

**XII PLAN GUIDELINES FOR ESTABLISHMENT OF
CENTRE FOR FOSTERING SOCIAL RESPONSIBILITY AND COMMUNITY
ENGAGEMENT IN UNIVERSITIES
(2012 - 2017)**

I. Introduction

Engagement is a core value for the university. It is fundamentally a mutually educative practice. In the light of recent attempts to incorporate community engagement policies in the everyday practice of universities and study their potential impacts for communities, a timely investigation into policies, perceptions and practices among university staff and students, in relation to civic responsibility concepts and engagement with communities and regions has become necessary. Further, it will provide data to enable policy makers to make informed decisions on civic and community engagement policies in the future. The term "outreach," hitherto used, implies a one-way delivery of expertise and knowledge, whereas engagement conveys the idea of mutuality and sharing of knowledge and leadership. Engagement promotes "academic citizenship" central to which is the idea that a university is a collective entity rather than a collection of individuals asserting the compact between the university and society.

A university as an institution is set in a local as also a universal setting. It is supported and financed out of a local culture, as also out of the universal culture. Tension could arise between the universality of the university and the local and particular nature of the culture in which it is set. The university, therefore, can well be regarded as a focal point of that conflict between the super culture and the folk-culture which is one of the most striking phenomena of our age.

Generally it is believed that there is a dissonance and disconnect between higher education and its relevance to community engagement in India. This may be so at superficial level in general. The real connectivity between the two goes unnoticed and undocumented in a variety of situations at institutional level – University, Academic Departments and Centres, Academic and Research Institutes, College and similar institutions. Universities indeed are networked as a community of concentric circles with society. In September 2005, Tufts University convened the Talloires Conference 2005, at the University's European Center in Talloires, France. This Conference was the first international gathering of the heads of Universities devoted to strengthening the civic roles and social responsibilities of higher education. The Conference gave rise to the Talloires Declaration on the Civic Roles and Social Responsibilities of Higher Education. All signatories of the Declaration have committed their institutions to educating for social responsibility and civic engagement, and to strengthening the application of university resources to the needs of local and global communities.

Thus the rise of a community engagement movement world-wide offers a range of possibilities for universities to function as 'sites of citizenship'. These include contributing to community, social, and economic infrastructure, supporting equity and diversity within higher education, and education for democratic citizenship. While university-community engagement contributes to the public good, it also reflects a changed economic and social context in which concepts of community have superseded broader notions of the social. We are committed to developing engaged, global citizens with an appreciation for diverse people and experiences and concern for the welfare of others. We provide a broad range of opportunities for students to discern an understanding of their

responsibility to the larger community. Thus a conceptual-theoretical mapping of community engagement in Universities should be attempted in order to conduct discourses on social capital, participation in policy processes, community partnerships and networks, community and economic development, and regional engagement.

With the rise of the community engagement "movement," we have seen a renewed interest in the role of the University as an agent of community and regional development. Applied, problem-centred, transdisciplinary, heterogeneous, hybrid, demand-driven, entrepreneurial, network-embedded models of knowledge creation in Universities are an emerging feature of higher education. It is to be noted that community engagement is to be seen in this context as connoting the idea of an "engaged university". This approach regards community engagement and service as a central overriding goal of higher education, arguing that it should be embedded within all teaching, learning and research functions. This vision of community engagement requires complete saturation across all structures, policies, priorities, and so on. Community engagement is not regarded as a mere by-product or beneficial extra factor, an extracurricular activity, and it is not relegated to a separate range of identifiable activities. Advocates of the engaged university argue that community service and engagement should be embraced and promoted as a means of improving the quality and relevance of teaching, learning and research. This is one mode of propagating the idea of a tolerant and inclusive India outlook by an investment in liberal education associated with community engagement so as to build up the social and ethical sensibility of the youth. It may not be out of place if it is mentioned here that the value of schooling in Humanities and Social Sciences lies in the fact that it trains one in interpretation, which Homi Bhabha says, gives us insights into the cultural values that stand behind social facts. In as much as they are "integrative", they build knowledge through communities rather than on the basis of models and models crop up through communities rather than otherwise. Towards this end, the UGC has decided to establish a Centre for Fostering Social Responsibility and Community Engagement (CFSRCE) in Universities.

