in the Department.

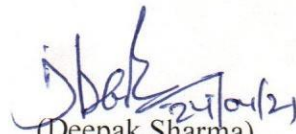
Details of the engagement are given below:-

1	Name of position	Consultants (Secretariat) Grade-II
2	Number of positions	04
3	Method of recruitment	Contract Basis
4.	Place of posting	Department of Biotechnology, New Delhi
4	Age Limit	Maximum age limit is 65 years as on the date of Advertisement.
5	Period of Contract	Initially for a period of 01 year
6	Remuneration (per month)	Pay drawn at the time of retirement <i>minus</i> Basic Pension (Fixed), No other allowances will be admissible except TA
7	Transport Allowance	Rs. 3000/- (Maximum) to be paid within this limit, on case to case basis.
7	Qualification	<u>Essential</u> Person with three years of experience on the post of Section Officer in Government or PSUs and above.
8	Experience	Consultants should be well versed with Establishment/Administration/Finance/RTI/Parliamentary rules and procedure. The work experience requirement may be relaxed in exceptional cases in respect of the deserving candidates. Retired Government employees with grade pay of Rs. 4800/5400 (pre-revised) or Level-08 to Level-10, in the Pay Matrix, having experience of 03 years in the required domain field would also be eligible for the position.

9	Assignments	1. Handling financial matters 2. Parliamentary matters and Grievances 3. RTI & Coordination 4. Other Administrative and Establishment matters
---	-------------	--

Terms and Conditions: The terms and conditions of engagement of the Consultants (Scientific) will be according to the DBT guidelines vide F.No. A-42/27/2020-ESTT-DBT dated 28.12.2020 attached below as Appendix-I. Further it is mentioned that the no. of positions for Consultants (Secretariat) may vary and are tentative.

Submission of Applications: Eligible candidates may apply online on the link provided within 30 days from the date of publication of the advertisement on the website of Department of Biotechnology. Applications are to be submitted online only on the link given on DBT website, in the prescribed proforma. In case of any technical query, please write to recruitment@dbt.nic.in or call 011-24362363 between 10.00 AM to 05.00 PM from Monday to Friday. For all the updates/ future communication, please visit Department's website.


(Deepak Sharma)

Under Secretary to the Govt. of India
Ph.: 011-24360940

To,

1. NIC section, DBT for uploading on the website of the Department.
2. DoPT, with the request that in order to give wide publicity this may be uploaded on the website of DoPT.

Appendix-1

Subject: Guidelines and Procedure for engagement of Consultants (Secretariat) in the Department of Biotechnology- Reg.

The scheme of engagement of Consultants in the Department of Biotechnology for secretariat work shall henceforth be regulated as per the following guidelines:-

1. PURPOSE

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants financed from the resources of Department of Biotechnology.

1.2 For the purpose these Guidelines, the term Consultant (s) includes retired officers/staff from the Government, PSUs and having considerable experience and expertise in the Secretariat/Technical field.

The experience and expertise should be related with formulation and implementation of policies, plans, Acts, regulations etc. It also includes implementation and monitoring of the schemes/programmes of the Department.

1.3 The specific purpose, rules and procedure will be followed for employing consultants depending on circumstances of the particular case. However, following main consideration would guide the need and selection process:-

the absence of required expertise in house, or

the need for economy and efficiency, or

the need to have highly qualified experts for providing the specific services.

1.4 The consultant would be appointed to undertake mainly following Secretariat work:

The work would include Secretarial work related to Establishment matters, Parliament related issues, Coordination, Grievances, RTI, Finance related matters and any other Departmental work assigned by the competent authority.

The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.

2. RULE POSITION FOR APPOINTMENT OF CONSULTANTS

The Guidelines for engagement of Consultant in the Department of Biotechnology will be as laid down in (a) the GFR, 2017 (Rule 178,180,181,185,195), (b) Manual of Policies and Procedure of Employment of Consultants (Chapter 7: para 7.1 and para 7.2 — Selection of Individual Consultants)

3. Term of Appointment

3.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable to another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 05 years after superannuation.

3.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.

3.3 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department of Biotechnology.

3.4 The appointment of Consultants is of a temporary (non-permanent) nature against the specific jobs. The appointment can be cancelled at any time by the Department without assigning any reasons.

4 QUALIFICATION AND EXPERIENCE OF CONSULTANTS:

The Consultants shall be appointed for undertaking Secretarial work. The qualification and experience required would be as follows:-

SECRETARIAL WORK :

This would consist of retired officers/officials from of Central and State Governments, and PSUs having considerable experience of functioning of Central Government Ministries / Departments. The consultant should have excellent communication and interpersonal skills with a strong flair for in depth handling work relating to Internal Finance as well

Following four Grade of officer will appointed on Secretarial Posts:

Grade I : Persons with five years of experience on the post of Assistant in the Government or PSUs.

Grade II : Persons with three years of experience on the post of Section Officer in the Government or PSUs.

Grade III : Persons with three years of experience on the post of Under Secretary in the Government or PSUs.

Grade IV : Persons with three years of experience on the post of Deputy Secretary/Director or PSUs.

5. AGE- LIMIT : Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 70 years could be with the approval of Secretary keeping in view his good health appropriate for the work and level of expertise.

6. PROCEDURE: Following procedure is to be followed for selecting candidate for engagement as Consultant(s):-

For selection of consultants, a Committee of three Joint Secretary level officers may be constituted for the purpose and the appointment should be done on their recommendation and with the approval of Secretary (Biotechnology)

7. Remuneration :

7.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period

7.2 The basic pension to be deducted from the last pay drawn shall be the pension fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted.

7.3 No Increment and Dearness Allowance shall be allowed during the term of the Contract.

8. ALLOWANCES

8.1 House Rent Allowances

No HRA shall be admissible

8.2 Transport Allowances:

The retired govt officials can be engaged as consultant as per the guidelines issued vide F.No. 3-25/2020-E.IIIA dated 09.12.2020. In accordance with para 7.2 of these guidelines, *a maximum amount of Rs.3000/- p.m. may be allowed as Transport Allowance to the officials who retired in ASO & SO level and subsequently engaged as Consultant. For officials who retired in higher levels this amount will be Rs.5000/- p.m.* The exact amount to be paid to any retired official engaged as consultant can be fixed within these limits on case to case basis with the approval of SBT."

The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per the entitlement at the time of retirement.

9. LEAVE OF ABSENCE

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed

10 WORKING HOURS

Consultants may follow the normal working hours as prescribed (i.e. from 9.00 AM to 5.30 PM). However as per the exigency one has to sit late to complete the time bound work.

11. TAX DEDUCTION AT SOURCE:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates. Service Tax, as applicable shall be payable extra, at the prevalent rates.

12. REVIEW OF GUIDELINES

These Guidelines may be reviewed as and when required to revise monthly consolidated fee and Local Conveyance payable to different categories of Consultants.

13. RIGHTS OF THE DEPARTMENT:

The Department has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

14. TERMINATION OF AGREEMENT:

The Department may terminate a contract to which these Terms apply if:

The Consultant is unable to address the assigned works.

Quality of the assigned works is not to the satisfaction of the Department.

The Consultant fails in timely achievement of the milestones as finally decided by the Department.

The Consultant is found lacking in honesty and integrity;

The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before - termination.

“in case, a consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the concerned Divisional Head OR one month's emoluments in lieu of notice.”

15. RELAXATION

In exceptional cases of highly specialized requirements, Secretary (Biotechnology) may relax any or all the conditioned enumerated above. The Local Conveyance payable to different categories of Consultants shall be determined, with the approval of Secretary (Biotechnology), within the limits concurred by Integrated Finance Division of this Department.

[F. No. A-42/27/2020-Estt-DBT]
[Dated: 28th December, 2020]

Annexure-II**Performance Report of Consultants**

Year of report : _____

Period from _____ to _____

Part-I Basic Details:

Name	
Date of Birth	
Date of Joining	
Designation	
Subject Division	
Reporting Authority (Name and Designation of the Officer)	
Period Worked	
Brief Description of Duties	

Part-II Performance Appraisal

Brief Description of task	Deliverables	Actual Achievements

III Please mention significant contribution, personal achievements, other accomplishments, if any:

IV Remarks

Name of the Assessing Officer & Designation

Countersigned by Head of the Subject Division

APPLICATION FORMAT FOR CONSULTANT

Photograph

(Self –
attested with
signature

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Last post held at the time of retirement & Office
7. Name & address of last Office from which retired
8. PPO & LPC No.(copies to be attached)
9. APARS for the last three years(To be attached)
10. Last pay drawn at the time of retirement
Pay level (as per pay matrix 7th CPC)-
11. Educational Qualification
12. Brief particulars of experience in Govt. Service (For the last 10 years)
(Attach a separate sheet, if necessary)

Ministry/department /Organisation	Post held	Period		Nature of Work
		From	To	

13. Details of present employment
(Wherever applicable)
14. Additional relevant information, if any, in support of your suitability for the said engagement
(Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name: _____

Place:

Date:

Appendix-8

Lothian Road, Kashmere Gate, Delhi-110 006

POST BASED RESERVATION ROSTER FOR PROFESSOR w.e.f. 01.01.2021 (ACADEMIC SERVICES)

Name of the Post	Professor	Category: Group A AGP LEVEL-14	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 31 posts	Percentage of reservation prescribed for:	SC-15% ST-7.5% EWS-10% OBC-27%

Sl No.	Name of the faculty member	Discipline	School	Date of Joining	Whether belongs to SC/ST/OBC/EWS/GEN	Filled as UR/SC/ST/OBC/EWS	Signature of appointing authority or other authorized officer	Remarks
1	Prof. Salil Misra	History	SLS	01-01-13	UR	UR		
2	Prof. Honey Oberoi Vahali	Psychology	SHS	01-08-13	UR	UR		
3	Prof. Geetha Venkataraman	Mathematics	SLS	02-08-13	UR	UR		
4	Prof. Radharani Chakravarty	CLTS	SOL	12-08-15	UR	UR		
5	Prof. Anita Ghai	Disability Studies	SHS	24-11-15	UR	UR		
6	Prof. Krishna Menon	Gender Studies	SHS	01-07-16	UR	UR		
7	Prof. Babu P. Remesh	Dev. Studies	SDS	01-08-16	UR	UR		
8	Prof. Lawrence Liang	Law and Politics	SLGC	09-08-16	UR	UR		
9	Prof. Praveen Singh	Global Studies	SGA	06-09-17	UR	UR		
10	Prof. M.S. Farooqi	Social Entrepreneurship	SBPPSE	31-10-17	UR	UR		
11	Prof. Anup Kumar Dhar	Philosophy	SLS	06-02-18	UR	UR		
12	Prof. Amol Padwad	English Language Teaching	SOL	19-02-18	UR	UR		
13	Professor Sitansu S. Jena	Vocational Studies	SVS	08-05-18	UR	UR		
14	Prof. Nakkeeran Nanjappan	Public Health	SGA	28-06-18	UR	UR		
15	Vacant				SC			
16	Vacant				ST			
17	Vacant				OBC			

(Noorul Haq)

(S R Prabakaran)

SRP

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

 Akha K Mao
 Liaison officer
 SC & ST

(Sameer Saini)

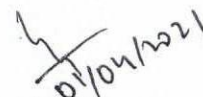
 Liaison officer
 OBC

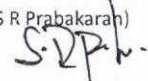
Lothian Road, Kashmere Gate, Delhi-110 006

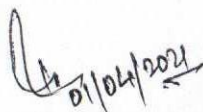
POST BASED RESERVATION ROSTER FOR PROFESSOR w.e.f. 01.01.2021 (ACADEMIC SERVICES)

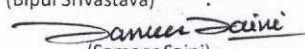
Name of the Post	Professor	Category: Group A AGP LEVEL-14	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 31 posts	Percentage of reservation prescribed for:	SC-15% ST-7.5% EWS-10% OBC-27%

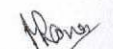
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19	Vacant				UR			
20	Vacant				UR			
21	Vacant				UR			
22	Vacant							
23	Vacant							
24	Vacant							
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29	Vacant							
30	Vacant							
31	Vacant							


 (Noorul Haq)

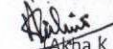
(S R Prabakaran)


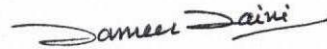

 (Bipul Srivastava)


 (Sameer Saini)


 (Manjeet S Rana)

(Kishor Kumar)


 (Akha K Mao)
 Liaison officer
 SC & ST


 (Sameer Saini)

Liaison officer OBC

Lothian Road, Kashmere Gate, Delhi-110 006

POST BASED RESERVATION ROSTER FOR PROFESSOR w.e.f. 01.01.2021 (ACADEMIC SERVICES)

Name of the Post	Professor	Category: Group A AGP LEVEL-14	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 31 posts	Percentage of reservation prescribed for:	SC-15% ST-7.5% EWS-10% OBC-27%

Professor: Sanctioned Strength: 31 Filled: 14 Vacant Posts: 17

Category	Quota	Quota on the basis of filled positions	Person in Position	Person in Position (Reserved)	Shortfall	Backlog	Earmarking for fresh posts (07posts)
SC	04	02	00	00	02	0	1
ST	02	01	00	00	01	0	1
OBC	08	03	00	00	03	0	1
EWS	17	01	00	00	01	0	1
UR	(03+14)	07	14	14	+07 Excess	0	3
Total	31	14	14	14	07	0	07

(Noorul Haq)

(S R Prabakaran)

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

Liaison officer
 SC & ST

Liaison officer



Post Based Reservation Roster for Associate Professor w.e.f. 01.01.2021
RESERVATION ROSTER

Name of the Post	Associate Professor	Category: Group A AGP LEVEL-13 A	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total = 63 Posts	Percentage of reservation prescribed for:	SC-15% ST-7.5% EWS-10% OBC-27%

Sl No.	Name of the faculty member	Discipline	School	Date of Appointment	Whether belongs to SC/ST/OBC/EWS/GEN	Filled as UR/SC/ST/OBC/EWS	Signature of appointing authority or other authorized officer	Remarks
1	Prof. Satyaketu Sankrit	Hindi	SOL	21-09-2010	UR	UR		
2	Dr. Diamond Oberoi Vahali	English	SOL	10-01-2011	UR	UR		
3	Prof. Sanjay Kumar Sharma	History	SLS	01-02-2011	UR	UR		
4	Prof. Dharendra Dutt Dangwal	History	SLS	01-03-2011	UR	UR		
5	Dr. Jyotirmoy Bhattacharya	Economics	SLS	11-04-2012	UR	UR		
6	Mr. Deepan Sivaraman	Performance Studies	SCCE	28-07-2012	UR	UR		
7	Prof. Suchitra Balasubrahmanyam	Design	SDES	07-11-2012	UR	UR		
8	Prof. Asmita Kabra	Environmental Studies	SHE	04-01-2013	UR	UR		
9	Prof. Sumangala Damodaran	Development Studies	SDS	15-03-2013	UR	UR		
10	Prof. Gopal Ji Pradhan	Hindi	SOL	01-10-2013	UR	UR		
11	Prof. Kartik Dave	Management Studies	SBPPSE	02-12-2013	UR	UR		
12	Prof. Rachana Johri	Psychology	SHS	15-03-2014	UR	UR		
13	Prof. Rukmini Sen	Sociology	SLS	27-03-2015	UR	UR		
14	Dr. Rajan Krishnan	Film Studies	SCCE	22-07-2015	UR	UR		
15	Dr. Niharika Banerjee	Sociology	SLS	01-09-2015	UR	UR		
16	Dr. Arindam Baneerjee	Economics	SLS	20-11-2015	UR	UR		
17	Dr. Suresh Babu	Environmental Studies	SHE	07-04-2016	UR	UR		

(Noorul Haq)

(S R Prabakaran)

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

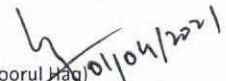
(Akshay Mao)

Liaison officer
SC & ST

Liaison officer - OBC

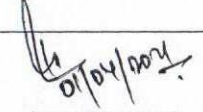
Post Based Reservation Roster for Associate Professor w.e.f. 01.01.2021
RESERVATION ROSTER

Name of the Post	Associate Professor	Category: Group A AGP LEVEL-13 A				Method of Recruitment: Direct Recruitment			
Number of Post in Cadre	Total = 63 Posts	Percentage of reservation prescribed for:				SC-15%	ST-7.5%	EWS-10%	OBC-27%
18	Dr. Anita E. Cherian	Literary Art	SCCE.	01-07-2016	UR	UR			
19	Prof. Bodh Prakash .	English	SOL	05-08-2016	UR	UR			
20	Prof. Deepita Chakravarty	Development Studies	SDS	01-12-2016	UR	UR			
21	Mr. Akha Kaihrii Mao	Vocational Studies	SVS	12-07-2017	ST	UR			
22	Dr. KK Dixit	English Language Teaching	SOL	04-12-2017	UR	UR			
23	Dr. Sunita Singh	Education Studies	SES	13-12-2017	UR	UR			
24	Dr. Monimalika Day	Education Studies	SES	13-12-2017	UR	UR			
25	Dr. Manish Jain	Education Studies	SES	13-12-2017	UR	UR			
26	Dr. Parag Wanknis	Economics	SLS	08-01-2018	UR	UR			
27	Dr. Rohit Negi	Urban Studies	SGA	23-04-2018	UR	UR			
28	Dr. Sunalini Kumar	Global Studies	SGA	27-04-2018	UR	UR			
29	Dr. Amit Kumar Mishra	Global Studies	SGA	21-05-2018	UR	UR			
30	Dr. Partha Saha	Public Policy	SGA	25-06-2018	UR	UR			
31	Dr. Kaustav Banerjee	Global Studies	SGA	01-08-2018	UR	UR			
32	Dr. RC Sharma	Instructional Design	SGA	06-08-2018	UR	UR			
33	Dr. Samik Chowdhury	Public Health	SGA	12-11-2018	UR	UR			
34	Vacant				SC				
35	Vacant				ST				
36	Vacant				OBC				
37	Vacant				EWS				


