



**UNIVERSITY GRANTS COMMISSION  
CAREER ORIENTED PROGRAMME  
35-FEROZSHAH ROAD  
NEW DELHI-110 001**

**No.F.1-1/2008 (Policy/COP)**

**February, 2009**

**The Registrars/Principals  
of eligible Universities/Colleges**

Sir/Madam,

This is to bring to your kind notice that University Grants Commission has been implementing Career Oriented Programme at First Degree level in the Universities and Colleges. In this regard, proposals from the Universities and Colleges recognized **under Section 2(f) and 12(B) of the UGC act, 1956** are being invited in the prescribed format for the Introduction of skill oriented Certificate/Diploma/Advance Diploma course to be offered to the students while pursuing their degree level education in three disciplines of studies **i.e. Science, Arts and Commerce**. The Career Oriented Programmes are to be offered from the academic **year 2009-10** in parallel mode as add-on activity under the scheme.

The detailed guidelines for Introduction of Career Oriented Courses in Universities and Colleges during XIth Plan (2007-2012) are available on the **UGC website [www.ugc.ac.in](http://www.ugc.ac.in)**

The University may directly submit the proposal in regard to the above whereas the Colleges have to submit the proposal through the Registrar or Director (CDC) of the University concerned in accordance with the XIth Plan guidelines. **The autonomous Colleges can send their proposals directly to the UGC.**

A format for submission of the proposal is available **as at Annexure - I**

The proposal in the prescribed format along with necessary enclosures should reach the undersigned clearly marking on top of the envelop **'Career Oriented Programme'** University Grants Commission, 35, Feroz Shah Road, New Delhi:-110001 latest by **20th Feb, 2009**.

**The incomplete proposal or the proposal received after the stipulated date will not be entertained.**

**Yours faithfully,**

**(Dr. (Mrs.) H.K.Chauhan)  
Joint Director**



**UNIVERSITY GRANTS COMMISSION**  
**CAREER ORIENTED PROGRAMME**  
**35-FEROZSHAH ROAD**  
**NEW DELHI-110 001**

APPLICATION FORM FOR INTRODUCTION OF CAREER ORIENTED COURSES  
 (CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA)  
 IN UNIVERSITIES/COLLEGES

(The University will send their proposal through it's Registrar, while the proposals of the Colleges are to be routed through CDC/Registrar the concerned affiliating University. The autonomous Colleges can send their proposal directly to the UGC).

**For office Use only**

File No:- \_\_\_\_\_

Area

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Date of Receipt

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Broad Discipline  Humanities  Commerce  Sciences

Particular of the institution:

1.1 Name of the University/College with postal address:

(Name as notified by the UGC under Section 2(f) and 12 (B) of the UGC Act, 1956)

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1.2 Year of establishment of the University/College

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1.3 In case of College, name and address of Affiliating University.

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1.4 Name of the Principal/(in case of College) or Name of the Head of the Department ( in case of a University Department):

Tel./Fax No.																				

2. Is the University/College eligible to receive UGC's assistance under Section 2(f) and 12 (B) of the UGC Act, 1956. ?

Yes	No
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If yes, please attach a copy of the notification issued by the UGC in this regard.

3. Nature of Institution (Please tick ( √ ) boxes applicable):

Private(No grant)	<input type="checkbox"/>	Private (Grant-in-aid)	<input type="checkbox"/>
Central Govt.	<input type="checkbox"/>	State Govt.	<input type="checkbox"/>
		Union Territory	<input type="checkbox"/>
Constituent College	<input type="checkbox"/>	Autonomous	<input type="checkbox"/>
		University	<input type="checkbox"/>
		Affiliated Colleges	<input type="checkbox"/>
		Deemed University	<input type="checkbox"/>
Science College	<input type="checkbox"/>	Arts College	<input type="checkbox"/>
		Commerce	<input type="checkbox"/>
		Multi-Disciplinary	<input type="checkbox"/>
Location of College (As classified by State Govt.)	Urban	<input type="checkbox"/>	Semi Urban
	Rural	<input type="checkbox"/>	
	Backward	<input type="checkbox"/>	Tribal
Boy's institution	<input type="checkbox"/>	Women's	<input type="checkbox"/>
		Co-educational	<input type="checkbox"/>

4. Total enrolment in Degree Courses\* in the last Academic Year

Grand Total

B.A	I Year		B.Sc.	I Year		B.Com.	I Year		Grand Total
	II Year			II Year			II Year		
	III Year			III Year			III Year		
	Total			Total			Total		

\*Any other Degree Course being offered by the College. If so, please specify.

5. Faculty strength

Faculty	Sanctioned Strength (Deptt. wise)				Now in position (Deptt. wise)			
	UG	PG	Others	Total	UG	PG	Others	Total
Full time								
Part time								
Visiting								

6. Provide details of the Infrastructure Related Profile

1. Classrooms/Laboratories/Workshops.
2. No. of Books/Journals/Magazines.
3. Equipment (Laboratory/Audio-Visual Aids/Teaching Aids).
4. Others (specify).

7. Career Oriented Courses proposed to be introduced :

Disciplines	Courses/Subject	Coordinating Department
Arts/Social Sciences		
Sciences		
Commerce		



## **CERTIFICATE**

It is certified that the information given above is correct and that we have gone through the details of the UGC scheme of Career Oriented Courses of First Degree Education, i.e. guidelines, criteria, eligibility conditions, syllabus of subjects proposed to be introduced, procedures to be followed including monitoring and evaluation etc. circulated by the UGC on the subject and undertake to abide by the same to implement the scheme within the prescribed time frame, if approved by the UGC.

Seal and signature  
Registrar/Dean  
College Development Council  
of the University.

Seal and Signature  
Principal of College/  
Head of Concerned  
Department of the University