2. Objectives of the Scheme

The following are the objectives of the Scheme:

1. providing the road map of community-university engagement plans of the university
2. promoting community-university partnerships to develop knowledge for improving the lives of people and to encourage participatory research
3. working in alliance with community based organizations in the planning and execution of projects
4. gathering and synthesizing data from innovations already developed and making use of them
5. providing technical assistance to desiring institutions
6. propagating integration of service, service-learning and experiential learning into a curricular and co-curricular programmes
7. promoting practical learning and problem solving competencies among the students by means of direct engagement with the community
8. designing and developing pedagogy relevant to the learning needs of the community
9. providing guidelines, monitoring activities, offering real time feedback, and developing appropriate parameters of engagement and evaluation / benchmarking

10. designing plans for strengthening / enriching the existing community engagement activities, practices, and paradigms
11. inviting, considering, and coordinating proposals and initiatives from various Departments of the University / Research Centres / Colleges
12. developing criteria for introduction of components of community engagement in course structures and in the Choice Based Credit System (CBCS)
13. developing modalities for giving credits to students for projects / case studies / development of innovations / participation in group activities
14. arriving at common / interdisciplinary engagements, course work patterns / research components for Area Adoption Programme (village /tribe / urban settlements / slums /squatter / floating population /community / special groups, etc.) during academic year / semester
15. developing networking modalities and offering itself as a repository of data on innovative practices relevant to and applicable to the institution's context
16. conducting training programmes / workshops / awareness promotion events for capacity building of faculty and students on community based participatory research and other activities
17. creating neighbourhood networks of educational institutions including schools and providing policy suggestions and technical assistance in the matter of fostering social responsibility and community engagement
18. creating a common platform and placing information on innovative practices on the website and sharing information with sister institutions
19. Academic Staff Colleges should include in their schedule of lectures in Refresher Courses/Orientation Courses on community engagement, models and practices.

3. Target Group

All Central Universities, centrally funded Deemed to be Universities and State Universities receiving development assistance from the UGC and accredited by the NAAC will be considered for UGC assistance under the Scheme.

4. Eligibility Criteria

Any university aspiring to receive financial support under the Scheme should meet the following criteria:

- (i) The University should have demonstrated competence and sustained commitment in carrying out community engagement and social responsibility fulfillment activities.
- (ii) The University should have made distinct contribution to the development of knowledge in the field of social service, community engagement, and inculcation of the spirit of social responsibility in students.
- (iii) The University should be having adequate infrastructure in the major disciplines engaged in this proposal.
- (iv) The University should have conducted interdisciplinary research in some of the areas of knowledge involved in the community engagement scheme.

5. Nature of Assistance

The financial assistance will be made by UGC within overall ceiling of Rs. 2.5 crore for a period of 3 years under different heads as given below:

- 5.1 **Start-up assistance:** A one-time start-up assistance of upto Rs. 50.00 lakhs for developing infrastructure, procuring equipment and renovation. This shall not cover any new construction. Space for housing the Centre will be provided by the University.
- 5.2 **Staff:** One full-time Director (in the scale of Professor), one Associate Professor, two Assistant Professors, three Research Assistants and one Multi Tasking Staff (MTS) to be reimbursed on the actual basis within the total allocation of Rs. 1.5 crore for 3 years.
- 5.2.1 **Appointment of Director:** There shall be a full-time Director in the scale of pay of Professor appointed through the selection process as per UGC norms. In case the Vice-Chancellor deems it suitable to appoint one from among the Professors of the University as Director on full-time basis, he may, with the approval of the Executive Council, make the appointment. The Director shall hold the full-time position for a period of two years. The term of the office of the Director is extendable by the Executive Council. No person shall hold office as Director beyond two terms of two years each.
- 5.2.2 The Director shall be assisted by one Associate Professor and Two Assistant Professors to be appointed on contractual basis by the University as per UGC norms for the duration of the scheme.
- 5.2.3 Research Assistants shall be engaged on contractual basis as per UGC norms for the duration of the scheme.
- 5.2.4 MTS shall be engaged on contractual basis as per the University norms for the duration of the scheme.
- 5.3 **Operative yearly cost:** Rs. 50.00 lakhs for 3 years (Rs.15.00 lakhs each for first and second years and Rs. 20.00 lakhs for third year). The amount will be spent on transportation, field visits, preparation of materials, organizing seminars/workshops/training programmes, web creation, stipend for students, honorarium for engagement of teachers/resource persons, hiring services, meetings and contingency. The allocation of the amounts under various heads mentioned above will be approved on yearly basis by the Advisory Committee.
- 5.4 The funding to the University will be project-oriented and the university will submit a Detailed Project Report (DPR) indicating the major items of proposed expenditure under the Scheme.
- 5.5 The grant under the Scheme will be used for conducting research in the field of social responsibility and community engagement under seven broad heads as outlined below:
- Linking learning with community engagement
 - Linking research and community knowledge and engagement