 (Noorul Haq)

(S R Prabakaran)

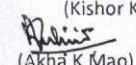
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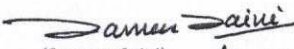

 (Bipul Srivastava)

(Sameer Saini)


 (Manjeet S Rana)

(Kishor Kumar)


 (Akha K Mao)
 Liaison officer
 SC & ST


 (Sameer Saini)

liaison officer - OBC

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

Post Based Reservation Roster for Associate Professor w.e.f. 01.01.2021

RESERVATION ROSTER

Name of the Post	Associate Professor	Category: Group A AGP LEVEL-13 A	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total = 63 Posts	Percentage of reservation prescribed for:	SC-15% ST-7.5% EWS-10% OBC-27%

38	Vacant				UR			
39	Vacant				UR			
40	Vacant				UR			
41	Vacant							
42	Vacant							
43	Vacant							
44	Vacant							
45	Vacant							
46	Vacant							
47	Vacant							
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49	Vacant							
50	Vacant							
51	Vacant							
52	Vacant							
53	Vacant							
54	Vacant							
55	Vacant							
56	Vacant							
57	Vacant							
58	Vacant							

(Noorul Haq)

(S R Prabakaran)

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

Liaison officer - OBC

(Asha K Mahto)

Liaison officer
SC & ST

Post Based Reservation Roster for Associate Professor w.e.f. 01.01.2021
RESERVATION ROSTER

Name of the Post	Associate Professor	Category: Group A AGP LEVEL-13 A	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total = 63 Posts	Percentage of reservation prescribed for:	SC-15% ST-7.5% EWS-10% OBC-27%

59	Vacant						
60	Vacant						
61	Vacant						
62	Vacant						
63	Vacant						

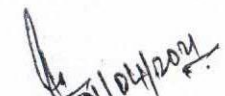
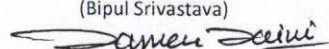
Associate Professor: Sanctioned Strength: 63 Filled: 33 Vacant Posts: 30

Category	Quota	Quota on the basis of filled positions(33)	Person in Position	Person in Position (Reserved)	Shortfall	Backlog	Earmarking for fresh posts (07 posts)
SC	09	04	00	00	04	0	01
ST	04	02	00	00	02	0	01
OBC	17	08	00	00	08	0	01
EWS	33	03	00	00	03	0	01
UR	(06+27)	16	33	33	Excess-17		03
Total	63	33	33	33	17	00	07

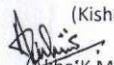

 (Noor Haq)
 01/04/2021

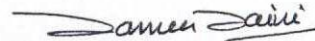
(S R Prabakaran)

SRP


 (Bipul Srivastava)

 (Sameer Saini)


 (Manjeet S Rana)


 (Kishor Kumar)
 (Akha'K Mao)
 Liaison officer
 SC & ST


 (Sameer Saini)
 Liaison officer - OBC

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi

Post Based Reservation Roster for Assistant Professor with effect from 01.01.2021RESERVATION REGISTER

Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total - 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		

Sl No.	Name of the faculty member	Designation	School	Date of Appointment	Whether belongs to SC/ST/OBC/EWS/GEN	Filled as UR/SC/ST/OBC/EWS	Signature of appointing authority or other authorized officer	Remarks
1	Dr. Oinam Hemlata Devi	Environmental Studies	SHE	21-12-2009	SC	SC		
2	Dr. Anirban Sengupta	Development Studies	SDS	19-03-2010	UR	UR		
3	Dr. Ivy Dhar	Development Studies	SDS	19-03-2010	UR	UR		
4	Mr. Wrick Mitra	Psychology	SHS	20-07-2010	UR	UR		
5	Ms. Deepti Sachdev	Psychology	SHS	21-07-2010	UR	UR		
6	Ms. Anshumita Pandey	Psychology	SHS	21-07-2010	UR	UR		
7	Ms. Neetu Sarin	Psychology	SHS	21-07-2010	UR	UR		
8	Ms. Thokchom Bibinaz Devi	Psychology	SHS	21-07-2010	SC	SC		
9	Dr. Rachna Chaudhary	Gender Studies	SHS	22-07-2010	UR	UR		
10	Ms. Lovitoli Jimo	Gender Studies	SHS	22-07-2010	ST	ST		
11	Dr. Shubhra Nagalia	Gender Studies	SHS	23-07-2010	UR	UR		
12	Mr. Gangmumei Kamei	Psychology	SHS	28-07-2010	ST	ST		
13	Dr. Mamatha Karollil	Psychology	SHS	02-08-2010	UR	UR		
14	Dr. Sanju Thomas	English	SOL	03-09-2010	UR	UR		

(Nooru Haq)

(S R Prabakaran)

SRP

(Bipul Srivastava)

Sameer Saini
(Sameer Saini)

(Manjeet S Rana)

Akhya K Mao
Liaison officer
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(Kishor Kumar)

(Sameer Saini)

Liaison officer - OBC..

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Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		
15	Dr. Bhoomika Meiling	English	SOL	03-09-2010
16	Dr. Usha Mudiganti	English	SOL	14-09-2010
17	Mr. Vinod R.	Psychology	SHS	01-11-2010
18	Dr. Yogesh Snehi	History	SLS	04-03-2011
19	Dr. Manasi Thapliyal Navani	Education Studies	SES	18-03-2011
20	Prof. Tanuja Kothiyal	History	SLS	30-03-2011
21	Dr. Dharitri Chakaravartty	History	SLS	01-04-2011
22	Dr. Shailaja Menon	History	SLS	28-04-2011
23	Dr. Vikram Singh Thakur	English	SOL	01-07-2011
24	Dr. Bidhan Chandra Dash	Sociology	SLS	04-07-2011
25	Dr. Urfat Anjem Mir	Sociology	SLS	22-07-2011
26	Dr. Gunjan Sharma	Education Studies	SES	01-08-2011
27	Mr. Sayandeb Chowdhury	English	SOL	08-08-2011
28	Dr. Dhiraj Kumar Nite	History	SLS	19-12-2011
29	Dr. Kancharla Valentina	Management Studies	SBPPSE	01-02-2012
30	Dr. Anshu Gupta	Management Studies	SBPPSE	01-02-2012
31	Dr. Kanwal Anil	Management Studies	SBPPSE	19-03-2012
32	Dr. Taposik Banerjee	Economics	SLS	20-04-2012
33	Dr. Nidhi Kaicker	Management Studies	SBPPSE	04-05-2012
34	Mr. Santhosh. S.	Visual Arts	SCCE	18-06-2012

(Noorul Haq)

01/04/2021

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Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total - 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		

35	Mr. Benil Biswas	Performance Studies	SCCE	18-06-2012	SC	SC		
36	Dr. Ramneek Khassa	Mathematics	SLS	19-06-2012	UR	UR		
37	Dr. Pranay Goswami	Mathematics	SLS	25-06-2012	UR	UR		
38	Ms. Shefalee Jain	Visual Arts	SCCE	19-07-2012	UR	UR		
39	Dr. Balchand Prajapati	Mathematics	SLS	20-07-2012	UR	UR		
40	Dr. Venugopal Maddipati	Design	SDES	24-12-2013	UR	UR		
41	Dr. Nandini Nayak	Development Studies	SDS	16-07-2014	UR	UR		
42	Dr. Kranti Kumar	Mathematics	SLS	21-07-2014	SC	SC		
43	Dr. Pulak Das	Environmental Studies	SHE	28-07-2014	UR	UR		
44	Dr. Rinju Rasaily	Sociology	SLS	01-08-2014	SC	SC		
45	Dr. Bindu K. Covilakam	Gender Studies	SHS	24-11-2014	UR	UR		
46	Dr. Pallavi Chakravarty	History	SLS	16-06-2015	UR	UR		
47	Mr. Shelmi Sankhil	CLTS	SOL	27-07-2015	ST	ST		
48	Mr. Sandeep R. Singh	CLTS	SOL	11-09-2015	UR	UR		
49	Dr. Shad Naved	CLTS	SOL	18-09-2015	UR	UR		
50	Dr. Kritika Mathur	Management Studies	SBPPSE	28-09-2015	UR	UR		
51	Dr. Shifa Haq	Psychology	SHS	01-10-2015	UR	UR		
52	Dr. Kalindi Maheshwari	Management Studies	SBPPSE	14-10-2015	UR	UR		
53	Dr. Dipa Sinha	Economics	SLS	07-12-2015	UR	UR		
54	Dr. Anirban Biswas	Economics	SLS	18-12-2015	SC	SC		

(Noorul Haq)

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Post Based Reservation Roster for Assistant Professor with effect from 01.01.2021

RESERVATION REGISTER

Name of the Post		Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment		
Number of Post in Cadre		Total – 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)				
55	Ms. Divya Chopra	Design	SDES	30-12-2015	UR		
56	Dr. Richa Awasthy	Management Studies	SBPPSE	08-04-2016	UR	UR	
57	Dr. Anandini Dar	Education Studies	SES	01-07-2016	UR	UR	
58	Dr. Shivani Nag	Education Studies	SES	01-07-2016	UR	UR	
59	Dr. Moggallan Bharti	Development Studies	SDS	06-07-2016	UR	UR	
60	Dr. Preeti Sampat	Sociology	SLS	15-07-2016	SC	SC	
61	Dr. Amit Singh	English Literature	SOL	08-08-2016	UR	UR	
62	Dr. Priyasha Kaul	Sociology	SLS	16-08-2016	UR	UR	
63	Dr. Anoop Kr. Koileri	Psychology	SHS	01-11-2016	SC	SC	
64	Ms. Saranika Sarkar	Economics	SLS	01-12-2016	SC	SC	
65	Dr. Kopal	English Literature	SOL	10-07-2017	OBC	OBC	
66	Dr. Javed Iqbal Wani	SLGC	SLGC	13-07-2017	UR	UR	
70	Dr. Vatsala Saxena	Psychology	SHS	14-07-2017	UR	UR	
67	Dr. Ngoru Nixon	SLGC	SLGC	17-07-2017	ST	ST	
68	Dr. Pooja Satyogi	Law and Politics	SLGC	21-07-2017	SC	SC	
69	Mr. SR Prabkaran	Law and Politics	SLGC	01-08-2017	UR	UR	
71	Dr. Krishna Ram	Economics	SLS	16-08-2017	SC	SC	
72	Dr. Mradul Veer Singh	Mathematics	SLS	18-08-2017	UR	UR	
73	Dr. Anushka Singh	Law and Politics	SLGC	22-08-2017	UR	UR	
74	Dr. Vebhuti Duggal	Film Studies	SCCE	31-08-2017	UR	UR	

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Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total - 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		
75	Dr. Monal Manik Dewle	ELT	SOL	11-09-2017
76	Dr. Akhil Katyal	Literary Art	SCCE	01-04-2018
77	Dr. Nivedita Sarkar	Education Studies	SES	02-04-2018
78	Dr. Rajshree Chanchal	Education Studies	SES	03-04-2018
79	Ms. Khushbu Dublish	Design	SDES	01-06-2018
80	Dr. Pritpal Singh Randhawa	Urban Studies	SGA	22-06-2018
81	Dr. Rachna Mehra	Urban Studies)	SGA	22-06-2018
82	Dr. Robin Singhal	Economics	SLS	01-08-2018
83	Dr. Budhaditya Das	SHE	SHE	31-08-2018
84	Dr Teena Anil	Public Policy	SGA	18-10-2018
85	Dr Ekta Singh	Public Policy	SGA	05-11-2018
86	Vacant			UR
87	Vacant			SC
88	Vacant			ST
89	Vacant			OBC
90	Vacant			UR
91	Vacant			SC
92	Vacant			OBC
93	Vacant			UR
94	Vacant			OBC
				UR

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Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		

95	Vacant							
96	Vacant				OBC			
97	Vacant				UR			
98	Vacant				UR			
99	Vacant				UR			
100	Vacant				UR			
101	Vacant				UR			
102	Vacant				EWS			
103	Vacant							
104	Vacant							
105	Vacant							
106	Vacant							
107	Vacant							
108	Vacant							
109	Vacant							
110	Vacant							
111	Vacant							
112	Vacant							
113	Vacant							
114	Vacant							

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Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		

115	Vacant							
116	Vacant							
117	Vacant							
118	Vacant							
119	Vacant							
120	Vacant							
121	Vacant							
122	Vacant							
123	Vacant							
124	Vacant							
125	Vacant							
126	Vacant							
127	Vacant							
128	Vacant							
129	Vacant							
130	Vacant							
131	Vacant							

Assistant Professor: Sanctioned Strength: 131 Filled: 85 Vacant Posts: 46

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S.D.P.

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Name of the Post	Assistant Professor	Category: Group A	AGP Level - 10	Method of Recruitment: Direct Recruitment
Number of Post in Cadre	Total – 131 posts	Percentage of reservation prescribed for: SC-15% ST-7.5% OBC-27% EWS-10% (EWS w.e.f. 31.01.2019)		

Category	Quota	Quota on the basis of filled positions(85)	Person in Position	Person in Position (Reserved)	Shortfall/Excess	Backlog	Earmarking for fresh posts (16 posts)
SC	19	12	16	16	+4	0	02
ST	09	06	05	05	01	0	01
OBC	35	22	01	01	21	0	04
EWS	68	08	00	00	08	0	01
UR	(13+55)	37	63	63	+26	0	08
Total	131	85	85	85	30	0	16

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S.P./2021

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1. Name of the Organization: Dr.B.R.Ambedkar University Delhi
2. Name of the Posts:- Assistant Professor/Associate Professor/Professor/Assistant Librarian/Deputy Librarian/Librarian
3. Category: Group A
4. Scale of Pay: Rs.15600-39100/-(AGP Rs.6000/7000/8000) & Rs.37400-67000(AGP Rs.9000 and Rs.10000)

VACANCY BASED RESERVATION ROSTER FOR PERSON WITH DISABILITIES (4% implementation from DoPT OM dated 15.1.2018)

Year of Recruitment	Cycle No and Point No.	Name of the Post	Whether identified suitable for Person with Disabilities					Unreserved or Reserved for VH/HH/OH/A/MD	Name of the person appointment and the date of appointment		Whether the person is appointed is VD/HD/OD/AD/MD or none	Remarks, if any
			VH	HH	OH	AD	MD		Name	Date of Appointment		
2009		I/1	Yes		Yes			VH	Dr. Oinam Hemlata Devi	21-12-2009	None	
2010		2	Yes		Yes			UR	Dr. Anirban Sengupta	19-03-2010	None	
		3	Yes		Yes			UR	Dr. Ivy Dhar	19-03-2010	None	
		4	Yes		Yes			UR	Mr. Wrick Mitra	20-07-2010	None	
		5	Yes		Yes			UR	Ms. Deepti Sachdev	21-07-2010	None	
		6	Yes		Yes			UR	Ms. Anshumita Pandey	21-07-2010	None	
		7	Yes		Yes			UR	Ms. Neetu Sarin	21-07-2010	None	
		8	Yes		Yes			UR	Ms. Thokchom Bibinaz Devi	21-07-2010	None	
		9	Yes		Yes			UR	Dr. Rachna Chaudhary	22-07-2010	None	
		10	Yes		Yes			UR	Ms. Lovitoli Jimo	22-07-2010	None	
		11	Yes		Yes			UR	Dr. Shubhra Nagalia	23-07-2010	None	
		12	Yes		Yes			UR	Mr. Gangmumei Kamei	28-07-2010	None	
		13	Yes		Yes			UR	Dr. Mamatha Karollil	02-08-2010	None	
		14	Yes		Yes			UR	Dr. Sanju Thomas	03-09-2010	None	
		15	Yes		Yes			UR	Dr. Bhoomika Meiling	03-09-2010	None	
		16	Yes		Yes			UR	Dr. Usha Mudiganti	14-09-2010	None	
		17	Yes		Yes			UR	Prof. Satyaketu Sankrit	21-09-2010	None	
		18	Yes		Yes			UR	Mr. Vinod R.	01-11-2010	None	
2011		19	Yes		Yes			UR	Dr. Diamond Oberoi Vahali	10-01-2011	None	
		20	Yes		Yes			UR	Prof. Sanjay Kumar Sharma	01-02-2011	None	

(Noorul Haq)

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	21	Yes	Yes	UR	Prof. Dharendra Dutt Dangwal	01-03-2011	None
	22	Yes	Yes	UR	Dr. Yogesh Snehi	04-03-2011	None
	23	Yes	Yes	UR	Dr. Manasi Thapliyal Navani	18-03-2011	None
	24	Yes	Yes	UR	Prof. Tanuja Kothiyal	30-03-2011	None
	25	Yes	Yes	UR	Dr. Dharitri Chakaravartty	01-04-2011	None
	26	Yes	Yes	HH	Dr. Shailaja Menon	28-04-2011	None
	27	Yes	Yes	UR	Dr. Vikram Singh Thakur	01-07-2011	None
	28	Yes	Yes	UR	Dr. Bidhan Chandra Dash	04-07-2011	None
	29	Yes	Yes	UR	Dr. Urfat Anjem Mir	22-07-2011	None
	30	Yes	Yes	UR	Dr. Gunjan Sharma	01-08-2011	None
	31	Yes	Yes	UR	Mr. Sayandeb Chowdhury	08-08-2011	None
	32	Yes	Yes	UR	Dr. Dhiraj Kumar Nite	19-12-2011	None
2012	33	Yes	Yes	UR	Dr. Kancharla Valentina	01-02-2012	None
	34	Yes	Yes	UR	Dr. Anshu Gupta	01-02-2012	None
	35	Yes	Yes	UR	Dr. Kanwal Anil	19-03-2012	None
	36	Yes	Yes	UR	Dr. Jyotirmoy Bhattacharya	11-04-2012	None
	37	Yes	Yes	UR	Dr. Taposik Banerjee	20-04-2012	None
	38	Yes	Yes	UR	Dr. Nidhi Kaicker	04-05-2012	None
	39	Yes	Yes	UR	Mr. Santhosh. S.	18-06-2012	None
	40	Yes	Yes	UR	Mr. Benil Biswas	18-06-2012	None
	41	Yes	Yes	UR	Dr. Ramneek Khassa	19-06-2012	None
	42	Yes	Yes	UR	Dr. Pranay Goswami	25-06-2012	None
	43	Yes	Yes	UR	Ms. Shefalee Jain	19-07-2012	None
	44	Yes	Yes	UR	Dr. Balchand Prajapati	20-07-2012	None
	45	Yes	Yes	UR	Mr. Deepan Sivaraman	28-07-2012	None
	46	Yes	Yes	UR	Prof. Suchitra Balasubrahmanyam	07-11-2012	None
2013	47	Yes	Yes	UR	Prof. Salil Misra	01-01-2013	None
	48	Yes	Yes	UR	Prof. Asmita Kabra	04-01-2013	None
	49	Yes	Yes	UR	Prof. Sumangala Damodaran	15-03-2013	None
	50	Yes	Yes	UR	Prof. Honey Oberoi Vahali	01-08-2013	None
	51	Yes	Yes	OH	Prof. Geetha Venkataraman	02-08-2013	None

