

# **GUIDELINES ON LIFELONG LEARNING AND EXTENSION**

**during the XI Plan Period**

**(2007 - 2012)**



**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
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## **XI PLAN GUIDELINES ON LIFELONG LEARNING AND EXTENSION**

### **1. Importance of Life-long Learning/Education**

1.1. The importance of Lifelong Learning/Education has been repeatedly stressed in several educational policy documents and discourses in India. While the *Report of the Education Commission* (1964-66) observed that *education does not end with schooling but is a lifelong process* ; the *National Policy on Education in India - 1986* (modified in 1992) considered *Lifelong Education as the cherished goal of the educational process which presupposes universal literacy, provision of opportunities for youth, housewives, agricultural and industrial workers and professionals to continue the education of their choice at the pace suited to them*. It observes that the critical development issue is the continuous upgradation of skills so as to produce manpower resources of the kind and the number required by the society. Although these policies were translated into practice and a number of Lifelong Learning programs were implemented by governmental ,non governmental organizations and universities in the country during the last three decades, the bulk of the programs continued to focus on adult literacy and continuing education mainly due to the massive number of non literates (300.14.million ) and neo literates(110millions) as estimated by the National Literacy Mission (NLM-*Literacy Facts At A Glance* ,2007) .With the formulation the Eleventh Five year Plan (2007-2012), the Government of India put forward the idea of expanding the scope of the Continuing Education Program by developing it as Lifelong Education and Awareness Program (LEAP).This may be partly influenced by the global discourse on Lifelong Learning and partly due to the socio economic changes taking place within and outside the country,

1.2 The role and importance of Lifelong Learning in India have increased in recent times due to several socio economic factors. In a technology driven knowledge based competitive economy, the landscape of learning is fast changing in India. The growth of Indian economy at an average rate of 9.2% per annum during 2006-7 (*Economic Survey 2006-7*), tremendous expansion of Information Communication Technology and the rapid globalization have all been instrumental in bringing about changes in the job skills so that the workforce keeps on learning and updating their skills to be globally competitive. The country's economic performance depends critically on access to and the adoption of new technology and improving the skills of the labor force. Since 92.4% of India's workforce is in the unorganized sectors (*National Sample Survey, 61<sup>st</sup> Round, 2004-5*), they need regular upgrading of skills to compete in the globalize economy. Equipping the labor force with relevant skills implies the need for creating a variety of learning and training opportunities. In this process, the university system in India will have to play an important role.

### **2. UGC support to Lifelong Learning Programmes**

2.1 It was mainly after the launching of the National Adult Education Programme (NAEP) by the Government of India in 1978 that the UGC began to encourage the universities and colleges to participate in Lifelong Learning programmes and started funding it. Although the programme made a beginning with adult literacy,

its scope was gradually widened over the next three decades to include, post literacy, Continuing Education, Population Education, refresher courses and a variety of extension and field outreach activities. Simultaneously the UGC encouraged and funded the universities to institutionalize the programme by setting up separate Departments with core faculty to undertake teaching and research. With the beginning of the Eleventh Five Year Plan the UGC would accord maximum priority to Lifelong Learning with a view to meeting the demands of emerging knowledge society and facilitate the process of developing a learning society.

- 2.2 The UGC will continue to implement the scheme under its Non-formal Education Bureau.

### **3. CURRENT SCENARIO**

- 3.1 The demographic data shows that about 50% of Indian population is below the age of 25 (*Census Report, 2001*). The gross enrollment ratio in higher education is only 10%. The universities have an important role in equipping the student and non student youth to adopt to changes and learn new skills in accordance with the new demands of work. In other words, the university system has to prepare the student to be a lifelong learner. Only then will the youth be able to sustain his/her knowledge and skills at an international bench mark level .
- 3.2 The Republic of India has 28 States and 7 Union Territories with different languages and levels of development. Although 40 % of the Indian population speak Hindi -the national language; the rest follows twenty two different official languages and 1652 mother tongues (*Malayala Manorama Year book, 2007*). Hence all the Universities will have to shoulder the responsibility of providing learning opportunities to millions of Indians in regional languages and mother tongues
- 3.3. The improvements in the quality of life have led to enhancement of the life span of elderly population .The Department of Lifelong Learning will have to design specific programmes for the senior citizens with the aim of enriching their life.
- 3.4 Further, private universities are being set up and international universities and educational institutions have already entered the country. Also, Information & Communication Technology (ICT) is more frequently used in the field of learning. On-line learning and e-learning are being adopted by select institutions of higher education. It is therefore essential that the university system and specially the Departments of Lifelong Learning (DLL) should prepare themselves to meet these challenges.
- 3.5 While universities have to enhance student employability skills through the formal system, the possibilities of strengthening the non-formal stream of education for catering to the needs of unreached cannot be ignored. There is a rapid growth of Open Distance Learning through the Open Universities and Open Schools in India. Universities have to integrate formal and non-formal education by opening their doors to adult learners for Lifelong Learning programmes and by making the University an adult learner friendly institution.

- 3.6 The Departments of Lifelong Learning 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 have to play a major role in the development of the human resources specially providing professional manpower in the area of Lifelong Learning .
- 3.7 At present, there are 86 Departments/Centres of LL in the country. While most of the universities have already established separate Departments of LL for institutionalizing extension and for meeting the current demands of Lifelong Learning in their respective areas of operation, the remaining universities need to give top priority to this field.