- c) Promoting community-university research partnerships
- d) Promoting knowledge sharing, knowledge mobilization and dissemination
- e) Devising curricular structures and short-term courses
- f) Including practitioners in learning by doing and community engagement processes
- g) Promoting social innovation by students and documenting and rewarding innovative practices

In addition, it covers the following:

- i. For meeting the salary of additional academic/research staff during the implementation of the Scheme.
- ii. For meeting the expenses on purchase of equipment/library resources/working expenses during the implementation of the Scheme.
- iii. For conducting faculty development programmes / conferences / seminars / workshops / awareness promotion activities in the related fields.
- iv. For creating new infrastructure/augmenting the already available physical infrastructure.
- v. For meeting additional expenses for the development and deployment of course structures, preparation of pedagogic tools, manuals, handbooks, etc.
- vi. For field visits, transport expenses, student case studies / projects
- vii. For the creation of laboratories / exhibitions
- viii. The grant will be used as per Budget and Action Plan finalized by the Expert Committee in each case.

6. Inviting Proposals

Proposals for financial assistance under the Scheme will be invited by the UGC in the prescribed proforma as per **Annexure-I**. The announcements will be made regarding the Scheme on the UGC website and otherwise.

7. Committees for the Scheme:

There will be following Committees:

a) Expert Committee

An Expert Committee, comprising 4-5 experts having the background of community engagement and social responsibility from the university system and from outside will be constituted by Chairman, UGC, to examine the proposals invited from various universities. Universities will be asked to make a presentation on their proposal before the Expert Committee at the UGC Headquarters. The Expert Committee will discuss the Action Plan and the budget with representatives of the University and make its recommendations for consideration of the Commission.

(b) Advisory Committee

There will be an Advisory Committee constituted at each university selected under the scheme. The Advisory Committee will meet as often as required, but at least twice in an academic year, to formulate, oversee the launching and implementation of various programmes / activities at the Centre and also assist the Centre in fulfilling its objectives as laid down in the guidelines.

The composition of the Advisory Committee is given below:

(i)	Vice-Chancellor of the University or his nominee.	Chairperson
(ii)	Two Experts (nominated by the Chairman, UGC)	Members
(iii)	Two academicians in the relevant fields (nominated by the Vice-Chancellor)	Members
(iii)	Two persons from well known community/ social service organization (nominated by the Vice-Chancellor)	Members
(iv)	Director of the Centre	Member-Secretary

8. Procedure for approval by the UGC

The UGC will invite the proposals from the interested universities by issuing a public notice on the UGC website or by sending a circular to all the universities. The interested universities will submit their proposal in the prescribed proforma enclosing therewith a detailed DPR and proposed Action Plan and items of expenditure. The proposals are expected to deal with the following aspects of fostering social responsibility and community engagement:

1. Linking Learning with Community Engagement
2. Linking research and community knowledge and engagement
3. Promoting Community-University Research Partnerships
4. Promoting Knowledge sharing, knowledge mobilization and dissemination
5. Devising curricular structures and short term courses
6. Including practitioners in the learning by doing and community engagement processes
7. Promoting Social innovations by students and documenting and rewarding innovative practices.

The proposal will be scrutinized by the Expert Committee of the UGC based on which universities will be identified and funding under different heads sanctioned.

9. Procedure for release of grant

50% of the grant allocated will be released as first installment by the UGC to the university selected under the Scheme. The release of second installment of grant to the tune of 40% of allocation will be done after receiving the utilization certification against the first installment of grant. The final

installment of 10% of grant will be released after receiving utilization certificate against total allocation and completion documents in case of construction activities.