(Noorul Haq)

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	52	Yes	Yes	UR	Prof. Gopal Ji Pradhan	01-10-2013	None
	53	Yes	Yes	UR	Prof. Kartik Dave	02-12-2013	None
	54	Yes	Yes	UR	Dr. Venugopal Maddipati	24-12-2013	None
2014	55	Yes	Yes	UR	Prof. Rachana Johri	15-03-2014	None
	56	Yes	Yes	UR	Dr. Nandini Nayak	16-07-2014	None
	57	Yes	Yes	UR	Dr. Kranti Kumar	21-07-2014	None
	58	Yes	Yes	UR	Dr. Pulak Das	28-07-2014	None
	59	Yes	Yes	UR	Dr. Rinju Rasaily	01-08-2014	None
	60	Yes	Yes	UR	Dr. Debal C Kar	10-09-2014	None
	61	Yes	Yes	UR	Dr. Dinesh Kumar	10-09-2014	None
	62	Yes	Yes	UR	Dr. Bindu K. Covilakam	24-11-2014	None
2015	63	Yes	Yes	UR	Prof. Rukmini Sen	27-03-2015	None
	64	Yes	Yes	UR	Dr. Pallavi Chakravarty	16-06-2015	None
	65	Yes	Yes	UR	Dr. Rajan Krishnan	22-07-2015	None
	66	Yes	Yes	UR	Mr. Shelmi Sankhil	27-07-2015	None
	67	Yes	Yes	UR	Prof. Radharani Chakravarty	12-08-2015	None
	68	Yes	Yes	UR	Dr. Niharika Banerjee	01-09-2015	None
	69	Yes	Yes	UR	Mr. Sandeep R. Singh	11-09-2015	VH
	70	Yes	Yes	UR	Dr. Shad Naved	18-09-2015	None
	71	Yes	Yes	MD	Dr. Kritika Mathur	28-09-2015	None
	72	Yes	Yes	UR	Dr. Shifa Haq	01-10-2015	None
	73	Yes	Yes	UR	Dr. Kalindi Maheshwari	14-10-2015	None
	74	Yes	Yes	UR	Dr. Arindam Banerjee	20-11-2015	None
	75	Yes	Yes	UR	Prof. Anita Ghai	24-11-2015	OH
	76	Yes	Yes	UR	Dr. Dipa Sinha	07-12-2015	None
	77	Yes	Yes	UR	Dr. Anirban Biswas	18-12-2015	None
	78	Yes	Yes	UR	Ms. Divya Chopra	30-12-2015	None
2016	79	Yes	Yes	UR	Dr. Suresh Babu	07-04-2016	None
	80	Yes	Yes	UR	Dr. Richa Awasthy	08-04-2016	None
	81	Yes	Yes	UR	Dr. Anandini Dar	01-07-2016	None
	82	Yes	Yes	UR	Dr. Shivani Nag	01-07-2016	None
	83	Yes	Yes	UR	Dr. Anita E. Cherian	01-07-2016	None
	84	Yes	Yes	UR	Prof. Krishna Menon	01-07-2016	None
	85	Yes	Yes	UR	Dr. Moggallan Bharti	06-07-2016	None
	86	Yes	Yes	UR	Dr. Preeti Sampat	15-07-2016	None
	87	Yes	Yes	UR	Prof. Babu P. Remesh	01-08-2016	None
	88	Yes	Yes	UR	Prof. Bodh Prakash	05-08-2016	None
	89	Yes	Yes	UR	Dr. Amit Singh	08-08-2016	None

(Noorul Haq)

(S R Prabakaran)

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Akha K Mao)

Liaison officer
SC & ST

(Kishor Kumar)

(Sameer Saini)

Liaison officer

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi

	90	Yes	Yes	UR	Prof. Lawrence Liang	09-08-2016	None
	91	Yes	Yes	UR	Dr. Priyasha Kaul	16-08-2016	None
	82	Yes	Yes	UR	Dr. Anoop Kr. Koileri	01-11-2016	None
	93	Yes	Yes	UR	Ms. Saranika Sarkar	01-12-2016	None
	94	Yes	Yes	UR	Prof. Deepita Chakravarty	01-12-2016	None
2017	95	Yes	Yes	UR	Dr. Kopal	10-07-2017	None
	96	Yes	Yes	UR	Mr. Akha Kaihrii Mao	12-07-2017	None
	97	Yes	Yes	UR	Dr. Javed Iqbal Wani	13-07-2017	None
	98	Yes	Yes	UR	Dr. Vatsala Saxena	14-07-2017	None
	99	Yes	Yes	UR	Dr. Ngoru Nixon	17-07-2017	None
	100	Yes	Yes	UR	Dr. Pooja Satyogi	21-07-2017	None
	II/1	Yes	Yes	VH	Mr. SR Prabakaran	01-08-2017	VH
	2	Yes	Yes	UR	Dr. Krishna Ram	16-08-2017	None
	3	Yes	Yes	UR	Dr. Mradul Veer Singh	18-08-2017	None
	4	Yes	Yes	UR	Dr. Anushka Singh	22-08-2017	None
	5	Yes	Yes	UR	Dr. Vebhuti Duggal	31-08-2017	None
	6	Yes	Yes	UR	Prof. Praveen Singh	06-09-2017	None
	7	Yes	Yes	UR	Dr. Monal Manik Dewle	11-09-2017	None
	8	Yes	Yes	UR	Prof. M.S. Farooqi	31-10-2017	None
	9	Yes	Yes	UR	Dr. KK Dixit	04-12-2017	None
	10	Yes	Yes	UR	Dr. Sunita Singh	13-12-2017	None
	11	Yes	Yes	UR	Dr. Monimalika Day	13-12-2017	None
	12	Yes	Yes	UR	Dr. Manish Jain	13-12-2017	None
2018	13	Yes	Yes	UR	Dr. Parag Waknis	08-01-2018	None
	14	Yes	Yes	UR	Prof. Anup Kumar Dhar	06-02-2018	None
	15	Yes	Yes	UR	Ms. Alka Rai	16-02-2018	None
	16	Yes	Yes	UR	Prof. Amol Padwad	19-02-2018	None
	17	Yes	Yes	UR	Dr. Akhil Katyal	01-04-2018	None
	18	Yes	Yes	UR	Dr. Nivedita Sarkar	02-04-2018	None
	19	Yes	Yes	UR	Dr. Rajshree Chanchal	03-04-2018	None
	20	Yes	Yes	UR	Dr. Rohit Negi	23-04-2018	None
	21	Yes	Yes	UR	Dr. Sunalini Kumar	27-04-2018	None
	22	Yes	Yes	UR	Professor Sitansu S. Jena	08-05-2018	None
	23	Yes	Yes	UR	Dr. Amit Kumar Mishra	21-05-2018	None
	24	Yes	Yes	UR	Ms. Khushbu Dublish	01-06-2018	None
	25	Yes	Yes	UR	Dr. Pritpal Singh Randhawa	22-06-2018	None
	26	Yes	Yes	HH	Dr. Rachna Mehra	22-06-2018	None

(Noorul Haq)

(S R Prabakaran)

S.R.P.

(Bipul Srivastava)

Sameer Saini

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

Liaison officer-ORC

(Akha K Mao)

Liaison officer
S.C. & ST

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

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	27	Yes	Yes		UR	Dr. Partha Saha	25-06-2018	None	
	28	Yes	Yes		UR	Prof. Nakkeeran Nanjappan	28-06-2018	None	
	29	Yes	Yes		UR	Dr. Robin Singhal	01-08-2018	None	
	30	Yes	Yes		UR	Dr. Kaustav Banerjee	01-08-2018	None	
	31	Yes	Yes		UR	Dr. RC Sharma	06-08-2018	None	
	32	Yes	Yes		UR	Dr. Budhaditya Das	31-08-2018	None	
	33	Yes	Yes		UR	Dr Teena Anil	18-10-2018	None	
	34	Yes	Yes		UR	Dr Ekta Singh	05-11-2018	None	
	35	Yes	Yes		UR	Dr. Samik Chowdhury	12-11-2018	None	
2020	36	Yes	Yes		UR	Dr.Sunil Kumar Dahiya	03-01-2020	None	
	37	Yes	Yes		UR				
	38	Yes	Yes		UR				
	39	Yes	Yes		UR				
	40	Yes	Yes		UR				
	41	Yes	Yes		UR				
	42	Yes	Yes		UR				
	43	Yes	Yes		UR				
	44	Yes	Yes		UR				
	45	Yes	Yes		UR				
	46	Yes	Yes		UR				
	47	Yes	Yes		UR				
	48	Yes	Yes		UR				
	49	Yes	Yes		UR				
	50	Yes	Yes		UR				
	51	Yes	Yes		OH				
	52	Yes	Yes		UR				
	53	Yes	Yes		UR				
	54	Yes	Yes		UR				
	55	Yes	Yes		UR				
	56	Yes	Yes		UR				
	57	Yes	Yes		UR				
	58	Yes	Yes		UR				
	59	Yes	Yes		UR				
	60	Yes	Yes		UR				
	61	Yes	Yes		UR				
	62	Yes	Yes		UR				
	63	Yes	Yes		UR				
	64	Yes	Yes		UR				

(Noordul Haq)

(S R Prabakaran)

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(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

Liaison officer - OBC

 (Akha K Maq)

Liaison officer

SC & ST

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Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi

65	Yes	Yes	UR
66	Yes	Yes	UR
67	Yes	Yes	UR
68	Yes	Yes	UR
69	Yes	Yes	UR
70	Yes	Yes	UR
71	Yes	Yes	UR
72	Yes	Yes	UR
73	Yes	Yes	UR
74	Yes	Yes	UR
75	Yes	Yes	UR
76	Yes	Yes	MD
77	Yes	Yes	UR
78	Yes	Yes	UR
79	Yes	Yes	UR
80	Yes	Yes	UR
81	Yes	Yes	UR
82	Yes	Yes	UR
83	Yes	Yes	UR
84	Yes	Yes	UR
85	Yes	Yes	UR
86	Yes	Yes	UR
87	Yes	Yes	UR
88	Yes	Yes	UR
89	Yes	Yes	UR
90	Yes	Yes	UR
91	Yes	Yes	UR
92	Yes	Yes	UR
93	Yes	Yes	UR
94	Yes	Yes	UR
95	Yes	Yes	UR
96	Yes	Yes	UR
97	Yes	Yes	UR
98	Yes	Yes	UR
99	Yes	Yes	UR
100	Yes	Yes	UR
III/1	Yes	Yes	VH
2	Yes	Yes	UR
3	Yes	Yes	UR

(Nocru Maq)

(S R Prabakaran)

S.R.P.

(Bipul Srivastava)

Sameer Saini
(Sameer Saini)

(Manjeet S Rana)

(Akshay K Maq)

Liaison officer
SC & ST

(Kishor Kumar)

(Sameer Saini)

Liaison officer - OBC.

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi

	4	Yes	Yes	UR			
	5	Yes	Yes	UR			
	6	Yes	Yes	UR			
	7	Yes	Yes	UR			
	8	Yes	Yes	UR			
	9	Yes	Yes	UR			
	10	Yes	Yes	UR			
	11	Yes	Yes	UR			
	12	Yes	Yes	UR			
	13	Yes	Yes	UR			
	14	Yes	Yes	UR			
	15	Yes	Yes	UR			
	16	Yes	Yes	UR			
	17	Yes	Yes	UR			
	18	Yes	Yes	UR			
	19	Yes	Yes	UR			
	20	Yes	Yes	UR			
	21	Yes	Yes	UR			
	22	Yes	Yes	UR			
	23	Yes	Yes	UR			
	24	Yes	Yes	UR			
	25	Yes	Yes	UR			
	26	Yes	Yes	HH			
	27	Yes	Yes	UR			
	28	Yes	Yes	UR			
	29	Yes	Yes	UR			
	30	Yes	Yes	UR			
	31	Yes	Yes	UR			
	32	Yes	Yes	UR			

(Nocrul Haq)

(S R Prabakaran)

SR. Puh.

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

Liaison officer - OBC

 (Akha K Maq)

Liaison officer

SC & ST

डॉ. बी.आर. अंबेडकर विश्वविद्यालय दिल्ली



Dr. B.R. Ambedkar University Delhi

Established by the Act of Legislative Assembly of National Capital Territory of Delhi

Teaching and OAS : Sanctioned Strength: 232 Filled: 136 Vacant Posts: 96

Category	Reservation on Total Sanctioned Strength(232)	Reservation on filled posts(136)	Person in Position	Shortfall	Earmarking for 30 posts (4%)
VH	3	2	2	0	0
HH	3	2	0	2	1
OH	2	1	1	0	0
AD/ MD/etc/other disabilities as notified by DoPT	2(1+1)	1	0	1	1
	10	6	3	3	2

Total Sanctioned Strength: 232

Reservation: 4%

Total Post Reserved for Person with Disabilities: 10

Total Filled Posts: 136

Total Post to be Reserved with Disability: 06

Total Post Filled with Persons with Disability: 03

(Noorul Haq)

(S R Prabhakaran)

SRPL-

(Bipul Srivastava)

(Sameer Saini)

(Manjeet S Rana)

(Kishor Kumar)

(Sameer Saini)

Liaison officer - OBC-

(Akha K Mao)
Liaison officer
SC & ST

Office of the Vice Chancellor
Dy. No. 204
Date 25/06/2021

Appendix-12

Registered
22.6.21
Am Singh

GOVT. OF N.C.T. OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54

F.No.DHE.20 (70)/AUD/2020-21/1476-1485

Dated: 14/06/2021

To

Office of the Vice Chancellor
Dy. No. 1491/21
Date 25/06/2021

1. Director, Delhi Institute of Heritage Research & Management, 18-A, Satsang Vihar Marg, Qutub Institutional Area, New Delhi-110067.
- ✓ 2. Vice-Chancellor, Dr. B.R.Ambedkar University Delhi, Lothian Road Kashmere Gate, Delhi-110006.
3. Vice Chancellor, Guru Gobind Singh Indraprastha University, Sector.16-C, Dwarka, New Delhi 110078.

Planning Division
ILCHS-119
Date-17.7.2021

Sub: Merger of Delhi Institute of Heritage Research and Management (DIHRM) with the Dr. B.R. Ambedkar University Delhi as per Cabinet decision No 2948 dated 2nd March 2021.

Sir/Madam,

I am directed to refer to the subject cited above and to forward herewith a copy of Notification No. F.No.DHE.20 (70)/AUD/2020-21/1475 dated 14.06.2021, issued in pursuance of the Cabinet decision No 2948 dated 2nd March 2021 & the requisite approval dated 11.06.2021 of Hon'ble Lt. Governor, Delhi.

With issuance of above Notification, the erstwhile Delhi Institute of Heritage Research and Management stands merged with Dr. B.R. Ambedkar University, Delhi and would henceforth be known as School of Heritage Research and Management.

It is accordingly requested to take further necessary action in the matter as deemed appropriate.

End. As above



(R.C. ANTIL)

ADMINISTRATIVE OFFICER - (HE)

PTO

Deu Planning
to Vice-Chancellor
29/06
1/DRCA (ad)

F.No.DHE.20 (70)/AUD/2020-21/1476-1485

Dated: 14/06/2021

Copy for information to:-

1. The Pl. Secretary (Finance), GNCT of Delhi, 4TH Level, A-Wing, Delhi Secretariat, I.P Estate, New Delhi-110002.
2. The Pr. Secretary (Law), GNCTD, 8th Level, C-Wing, Delhi Secretariat, I.P Estate, New Delhi-110002.
3. The Secretary (Services), GNCTD, Delhi Secretariat, I.P Estate, New Delhi-110002.
4. The Secretary, Administrative Reforms Department (AR), GNCTD, 7th Level, C-Wing, Delhi Secretariat, I.P Estate, New Delhi-110002. PTO
5. The Director, Directorate of Training & Technical Education, Muni Maya Ram Jain Marg, Pitam Pura, Delhi-110034.
6. The Director, Planning, GNCTD, Delhi Secretariat, I.P Estate, New Delhi-110002.
7. PA to Secretary, (Higher Education), Training & Technical Education, Muni Maya Ram Jain Marg, Pitam Pura, Delhi-110034.

(R.C. ANTI)

ADMINISTRATIVE OFFICER - (HE)

GOVT. OF N.C.T. OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54

F.No.DHE.20 (70)/AUD/2020-21/1475

Dated: 14/06/2021

NOTIFICATION

In exercise of powers conferred under Clause-I of Section 26 of the Bharat Ratna Dr. B.R. Ambedkar Vishwavidyalaya Act, 2007 (Delhi Act 09 of 2007), the Government of NCT of Delhi vide Cabinet decision No 2948 dated 2nd March 2021 has approved the proposal for merger of Delhi Institute of Heritage Research and Management (DIHRM) an autonomous organization for teaching and research in heritage management under administrative control of Directorate of Higher Education as school of Bharat Ratna Dr. B.R. Ambedkar Vishwavidyalaya (which would hence forth be known as "School of Heritage Research & Management") for all academic and certification purposes. The Government has also decided to transfer all movable assets and liabilities including various funds, court cases etc. of Delhi Institute of Heritage Research and Management to Dr. B.R. Ambedkar Vishwavidyalaya on "as is where is basis".

The Hon'ble Lt. Governor of Delhi is pleased to accord permission for transfer of all sanctioned posts of Delhi Institute of Heritage Research and Management alongwith all regularly appointed existing manpower as per Annexure-1 to the Dr. B.R. Ambedkar University Delhi on the terms & conditions mentioned therein.

The Hon'ble Lt. Governor of Delhi is further pleased to grant the 'right of use' in respect of all the existing buildings of Delhi Institute of Heritage Research and Management to Dr. B.R. Ambedkar University Delhi with the responsibility of proper upkeep and maintenance of these assets, without undertaking any major changes in the buildings as the same is likely to impact the 'right in land'



(AZIMUL HAQUE)
DIRECTOR (HIGHER EDUCATION)

Merge of Delhi Institute of Heritage Research and Management with Dr. B.R. Ambedkar University Delhi

The breakup of sanctioned and filled/vacant posts of Delhi Institute of Heritage Research & Management to be transferred to Dr. B.R. Ambedkar University Delhi is as under:-

S.No.	Group	Sanctioned posts	Filled posts	Vacant posts
1	Group A	10	4	6
2	Group B	12	4	8
3	Group C	13	11	2

Terms and conditions:

- Delhi Institute of Heritage Research & Management, a Society registered under the Societies Registration Act (XXI), 1860 was formed in 1997 under the administrative control of the Directorate of Higher Education. After merger of Delhi Institute of Heritage Research and Management with Dr. B.R. Ambedkar University Delhi, the society of Delhi Institute of Heritage Research and Management will be dissolved and all the officers and staff will become officers and staff of Dr. B.R. Ambedkar University, Delhi and will be governed as per Act, Statutes and Ordinates of the University.
- Contractual faculty and other contractual Non-Teaching staff working in Delhi Institute of Heritage Research and Management will continue to work in Dr. B.R. Ambedkar University, Delhi on the existing terms and conditions till completion of their contract. Thereafter, the University would be free to take a decision regarding their further engagement/disengagement.
- Admission process in concerned study programmes of Delhi Institute of Heritage Research & Management after merger shall be as per the policy of Dr. B.R. Ambedkar University Delhi. The existing students will pay the same fee as prescribed at the time of admission. The fees for newly enrolled students would be decided by the Board of Management of Dr. B.R. Ambedkar University Delhi. The students already admitted in Delhi Institute of Heritage Research and Management would continue to be governed by the rules and regulations of GGSIP University and would receive their degree from GGSIP University.
- All Plan/Non Plan Schemes of Delhi Institute of Heritage Research and Management will be converted in GIA and merged with the GIA of Dr. B.R. Ambedkar University, Delhi.


(AZIMUL HAQUE)
DIRECTOR (HIGHER EDUCATION)



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



Appendix-13

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O.NO. 1-8/2021(IC)

13th January 2021

Subject: **Alumni Connect at University level**

Respected Sir/Madam,

As you are aware, National Education Policy 2020 has laid emphasis on expanding the global outreach of the Indian higher education institutions. In line with the vision of NEP 2020, Government of India has made efforts to make India a global study destination. The Alumni are a strong support to the institution. An active Alumni Association can contribute in academic matters, student support as well as mobilization of resources – both financial and non-financial. Alumni of foreign origin as well as Indian alumni living abroad can play a crucial role in brand building of the Indian HEIs. Higher Education Institutions in India need to create a culture for alumni to reconnect, devise suitable vehicles for brand building and give due recognition to their contributions.

Accordingly, an initiative called “**Alumni Connect**” is being introduced in order to encourage Indian HEIs to engage with Alumni (of foreign origin and Indians living abroad). In order to maintain a continuous engagement with the alumni, the HEIs may undertake a number of activities such as,

1. To establish an alumni cell and maintain a database of the alumni living abroad (both Indian and foreign)
2. To share information with the alumni regarding the latest initiatives of the institution
3. To invite them for participation in conferences/webinars
4. To organize networking get-togethers (at least through video conferencing)
5. To honour distinguished alumni for supporting in brand building exercise as well as overall development of the institution
6. System generated emails/SMS may be sent on various occasions

You are requested to establish an Alumni Cell and undertake a host of activities including the ones mentioned above. You are also requested to share relevant information regarding the Alumni Cell with UGC by 15th February 2021 in the following Google Form link:

<https://forms.gle/grvEw11yWMHALdFXA>

I am sure, Alumni Connect will enable the institutions to utilise the services of the alumni as brand ambassadors to showcase the strengths of Indian Higher Education system.

Soliciting your kind cooperation in this regard.

Yours sincerely,

(Rajnish Jain)

To:
The Vice Chancellors of all Universities

GUIDELINES
Human Resource Development Centre (HRDC)
(2019)



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG NEW DELHI - 110 002
Website: www.ugc.ac.in

GUIDELINES FOR HUMAN RESOURCE DEVELOPMENT CENTRES

1. Introduction | 2. Objectives | 3.Philosophy | 4.Implementation of Scheme | 5.Nature of HRDC under “Blended and Intensified Mission Mode” | 6.Curriculum |7.Eligibility, Target Group and Duration | 8.Procedure for Monitoring the Progress of the Scheme | 9.UGC Financial Assistance for HRDC|

1. INTRODUCTION

Education is the single most important instrument for social and economic transformation. As of now, we have more than 950 universities and 42,000 colleges, with total student enrolment of nearly 31 million. The Gross Enrolment Ratio (GER) has doubled during the last 10 years to reach the level of 25.2%, as projected GER of 30% for 2020 by the Govt. of India. However, there is a growing chorus of discontent about ‘what is’ and ‘is not’ happening in the higher education enterprise. Too few people who start college do not graduate. The serious concern about low percentage of employability of our students is also highlighted. Too few graduates are job ready, not having acquired the knowledge, proficiencies and dispositions to compete in the global economy. The traditional learning methodologies have failed to get the most out of what learners could do after undergoing the learning process whereas an Outcome Based Education (OBE) system in higher education is the best way for learner to achieve their goals. The traditional model of higher education is evolving due to some of the factors that threaten the status quo such as increasing international competition, a spurt in private funded institutions, changing demographics, an increasingly mobile population, new-tech savvy students that expect anytime, anywhere customized learning, and the emergence of new commercial providers.

The country is in the process of taking big strides in the field of higher education. It is estimated that India’s higher education will:

- Adopt transformative and innovative approaches in Higher education.
- Have an augmented Gross Enrolment Ratio (GER) of 50 per cent
- Reduce state-wise, gender based and social disparity in GER to 5 per cent.
- Emerge as a single largest provider of global talent, with one in four graduates in the world being a product of the Indian higher education system.
- Be among the top five countries in the world in terms of research output.
- Have more than 20 universities among the global top 200.

Various government initiatives are being adopted to boost the growth of education system, besides focusing on new education techniques, such as E-learning and M-learning. In contemporary times our Universities cannot promote an academic life in isolation but

are required to champion reason and imagination in engagement with the wider society and its concerns.

While it is universally accepted that the teacher is the pivot of the educational system, our system does not provide adequate opportunities for their professional development. Realizing that teachers have to be in the centre stage of these developments, provisions for their motivational training and consistent exposure to innovative trends and advanced knowledge in various disciplines and across disciplines, need to be revisited and re-engineered in consonance with the contemporary scenario of the country. Not only the faculty but new strategies for governance of educational institutions are also needed to promote innovative, broad and dynamic collaborative models.

2. OBJECTIVES

Keeping the changes that are unfolding in higher education as per above, the Human Resource Development Centers (HRDCs) on war footing shall strive hard:

- a. to increase access to high quality education regardless of budget or location and tailor lesson plans to individual needs by organizing specially designed orientation programmes on pedagogy, based on free massive online open courses (MOOCs) and hybrid classes, adaptive learning software, and the unbundling of traditional degree credits.
- b. to organize blended learning programmes (induction/ orientation/refresher courses) for serving teachers, with a focus on outcomes rather than the output, covering every teacher at least once in three to five years so that they don't see themselves as mere instructors, but as designers, and members of a learning development team with particular goals in mind.
- c. to encourage teachers to develop in-house education-technology incubators that help entrepreneurial start-ups get off the ground by providing them with research, mentorship and connections and linking them to capital and to participate in seminars, symposia, workshops, etc.
- d. to organize one week programme on a theme based topics like Academic leadership, Technology Enhanced Learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning Outcome Based Education including evaluation.
- e. to organize specially designed induction/orientation programmes/refresher courses in

IT for new entrants as well as for in-service teachers; and value-based interactive multimedia through integrated practice in instructional media and ICT can nurture the character such as Creativity, Curiosity, Appreciation, Hard work, Self-reliance, Honesty, Discipline and Compassion among teacher facilitators.

Thus the objectives of the Human Resource Development Centre (HRDC) in the light of above shall be focused towards enabling all the faculty members of HEIs including newly appointed Assistant Professors to:

- i. understand the significance of education in general, and higher education in particular, in the global and Indian contexts;
- ii. understand the linkages between education and economic and socio-economic and cultural development, with particular reference to the Indian polity where democracy, secularism and social equity are the basic tenets of society;
- iii. acquire and improve basic skills of teaching at the college/university level to achieve goals of higher education;
- iv. keep abreast of the latest developments in their specific subjects;
- v. understand the organization and management of a college/university and to perceive the role of teachers in the total system;
- vi. utilize opportunities for development of personality, initiative and creativity;
- vii. provide a comprehensive and structured look at the challenges and opportunities brought by the use of ICT and open content (OER and MOOC) in higher education and to overview the visions and expectations of key higher education stakeholders towards the future of learning at universities and higher education institutions.

3. PHILOSOPHY

The HRDC's main philosophy is to keep in mind that the teacher is central to the system. As the pace of change has accelerated, the future of higher education has become more unpredictable and discussions about how to maintain its relevance to country's dream intensified. The world is changing faster than ever and our skill sets have a shorter life; the world is getting more connected than ever before; in this connected world, mentorship takes on new importance and meaning; challenges we face are multi-faceted requiring

systems thinking & socio-technical sensibilities; and while skills are important, so are mind sets and dispositions. The amount of published material on the topic also grows larger each year. As a consequence, all but the most conscientious observers, including most faculty, administrators and policy makers, are likely to have gaps in their understanding of the problems that need attention.

Under the given scenario, the role of the teacher has evolved over a period of time and in the present era of globalization, it is expected that teachers will assume the role of a change leader and a facilitator. Faculty development through HRDCs, PMMMNMTT centres and other faculty training programmes constitute an important strategy for achieving faculty excellence. The thrust of faculty development through these implementing units is to enable all faculty to acquire specific competencies that help improve their work performance, particularly teaching effectiveness, and become more effective at facilitating student learning; learn about new fields/frontiers of knowledge and apply new instructional delivery models, technologies and pedagogies to promote improved student learning outcomes and enhance teaching effectiveness and excellence in research and engaged scholarship. It is, therefore, necessary to develop inbuilt mechanisms to provide opportunities for teachers for lifelong learning and capacity building as an ongoing process of professional development within the framework of knowledge society so as to keep the in-service teachers mindful of their very existence of appreciating the facts in paradigm shift in teaching-learning experiences in view of outcome based learning and blended learning mode that:

- this job is about relationships
- what ultimately matters are not what is taught, but what is learnt
- what we teach and how we teach, and how we assess, ought to be aligned with the intended learning outcomes, such that they are fully integrated and consistent with each other

4. IMPLEMENTATION OF SCHEME

By the 2020's it is expected that the future higher education sector will go through considerable changes and look quite different in terms of the functions of higher education institutions, modes of teaching and learning, pedagogical approaches, student-teacher relationships and the role of teachers. It is the need of hour that the range of initiatives to address these problems and the likely consequences of adopting or failing to adopt one or another policy or initiative have to be explored by HRDCs. By exploring play, innovation, and the cultivation of the imagination as cornerstones of learning, a vision of learning has to be created for the future that is achievable, scalable and one that grows

along with the technology that fosters it and the people who engage with it. This includes Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT) to address important issues pertaining to availability of qualified and competent teachers with systems to support their consistent knowledge up-gradation to match the global competence and other requirements of fast growing new knowledge in various disciplines and across disciplines.

The tertiary education sector has also seen a massive expansion over the past decades. Internationalization of teaching and research are critical objectives for most tertiary institutions. There are a number of motivations for this, including institutional profiling, raising quality standards and global relevance, attracting the best students and staff, generating revenue, and promoting internal diversity. It generates significant and multiple direct, indirect and catalytic economic impacts (e.g. human capital, research, innovation and trade promotion) which result in well-established benefits pertaining to both individuals and wider economies. Increased interconnectedness of the academic community and open access to data and research will foster greater research collaborations among academics globally. Funding schemes for collaborative research at all levels: institutional, national and supranational level will have to accommodate and support this trend. Applying research excellence in industry will require increased flexibility, entrepreneurship and presumably different governance structures amongst the academic community.

The two distinct educational roles of HEI are: 1. Delivering knowledge to their students and 2. Certifying the level of competencies acquired by them. The first role is much influenced by the emergence of new formal and informal training opportunities through ICT and will inevitably be modified because universities are no longer monopolists in providing access to high-quality information and knowledge relevant to the post-secondary education sphere. Another role - to verify that students have properly benefited from training and passed proper examinations by qualified personnel - most likely will remain the core function of the higher education institutions, even though the character of the certifications could experience changes in terms of scope, regularity, form of education delivery, which will be necessitated by the up-skilling and re-skilling needs dictated by the labour market.

Since the use of OER/MOOC and ICT has resulted in the shift in higher education from providing access to knowledge for providing access to learning, the role of teachers is transforming into the role of facilitators of knowledge, guides, mentors, e-tutors, and counselors. It is envisaged that the Open Educational Resources (OER) and Massive Open Online Courses (MOOC) will become an integral part of the teaching and learning processes within the next 15 years, the transfer and recognition, as well as micro-

credentialing of OER/MOOC-based results should become an important issue. For the first time in the year 1975-76, India witnessed various experiments including the famous experiment “Satellite Interactive Television Experiment” (SITE) in the field of education to replicate classroom teaching resulting in Countrywide Classroom (CWCR) with the help of a communication satellite experiment designed by Indian Space Research Organization and NASA. Taking advantage of the Indian experience from SITE that showed that India could make use of advanced technology to fulfil the socio-economic needs of the country University Grants Commission (UGC), launched “UGC Countrywide Classroom” on Doordarshan National Network in 1984 and an Inter-University Centre named as 'Consortium for Educational Communication' (CEC) was set up in 1993 to co-ordinate with EMRCs and to make CWCR mission most effective, appealing and successful. Besides, CEC has collaborated with INFLIBNET (Information and Library Network Centre), for developing the e-education portal which contains the ‘Bibliographic Database of CEC Video Resources’ available at CEC Media Library. This database of educational video programmes, e-Contents and SLOs produced by CEC and its Media Centres is hosted on the INFLIBNET’s server, which enables universities and colleges under the UGC-INFONET consortia to have access to the CEC database of video resources. CEC and its media centres are engaged in the production of two types of educational video programmes – (i) Curriculum based and (ii) Enrichment based (for supplementary learning). These programmes cover different subjects across four bands/streams: 1. Language/ Literature/Art and Culture, 2. Social Sciences, 3. Management and other professional subjects, 4. Sciences/ Technology and by now has a knowledge repository of approx. 37,048 educational video programmes. CEC-UGC DTH Channels on SWAYAM PRABHA Platform for Non technology UG and PG Programmes offer 31 UG and 72 PG MOOCs courses of MOOCs development under Phase 1. CEC is running both curriculum as well as enrichment-based programmes on various subjects to supplement the classroom teaching are aired by an exclusive 24X7 CEC-UGC higher education satellite channel-VYAS.

Other important issues are quality of resources and learning outcomes and assessment. Certification system needs to be revised and assessment procedures should be harmonized to support a wider use of open content for which the teachers in HEIs have to be equipped for their naturalization.

The learning to learn using the technologies is considered as one of the objectives of higher education and lifelong learning. Training of teachers in this field ensures that they would teach their students to learn after they graduate, being able to get new skills and master new technologies, when the technologies that are considered to be advanced today will become obsolete. The teachers would not only deliver or transfer knowledge, but would become “pedagogical engineers”, “digital resources designers” and “digital courses designers”. Teaching is expected to become a team activity: teachers and other

university staff members might share roles and tasks in the future. Teaching teams will be inter-professional and may incorporate a number of discipline areas or activities that might be more challenge-based. Relationships between teachers and students are also expected to undergo some change: teachers will collaborate with students, in particular, in joint production of educational content.

Furthermore, there has been knowledge explosion in every discipline. A college/university teacher has to continuously update his/her knowledge in his/her chosen field of expertise, or run the risk of becoming totally outdated in a very short period of time. Operating as lifelong learning institutes, universities are expected to provide content facilitation and skill development using personalized blended learning approaches and to enable joint production of knowledge with engagement of students. There is an urgent need for retraining of teachers. Future teachers should be competent both in their disciplines and technologies. Continuous training should focus not only on the use of digital resources, but also on production of digital content. Teaching staff should be trained to understand technologies, the ways of producing digital content and the mechanisms of functioning of ICT devices. They should also be instructed to adopt the new pedagogies in relation to digital technologies. “Rethinking Education” is also necessitated due to powerful ubiquitous technology enabled feasibility to facilitate highly dynamic, adaptable and engaging virtual learning environments, personalized lifelong learning opportunities. Open content will become an integral part of the teaching and learning processes. These issues are closely related to the revision of the system of credentialing, including the transfer of credits and introduction of micro-degrees.

There is a need of tiered structure for dovetailing the efforts of in-service teacher training & development by recognizing and specifying the role of IUCTE, CEC, INFLIBNET and HRDCs synergistically. For example, on the top tier, IUCTE shall devise the pedagogical tools commensurate to the curriculum prescribed in the Guidelines and CEC shall help in production of OERs and MOOCs by appreciating the cognitive disabilities and evolutionary technological quality rubric whereas INFLIBNET shall provide the widely accepted distribution channel for audio-video and other e-resources to all the institutions besides their primary duties. At lower tier, the neighbouring HRDCs, EMRCs and NRCs shall collaborate with each other in the production and dissemination of e-resources in view of spatio-temporal recommendations in social media by involving the participants who are early adopters to enrich their learning experiences as “pedagogical engineers”, “digital resources designers” and “digital courses designers”.

To begin with, for hand-holding, HRDCs shall be offered one-week contact/hands on experience especially for the purpose of CAS who have completed annual refresher course (ARPIT) through online. For effective monitoring, MoUs shall be entered into involved

parties by assigning their unambiguous accountability, the framework of which is provided in Annexure 13-14. The HRDCs should continue to be under the control of UGC for contact programmes of defined durations accessible to all the teachers of HEIs.

5. NATURE OF HRDCs UNDER “BLENDED AND INTENSIFIED MISSION MODE”

While the really motivated and industrious teachers use their own resources to keep themselves abreast of new knowledge and to train themselves in the latest processes, methodologies and techniques of teaching, it is necessary to provide systematic and organized orientation programmes for the large number of teachers at the college and university level. Despite progress in narrowing the access discrepancies, large gaps remain between completion rates. Our educational system is massive, well entrenched, and slow to change. We have well over 1.5 million higher education faculty who were educated in Pre-Digital age and who view education through a Post-Colonial model. There is no magical answer on how to reach the large number of teachers who are somewhat resistant to change yet Peer pressure, one-on-one in service, better incentives, administrative pressure, etc. have to be put in place. Focused and systematic drive will be through a “catch-up” campaign mode where the aim is to cover all in-service teachers, irrespective of their subject and seniority shall be requested to register and complete these refresher courses and UGC has recognised them in their latest regulations under “Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education 2018”.

The Ministry of Human Resource Development has launched Annual Refresher Programme in Teaching (ARPIT), a major and unique initiative of online professional development using the MOOCs platform SWAYAM. For implementing ARPIT, 75 discipline-specific National Resource Centres (NRCs) have been identified in the first phase, which are tasked to prepare online training material with focus on latest developments in the discipline, new & emerging trends, pedagogical improvements and methodologies for transacting revised curriculum. Through ARPIT all in-service teachers, irrespective of their subject and seniority have been given an enabling opportunity to keep abreast of the latest developments in their disciplines through the technology based online refresher courses. The philosophy of ARPIT shall be Anybody, Anywhere, Anytime and the teachers shall be at liberty to do these courses and choose the subjects freely. The NRCs have initially developed 3 minute video(s) which have been assessed technically by AICTE and after having met the MOOC guidelines; the same have been approved and uploaded on SWAYAM Portal. The course is a 40 hour module with 20 hours of video content and 20 hours of non-video content. They are offered in a highly flexible format and can be done at one’s own pace and time. There are built-in assessment exercises and activities as part of the academic progression in the course. At the end of the course, they will be a terminal

assessment which can be either online or a written examination. All faculties who have successfully completed the online refresher course will be certified.

Currently NRCs are offering 40 hours discipline specific module, which also has built in evaluation activities that calls for time investment by the faculty trainees. It also has an end course online proctored examination and certification. Normally for OER based courses one credit is calculated as 30 hours which includes content based time and offline learning. Accordingly the 40 hour online refresher course would have time weight age almost to the tune of 80 hours.

The following main target groups have been identified for capacity building, knowledge enhancement and similar other programmes with the objective of a holistic approach focused on transformation of our institutions of higher education to a more facilitating academic environment conducive to innovations, creativity and quality advanced learning and research:

- Faculty members in institutions of higher learning engaged in teaching and research
- Teacher Educators: the resource persons of HRDCs
- Key non-academic functionaries in institutions of higher learning for better governance and to facilitate efficient use of various fast growing ICT resources and applications
- Research scholars

Under the “Blended and Intensified Mission Mode”, the Human Resource Development Centre will be a UGC-sponsored separate entity on the similar lines of an inter-university institute catering to the needs of colleges and universities within state/neighboring states. As the geographical distribution of HRDCs is not an outcome of planned optimal outcome based on efficiency and equity, an HRDC already located in a university will have to draw upon all the possible existing resources available in the university as well as in other universities and learning institutions within the state and outside to become a spatial knowledge resource equity. To this effect, all universities having HRDCs will have to sign a revised agreement with UGC ensuring the implementation of Guidelines in its letter and spirit for subjecting academic audit and periodic review pivotal to continuance of the respective HRDC. Functional autonomy will be granted to Human Resource Development Centre by the university. The UGC will monitor and review the functioning of the UGC-HRDC after a period of three/five years or as communicated by the UGC from time to time. The UGC may, after review, discontinue any HRDC, if necessary. The UGC shall constitute a Standing Committee to monitor, advice in policy making and recommend the courses to be offered in all the HRDCs. Such Standing Committee should have six members from academics and one officer of UGC who shall be the bureau head of the HRDC. The six

members' constituting the Standing Committee shall be:

1. Chairman of the Committee (may be Commission member or a Senior Academician at the rank of VC/Director)
2. Three Senior Academicians (At the level of VC/Dean/Formers VCs).
3. Two Directors of HRDCs.

HRDCs are geared up to take up the challenges of induction program for newly appointed teachers and the duration of OPs/RCs is being reduced to one week online program with focus on "Rethinking Education" that is necessitated due to powerful ubiquitous technology enabled feasibility to facilitate highly dynamic, adaptable and engaging virtual learning environments, personalized lifelong learning opportunities by making it compulsory for the participants. In this way all the OPs and RCs shall be conducted in blended mode. "One Week training programs at all levels of Faculty" on various inter disciplinary topics and need based topics has been incorporated. OERs/ MOOCs and Outcome based Education in all our Orientation and Refresher courses have been included. The following requisites are included in the statement of philosophy, to achieve the target under "Intensified Mission Mode" for which, the faculty structure is revised and effective management of HRDCs through the UGC-Standing Committee by active involvement of decision makers and leaders in Higher Education, to make the HRDCs more effective:

- A board and administration that builds teacher participation into decision-making processes
- Challenge in a supportive environment
- Fair but firm discipline
- Individualized programs, individual pacing in particular
- Observation of rights coupled with insistence on responsibilities
- HEIs that are comfortable and well-equipped
- Support and participation by the community, the home in particular, in educating each student
- Teachers that, among other things, demonstrate:
 - Appropriate communication skills with groups and individuals
 - Expertise in their content areas
 - Liking for people, pupils in particular
 - Support for decisions of the UGC-HRDC

Courses under UGC-HRDC are conducted round the year and shall be non-vocational. The core academic staffs will perform the various functions outlined above synergistically with CEC-EMRCs and Centers established under PMMMNMTT which may be executed under mutual agreement as per Tripartite MoU (Annexure 14).

5.1 Structure of HRDCs (Staffing pattern)

The existing HRDCs shall conserve its structure for which the academic and non-academic staff engaged prior to the implementation of these guidelines will continue to be governed by the UGC guidelines which prevailed at the time of their appointment. All the staff and faculty recruited prior to 2015 will continue with the same terms and conditions prevailed at the time of their appointment.

The HRDCs are provided with the following teaching faculty: -

(a) Academic Staff

1. Professor-Director-1: The Professor – Director will be appointed on regular basis. The qualifications for the post of Director will be the same as for the post of Professor. The Professor-Director will be appointed by the Chairman, UGC out of a panel of names (in alphabetical order) recommended by the Selection Committee constituted for the purpose by the Chairman, UGC. One of the members of the Selection Committee would be the Vice-Chancellor of the concerned University. Wherever, the regular Directors are appointed, they will be continued as Professor-Director, HRDC by following UGC Regulations, 2018.

The Director of HRDC shall be the Chief Executive Officer of HRDC in terms of academic, Administrative and Financial matters. He shall be member of scrutiny and selection committee for recruitment of Non-Teaching Staff.

2. Assistant Professor-1 : Any new recruitment in HRDC at the level of faculty, only one Assistant Professor be recruited by following UGC Regulations, 2018. In case, if there is a delay in appointment of Assistant Professor, the University may hire faculty on contract basis by following UGC norms.

In future, these positions should be filled by Direct Recruitment as prescribed for Assistant Professors by UGC Regulations except the Director, HRDC of host University shall also be a member of Selection Committee.

The existing faculty at the level of Assistant Professor and Associate Professor, the CAS promotion norms amended to the extent in UGC Regulations 2018, Appendix-II, Table 1 & 2 shall be applicable.

If Associate Professor is already appointed in any HRDC, the post shall continue to be co-terminus with the superannuation of incumbent. If the post of Associate Professor or

both the posts - Associate Professor and Assistant Professor are vacant then only Assistant Professors' post will be filled by direct recruitment.

Services rendered by the core staff in HRDCs may be counted for promotion both in the HRDC or in their parent departments including CAS at the level of Assistant Professor (Level-1, Level-2 and to Associate Professor). The existing Associate Professors/Assistant Professors who are fulfilling the criteria of UGC Regulations 2018 should also be extended CAS to the Level of Professors. Such Professors will continue to be the faculty of HRDC and may be considered eligible to apply for the post of Director under direct/open recruitment. They shall have to apply and compete for the post of Director under direct recruitment.

Wherever vacancy exists the recruitment shall be done as per the prescribed guidelines after the MoU (Annexure 13) is signed.

(b) Non-teaching staff:

Non-teaching Staff can be engaged against vacant sanctioned positions on contractual basis as per the respective university norms. Daily-wage staff cannot be regularized. The following Non-Teaching staff is prescribed for HRDCs:

1. Technical Officer: 1
(ICT applications, maintenance and training).
2. Section Officer: 1
3. Senior Assistant: 1
4. Junior Assistant: 1
5. Documentation Assistant (at the level of Professional Assistant):1
6. Steno-typist/Computer Operator: 1
7. Peon/Multi-Tasking Staff (at the level of Group-C): 1
8. Hostel Attendant: 1 (in case of those ASCs that have independent accommodation/hostel facilities).

5.2 Appointment and conditions of Non-Teaching Staff:

The qualifications and procedure for appointment of non-teaching staff, and the mode of their appointment will be the same as prescribed for such posts in the University.

5.3 Functions of an HRDC

The functions of Human Resource Development Centre will be to plan, organize, implement, monitor and evaluate induction/orientation programmes for newly appointed

college/university lecturers within the jurisdiction of one or more universities in the country. An HRDC will also organize refresher courses for serving teachers, and orientation programmes for senior administrators and heads of department, principals, officers, etc. They shall also conduct Teacher Induction Program and assist in Student Induction Program.

Specifically, an HRDC will:

- a. Formulate a programme of orientation along the broad guidelines given above.
- b. Identify resource persons in various fields of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses. Based on the defined procedure for the creation of a database for identification of experts in different fields, the names of experts based on specialized academic knowledge shall be compiled for their inclusion in the databank/database for Orientation Programs/ Refresher Courses. To ensure that majority of resource persons are drawn from the approved list by the chairman of the advisory committee of HRDC.
- c. Set up a documentation-centre-cum-library for reference and source materials necessary for the courses.
- d. Produce specially designed material required for effective implementation of the courses.
- e. Organize, monitor and evaluate courses for teachers
- f. Create a culture of learning and self-improvement among teachers so that it becomes an integral part of the educational system at the tertiary level.
- g. Organize orientation programmes for heads of department, principals, deans and other decision-makers to familiarize them with the philosophy of orientation to facilitate reform in higher education through appropriate modification of the management systems at various levels.
- h. The refresher courses run by the HRDC will provide opportunities for teachers in service to exchange experience with their peers and to mutually learn from each other.
- i. Provide a forum for serving teachers to keep themselves abreast of the latest

advances in various subjects and be responsive to:

- An atmosphere of intellectual excitement
 - An intensive research and knowledge transfer culture
 - A vibrant and embracing social context
 - An international and culturally diverse learning environment
 - Explicit concern and support for individual development
 - Clear academic expectation, feedback and assessment
 - Premium quality learning spaces, resources and technologies
 - An adaptive curriculum
- j. HRDC will develop video lectures along with learning resources and upload in a common portal provided by UGC.
- k. Provide opportunities to further widen their knowledge and to pursue research studies.
- l. Provide an introduction to new methods and innovations in higher education so that the participants can in turn develop their own innovative methods of instruction.
- m. The thrust areas for each refresher course will be decided by the director in consultation with the course coordinator.
- n. Co-ordinated Research with IUCTE in the area of teaching pedagogy and faculty development

6. CURRICULUM

As prescribed by UGC from time to time.

Course Preparation

The department actually conducting refresher courses and responsible for evolving the course curriculum in consultation with the director and HRDC coordinator may contribute in preparing high-quality course content after discussion and consultation with CECs/ Centers under the aegis of PMMMNTT, outside experts, and high-graded scientists and academics. Such experts may suggest steps to prepare a full course with up to date knowledge and material content contributing to the development in the subject. The course should be so prepared that the content has essential percentage of the core material in the subject along with required percentage of areas of emergence and priority, essential laboratory and practical components, and computer application with relevant advancement of the subject.

Course contents of the orientation programme in IT will be circulated separately.

Components of the Orientation Course

In order to achieve the above objectives, the curriculum for the orientation course may have the following four components with minimum of 144 contact hours, that is, six hours daily for a four-week programme:

COMPONENT A: Awareness of linkages between society, environment, development and education

COMPONENT B: Philosophy of education, Indian education system and pedagogy

COMPONENT C: Resource awareness and knowledge generation.

COMPONENT D: Management and personality development.

Component A: Awareness of Linkages between Environment, Development and Education

This component should aim at helping the teacher realize the larger context of education and the role of a teacher in society. Some illustrative topics to be covered are:

- | | | | |
|------|---|-------|---|
| i | Secularism | xiii | Modernization |
| ii | Egalitarian Society | xiv | Rural Development |
| iii | National integration | xv | Youth |
| iv | Multilingualism | xvi | Indiscipline |
| v | Multiple Cultures | xvii | Role and Responsibility of a Teacher |
| vi | Equality | xviii | Value-based education |
| vii | Status of Women and Children | xix | Indian tradition |
| viii | Casteism | xx | Creation of an Indian Identity |
| ix | Environmental Pollution & Biodiversity | xxi | Human rights |
| x | Poverty | xxii | Sustainable development |
| xi | Unemployment | xxiii | Globalization and higher education |
| xii | Urbanization | xxiv | Public interest movements (PIL, consumer protection, judicial activism, etc.) |

The emphasis shall be more on Value Education focusing on some of the aspects of:

- Importance of understanding the details of mind and mental systems
- Emotional Intelligence
- Realizing the destructive nature of negative emotions
- Methods of mind training to encounter and regulate the destructive emotions
- Importance of realization of the positive emotions
- Methods of mind training in promoting the positive emotions
- Importance of mindfulness in maintaining peace of mind
- Social Emotional Learning necessary for educating children and adults to regulate their mind while encountering adverse situations

Component B: Philosophy of Education, Indian Educational System and Pedagogy

This component should aim at imparting basic skills and sensitivities that a teacher needs for effective classroom teaching. Some of the illustrative topics are:

- i. Philosophy of education: Aims at values-based education; role of social and educational institutions, comparative educational systems, internationalization of education.
- ii. Indian education system, policies, programmes and planning; organizational structure, university autonomy.
- iii. Economics of education and human resource development: Resource mobilization.
- iv. Quality assurance in higher education: Indicators of quality assurance, assessment and accreditation, quality assurance agencies viz, UGC, AICTE, NCTE, NAAC, etc.
- v. Learner and the learning process: Understanding the adolescent learner, motivation, interests, human development, memory, aptitudes, intelligence, learning styles.
- vi. Methods and materials of teaching: Prescribed texts, effective classroom teaching techniques, and assignments.

- vii. Technology in teaching: Concept of teaching, levels of teaching and phases of teaching; audio, video, educational films, computers, outcome based learning, OERs and MOOCs.
- viii. Curriculum design: Approaches, curriculum development, needs-based courses and remedial courses.
- ix. Evaluation and feedback: Measurement and examination reforms, including setting question papers
- x. Alternate methods of learning: Distance and open learning, self-learning and informal learning

Component C: Resource Awareness and Knowledge Generation

This component should aim at helping the teachers to be self-sufficient, and continuously abreast of new knowledge and techniques, processes, methods and sources of knowledge. Some of the illustrative topics are:

- i. Information technology: New modes of information storage and retrieval, computer applications, communications, multimedia, computer-aided learning, Internet, etc
- ii. Documentation centres: Information networks, information super highway, national and international databases
- iii. Libraries: Reference material, bibliographies, encyclopedia, periodicals
- iv. Institutions: Apex and specialized institutions, museums, laboratories, centres of excellence, etc.
- v. Research: Research projects, sponsoring agencies, academic writing and publication, Research Methodology etc.
- vi. Industry-university linkages.

Component D: Personality Development and Management

Under this component, teachers should be familiarized with the organization and management of the college/university. They should be made aware of the ways

in which they may develop their own personalities. Illustrative topics may be:

- i) Communication skills: Verbal and non-verbal ii. Thinking skills and scientific temper
- ii) Creativity
- iii) Leadership, team building and work culture
- iv) Administrative skills: Decision-making, service rules, human relations and interpersonal effectiveness
- v) Educational management: Institutional management, management of committees, examinations, hobby clubs, sports and co-curricular activities
- vi) Student guidance and counseling viii. Mental health: Attitudes and values
- vii) Career planning and time management
- viii) Teacher effectiveness: Qualities of an effective teacher, code of conduct, accountability and empowerment.

As indicated, the above topics are illustrative in nature. Depending upon the requirements of teachers and their academic background, the HRDC will select the number of topics and methodologies of teaching.

Value to each component is to be kept flexible, and the HRDC may decide the time allocation and modalities of the input depending upon needs of respective groups.

Every HRDC should organize at least one three-week interdisciplinary RC in IT awareness. About one-third contact hours may be devoted to IT-orientation in other Refresher Courses / orientation programmes.

Every interdisciplinary Refresher Course will be equivalent to the Refresher Course in the subject / discipline of the participant.

7. ELIGIBILITY, TARGET GROUP AND DURATION

Faculty members working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit under Section 12 (B), may be

invited to participate in the orientation and refresher courses. The teachers of colleges that do not yet come within the purview of Section 2(f), but have been affiliated to a university for at least five years, will be permitted to participate in the courses.

7.1. Scope of the Human Resource Development Centre

The Human Resource Development Centre will cater to the needs of teachers of the colleges/universities as decided by the UGC from time to time by offering Induction/Orientation programmes/ Refresher courses. One week contact programme/short term programme on various themes like Academic Leadership, Climate Change, Entrepreneurship, Research Methodology and Gender Studies, etc. Also training programme should be conducted for non-teaching staff on various administrative procedures including ICT in Governance, financial management and inter personnel relations

7.1.1. Full-Time Courses

- i) An orientation course will necessarily be full time and residential. Adequate arrangements will have to be made by the HRDC to ensure that the residential character of the course is maintained throughout.
- ii) Participating lecturers will be deputed by the respective college/university department for the entire duration of the course.
- iii) The teachers selected for the programme are to be treated as on duty with full pay and allowances by the sponsoring university/college.
- iv) Participants may be drawn from the institutions on all-India basis to promote national integration. In case sufficient number is not available within the State the HRDC may take participants from other States. The maximum number of participants should be 40 only.
- v) The number of participants in a course should be 20-40. In case sufficient number of participants is not available in a particular subject/ course, the HRDC may consult with a nearby HRDC that has been allotted the same

subject by the UGC in order to exchange participants among themselves, so as to ensure optimum number of participants in a course.

- vi) All courses will be organized through UGC-HRDCs. No refresher course will be separately allotted to a university department/college where an HRDC exists.
- vii) While organizing refresher courses, care should be taken to ensure that these are done by the parent department and that in the organization of these courses the faculty of the concerned department is fully involved.
- viii) Punctuality, regularity, participation and purposefulness should be emphasized.
- ix) Successful candidates in only UGC approved programmes will be issued certificates as per UGC format. The UGC-HRDC/RCC may even disallow the issue of certificate to participants on valid reasons.
- x) The UGC has decided not to grant equivalence to the courses/ programmes other than those UGC-sponsored refresher courses/orientation programmes conducted by the UGC-HRDCs and erstwhile UGC-RCCB for the purpose of career advancement. However, the courses conducted by PMMMNMTT centres shall be recognized as indicated in the UGC regulations 2018.
- xi) The ONLINE Refresher Courses/Orientation Programmes /Induction Programmes as a means of Flipped Class rooms as approved by UGC and delivered through OER/MOOC platform by respective HRDCs shall be treated equivalent to conventional mode for issuance of certificates.

7.1.2. Induction Programme for Newly Appointed Assistant Professors

It is mandatory for every newly appointed teacher to attend induction programme within one year of his/her appointment prior to his or her regularization/confirmation. The main purpose of induction programme is to make a teacher aware about the administrative set-up, sensitize him/her to classroom realities and understand the bond between different stakeholders for realizing the professional aspirations and developing as agents of socio- economic change and national development. UGC has prepared a module for induction programme which will be implemented by HRDCs through Regional offices. such HRDCs which are already PMMMNMTT centers may synergize the

modules of induction programme of UGC. The induction programme is fully residential programme of one month duration. In case HRDCs can cover within 25-28 working days, the same is permissible.

7.1.3 Blended Orientation Programme

Under the programme, it is intended to inculcate in young lecturers the quality of self-reliance through their awareness of the social, intellectual and moral environment.

The programme should enable the teachers to discover themselves and their potential through a positive appreciation of their role in the total social, intellectual and moral universe within which they function and of which they are important members. In a country where teachers are able to fulfill their responsibility with awareness and confidence, the educational system becomes relevant and dynamic.

7.1.3.1 Orientation Relevant to Indian Conditions

The orientation programme must engender in the teacher awareness of the problems that Indian society faces, and that education is the solution of these problems.

It must also focus on the achievement of the goals set out in the Indian Constitution. Matters relating to subject knowledge and pedagogy, although important in themselves, would only be meaningful when understood in the total context of national development.

7.1.3.2 Active Involvement of Decision-makers and Leaders in Higher Education

It is equally important to recognize that no scheme for orientation of teachers can succeed if the decision-makers and administrators of higher education do not understand the importance of such courses.

Therefore, along with courses for newly appointed teachers, orientation programmes for heads of department, principals, deans, officers, etc. must be organized with a view to acquaint top-level administrators with what teachers are learning in the orientation courses. This exposure will enable decision-makers to actively participate in the scheme; at the same time, these administrators would be able to modify their own roles as supervisors of higher education by demanding newer role behaviour from teachers.

7.1.3.3 For Orientation programmes, newly appointed lecturers up to six years of continuous service and all those teachers who require orientation for getting a higher

grade will be allowed. Attendance should be a condition for confirmation and the same course will be counted for promotion to a senior scale as prescribed by UGC from time-to-time.

7.1.4 For the **Refresher course**, participation in the orientation programme is a prerequisite for admission. The teacher may opt for a refresher course after a one-year gap following an orientation course. Also, there should be a minimum gap of one year between two refresher courses, though it may be relaxed if an adequate number of participants is not available or it is essential for the teacher to fulfil eligibility conditions for career advancement as prescribed by UGC from time-to-time.

The orientation programme will be of Three weeks duration, with minimum of 18 working days and 108 contact hours (six hours a day, six days a week). The refresher course will be of Two weeks duration, with minimum of 12 working days and 72 contact hours (six hours a day , six days a week),excluding Sundays. The number working of working days shall not be compromised while conducting these programs.

Part-time / Ad-hoc/ temporary / contract teachers who have been teaching for at least three academic sessions in an institution without differentiating them on the basis of type of management, which has been affiliated to a University programme / Refresher Course to enhance their skills.

Universities and colleges will allow interested teachers who attend UGC-HRDC programmes based on their eligibility. Otherwise, valid reasons will have to be intimated to the teachers concerned, as the course organized for their teachers will ultimately benefit the University and colleges. Temporary arrangements in place of teachers deputed for such courses may be made by internal adjustment if required. However, it may not be possible for the commission to provide any additional grant to pay either honorarium or salary of the substitute, if appointed.

7.1.5. Principal's Meeting/Workshop for Academic Administrators

Each HRDC may organize one or two meetings of principal/heads/deans/officers in a year to:

- a. familiarize them with the philosophy and importance of orientation programmes and refresher courses, and persuade them to depute teachers;
- b. enable them to understand their new roles as supervisors; and facilitate reforms in higher education through appropriate modification of management systems at various levels.

7.1.6. Interaction Programme

Students at Ph.D./post-doctoral levels from the Centre of Advanced Studies/Department of Special Assistance centres may take part in the special interaction programmes to be organised by the UGC-HRDC/RCC under the RCs scheme. The interaction programmes should be in the form of workshop/seminars only. The duration of this programme should be about three to four weeks. The main focus of this programme will be interaction between Ph.D./post-doctoral scholars and teachers. The number of participants for this programme shall be 20-40. This interaction programme may be held once a year.

Expenditure on this interaction programme may be claimed separately and the student participants shall not be treated at par with the participants in refresher courses in respect of payment of TA/DA. However, hospitality like stay boarding be extended and no reimbursement should be made to the student participants.

7.2. Exchange of Ideas in Academic and Educational Environment

The Human Resource Development with a good number of teachers and resource persons are required to create a good academic and educational environment in the university. This will also help the UGC-HRDC to have a place of exchanging ideas and topics of interest in the subject area. Lectures from participating teachers may be arranged for mutual benefit. The UGC-HRDC may also request the relevant university department to organize lectures by eminent resource persons for the benefit of other students and researchers. This may create a decent amount of academic interest in the university where the UGC-HRDC is situated. The director/coordinator of the UGC-RC should prepare a plan well in advance, including proposing the names of eminent persons to be invited as resource persons, for the concerned department/school for suitable measures.

7.3. Permission to Attend Refresher Courses during the Period of the Teacher's Fellowship

Teachers' fellowships as well as refresher courses/orientation courses are meant for professional development. A teacher interested in attending refresher courses (as prescribed by UGC from time to time) during the period of fellowship should not be denied the opportunity as it supplements his/her professional development. Therefore,

the UGC has decided to permit the teacher fellow to attend a refresher course provided:

- i. He/she surrenders living expenses for the period he/she is attending the refresher course, and agrees to submit to the HRDC an undertaking to this effect through the concerned research centre before joining the course.
- ii. The refresher course is attended in the subject that is relevant to his/her research.
- iii. No extension in the teacher fellowship is sought on these grounds.

7.4. Evaluation of Participants

In the concluding week of the programme, Experts, preferably external, may be asked to assess the participants on the basis of multiple-choice objective tests, and give grades to participants, taking also into account other evaluations already done. The grading should be as follows:

- (i) A+: 85 percent and above
- (ii) A: 70 per cent to less than or equal to 84 percent
- (iii) B: 60 per cent to less than or equal to 69 per cent
- (iv) C: 50 per cent to less than or equal to 59 per cent
- (v) F: Below 49 per cent

Those teacher participants who get F grades are required to repeat the programme after a gap of one year without financial commitment to UGC-HRDC.

The total marks are to be fixed at 100 and the same may be decided in the following manner:

- (i) Overall response - 20
- (ii) Seminars (in diverse topics mentioned in component A) - 20
- (iii) Project/survey/others (topics like climate change, environment and social connect etc.) - 20
- (iv) ICT based teaching/ MOODLE/ Micro-teaching/participation - 20
- (v) Multiple-choice objective tests -20

The above distribution may be adjusted to meet specific requirements. The grades should be indicated on the certificate to be given to the teacher participant at the end of the programme.

In both Orientation and Refresher Courses, in all OPs/RCs & induction programmes participants should attend all sessions on all working days. No leave is permissible except for emergency or exceptional case/circumstances where a maximum of 3-day leave may be granted by Director of the HRDC. Participants who availed such leave will have to compensate the same number of days in the next programme and such participants may be given certificate after completion of the course as prescribed in Annexure 9 and 10.

7.5 Training of Trainers

A training of trainers will be undertaken by UGC in conjunction with PMMMNMTT so that a holistic approach to capacity building suited to changing future needs is adopted. This will be a regular feature. So also Retreat for Directors of HRDCs as part of sensitizing them to new models of teacher training will be an annual feature.

Synergizing teacher training efforts with various components of PMMMNMTT Central sector scheme of MHRD is essential and important to achieve common goals without having disparate approaches to faculty training.

8. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

All HRCDs will submit their yearly calendar of programmes in advance. They will also submit half yearly progress reports indicating outcomes achieved. Impact analysis of training programmes through student feedback mechanism will be put in place to assess the effectiveness of the faculty post-training in his/her own teaching institution. This will ensure academic rigour and also identify course corrections for further improvement.

Monitoring, evaluation and quality assurance of HRDC programmes will be done time to time by “Standing Committee” appointed by the UGC based on the inputs provided as per Annexure 11,12 and MoU signed on the prescribed format (Annexure 13).

8.1. Academic Advisory Committee:

Besides the Standing Committee at apex level for all HRDCs, each Human Resource Development Centre will have an academic advisory committee with representatives from universities and colleges to advice on its programmes and the selection of resource persons. The Vice-Chancellor of the university at which HRDC is located will be chairman of the committee. All the members of the academic advisory committee will be nominated by the Chairman in consultation with the Director, HRDC.

The constitution of the committee will be as follows:

- a. Vice-Chancellor of the host university
- b. One vice-chancellor from outside and one within the state
- c. One UGC nominee
- d. Two Professor-Directors of HRDC, of which one shall be from outside the state
- e. Two eminent professors/Heads of the Department of the University.
- f. One principal of affiliated colleges.

The Professor-Director will be the Member Secretary.

The Registrar and Finance officer will be special invitees. All members will be nominated by the chairman. The term of the advisory committee shall be two years. The advisory committee shall meet twice in a year. All matters relating to the HRDC including financial matters will be placed before the committee.

9. FINANCIAL ASSISTANCE

The UGC will provide 100 per cent assistance to the HRDCs. The working of the HRDCs shall be reviewed from time to time to continue assistance. The HRDC Expert Committee in its recommendations shall clearly mention the timings and amount for the release. The funds once approved shall directly be released to the competent authority in Universities. These Universities shall be responsible for delivery of outcomes stated against the release of funds. Fund release against the deliverable shall clearly be uploaded on the website of the University along with summary of activities, for scrutiny by the stakeholders at all the times.

Initially, the following financial assistance will be payable to each existing HRDCs as per norms:

9.1. Core Assistance:

I	Salary	On actual basis.
II	Library Expenditure*	Rs. 3.00 Lakh per annum.
III	Equipment	Rs. 5.00 lakh per annum.
IV	Working expenses	Rs. 10.00 lakh lump sum per annum.

V	Participant Cost	On actual basis
One time grant of Rs.25.00 Lakh may be provided by the UGC for the upgradation/establishment of a computer lab with good internet connectivity, video conferencing facility (AVR facility) and smart class room for all HRDCs.		

*Library expenditure includes Books, journals, periodicals, encyclopedia, newspapers, audio-visual resources, e-resources, etc.

In addition, Rs. 40,000/- for each RC in non-science subjects, Rs.50,000/- for each RC in science subjects and Rs. 50,000/- for each Orientation Programme will be provided as additional working expenses, which can be utilized for preparation of reading material, chemicals, small equipments and on the items deemed essential for smooth conduct of the programme.

The Commission will provide a financial assistance up to Rs. 2.00 lakh per annum for meeting the expenditure (or actual expenditure, whichever is less) for Short term Programs, seminars/workshops for academic administrators.

9.2. Working expenses:

Notwithstanding other provisions of these guidelines, the working expenses will cover expenditure on postage, stationery, printing, transport, secretarial services, purchase of chemicals, small items of equipment, TA/DA, honorarium and hospitality to members of the Advisory Committee, functions/ceremonies (hospitality, mementoes/memorabilia, miscellaneous items, etc.), paper setting, evaluation of scripts/project reports, engagement of temporary administrative/ supporting staff (on contractual basis/daily wages/part time basis), etc. Working expenses may also be utilized for transport, maintenance, TA/DA of core faculty and consumables. Thirty per cent of working expenses may be utilized for engagement of temporary staff.

Thirty per cent of working expenses may be utilized for engagement of temporary staff with the approval of the vice-chancellor for the duration of a course. The University Grants Commission will provide assistance for renovation and furnishing, which would be met within the provision of working expenses.

9.3. Participant Cost:

The following items are covered under participant cost:

- I. TA to outstation participants and hospitality to all participants.

- II. TA/DA and honorarium to resource persons
- III. Reading material
- IV. Additional working expenses
- V. Honorarium to course coordinator

9.3.1. Hospitality for participants:

Rs.500/ per working day per participant will be paid to the HRDC for providing hospitality (includes stay, boarding, tea and snacks and working lunch) and there is no reimbursement of hospitality expenses to individuals.

9.3.2. TA incidental charges to outstation participants:

Teacher participants may be paid up to a limit of A/C III railway fare (all trains) or A/C deluxe bus fare on production of tickets.

9.3.3. Reading material:

Up to Rs. 500/- per participant in the form of books/compilations in the form of printed published work or in electronic format.

9.3.4. Resource persons:

Outstation Resource persons may be paid TA/DA or per the norms given in Annexure-1-8). Honorarium to outstation/local resource person may be paid Rs.1500/- per person per session of 90 minutes with a ceiling of Rs.3,000/- per day. This will be subject to a maximum of 6,000/- per course. Outstation resource persons have to be invited only once in a programme. Local resource persons have to be paid up to Rs.500/- as actual conveyance charges each way.

9.3.5. Course coordinator:

The HRDC may appoint a coordinator in each refresher course and a lump sum or honorarium of Rs.9000/- will be admissible to the coordinator. However, in special circumstance, more than one coordinator may be appointed. The honorarium amount will be equally shared by them.

The coordinator will not be entitled to draw honorarium for taking classes in the same course.

9.4. Accounting Procedures:

- (i) Separate accounts are to be maintained by each University/Centre with regard to the grants released by the Central Government.
- (ii) The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Audited General of India or his nominee at his discretion.
- (iii) The grantee organization shall submit to the Government of India, a Statement of Accounts audited by a Chartered Accountant, stating out the expenditure incurred on the approved project and indication the utilization of the Government grant in the preceding years. If the utilization certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
- (iv) The grantee organization will be open to a review by the Government of India, Ministry of Human Resource Development by appointing a Committee or in any other manner decided by the Government as and when deemed necessary by the Government.
- (v) Initially, a lump sum grant as approved by the Commission is released to an HRDC. Further, release of grant will be made to HRDC as soon as 75 per cent of the previous grant is utilized and the utilization certificates are sent. The flow of funds will be governed by the relevant provisions contained in Rule 209 to Rule 212 of GFRs, 2017, which inter-alia, prescribe the procedure for release of Grant-in-Aid; Accounts of the Grantee Institutions; Audit of Accounts of Grant-in-aid by the grant sanctioning authority and C&AG and submission of Statement of Expenditure (S&E), Utilization Certificate (UCs) [Form GFR 12-A] by the grantee Institutions. For final settlement of accounts, HRDCs should take measures to get their accounts audited by statutory auditors.

It will be subjected to such other conditions as may be imposed by the government from time to time.

9.5. Re-Appropriation of Funds:

Re-appropriation of funds from one approved budget head to another is permissible subject to a maximum of 10% as approved by Advisory Board. The HRDC may incur the expenditure strictly in accordance with the norms. Any expenditure that is not in conformity with UGC norms will not be approved for grants-in-aid purpose and the university will have to meet such irregular expenditure from its own sources. In case there is any doubt on any matter connected with the organization of programme, a

reference may please be made to the Commission for necessary clarifications before incurring any expenditure on an item not covered by the norms prescribed by the Commission for this purpose.

9.6. Delegation of Financial Powers to the Director, HRDC:

The Director of the HRDC will be given financial powers to sanction expenditure up to Rs.1,00,000/- at a time. In addition, he/she shall have the powers to make payments of TA/DA to resource persons and participants of orientation/refresher courses. An imprest amount of Rs.10,000/- for meeting miscellaneous expenses from time to time shall also be made available to the HRDC.

9.7. Opening of Bank Accounts:

A separate university-approved bank account may be opened for the HRDC and operated by the Director. The grants paid by the Commission to the University for the HRDC must be immediately transferred to the account. Statement of expenditure may be signed jointly by the Director of the HRDC and university Finance Officer or Registrar.

9.8. Registration Fee

Every participant shall pay an registration fee (non-refundable) of Rs. 1000/- at the time of admission to the course. The amount so generated will be kept at the disposal of HRDC for the augmentation of HRDC infrastructure.

9.9. Assets and Liabilities

Each HRDC will prepare a list of facilities, assets and liabilities that are under its direct control. It will provide a list of UGC-provided faculty (teaching and administrative), non-teaching and other staff, and their minimum annual expenditure. If, for any reason, the UGC-HRDC is discontinued, the UGC will decide on the assets and liabilities created by the UGC under the programme.

9.10. Record Keeping

In order to make an orientation/refresher course optimally effective, the HRDCs will maintain a systematic record of all the participants, their achievement, their professional growth and change in their capabilities as teachers.

Each HRDC may ensure maintenance of a course-wise systematic record of resource persons, participants, and year-wise and subject-wise list of courses conducted. Also,

each HRDC will maintain a proper record of the reading material produced, and keep copies of such material in their respective libraries.

9.11 Annexures/Formats

Annexure-1:Form of Utilization Certificate for Human Resource Development Centre (HRDC)

Annexure-2: Statement of Expenditure towards the organization of Orientation Programmes and Refresher Courses

Annexure-3: Statement of Expenditure towards Participation Cost

Annexure-4: Statement of Expenditure expenses incurred on local hospitality paid to each Local Participant

Annexure-5: Statement of Expenditure showing TA/DA Amount paid to each Outstation Participant

Annexure-6: Statement of Expenditure showing TA/DA Amount paid to Resource Persons and Coordinator

Annexure-7: Statement of Expenditure showing Details of Salary paid to Staff appointed against Posts approved

Annexure-8: Statement of Expenditure under Working Expenses during the Financial Year

Annexure-9:Proforma of Certificate for Orientation Programme

Annexure-10:Proforma of Certificate for Refresher Course /Induction Programme/Contact programme

Annexure-11:Proforma for submitting Annual Progress Report

Annexure-12: Review of Human Resource Development Centre (HRDC)

Annexure-13:Proforma for MoU for subjecting academic audit and periodic review pivotal to continuance of the respective HRDC

Annexure-14:Proforma for Tripartite MoU among, UGC, EMRCs under CEC and HRDCs of Universities concerning cooperation in providing opportunities for teachers within the framework of knowledge society for continual adaptation of modes of teaching and learning

ANNEXURE 1
Human Resource Development Centre (HRDC)
University of

FORM OF UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect of recurring/non-recurring
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS GFR 12 – A [(See Rule 238 (1))]

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+23+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid– General	General Grant-in-aid– Salary	Grant-in-aid–creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under.....(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of

- India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the University concerned as per their requirements/specifications).

Date:

Place:

Signature

Name..... Finance Officer (Head of the Finance)

Signature

Name Registrar

(Strike out inapplicable terms)

ANNEXURE 2
Human Resource Development Centre (HRDC)
University of

Form GFR 12 – A [(See Rule 238 (1))]

**STATEMENT OF EXPENDITURE TOWARDS THE ORGANIZATION OF ORIENTATION PROGRAMMES AND
REFRESHER COURSES**

for the period from _____ to _____

Item	Opening balance as on 1 st April	Grant received from UGC during the year	Total grant available (2)+(3)	Expenditure incurred	Balance (4)-(5)	Remarks
1	2	3	4	5	6	7
Books						Give details
Equipment						Give details
Salary						Give details
Working Expenses						Give details
Participant cost						Give details
Total						

Certified that the expenses have been incurred as per Guidelines.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 3
Human Resource Development Centre (HRDC)
University of

Form GFR 12 – A [(See Rule 238 (1))]
STATEMENT OF EXPENDITURE TOWARDS
PARTICIPATION COST/EXPENSES INCURRED ON HOSPITALITY FOR THE PERIOD

Date of commencement:

Date of completion:

Total Grant received during the Year ____

<i>Course OP/RC</i>	<i>Duration from ____</i>	<i>Number of participants</i>	<i>Participants TA Expenses on Hospitality provided</i>	<i>Resource Persons TA Hon</i>	<i>Honorarium to course Coordinator (in case of RC only)</i>	<i>Working expenses</i>	<i>Reading material</i>	<i>Total</i>
1								
2								
3								
4								
5								
6								

Certified that the expenses have been incurred as per Guidelines.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 4
Human Resource Development Centre (HRDC)
University of

STATEMENT OF EXPENDITURE SHOWING EXPENSES INCURRED ON LOCAL HOSPITALITY PAID TO EACH LOCAL PARTICIPANT

Participant Cost: Orientation Programme/Refresher Course in

Date of commencement:

Date of completion:

S. No.	Name of the participant	Institution from which deputed	Expenses on Hospitality (Rs.)	Amount paid for not availing hospitality	Total amount (Rs.)

Grand total: Rs.

Certified that the expenses have been incurred as per Guidelines.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 5
Human Resource Development Centre (HRDC)
University of

STATEMENT OF EXPENDITURE SHOWING TA AMOUNT PAID TO EACH OUTSTATION PARTICIPANT

Participant Cost*: Orientation Programme /Refresher Course in _____

Date of commencement:

Date of completion:

S. No.	Name of the participant	Institution from which deputed	TA(Rs.)	Total amount (Rs.)

Grand total: Rs.

Certified that the expenses have been incurred as per Guidelines.

*The Participants shall be paid TA only and not the DA as hospitality shall be extended to them by HRDCs.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 6
Human Resource Development Centre (HRDC)
University of

**STATEMENT OF EXPENDITURE SHOWING TA/DA AMOUNT PAID TO RESOURCE PERSONS AND
COORDINATOR**

Date of commencement:

Date of completion:

S. No.	Name, designation and address	TA (Rs.)	DA (Rs.)	Honorarium (Rs.)
A.	Resource persons:			
B.	Course Coordinators, if any	NIL	NIL	

Grand Total Rs.

Certified that the expenses have been incurred as per Guidelines.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 7
Human Resource Development Centre (HRDC)
University of

**STATEMENT OF EXPENDITURE SHOWING DETAILS OF SALARY PAID TO STAFF APPOINTED AGAINST POSTS
APPROVED**

for the period

S. No.	Name and designation Date of joining	Scale of pay Basic pay	Total amount
	a) Academic staff:		
1.	Professor-Director		
2.	Associate Professor		
3.	Assistant Professor		
	a) Auxiliary staff:		
1.			
2.			
3.			
4.			

Grand Total:

Unpaid balance, if any:

Total grant received:

Grant utilized during the year:

Certified that the expenses have been incurred as per Guidelines.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 8
Human Resource Development Centre (HRDC)
University of

STATEMENT OF EXPENDITURE UNDER WORKING EXPENSES DURING THE FINANCIAL YEAR

S. No.	Item	(Rs) Amount spent
1.	Stationery	
2.	Printing	
3.	Postage	
4.	Transportation	
5.	Water charges	
6.	Electricity charges	
7.	Telephone charges	
8.	Furnishing of /HRDC hostel/office with details, if any	
9.	Engagement of temporary administrative/ supporting staff on fixed salary/part time basis: Sr.No. Name Designation Amount Paid	
10.	TA/DA to core staff: Sr.No. Name Designation Amount	

Certified that the expenses have been incurred as per Guidelines.

(Signature)
Director

(Signature)
Registrar

(Signature)
Finance Officer

ANNEXURE 9
UNIVERSITY GRANTS COMMISSION
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)
UNIVERSITY OF-----

UGC-SPONSORED ORIENTATION PROGRAMME

This is to certify that
(Name of the Participant)
(Designation)
(College/University)
(Place)
affiliated to University
participated in the Orientation Programme
from -----to-----
and obtained
Grade

(Signature)
Director

(Signature)
Coordinator

(Signature)
Registrar /Vice Chancellor

The grades should be as follows:

- A+: 85 percent and above
- A: 70 per cent to less than or equal to 84 percent
- B: 60 per cent to less than or equal to 69 per cent
- C: 50 per cent to less than or equal to 59 per cent
- F: Below 49 per cent

Those teacher participants who get F grades are required to repeat the programme after a gap of one year without financial commitment to UGC-HRDC.

The total marks are to be fixed at 100 and the same may be decided in the following manner:

- Overall response 20
- Seminars (in diverse topics mentioned in component A of 6 above) 20
- Project/survey/others (topics like climate change, environment and social connect etc)20
- Micro-teaching/participation 20
- Multiple-choice objective tests 20

Note: The above information has to be printed at the back of certificate

ANNEXURE 10
UNIVERSITY GRANTS COMMISSION
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)
UNIVERSITY OF-----

UGC-SPONSORED REFRESHER COURSE

This is to certify that
(Name of the Participant)
(Designation)
(College/University)
(Place)
affiliated to University
participated in the Refresher Course
from -----to-----
and obtained
Grade

(Signature)
Director

(Signature)
Coordinator

(Signature)
Registrar /Vice Chancellor

The grades should be as follows:

- A+: 85 percent and above
- A: 70 per cent to less than or equal to 84 percent
- B: 60 per cent to less than or equal to 69 per cent
- C: 50 per cent to less than or equal to 59 per cent
- F: Below 49 per cent

Those teacher participants who get F grades are required to repeat the programme after a gap of one year without financial commitment to UGC-HRDC.

The total marks are to be fixed at 100 and the same may be decided in the following manner:

1. Multiple-choice objective tests 30
2. Seminars/participant presentation 15
3. Project/survey/others 20
4. Micro-teaching/participation 10
5. Holistic response 25

Note: The above information has to be printed at the back of certificate

ANNEXURE 11
UNIVERSITY GRANTS COMMISSION
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)
UNIVERSITY OF-----

Annual Progress Report for the period from _____ to _____
(To be submitted along with financial statements)

1. Description of programmes conducted during the year:

Sr. No.	Name of the programme	Programmes allocated by the UGC	Programmes conducted

2. In case of variation in the programmes allocated by the UGC and programmes conducted by the HRDC, kindly give reasons:

3. Number of participants programme-wise:

Sr. No.	Name of the programme	No. of participants

ANNEXURE 12
Human Resource Development Centre (HRDC)
University of

Review of Human Resource Development Centre (HRDC)

1. Name of the University, Address, e-mail, Tel. No., Fax No.
2. Whether unitary or affiliating:
3. If affiliating, how many colleges affiliated to the University and the faculties represented:
4. Estimated newly appointed Assistant Professors in the colleges and in the University every year:
5. Details of other Universities in the State, whether affiliating or not:
6. Rough estimate of number of newly appointed Assistant Professors in the State:
7. List of departments getting assistance under CAS/DSA/DRS/COSIST/COHSSIP :
8. The date on which ASC/HRDC was approved and established:
9. The details of staff approved along with date of appointment:
10. The number of various courses conducted and number of participants trained in the following courses for the last five years:
 - a. **Orientation Courses**
 - b. **Refresher Courses**
 - c. **Summer School**
 - d. **Winter School**
 - e. **Short term Programme**
 - f. **Any other**

11. Grants received & expenditure incurred on ASC/HRDC so far:

Year	Amount (Recd. From UGC)	Exp./UC sent (along with date)

ANNEXURE 13
Memorandum of Understanding

Between
University of XXXX
And

University Grants Commission

1. Description of both institutions:

The University of XXXX , a premier institution of Postgraduate teaching and research, was established by an Act xxxxxxxxxxxxxxxxx.

(A brief description of the University may be written)

The UGC-Human Resource Development Centre (UGC-HRDC) (formerly UGC-Academic Staff College) is to cater to the needs of the teachers/ principals, research scholars/non-academic staff and to enhance their knowledge/skills through systematic course work and methodologies. Besides, it also focuses on different modes of approach in order to meet the challenges of life, to become not merely a trained professional but also a better citizen;

The UGC has been vested with the responsibilities of providing funds and that of coordination, determination and maintenance of standards in institutions of higher education, Promoting and coordinating university education, Determining and maintaining standards of teaching, examination and research in universities, Framing regulations on minimum standards of education. The UGC will monitor and review the functioning of the UGC-HRDC after a period of three years or as communicated by the UGC from time to time. The UGC may, after review, discontinue any HRDC, if necessary. The core academic staffs will perform the various functions outlined above synergistically with CEC-EMRCs and Centers established under PMMMNMTT.

2. Definition of Operative expressions:

As per the guidelines of the Scheme, to spell out the roles and responsibilities of the parties, ensuring the implementation of Guidelines in its letter and spirit for subjecting academic audit and periodic review pivotal to continuance of the respective HRDC., this Agreement has been entered into.

3. Agreement to work in Collaboration:

(a) The University will/shall agree:

- i. To provide adequate space for classrooms, computer lab, a seminar hall and hostel/guest house for HRDC.
- ii. To provide quality power supply and include HRDC in campus network to provide Wi-Fi.
- iii. To adhere to the guidelines strictly in carrying out the training programs including the appointment of teaching faculty and non-teaching staff as per UGC guidelines from time to time.
- iv. To allow the faculty of HRDC to participate in teaching, research and extension on par with University faculty and extend similar benefits to HRDC faculty.
- v. To appoint/ depute/ outsource the appointment of non-teaching staff so that the work in HRDC should not suffer.
- vi. To include the faculty in all University statutory bodies as per norms of the University.
- vii. To support HRDC financially in case of delay in the release of funds from UGC.
- viii. To settle the accounts of HRDC by 30th June every year.
- ix. Assets of HRDC like facilities, and human resources shall be under the control of HRDC.

(b) The UGC will/shall agree:

- i. To provide necessary guidelines to implement to programs of HRDCs and monitor their performance regularly.

- ii. To release the grants in time as to implement the training programs as per schedule.
- iii. To review the performance of HRDCs periodically once in 3 years.
- iv. To settle the accounts by 30th September of subsequent year.
- v. To conduct the meeting of the Directors every year to take the feedback from the Directors and dovetail the objectives of HRDCs for effective functioning.

4. Administration:

- 4.1** The Authorized signatories of University xxxxx and UGC shall manage this Memorandum of Understanding and all endeavors that derive from it. They (or their designated representatives) will be responsible for developing and carrying out a joint plan and submissions regular reports on the implementation of this Memorandum of Understanding. Any activity proposed that does not fit into the general terms of this Memorandum of Understanding will be formally incorporated as an addendum to this Memorandum of Understanding, provided the addendum is agreed to and signed by both parties.
- 4.2** For the purpose of facilitating the day-to-day implementation of this MoU, Director, HRDC and UGC agree to have regular communications and correspondence.
- 4.3** This MoU shall be effective and comes into force upon signature of the authorized signatories of both the parties. It shall be subject to revision by written agreement between the two parties.
- 4.4** All the parties shall time and again keep the respective communities informed of this MoU to draw benefits from it and to contribute towards its implementation in spirit and substance.

5. Duration:

The duration of this MoU shall be initially for a period of ____ years, which may be extended by mutual consultation and agreement.

6. Financial Provisions:

Sharing of expenditure shall be determined by the parties on a project basis and will be incorporated by reference as an addendum to this MoU.

7. Termination or Amendment:

- 7.1** As per the provisions of the guidelines of the Scheme, the University is not allowed to exit from the Scheme, once the implementation of the Scheme has been undertaken.
- 7.2** Any articles in this Memorandum of Understanding may be revised by the two parties after consultation and mutual agreement.

8. Jurisdiction (where relevant):

The parties agree to use their best efforts for resolving all disputes arising under or in respect of this Agreement promptly, equitably and in good faith and further agree to provide each other with reasonable access during normal business hours to all non-privileged documents information and data pertaining to any Dispute. All disputes are subjected to Delhi High Court, New Delhi, India Jurisdiction.

9. Undertaking by University XXXXX and UGC:

- 9.1** The parties here to undertake to work closely and cooperate in the implementation of this Memorandum of Understanding and to endeavor to resolve disputes arising between them in relation to this Memorandum of Understanding by amicable means, should this not be possible because of irreconcilable differences this Memorandum of Understanding may be terminated by mutual consent of the two parties.
- 9.2** The parties to this Memorandum of Understanding or their authorized representatives acknowledge having read and understood the Memorandum of Understanding and agree to be bound by its terms and conditions.

10. Intellectual Property Rights:

Intellectual Property developed by the joint efforts would be the joint property of the Parties. Any financial benefits or otherwise arising would be shared proportionately by the parties in consonance with the efforts / inputs given by them.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed this Agreement in two original copies in English at the place and on the date(s) indicated below:

Signed in XXXX , India on

the _____ day of _____
for University of XXXXXX

Signed in _New Delhi on

the _____ day of ____
for UGC

REGISTRAR

AUTHORIZED OFFICIAL

Witnesses:

1.

2

(One of the witnesses must be the Coordinator from the respective University/ Institutions.)

Witnesses:

1.

2.

ANNEXURE 14
TRIPARTITE MEMORANDUM OF UNDERSTANDING
AMONG
University grants Commission
EMRCs under Consortium for Education communication
Human Resource Development Centre
CONCERNING COOPERATION IN PROVIDING OPPORTUNITIES FOR TEACHERS WITHIN THE FRAMEWORK
OF KNOWLEDGE SOCIETY FOR CONTINUAL ADAPTATION OF MODES OF TEACHING AND LEARNING

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TRIPARTITE MEMORANDUM OF UNDERSTANDING

THIS TRIPARTITE MEMORANDUM OF UNDERSTANDING (MOU) is signed on ____/____/2018

Among:

1. University Grants Commission (UGC) Bahadur Shah Zafar Marg, New Delhi - 110002. (Hereinafter referred to as "UGC");
 2. HUMAN RESOURCE DEVELOPMENT CENTRE, having its headquarters at the concerned University (hereinafter referred to as "HRDC").
 3. Educational Multimedia Research Centers under Consortium for Educational Communication (An Inter University Centre of University Grants Commission on Electronic Media) having its headquarters at the nearest HRDC (hereinafter referred to as "EMRC"); and
- UGC, HRDC and EMRC are hereinafter referred to individually as "Party" and collectively as "Parties".

WHEREAS,

A) The UGC has been vested with the responsibilities of providing funds and that of coordination, determination and maintenance of standards in institutions of higher education, Promoting and coordinating university education, Determining and maintaining standards of teaching, examination and research in universities, Framing regulations on minimum standards of education;

B) The UGC-Human Resource Development Centre (UGC-HRDC) (formerly UGC-Academic Staff College) is to cater to the needs of the teachers/ principals, research scholars/non-academic staff and to enhance their knowledge/skills through systematic course work and methodologies. Besides, it also focuses on different modes of approach in order to meet the challenges of life, to become not merely a trained professional but also a better citizen;

C) The UGC EMRCs under CEC are Media Centres in various universities and institutions in the country with the objectives to produce in-house quality educational programmes for electronic media. The

Centres are engaged in production of Video & Multimedia based programmes. and the Media Centres have more than 500 trained manpower & state of the art equipment; and

D) The Parties recognizes the considerable changes in the future higher education and look quite different in terms of the mission and functions of higher education institutions to ensure meaningful quality and to develop inbuilt mechanisms to provide opportunities for teachers within the framework of knowledge society for continual adaptation of modes of teaching and learning, pedagogical approaches, student-teacher relationships and the role of teachers;

NOW, THEREFORE, in recognition of their common interests and objectives, and in order to supplement and strengthen the existing understandings amongst the Parties with respect to cooperation in the sector of teacher education, the Parties confirm their mutual understanding on the following:

ARTICLE-1 PURPOSE

1.1 UGC would form the top tier, Tier III, of the implementation structure of the Scheme.

1.2 EMRC (“CEC”) has been identified as Support Unit under the MoU. This would constitute Tier II of the implementation structure.

1.3 _____, the HRDC, would form the bottom most tier, Tier I, of the Implementation structure.

1.4 Tier I and II would be responsible for reporting to tier III, as per the details given in the subsequent Articles.

1.5 The Purpose of this MOU is to develop cooperation in providing opportunities for teachers within the framework of knowledge society for continual adaptation of modes of teaching and learning.

1.6 The purpose of this MOU is strictly limited to expressing a desire of the Parties for mutual cooperation, and is not intended to impose any legal obligation of any nature on either Party.

1.7 This MOU shall not in any manner supersede the existing understandings and other arrangements between the Parties.

ARTICLE-2 SCOPE OF COOPERATION

Within the context of their respective mandates, objectives and procedures, the Parties shall cooperate in the following areas:

- a) to increase access to high quality education and tailor lesson plans to individual needs by organizing specially designed orientation programmes in pedagogy, based on free massive online open courses (MOOCs) and hybrid classes, adaptive learning software, and the unbundling of traditional degree credits.
- b) to develop such blended learning programmes (induction/orientation/refresher courses) for serving teachers, with a focus on outcomes rather than the act of delivery covering every teacher at least once in three to five years so that they don’t see themselves as mere instructors, but as designers, coaches, and members of a learning development team with particular goals in mind.
- c) to provide means for encouraging teachers to develop in-house education-technology incubators that help entrepreneurial start-ups get off the ground by providing them with research, mentorship and connections and linking them to capital and to participate in seminars, symposia, workshops, etc.
- d) to develop audio-visual contents and deliver with each other’s help on theme based like Academic leadership, Technology enhanced learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning outcome based education including evaluation/to organize specially designed induction/orientation programmes/refresher courses in IT for new entrants as well as for in-service teachers; and value-based interactive multimedia through integrated practice in instructional media and ICT can nurture the character such as Creativity, Curiosity, Appreciation, Hard work, Self-reliance, Honesty, Discipline and Compassion among teacher facilitators.

- e) Identifying and addressing jointly the logistics issues of priority;
- f) Developing and implementing, as appropriate, joint programs and projects in mutually identified areas;
- g) Organizing workshops, seminars and meetings jointly; and
- h) Exchanging analytical reports, publications, technical materials, expert services and other information related to the purposes of this MOU.

ARTICLE-3 OBJECTIVES

Cooperation and partnership between the Parties under this MOU is based on the overarching mutual recognition of:

- a) The need for long-term approach to inclusive and sustainable synergistic development;
- b) The need for encouraging full participation of all stakeholders; and
- c) The need for designing, implementing and maintaining result-oriented development policies and programs.

ARTICLE-4 FOCUS OF JOINT ACTIVITIES

4.1 With a view to achieving the purposes of the MOU, the Parties intend to:

- a) To work in close co-operation with each of the units to assess and then achieve the OER, MOOCs implementation in service teacher development; The teachers would not only deliver or transfer knowledge, but would become “pedagogical engineers”, “digital resources designers” and “digital courses designers”.
- b) To stipulate detailed step by step procedures and schedules for implementation of the Learning Management techniques (pre-defined milestones);
- c) To identify the end targets in quantified parameters to be achieved by each unit at the end of the financial year. Teaching teams will be inter-professional and may incorporate a number of discipline areas or activities that might be more challenge-based. Relationships between teachers and students are also expected to undergo some change: teachers will collaborate with students, in particular, in joint production of educational content.
- d) To assess and undertake the training and other such implementation requirements;
- e) To prepare Milestone Based Reports (MBRs) to be submitted by the completion date of each of the implementation phases. The report shall highlight implementation procedure, difficulties faced, success factors etc. for such implementation activities undertaken by it in each of the units;

4.2 The above mentioned areas may be amended from time to time with mutual written consent of the Parties.

ARTICLE-5 EXCHANGE OF INFORMATION

The Parties recognize that effective cooperation in the HEIs depends on open, comprehensive and regular exchange of information. To the extent possible in accordance with their respective policies concerning disclosure of information, the Parties intend to make appropriate arrangements to:

- (a) exchange copies of publications and all public documents related to HEIs, and
- (b) exchange information posted on their respective websites of conferences, seminars and workshops being organized or sponsored;

ARTICLE-6 RECIPROCAL INVITATIONS

The Parties recognize that appropriate representation is important to emphasize their common interests, purposes and intentions in substantive terms. The Parties therefore intend to invite each other, where appropriate, to meetings, conferences, seminars and workshops relevant to cooperation in the priority areas set out in this MOU.

ARTICLE-7 PERIODIC CONSULTATIONS

7.1 The Parties recognize the significance of convening periodic mutual consultations to review the planned, ongoing, implemented, and achieved activities under this MOU, to evaluate the results of such

activities and to explore and discuss new challenges, opportunities and problems related to the areas of cooperation under this MOU. It is the understanding of the Parties that such consultations shall be conducted periodically as and when required but not less than once a year.

7.2 Each HRDC/EMRC _____* shall submit a Utilization Certificate(UC) for the funds released and dues adjusted during the Financial year and utilization thereof in prescribed format, latest by 30th April of succeeding year.

7.3 University of _____* shall make all possible efforts to comply with all the provisions of guidelines framed by UGC for its implementation in its letter and spirit within the approved time frame starting from the date of sanction of grant.

7.4 University of _____* shall suitably incorporate the provisions towards levy of Liquidated Damages in their agreements with contractors for delay in completion of the project(s) and also other relevant contractual provisions pertaining to the procurement of goods and works. All amount towards Liquidated Damages, if any, as may be recovered by University of _____* under this provision, and shall be suitably adjusted in the project cost.

7.5 During implementation of projects, the _____** shall enforce 3-Tier Quality Assurance Mechanism as per the term of reference of this MoU.

7.6 University of _____* shall ensure that the equipment & material specifications and construction practices & standard are in conformity with those approved/ stipulated by REC.

* The University where the EMRC and HRDC are located.

ARTICLE-8 FOCAL POINTS

For purposes of coordination and administration of this MOU, the Parties designate their respective contact/focal points as follows:

For UGC: Attention: The Bureau Head (HRDC),

Tel.:

Fax:

Email:

For EMRC: Attention: Director, CEC

Tel.:

Fax:

Email:

For HRDC: Attention: Director, HRDC

Tel.:

Fax:

Email:

ARTICLE-9 PREPARATION, IMPLEMENTATION AND EVALUATION OF ACTIVITIES

9.1 The Parties will endeavor to prepare:

- (a) A list of all current operational cooperation activities and their status of implementation;
- (b) A list with a brief description of all planned cooperation activities for the next years; and
- (c) An indicative list of planned cooperation activities for two subsequent years.

9.2 The Parties will endeavor to ensure that:

- (a) Their respective appropriate Director(s) will be responsible for the implementation of cooperation activities listed within their areas of responsibility activities under this MOU;
- (b) Their respective appropriate Directors of HRDCs and EMRCs will provide brief reports as necessary to their respective Units on the status of implementation of all cooperation activities listed within their areas of responsibility under this MOU;

(c) The Parties will conduct joint mid-term reviews of the implementation of the MOU and consider further cooperation activities.

ARTICLE-10 ACKNOWLEDGEMENTS AND USE OF INSTITUTIONAL EMBLEMS

The Parties recognize that their involvement in joint cooperation activities under this MOU will be publicized. Therefore, the Parties understand that:

(a) There will be public acknowledgment of the role and contribution of each Party to cooperation projects in all public information documentation related to such cooperation;

(b) Information related to activities under this MOU may be made available through customary channels according to the normal procedures and policies of each Party. Results derived from joint research projects shall be published with public acknowledgement of the role and contribution of each Party; and

(c) The use of emblems of each Party in documentation related to activities under this MOU will be in accordance with the current policies of each Party concerning such usage.

ARTICLE-11 TERM AND REVIEW OF THE MOU

11.1 This MOU shall be valid for an indefinite period, on the understanding that UGC shall review the progress and decide the continuance of HRDC/EMRC.

11.2 Should the MOU be terminated by one Party, steps shall be taken to ensure that the termination is not prejudicial to any program or activity undertaken within the framework of the MOU.

11.3 This MOU may be amended at any time by mutual agreement of the Parties and the intention to amend any terms and/or conditions shall be communicated to the Parties in writing.

ARTICLE-12 MISCELLANEOUS

12.1 Any specific activity under this MOU shall be governed by a separate project document or written agreement/communication.

12.2 Any specific activity under this MOU shall be subject to the approval of the respective authorities of the Parties in accordance with their rules and procedure.

12.3 All information obtained and derived from exchange of information either in writing or otherwise shall be treated as confidential during and after the expiration of this MOU unless otherwise mutually agreed upon in writing by the Parties.

[END OF ARTICLES]

EXECUTION PAGE

IN WITNESS WHEREOF, the undersigned duly appointed representatives of the Parties have signed the present MOU concerning cooperation in providing opportunities for teachers within the framework of knowledge society for continual adaptation of modes of teaching and learning in three counterparts on the day and year first above written.

FOR AND ON BEHALF OF HRDC

HUMAN RESOURCE DEVELOPMENT CENTRE, DIRECTOR

Vice Chancellor (having the headquarters of HRDC at the concerned University)

FOR AND ON BEHALF OF Educational Multimedia Research Center Director, CEC

Vice Chancellor (having the headquarters of EMRC at the concerned University)

Director CEC

FOR AND ON BEHALF OF UNIVERSITY GRANTS COMMISSION (UGC)

Bureau Head (HRDC)

Secretary(UGC)

ADULT, CONTINUING EDUCATION, EXTENSION AND FIELD OUTREACH

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/Objectives

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

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

- i. 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.
- ii. 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. Graduate - 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:

- **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.

- **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

- **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

- **Advocacy---**

Liaisoning 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

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;

12.1 Financial support is given in a flexible manner for an earmarked group of activities;

12.2 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;

12.3 UGC may categorise the Departments based on review by the expert committee;

12.4 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;

12.5 UGC's support for the establishment of a new Department will be till the end of X Plan Period;

12.6 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.

- 12.7 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:-
 - iii. Student Counseling / Placement /Career Guidance Centre - Rs. 2,25,000
 - iv. e-Learning Center, development of website, e-learning packages, on –line courses, etc. - Rs. 6,00,000
 - v.
- 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 to



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
<u>A.</u>	<u>Non-Recurring Expenditure.</u>	
1.	One time grant for the Plan period for the purchase of equipment such as	Rs. 3,00,000

	computers, peripherals, photocopier, scanner, LCD Projector, OHP, etc.	
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
B.	<u>RECURRING EXPENDITURE.</u>	
1.	a) Salary for Academic Staff b) <u>Salaries for Project Staff</u> Such as Field Investigator/Project Assistant, adhoc/tenure, temporary, contract project staff.	Rs. 2,00,000 Rs. 2,00,000
2.	<u>Teaching Activities</u> 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.	<u>Research Activities, Documentation, Dissemination</u> 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.	<u>Extension and Field Outreach Activities</u> College and community level, with	

	NGOs and related organizations, field experiments, etc. monitoring and evaluation.	Rs. 1,00,000
5.	<u>Continuing Education</u> 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 activities with Nodal agency, office contingencies, miscellaneous expenditure, equipment, etc.	Rs. 1,00,000
	TOTAL B	Rs.9,00,000
<u>C.</u>	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.



[Annexure - 1](#)

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:

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

B. Departmental Profile:

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

Name	Desig-	Qualifications/	Permanent/	Pay Scale/	Total Salary
------	--------	-----------------	------------	------------	--------------

	<i>nation</i>	<i>degrees</i>	<i>Adhoc (Date Joining)</i>	<i>Consolidated salary</i>	<i>(gross pa)</i>
<i>Core Faculty:</i>					
	<i>Professor</i>				
	<i>Reader</i>				
	<i>Lecturer</i>				
<i>Project Staff (temp/ contract/tenure/project):</i>					
<i>Secretarial/ Non teaching staff as per University.</i>					

*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.*

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

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 Programmme (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 Shiskshan 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/Activities (itemwise and yearwise)
 - a. Continuing Education Courses for the University/College Groups
 - b. Adult Extension education for those eligible for 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						
Item3						
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:



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.

10. a) Whether on deputation Yes / No.
 b) If so, name of substantive organization and Department and position held : _____

III. OTHER POSITIONS

r. No.	Type of Stall	Sanctioned by				In Position	Transferred / Deputed		R Vac
		GC	State Govt.	University	Other		In which Dept.	Since when	
)	Core Staff								
.	Professor								
.	Assistant Director / Reader								
.	Project Officer / Lecturer								
.	Research Associate								
.	Any Other								
	Total								
)	Administrative Staff								
.	L. G. Stenographer								
.	Tech. Assistant								
.	Typist-Clerk								

.	Accounts Clerk								
.	Peon / Office Assistant								
.	Driver								
	Total								
)	Support / Project Staff								
.									
.									
.									
.									
.									
	Total								
	TOTAL								

II 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

r. No.	Name of Academic Staff	Position	Subject / Topic Taught
.			
.			
.			
.			

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 :

/I. a) TRAINING AND ORIENTATION PROGRAMS CONDUCTED WITHIN THE UNIVERSITY

r. No.	Program	Dates	Target Group	Collaborative Agency

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

r. No.	Program	Dates	Target Group	For Which Agency

VII. WORKSHOPS AND SEMINARS

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

VIII. a) ACADEMIC CREDIT INSTITUTED

r. 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.)

r. No.	Title of the Research	Researchers	Years of Starting and Completion		Collaborating Agency	undertaken by	Purpose

b) RESEARCH RELATED WORK

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

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

X PUBLICATIONS

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

r. No.	Title	Author

XI FIELD ACTION PROJECTS

r. No.	Type of Project	Dates	Target Group	No. Covered	Comments

XII LINKAGES

1. UNIVERSITY LEVEL

r. No.	Teaching Post-graduate Departments	Purpose	With other DACEEs	Purpose	With

2. GOVERNMENT BODIES, NON GOVERNMENT ORGANIZATION, INTERNATIONAL BODIES

r. No.	Government Bodies	Purpose	Non-Government Organizations	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)

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)

XIVII 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 NC

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

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 N 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**