## **4. APPROACH**

### **4.1 Focus on Lifelong Learning**

The approach during the XI Plan would be not only to continue the ongoing programmes initiated during the earlier Five Year Plans but also to consolidate them and expand them to cover new universities and select colleges. All the different programmes initiated earlier under various terminologies viz; Adult Education, Continuing Education, Extension, Population Education, Student Counseling, Placement Services and e-learning will be reformulated and developed as **LIFELONG LEARNING Programmes** so as to bring them in tune with fast expanding global knowledge scenario. Since Lifelong Learning has become a fundamental goal of recent educational policies often advocated as a way to achieve socio-economic development and a tool for promoting knowledge based society, the UGC would extend support to this area during the XI Plan.

### **4.2 University Specific Programmes**

Each university has its unique character, ethos and local needs. Over the years the faculty of the DLL may have developed certain expertise which if encouraged may lead to specialization. Hence, the approach during the XI Plan would be to encourage different universities to develop university specific programmes keeping in view the expertise of the faculty and local needs. It is expected that this approach may encourage universities to specialise in their chosen area and in course of time emerge as centers of excellence in the chosen field.

### **4.3 Developing Lifelong Learning as a Discipline of Study & Field of Practice.**

During the XI Plan emphasis would be laid on expanding the scope of Adult Education as Lifelong Learning and improving its quality and developing it as a Discipline of Study and field of practice. Since the knowledge base of Lifelong Learning in India continues to be weak, systematic efforts should be made to generate new knowledge through rigorous researches and scholarly publications. While it may be desirable for the University Departments of Lifelong Learning to collaborate with Government Departments and NGOs, they should not become merely implementing agencies of the readymade programmes but strive to link theory to practice and vice versa and focus on generating knowledge and bringing out publications which are essential functions of Universities.

### **4.4 Expansion of the Programme**

During the XI Plan, concerted attempts would be made to expand the programme by covering atleast 50% of the universities in the country. This implies that the coverage of the programme will be expanded manifold from the existing 86 universities. Therefore, the proposals for establishing new departments of Lifelong Learning can be submitted by interested universities during the XI Plan.

#### **4.5 Strengthening the Departments**

Lifelong Learning/Education has been considered as an important indicator of a learning society and recognized as an important programme by the Government of India. In the promotion of Lifelong Learning, universities and colleges have an important role to play. Unless the university DLL are well equipped and staffed, they cannot be very effective. Currently, there are several universities in the country which have one or two faculty members in the DLL. It is suggested that during the XI Plan all the existing departments should be strengthened so as to have a **minimum core faculty of four members**.

#### **4.6 Introduction of Programmes in the colleges**

Apart from the universities, LL Programme would be implemented through select colleges. The first priority would be to introduce the programme in the hundred districts with low literacy among the Scheduled Caste and Scheduled Tribes identified by the National Literacy Mission of the Government of India. Interested colleges in the district will be selected to implement the Lifelong Learning Programme. Broadly, the colleges are expected to undertake the following activities :

1. Involve students in the spread of Literacy.
2. Impart soft skills including Computer Literacy and English speaking skills to students.
3. Organise Lifelong Learning Programmes in consultation with the *Jan Shikshan Sansthan*s or the University Department of LL

Two lecturers – one male and one female in the college will be designated as Programme Coordinators and given some honorarium. The UGC will provide recurring and non-recurring grants to the selected colleges. The interested colleges may submit their proposals in the proforma to the UGC directly.

#### **4.7 Creation of Centres of Excellence**

With a view to encourage excellence and specialization, some of the Departments of LL will be designated as Centres of Excellence and given liberal grants during the Eleventh Plan to take up special programmes in the area of specialization.

#### **4.8 National Professorship and Fellowships**

During the XI Plan, National Professorships and Fellowships in Lifelong Learning will be instituted with a view to encourage eminent scholars to pursue their research and

publications and expand the knowledge base which are *sine qua non* for developing the discipline of Lifelong Learning

#### **4.9 Criteria of fixing the grants**

The allocation of grants to each university would vary depending on the strength of staff, local needs, infrastructure facilities, past performance of the department and the capacity to utilize the grants. It has been observed during the earlier Plans that several universities could not utilize the grants given by the UGC and there is a need to ascertain the capacity of the department to utilize the sanctioned grants.

#### **4.10 Compliance Report**

A preliminary review of the Reports of the 86 Departments of Adult Continuing Education and Extension shows considerable variation in terms of their statutory status, staff strength and implementation of thrust programmes. While UGC sanctioned two faculty positions – one Reader and one Lecturer to 13 new departments set up during the X Plan, most of the earlier departments were given five faculty positions – One Director(Professor), Two Assistant Directors (Readers), Two Project Officers (Lecturers) and supporting Administrative and Technical staff, funds for purchase of furniture, equipments, books and liberal program grants. Over the years it has been observed that in several departments, the strength of the faculty has been considerably reduced either due to the superannuation of the staff or their resignations. In several universities there has been considerable delay in filling up the vacant positions which has hampered the functioning of these departments. Besides, it has been reported that several universities have not implemented the UGC guidelines on Career Advancement Scheme and change of designations of staff which has had a demoralizing effect on the core faculty. **Prior to the release of Grants to the Universities during the XI Plan, the UGC would seek compliance report from the universities. The XI Plan funds would be withheld till the universities comply with UGC guidelines**

### **5. FOCUS**

In the XI Plan the universities should strive to:

- promote the philosophy of Lifelong Learning as a part of total education programme of the institution;
- make concerted efforts towards integration between formal and non-formal education and out of school learning processes;
- reach out to larger sections of community specially deprived groups through Lifelong Learning Programmes;
- enrich the learning process of faculty and students mainly through extension activities;

- provide professional manpower to implement the programmes through innovative courses;
- contribute to generation of new knowledge through researches and publications.

## **6. ROLE AND FUNCTIONS OF THE DEPARTMENTS OF LL**

- 6.1 Teaching, Training and Research ---Same as other teaching departments of the university.
- 6.2 Catalyst Role in LL -- Act as a focal agency in the university system for all LL programmes and provide academic and technical resource support for community based activities in collaboration with universities departments and colleges.
- 6.3 Collaborative and Networking Role -- Apart from collaboration with university departments and colleges, networking with Governmental and Non-governmental agencies, international organizations as well as industries.
- 6.4 Developing and offering need based Lifelong Learning / Education programmes for students and members of local community
- 6.5 Documentation, Dissemination and Evaluation -- Development of reading materials for neo-literates, documentation of case/studies./success stories and preparation of scholarly publications, monographs, research papers and evaluation studies .

## **7. MAIN PROGRAMS AND ACTIVITIES**

### **7.1 Teaching, Training and Research :**

The main thrust of these programme should be to strengthen the discipline of Lifelong Learning . This may be attempted by revising the existing curriculum of different courses and or developing new curriculum and offering discipline based Courses at various levels viz; MA /MPhil.Ph.D, optional courses, Post Graduate Certificate and Diploma , organising Faculty Improvement Programmes, Research Methodology courses for Doctoral students and young faculty members and undertaking Researches.

### **7.2Lifelong Learning Programmes**

The main thrust of these programmes should be to provide a wide variety of Lifelong Learning opportunities to all sections of society. These may include Continuing Education Courses-both university based and community centered, Equivalency Programme, Quality life Improvement programmes, Individual Interest Promotion Programmes, Vocational Education / Skill Training, Induction / Sensitization Programmes for peoples representatives, education of older adults etc.

### **7.3 Extension (including Counseling of students and non student youth, career guidance, and placement assistance)**

The university level extension should be qualitatively different from the NGOs and other departments and bear the stamp of university scholarship. Universities should take up extension with the purpose of developing innovative models of extension and generating documentation and try to link theory with practice and vice versa. As far as possible extension activities should be planned with the active participation of university community specially the students . All the extension activities should be systematically planned, and well documented (including audio video) and disseminated .

The work of the students involved in Lifelong Learning 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.

#### **7.4 Publication (including e-content development)**

The thrust of this area is to contribute to knowledge generation which is one of the important mandate of the university system. The main activities may include development of reading materials for neoliterates, writing of text books / monographs for different courses, documentation of success stories/ case studies, meta research and evaluation studies and other scholarly publications, preparation of e- contents of select courses, capacity building/training manuals and data bases.

#### **7.5 Population Education (PE)**

The commitment of the UGC to population education at the university and college levels goes back to 1983 when 92 universities and 1300 colleges were provided financial support to organize population activities through Population Education Clubs both for college youth on campus and through them for the community. In 1986 with the joint support of the UNFPA and technical support of UNESCO three major functional areas viz. development of Population Education contents for introduction into courses of study at the UG/PG level, research and extension education were covered to provide further impetus to the program. Thus since the year 1986 the PE program has been implemented by establishing Population Education Resource Center (PERC's) in the department of Adult Continuing Education and Extension in twelve universities namely Jammu, Delhi, Gujarat Vidyapeeth, SNDT Women's University, Poona, Madras, Kerala, Vikram, Burdwan, Ranchi, NEHU, Gandhigram Rural University with the provision of faculty and other non- teaching staff on deputation by the concerned university and other full time project staff. The Number of PERC's was raised to 17 in 1998 by opening of

PERC's in the universities at Lucknow, Bhubaneswar, Bangalore, Tirupati and Jaipur. The joint UGC-UNFPA Program was completed as per the terms of reference jointly agreed by the UGC and the UNFPA during the IX Plan. However besides 17 PERC's, more than 100 Adult Education Departments in Universities and 1400 PE-Clubs, set up in Universities/Colleges have implemented various activities and programs on Population Education. During the X Plan, 50 universities were provided funds to implement Population Education Programme. Keeping in view the expertise developed in the universities in Population Education, it is proposed to include this area as one of the important aspect of the work of the Departments of Adult Education during the XI Plan.

The purpose of incorporation of Population Education in University and Colleges in the XI Plan is to create awareness on population issues among students and non-student youth through various activities which may include organisation of awareness programmes for student and non student Youth, workshops for developing materials and training field functionaries, developing and offering short courses etc. However, efforts have to be made to bring about desirable changes in the attitude, practices and values in the society on gender related issues through the organization of workshops and mass contact programmes.

7.6 **The Departments will have the freedom to select one or more of the above areas keeping in view the specialization and experience of the faculty, local needs and character of the university, It is, however, suggested that the departments may try to opt for not more than two areas for intensive work so that, they could make significant contribution to the selected area and become a specialized departments by the end of the Plan period.**

7.7 *The Director should plan and implement the scheme of Adult Education with the active participation of all the faculty members of the Department as a team. Special efforts should be made to encourage younger faculty members to take up the programmes under the guidance of senior faculty.*

## **8. BUDGET BREAK-UP AND SUBMISSION OF PROPOSAL**

The UGC will be providing recurring grant in the range of Rs. 2-10 lakh per year and non-recurring grant of Rs.5 lakh to the departments of LL during the XI Five Year Plan.

The Departments are expected to submit brief details of the different proposed activities under the main selected area/s as per the budgetary break up given below :

Program cost -----	55%
( Organization of workshop/ meetings for courses, extension/field activities, counseling, student placement material development, analysis of data,including honorarium to resource persons ,visiting faculty, experts etc)	
Staff support (academic and non academic) for project work, processing, editing, program management etc.-----	20%
Purchase of books, Audio/Video, Software etc. -----	10%

Travel for field visit, participation in meetings/conferences etc.-----10%  
(national and international)

Contingency for purchase of stationary,  
office equipment, Postage etc. ----- 5%

The UGC will review the proposals submitted by the universities and make **allocations in the range of Rs.2,00,000/- (Rupees two lakhs) to Rs.10,00,000/- (Rupees ten lakhs) per year** depending on the strength of the faculty, infrastructure facilities and past performance of the departments.

## 9. **PROGRAMME IN 100 SELECT COLLEGES IN DISTRICTS WITH LOW LITERACY AMONG SC/ST POPULATION**

Apart from the expansion and strengthening of LL Programme in the universities, there is an urgent need to extend this programme, especially to Districts of low literacy. As per the Census of 2001, 100 Low Literacy Districts 50 each- SC and ST have been identified as per Annexure 1 & 2. Interested colleges in such districts will be supported for introduction of LL Programme.

- These colleges would be expected to (a) Help in development of Soft-Skills of the College level youth; (b) involve youth in promotion of Literacy Programme in the District and (c) Initiate local need based LL Courses.
- The colleges may seek the help of the nearest *Jan Shikshan Sansthan* or university departments of LL for organizing the programmes.
- Each college may identify two Programme Coordinators (one male and one female) for organizing the programmes. Each coordinator will be entitled for an honorarium of Rs.500 per month.
- Each college will be given Rs.1.00 (one lakh) per annum to meet the programme cost-viz. payment of honorarium to Resource persons, purchase of teaching learning materials, local travel and other programme related expenses. The colleges may provide the break up in the proposal.
- Each college will also be given Rs.2.40 (two lakh and forty thousand) as nonrecurring grant for the Plan period to purchase equipments, viz. Computers for imparting training to students and other equipments.

## 10. **ORGANIZATIONAL ASPECTS**

### (A) **Status of Departments of Lifelong Learning .**

- 11.1 The earlier 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 XI 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 XI Plan will be based on the fulfillment of this condition and submission of a compliance report by the university duly signed by the Vice Chancellor.

- 11.2 The Department of Lifelong Learning 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.
- 11.3 The Departments of LL shall have academic freedom for the planning and conduct of innovative programmes in Teaching, Research and Extension.
- 11.4 The faculty of the LL will also be eligible for the various types of grant of the UGC available to the university .
- 11.5 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**

In case of new Departments, they will adopt the nomenclature of **Department of Lifelong Learning (DLL)**.

The existing departments are advised to change their names keeping in view the new thrust of the programme. For the purpose of the present guidelines the Departments are referred to as Departments of Lifelong Learning.

**(C) Structure**

- 1) At the UGC level

The Commission may constitute an Expert Committee to examine proposals from universities for financial support, advise on policy matters, monitor and review of the functioning of Departments.

- 2) At the University level

*i) Advisory Committee*

Wherever, there are no Statutory Boards or similar committees the universities and colleges should have an Advisory Committee to guide and oversee various academic and extension programmes of the department. 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 of colleges (e) two / three experts in the field and (f) Government Departments. The Head of Department of ACEE will be its Member-Secretary. The Vice Chancellor or his nominee should be the ex-officio Chairperson. The tenure of the Committee will be the entire five year plan period. The Director may constitute a small subject / expert committee to plan and execute different programmes with the approval of the Vice Chancellor.

**(D) Faculty and Staff**

**1) Head / Director of the Department of Lifelong Learning .**

1.1 Each Department will be headed by a Professor / Director.

1.2 For the effective functioning of the Departments of Lifelong Learning ,it is desirable to have a fulltime Director. As far as possible all efforts must be made to have a full time Director / Professor. *The practice of appointing part-time, honorary Director or additional charges should be discouraged.* If there is no position of a Professor/Director, the university may designate the senior most Reader as the head of the Department. In all those universities which follow the practice of rotation of headship, the same may be adopted in DLL..

1.3 The duties of the Professor / Director will be same as those of Heads of other teaching departments. However, he/she will have the additional responsibility of implementing the UGC guidelines for the scheme.

**2) Faculty**

**2.1** The Readers (Assistant Directors), Lecturers (Project Officers) will be eligible for promotion under UGC's Career Advancement Scheme or other similar schemes of the State Government.

**2.2** All the faculty members will be entitled to terminal benefits such as pension, gratuity, GPF, PF and other financial benefits. They will be entitled to avail sabbatical leave and other privileges of teachers in accordance with the rules for teachers.

**2.3** Wherever necessary, the departments may hire faculty on contract basis or as visiting or part time basis on UGC rates / University norms.

**2.4** **The earlier designations of the core staff i.e. Director, Assistant Director and Project Officer should be changed into Professor, Reader, Lecturer (if not already changed) or as per University Teaching Staff nomenclature , Professor, Associate Professor, Assistant Professor during of the XI Plan, as per university rules expeditiously.**

**3) Secretarial and Non-teaching Technical Staff**

The Department will have Non-teaching Staff whose service conditions shall be the same as are applicable to other similar staff in the university.

Project Staff may be appointed for academic and non-academic work on a consolidated pay or honorarium as given below :

Graduate - minimum of Rs. 5000/- per month and Rs.1000/- Fixed Travel Allowance wherever applicable.

Post-Graduate - minimum of Rs. 6000/- per month and Rs. 1000/- Fixed Travel Allowance wherever applicable.

Net-qualified / M.Phil/Ph.D. – Rs. 8000/- per month and Rs. 1000/- Fixed Travel Allowance wherever applicable.

## **12. ADMINISTRATIVE AND FINANCIAL PROCEDURES**

- 12.1 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.
- 12.2 Non-recurring grants are for a period of five years of entire Plan period whereas annual recurring grants are for the particular year for which it has been sanctioned

## **13. FUNDING CRITERIA AND PATTERN OF ASSISTANCE**

- 13.1 Financial support in the form of a maximum recurring grant of **Rs. 10,00,000/- (Rupees ten lakhs) per year** will be given for the earmarked activities;
- 13.2 In order to give flexibility for the utilization of grants, the recurring 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;
- 13.3 During the XI Plan, the UGC will provide upto **Rs. 5,00,000/- (Rupees Five lakhs) as non-recurring grant to the Departments of Lifelong Learning.** Keeping in view the availability of funds for the purchase of equipments, five year subscription to journals(including online subscription) and purchase of past issues of journals, development of documentation unit including databases, digitization of researches, evaluations and other select publications of the faculty and development and maintainance of website etc. Each university may work out the break up of the grant with the approval of the Vice Chancellor.
- 13.4 In order to give greater stability to the Departments, the salary and benefits for the core faculty viz. Professor, Readers and Lecturers shall be included in the comprehensive annual budget of the university and in the total Plan proposals of the concerned universities;
- 13.5 UGC's support for the establishment of new Departments will be available during XI Plan period.

- 13.6. The State Universities will have to obtain the concurrence of respective State Governments or universities themselves to give permanency to the posts sanctioned by the UGC during the Plan period. The University/State Government must take suitable steps in this direction..
- 13.7 **As far as new Departments are concerned, the post of two Readers and two Lecturers will be sanctioned in addition to the project posts created under the UGC grants. In the existing departments which do not have two positions of Readers and two lecturers, additional posts of Readers and Lecturers will be sanctioned during the Eleventh Plan.** It will be the responsibility of the concerned University to provide non-teaching administrative/ office staff, space, furniture and other infrastructure facilities.
- 13.8 The Department will need to explore other sources for raising funds in addition to the UGC assistance;
- 13.9 Conducting self-financing programmes / courses is essential for the sustainability of the Department;
- 13.10 A separate fund be created from the resources generated by the Department, to be utilized for the activities of the Department;
- 13.11. A separate budget be maintained for the Department operating with the UGC and State Government grants.
- 13.12 The departments are expected to submit the annual reports of the activities undertaken during each year along with the details of the utilization of budget to UGC in the month of April.
- 13.13 The UGC will carry out a mid-term review of the programmes during the XI Plan.
- 13.14 The new proposal may be submitted by 31<sup>st</sup> May of every year. UGC will review the proposal in the month of June and the decision of the Commission will be communicated to the universities in the month of July.

**UNIVERSITY GRANTS COMMISSION**

**REVIEW PROFORMA FOR EXISTING DEPARTMENTS OF LL**

(This proforma is in four parts : Part I deals with basic information. Part-II deals with Report of the work done during X Plan. Part-III deals with the details of the activities to be undertaken during the XI Plan and Part-IV deals with the Compliance Report and Utilization Certificate.

**PART -I**

**I. GENERAL INFORMATION :**

1. State : \_\_\_\_\_

2. Name of the University \_\_\_\_\_

3. Name of the Department / Centre \_\_\_\_\_

4. Address : \_\_\_\_\_

\* Tel No. Direct : \_\_\_\_\_ \* Through university exchange \_\_\_\_\_

\* Fax No. \_\_\_\_\_ \* e-mail \_\_\_\_\_

\* Website \_\_\_\_\_

5. Year of Establishment of the Department \_\_\_\_\_

**II. THE DIRECTOR / HEAD / PROFESSOR**

1. Name \_\_\_\_\_

2. Qualifications \_\_\_\_\_

3. Experience in Adult Education(in \_\_\_\_\_)

4. Date from when in position \_\_\_\_\_

5. Full time/ Part time / Incharge/Holding Additional charge \_\_\_\_\_

if so, state actual position held e.g. Reader/ Professor or Head of another Department etc.

**III. OTHER POSITIONS**

Sr.No.	Postions	Number of Posts Sanctioned by			In Position	Number of Vacant positions
		UGC	State	Univ.		
a)	Core Faculty					
1	Professors					
2	Assistant Directors/ Readers					
3	Project Officers / Lecturers					
	Total					
b)	Admn.Staff					
1	Stenographer					
2	Tech.Assistant					
3	Typist					

- 4      Accounts Assistant
- 5      Peon/Office  
Assistant
- 6      Driver
- Total

**Details of Core Faculty :**

Sr. No.	Name of the Core Faculty	Designation	Educational Qualification	Area of specialization viz. Continuing Education, Extension, Population/ Adult Education
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**PART –II**

**PROGRAMMES AND ACTIVITIES (undertaken during Xth Plan period)**

( Please give details of each activity)

**I. TEACHING OF THE DISCIPLINE COURSES (Specify name of courses)**

- 1. Degree Courses
- 2. Diploma Courses
- 3. Certificate Courses

**II. CONTINUING EDUCATION**

- 1. Diploma Courses
- 2. Certificate Courses
- 3. Non-credit programmes

**III. NUMBER AND TITLES OF RESEARCH AND EVALUATION STUDIES UNDERTAKEN**

**IV. TOTAL NUMBER AND TITLES OF PUBLICATIONS by the faculty**

**V. CONFERENCES / WORKSHOPS / SEMINARS / TRAINING PROGRAMMES ORGANISED by the Department**

**VI. EXTENSION AND FIELD OUTREACH ACTIVITIES UNDERTAKEN**

**VII BUILDING, EQUIPMENT AND OTHER RESOURCES AVAILABLE WITH ACEE**

- 1. Space / Building (specify number of rooms) \_\_\_\_\_
- 2. Equipment(Specially computer peripherals, office, other equipment etc.)  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Library  
No. of Titles \_\_\_\_\_  
No. of books \_\_\_\_\_  
Journals \_\_\_\_\_

4. Availability of Internet facility ; Yes / No \_\_\_\_\_

5. Any other information \_\_\_\_\_

**P.S. : Attach copies of reports and other supporting documents.**

### PART- III

**Main Thrust area of work during the X Plan** \_\_\_\_\_

**Grant Sanctioned during the X Plan** \_\_\_\_\_

**Amount utilized during the X Plan** \_\_\_\_\_

(A) **Specify the selected Area/s of Specialisation and requirement of funds for XI th Plan**  
( Annual recurring grant will be in the range of Rs.2-10 lakh per year. Each department may select area/s and specify the required fund under each area. The maximum yearly fund will be Rs. 10 lakh)

Sr. No.	Area of Specialization	Tick (√) against the chosen area	Indicate total requirement of budget (max. amount Rs. 10 lakh)	Program Cost 55% of the total budget	Staff Salary 20% of the total budget	( Budgetary Breakup )		
						Field travel 10% of the total budget	Purchase of Books 10% of the total budget	Contingency 5% of the total budget
1.	Teaching Training Research etc.							
2.	Life-long Learning / Continuing Education							
3.	Extension including student counseling							
4.	Material Development including e-contents							
5.	Population Education							
	TOTAL	-						

(Give brief overview of each of the proposed activities( selected under the chosen area), objectives and methodology and expected outcome separately )

#### B Requirement of Additional Faculty

( During the XI plan, it is proposed to strengthen all the existing departments so as to have two posts of Readers and two Lecturers. Those departments which do not have two posts of Readers and Lecturers may indicate their requirement below) :

Existing Posts

Additional Posts  
required for having four

Reader      Lecturer      positions  
Reader      Lecturer

**PART-IV**  
**COMPLIANCE REPORT**

This is to certify that the University (Name) \_\_\_\_\_  
\_\_\_\_\_ has complied with the X Plan Guidelines of Adult Education and also accepts the XI Plan Guidelines.

**Director**

**Vice Chancellor**

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**UNIVERSITY GRANTS COMMISSION**

**UTILISATION CERTIFICATE**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) sanctioned to \_\_\_\_\_ by the University Grants Commission vide their letter No. \_\_\_\_\_ dated \_\_\_\_\_ towards \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned and in accordance with the term and conditions as laid down by the Commission.

If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or regularize the objected amount.

Director (Lifelong Learning & Extension)

Registrar

Chartered Accountant/Government Auditor

**University Grants Commission**  
**ESTABLISHMENT OF NEW DEPARTMENTS/CENTRES OF LIFELONG LEARNING**  
**& EXTENSION**

(The completed proforma should be sent to the Secretary, UGC, Bahadurshah Zafar Marg, New Delhi-110 002 alongwith a copy to incharge, NFE Bureau, 35 Feroze Shah Road, New Delhi – 110 001).

**FORMAT OF PROPOSAL**

1. University Profile
  - 1.1 Name of the University :
  - 1.2 Address :
  - 1.3 State :
  - 1.4 Date of Establishment :
  - 1.5 Name of the Vice-Chancellor :
  - 1.6 Name of the Registrar :
  - 1.7 Name of the Proposed Head or the Department :
  - 1.8 Type of University :
  - 1.9 No. of Colleges, if affiliating type :
2. Background Information
  - 2.1 Continuing education courses offered by different departments : Yes / No :
  - 2.2 Extension aspects included in the curriculum : Yes / No :  
if yes , give details below :

Courses	Disciplines	Focus(project , fieldwork , paper any other)
B.A.		
B.Sc.		
B.Com.		
M.A.		
M.Sc.		
M.Com.		
M. Phil.		
any other		

2.3 Names and designation of faculty members involved in University's extension work

2.4 Services oriented activities for students : Yes / No

If yes , specify type of activities : (tick (√) against activities undertaken )

N.S.S

Population Education Club

Planning forum

Adult Literacy

N.C.C

Any other please specify

2.5 Books / journals and other documentation available in the library on Adult Continuing Education and Extension Work : Yes / No :

2.6 Computerisation and communication facilities available at the university : Yes/No :

2.7 Availability of infrastructure for new department. Yes/No

2.8 Linkages with :

(a) Government bodies such as State Literacy Mission/District Literacy Committee :  
Yes/No

(b) Voluntary organization : Yes / No

(c) Dept. ACEE of other universities : Yes / No :

(d) Any other- Specify

3. Give detailed Proposal (within the frame-work of XI Plan guidelines)

3.1 Aims and objectives of selected area/s of work

3.2 Rationale

3.3 Programmes/Activities proposed alongwith budget

3.4 Capacity to generate resources

3.5 Likelihoods of state Government s approval to the Dept. /  
Programmes and taking over liability of staff in the next Plan period

3.6 Any other details (please specify )

**Name and signature of Director**

**Name and signature of Vice-Chancellor**

## COMPLIANCE REPORT

This is to certify that the University (Name) \_\_\_\_\_  
\_\_\_\_\_ accepts the XI Plan Guidelines in toto.

**Director**

**Vice Chancellor**

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## UNIVERSITY GRANTS COMMISSION

### UTILISATION CERTIFICATE

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
sanctioned to \_\_\_\_\_ by the University Grants  
Commission vide their letter No. \_\_\_\_\_ dated \_\_\_\_\_ towards  
\_\_\_\_\_ has been utilized for the purpose for which it was sanctioned and in  
accordance with the term and conditions as laid down by the Commission.

If as a result of check or audit objection, some irregularity is noticed at a later stage,  
action will be taken to refund or regularize the objected amount.

Director (Life Long Learning & Extension)

Registrar

Chartered Accountant/Government Auditor  
Financial Advisor of the University

(Please attach separate sheets if required)

## **PROFORMA FOR SUBMISSION OF PROPOSAL BY THE COLLEGES UNDER XI PLAN –Lifelong Learning PROGRAMME**

(The completed proforma should be sent to the Secretary,UGC, Bahadurshah Zafar Marg, New Delhi-110 002  
alongwith a copy to Incharge, NFE Bureau, 35 Feroze Shah Road, New Delhi – 110 001).

1. Name & Address of the College \_\_\_\_\_  
\_\_\_\_\_

2. Name of affiliating university \_\_\_\_\_

3. Name of the Principal \_\_\_\_\_

4. Telephone no. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail address \_\_\_\_\_

5. Names of programme coordinators \_\_\_\_\_  
\_\_\_\_\_

6. Availability of Infrastructure facilities at the college for the programme : Yes / No

7. Details of proposed programmes

(i) Lifelong Learning courses proposed to be organised

Name of the courses proposed	Number of beneficiaries			Requirement of Funds for teaching learning materials	Requirement of funds for organizational expenditure
	Male	Female	Total		

(ii) Details of Literacy programmes proposed

Number of Students to involved			Requirement of Funds for teaching learning materials	Requirement of funds for organizational expenditure
Male	Female	Total		

(iii) Details of Computer literacy and spoken English programmes

Number of Students to involved			Requirement of Funds for teaching learning materials	Requirement of funds for organizational expenditure
Male	Female	Total		

**P.S. :Total budget for all the three programmes should not exceed Rs. one lakh per annum including  
honarium for Programme Coordinator (Rs. 2,40,000/- will be available as non-recurring grant to the  
college for the purchase of computers, equipments etc.**

## Annexure- I

**50 Low Literacy Scheduled Castes Districts - Census 2001**

S. No.	District/State	Literacy Rate 2001		
		Persons	Males	Females
1.	Sheohar (Bihar)	16.85	24.38	8.28
2.	Madhepura (Bihar)	17.07	25.86	7.74
3.	Saharsa (Bihar)	18.46	27.45	8.87
4.	Pumia (Bihar)	18.54	26.64	9.75
5.	Araria (Bihar)	18.92	27.60	9.39
6.	Supaul (Bihar)	19.57	30.84	7.51
7.	Purba Champaran (Bihar)	20.60	30.25	9.66
8.	Chatra (Jharkhand)	21.34	30.16	12.06
9.	Sitamarhi (Bihar)	22.08	31.77	11.14
10.	Madhubani (Bihar)	22.18	33.82	9.72
11.	Paschim Champaran(Bihar)	22.34	33.08	10.31
12.	Nawada (Bihar)	22.37	32.87	11.07
13.	Khagaria (Bihar)	24.25	33.59	13.58
14.	Balrampur (U.P.)	24.44	35.21	11.64
15.	Jamui (Bihar)	24.47	35.41	12.76
16.	Darbhanga (Bihar)	24.66	35.51	12.78
17.	Samastipur (Bihar)	25.09	35.70	13.63
18.	Sheikhpura (Bihar)	25.19	36.32	12.66
19.	Shrawasti (U.P.)	25.71	37.59	11.29
20.	Gaya (Bihar)	26.29	36.79	15.01
21.	Katihar (Bihar)	26.32	36.47	15.24
22.	Palamu (Jharkhand)	26.71	38.64	13.81
23.	Lakhisarai (Bihar)	26.83	37.77	14.80

S. No.	District/State	Literacy Rate 2001		
		Persons	Males	Females
24.	Bahraich (U.P.)	27.50	38.17	14.60
25.	Banka (Bihar)	27.59	39.68	14.12
26.	Kishanganj (Bihar)	28.16	39.96	15.48
27.	Garhwa (Jharkhand)	28.36	42.16	13.36
28.	Muzaffarpur (Bihar)	28.87	38.95	17.93
29.	Pakaur (Jharkhand)	28.97	40.62	16.65
30.	Vaishali (Bihar)	29.41	40.84	16.82
31.	Nalanda (Bihar)	29.43	41.96	15.37
32.	Gonda (U.P.)	29.45	42.70	14.53
33.	Giridih (Jharkhand)	31.28	47.69	14.85
34.	Sanbhadra (U.P.)	31.32	44.89	16.40
35.	Begusarai (Bihar)	31.41	42.83	18.80
36.	Kaushambi (U.P.)	31.91	46.15	16.00
37.	Gopalganj (Bihar)	32.11	46.74	17.30
38.	Jehanabad (Bihar)	32.55	46.50	17.43
39.	Mahbubnagar (Andhra Pradesh)	32.58	44.72	20.11
40.	Godda (Jharkhand)	32.66	46.58	17.26
41.	Siddharthnagar (U.P.)	33.01	47.92	16.97
42.	Tamenglong (Manipur)	33.33	33.33	-----
43.	Saran (Bihar)	33.56	48.82	17.47
44.	Bhagalpur (Bihar)	33.69	44.70	20.73
45.	Mansa (Punjab)	34.52	40.04	28.38
46.	Rayagada (Orissa)	35.18	49.81	21.03
47.	Kadarma (Jharkhand)	35.30	52.84	18.50
48.	Koraput (Orissa)	35.43	48.52	22.45
49.	Sahibganj (Jharkhand)	35.54	47.91	21.96
50.	Siwan (Bihar)	35.56	51.31	20.34

### 50 Low Literacy Scheduled Tribes Districts - Census 2001

S. No.	District/State	Literacy Rate 2001		
		Persons	Males	Females
1.	Jaunpur (U.P.)	8.70	11.26	6.08
2.	Kaushmbi (U.P.)	8.96	13.51	3.33
3.	Lakhisarai	12.91	20.18	4.87
4.	Kushinagar (U.P.)	13.55	22.22	5.29
5.	Mahoba (U.P.)	14.55	22.22	7.14
6.	Malkangiri (Orissa)	14.69	22.05	7.50
7.	Kishanganj (Bihar)	15.29	22.62	7.51
8.	Barabanki (U.P.)	17.39	25.27	8.59
9.	Azamgarh (U.P.)	17.56	22.75	8.87
10.	Shrawasti (U.P.)	17.93	29.95	5.69
11.	Anantnag (Jammu & Kashmir)	18.60	24.19	12.14
12.	Koraput (Orissa)	18.68	29.25	8.38
13.	Chandauli (U.P.)	19.70	26.67	11.83
14.	Hamirpur (U.P.)	19.83	32.31	3.92
15.	Rayagada	20.23	31.16	10.07
16.	Pratapganj (U.P.)	20.34	35.00	5.17
17.	Nawada (Bihar)	20.54	27.45	12.72
18.	Sheopur (Madhya Pradesh)	21.09	32.01	9.38
19.	Kupwara (Jammu & Kashmir)	21.41	28.69	13.22
20.	Ramanathapuram (Tamil Nadu)	21.44	23.79	18.83
21.	Siddharthnagar (U.P.)	21.55	28.43	12.66
22.	Dantewada (Chhattisgarh)	21.77	30.42	13.44
23.	Jhansi (U.P.)	21.84	31.36	11.11
24.	Araria (Bihar)	21.89	33.10	10.11

25.	Pulwama (Jammu & Kashmir)	21.92	28.37	14.51
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Contd...

S. No.	District/State	Literacy Rate 2001		
		Persons	Males	Females
26.	Samstipur (Bihar)	21.96	17.13	46.05
27.	Srinagar (Jammu & Kashmir)	22.01	30.01	13.01
28.	Banka (Bihar)	22.20	33.26	10.53
29.	Pakaur (Jharkhand)	22.28	31.31	13.13
30.	Jalaun (U.P.)	22.73	34.55	10.91
31.	Bahraich (U.P.)	23.42	31.89	15.08
32.	Unnao (U.P.)	23.56	32.35	12.62
33.	Basti (U.P.)	23.91	37.76	8.14
34.	Nabarabgapur (Orissa)	24.00	36.86	11.12
35.	Doda (Jammu & Kashmir)	24.00	33.59	13.04
36.	Pashchim Champaran (Bihar)	24.12	35.22	12.14
37.	Hathras (U.P.)	24.14	26.32	20.00
38.	Kathihar (Bihar)	24.24	35.34	12.46
39.	Sahibganj (Jharkhand)	24.44	33.39	15.53
40.	Saharsa (Bihar)	24.48	34.40	13.87
41.	Purnia (Bihar)	24.54	36.34	11.86
42.	Firozabad (U.P.)	24.67	36.25	11.43
43.	Giridih (Jharkhand)	24.71	36.99	11.89
44.	Auraiya (U.P.)	25.00	36.36	5.26
45.	Balrampur (U.P.)	25.52	38.38	11.28
46.	Jalor (Rajasthan)	25.71	38.74	11.10
47.	Mahbubnagar (Andhra Pradesh)	25.76	37.58	13.33
48.	Garhwa (Jharkhand)	25.87	38.29	12.61
49.	Jamui (Bihar)	26.75	39.53	13.04
50.	Supaul (Bihar)	26.93	41.07	12.03