10. Procedure for monitoring and assessment:

- 10.1 Detailed Annual Progress Reports in the proforma prescribed should be submitted to the UGC every year and also uploaded on the university website.
- 10.2 Since the present scheme is terminable by the end of March 2017, universities which have been sanctioned the Centres are requested to make a study of its outcome and impact created by this Centre in the surrounding / target community and educational institutions catering by the universities. A detailed outcome and impact study proforma may be devised for this purpose by the university.
- 10.3 For the continuation of this Centre in the next Plan period, it is necessary that (i) detailed Annual Reports of the Centre and (ii) outcome and impact study reports as obtained by the Centre along with DPR are submitted to UGC.
- 10.4 The university should ensure that the activities of the Centre are published in the Annual Reports of the university.
- 10.5 Since the project is about community engagement, in order to ensure transparency, the detailed project report together with the allocations made and annual assessment reports should be placed on the website of the university.

11. Withdrawal of the Centre

- 11.1 The UGC may withdraw the assistance to the Centre if the information and data supplied by the university to claim assistance for the Centre is found to be incorrect/not fulfilling the objectives for which it is established. In such a case, the university shall have to refund the entire amount released to it under the Scheme with penal interest.
- 11.2 The assistance to the Centre will also be withdrawn in case of misappropriation and misuse of funds. In such a case, the university will not only have to refund the entire amount released to it under the Scheme with penal interest but also face other appropriate action(s) which may be taken by the UGC.
- 11.3 If assistance to the Centre of a university, once withdrawn due to any reason, will not be revived.

12. Annexures (I to V):

- I. Proforma for submission of proposal for the establishment of the Centre.
- II. Proforma for submission of Mandate Form.
- III. Proforma for submission of Utilization Certificate.
- IV. Proforma for submission of expenditure incurred by the Centre.
- V. Proforma for submission of Annual Progress Report.

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR ESTABLISHMENT OF CENTRE FOR FORTERING SOCIAL RESPONSIBILITY AND COMMUNITY ENGAGEMENT IN UNIVERSITIES

1. a) Name and address of the University:

b) Website address of the University :

2. Year of establishment

3. Type of University :

- Central University
- State University
- Deemed University

4. Communication details:

Particulars (Please mention the name of incumbent in each case)	Tel. No. Landline/Mobile	Fax No.	E-mail ID
Vice Chancellor:			
Registrar:			

5. NAAC Accreditation details:

- a) *Date of Accreditation/Reaccreditation*
- b) *Grade*
- c) *CGPA*
- d) *Validity of Accreditation/Re-accreditation*

6. Details of Departments:

Total No. of Departments	Total No. of Departments participating under		
	NSS	Extension Activities	Community Engagement

7. Whether any Dept./ faculty members are recognized nationally / internationally for remarkable activities in the areas of community engagement?

Yes/No

If yes, give their names and designations and indicate the nature of their recognition:

8. Current number of academic programmes/courses offered within the University under the following categories :

Programmes	Number of programmes	Total number of students
UG		
PG		
M.Phil.		
Ph.D.		
Certificate		
Diploma		
PG Diploma		
Any other (specify)		

9. Temporal plan of academic work in the university (Tick the ones applicable)

Semester system	Yes/No
Annual system	Yes/No
Credit System	Yes/No
Choice based credit system	Yes/No
Any other (specify)	Yes/No

10. TEACHING STAFF

13.1 Total number of sanctioned posts	:
13.2 Total number of filled up posts	:
13.3 Total number of vacancies	:
13.4 Percentage of vacancies to the sanctioned posts	:

11. What are the national and international linkages established for teaching and research relating to the objectives of the proposed Centre?

12. No. of teachers getting awards/recognition/fellowships relating to the objectives of the proposed Centre:

National :
International :

13. Tick the support services available in the University from the following list

- | | | |
|-----------------------------|---|--------------------------|
| Central library | : | <input type="checkbox"/> |
| Departmental Libraries | : | <input type="checkbox"/> |
| Computer center | : | <input type="checkbox"/> |
| Internet Facility | : | <input type="checkbox"/> |
| Health Centre | : | <input type="checkbox"/> |
| Sports facilities | : | <input type="checkbox"/> |
| Press | : | <input type="checkbox"/> |
| Workshop | : | <input type="checkbox"/> |
| Hostels | : | <input type="checkbox"/> |
| Guest House | : | <input type="checkbox"/> |
| Campus housing | : | <input type="checkbox"/> |
| Canteen | : | <input type="checkbox"/> |
| Grievance Redressal cell | : | <input type="checkbox"/> |
| Training & Placement Cell | : | <input type="checkbox"/> |
| Non-Resident Student Centre | : | <input type="checkbox"/> |
| ICT as learning resource | : | <input type="checkbox"/> |
| Any other (specify) | : | <input type="checkbox"/> |

14. Whether any inter-/multi-disciplinary academic/research/extension work taken up by departments proposed to be part of the Centre? If yes, give examples of such work:

Yes/No

15. Whether MoU executed/proposed to be executed with community based organizations working in the area of social responsibility and community engagement?

Yes/No

If Yes, enclose a copy of the MoU/s.

16. Does the university have Industry linkages?

Yes/No

If yes, give details.

17. Core competence available with the university regarding social responsibility and community engagement.

18. Details of the activities in respect of social responsibility and community engagement carried out during the last five years.

19. Detailed Action Plan based on the proposed activities in the light of the objectives laid down in the guidelines.

20. Proposed budget.

CERTIFICATE

This is to certify that the information provided in this proposal and its enclosures is true and correct to the best of our knowledge and belief. We understand the consequences of any untrue or incorrect information provided in this proposal and its enclosures.

Registrar
(Signature with seal)

Vice-Chancellor
(Signature with seal)

Place:

Date:

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS) facility for receiving payments.

A. Details of Accounts Holders:-

1.	Name of Account Holder	
2.	Complete Contact Address	
3.	Telephone Number/Fax/E-mail	

B. Bank Account Details:-

1.	Bank Name	
2.	Branch Name with Complete Address, Telephone No. and E-mail	
3.	Whether the Branch is computerized?	
4.	Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
5.	Is the Branch also NEFT enabled?	
6.	Type of Bank Account (SB/Current /Cash Credit)	
7.	Complete Bank Account No. (Latest)	
8.	MICR Code of Bank	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Date:

Signature of Customer

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

NOTE:- Refund of Security Deposit/ Hire Charges Due to operation of E-payment w.e.f. 01/04/2012 the Mandate form may please be submitted, duly verified by the bank, to this office for claiming Refund of Security Deposit/Hire Charges along with a photocopy of blank Cheque.

UNIVERSITY GRANTS COMMISSION, NEW DELHI
UTILIZATION CERTIFICATE

It is certified that the total grant of Rs. _____ (Rupees)
sanctioned by the UGC vide letter No. F. _____ dated _____
has been utilized by the university in accordance with the terms and conditions laid down
by the UGC vide its letter No _____ dated _____ and that all the terms
and conditions have been fulfilled by the university and the grant has been utilized for the
purpose for which it was sanctioned.

It is further certified that the inventories of permanent and semi-permanent assets
created/acquired wholly or mainly out of the grants given by the UGC as indicated in the
enclosed statement are being maintained in the prescribed form and are being kept up-to-
date and these assets have not been disposed off, encumbered or utilized for any other
purpose.

If as a result of check or audit objection, some irregularity is noticed at a later stage, the
university will refund the objected amount.

Signature of Registrar with Seal

Signature of Auditor with Seal

Note: The Utilization Certificate should be accompanied by audited statement of account
indicating expenditure on various items.

UNIVERSITY GRANTS COMMISSION**PROFORMA FOR SUBMISSION OF STATEMENT OF EXPENDITURE
INCURRED BY THE CENTRE**

1. Name of the University:
2. Name of the Centre :
3. No. & Date of UGC's approval
No.F. _____ Dated _____
4. Period to which the accounts related : w.e.f. _____ to _____

5. Details of actual expenditure incurred :

Head	Grants approved (i)	Grants released (ii)	Unspent balance (iii)	Remarks (iv)

Signature

Head of Institution/Registrar/Govt. Auditor/CA

UNIVERSITY GRANTS COMMISSION, NEW DELHI

ANNUAL PROGRESS REPORT

(to be submitted annually to the UGC by each Centre)

1. Name and Address of the University:
2. Name of the Director of the Centre with mobile and email ID:
3. Period of the Progress Report:
4. Activities Taken up During the Year:
5. Utilization of Grants during the Year:
6. Specific Outcomes:
7. Impact on the targeted community:
8. Difficulties encountered in implementation, if any:

CERTIFICATE

This is to certify that the data/ information presented in this Annual Progress Report are true and correct to the best of my knowledge and belief and the required documents will be provided to the UGC, as and when the same are called for.

Signature with Seal of Head of the University

Place:

Date: