

GUIDELINES FOR

INTRODUCTION OF CAREER

ORIENTED COURSES IN UNIVERSITIES

AND COLLEGES DURING XI PLAN

(2007-2012)



UNIVERSITY GRANTS COMMISSION

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UNIVERSITY GRANTS COMMISSION

INTRODUCTION OF CAREER ORIENTED COURSES

IN UNIVERSITIES AND COLLEGES

PREAMBLE

Globalisation of education and economy has led the University Grants Commission (UGC) to reorient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario and is likely to increase in the future. To meet this challenge, during the XIth Plan, UGC would like to encourage incorporation of skill oriented and value added, add-on courses in colleges/Universities to be opted by students as a parallel sub-discipline while pursuing their degree level education.

1. INTRODUCTION

The UGC initiated a major programme of vocationalisation at undergraduate level during VIIIth Plan (1994-95). The scheme was designed to ensure that graduates who pass out after completing these courses would have knowledge, skills and aptitude for gainful employment in the wage sector in general and self-employment in particular. Since the inception of the scheme and until the end of the X Plan, 3,383 colleges and 43 Universities have been provided assistance for the introduction of Vocational Subjects involving a total grant of more than Rs. 286.77 crore during this period (1994-2007).

The UGC during Xth Plan decided to recast the vocationalisation programme at undergraduate level under a modified scheme of CAREER ORIENTED PROGRAMME. The UGC has introduced a flexible system of certificate/diploma/advanced diploma programme, which run parallel to the conventional B.A., B.Com. and B.Sc. degrees. The Universities/colleges may formulate their own, 'Need-Based', Career-oriented courses.

The syllabi as per guidelines of the UGC on the scheme of courses may be prepared by the universities/colleges on their own keeping in view the subject specific academic needs and market requirements, with the help of the subject experts. However, it has been noticed that these take a long time to get introduced on account of the delay in grant of approval by the statutory bodies of the University. This results in delayed utilization of allotted assistance, which is made available to the institution along with the sanction, besides depriving the students of the benefits of the scheme. As such, it is decided that subject to the

final formal approval of the statutory bodies of the University, the Vice Chancellor may permit the introduction of the course(s) on the basis of the recommendations of a Committee consisting of the Dean of the concerned Faculty and two other experts nominated by the Vice-Chancellor, within two months of the allotment granted by the UGC. If the University fails to approve the syllabi within the prescribed limit, the same will be treated as approved.

2. OBJECTIVE

The objective of the scheme is to introduce career and market-oriented, skill enhancing add-on courses that have utility for job, self-employment and empowerment of the students. At the end of three years, the students will be equipped with a Certificate/Diploma/Advanced diploma in an add-on orientation course along with a conventional degree in Science/Arts/Commerce.

The Institutions should offer a wide range of career-oriented subjects in various related areas. Some of the indicative courses for Science stream could be Information and Computer technology, Refrigeration, Biotechnology, Hospital Waste Disposal Management and Sericulture etc. For the Social Sciences and Humanities streams, the courses could be of inter-disciplinary nature viz. Applied Sociology, Applied Psychology, Tourism, Fashion Designing, Translation Proficiency, Television and Video Production. For the Commerce stream, courses could be in Insurance, Banking, e-Commerce World Trade, Foreign Exchange Trade, Retailing etc. The courses offered should be of inter-disciplinary nature. There should be no watertight compartments and students should have the freedom to diversify into various fields not necessarily related with their core discipline. For instance, a student pursuing a bachelor's degree in a Science subject could side by side pursue a course in Event Management. Similarly a student with Arts background may have the option to pursue a course in Science Journalism.

3. TARGET/ELIGIBILITY

All Colleges and Universities recognized by the UGC under Section 2(f) and 12(B) of UGC Act, 1956 are eligible for implementing the scheme of Career-Oriented Courses.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME.

The assistance available in this programme is only in the form of a one-time grant as '**Seed Money**'. The amount may be utilized for the purchase of books and journals, augmentation of laboratory facilities, equipment, contingency and payment of remuneration to the Guest/Internal faculty only.

1. Assistance from the UGC will be available to the tune of Rs. 7 lakh per course as one time 'Seed Money' for five years in the Humanities and Commerce streams and **one time** 'Seed Money' of Rs. 10 lakh per course will be granted for five years for the Science stream. The Colleges/Universities may opt for multiple Certificate/Diploma/Advanced Diploma. The Colleges/Universities can opt for a maximum of three courses.
2. As physical inputs are essential for the implementation of the programme, qualitative and descriptive details of existing infrastructure, library resources, laboratories and workshops should be clearly specified in the application. The equipment and laboratory resources should be adequate in the institution for starting the career-oriented courses. The applicant institutions must work out the economics and viability of each course before sending their proposal to the UGC While working out economics both academic and administrative expenditures should be taken into account.
3. The Principal and other staff/members who are involved in the career-oriented courses and who, in addition to their workload, have to perform a number of functions such as arranging guest faculty, liaising with employing establishments for practical training of students, supervising the field work and project work of the students of career-oriented courses etc. may be paid suitable honorarium out of the resource generated by the Institutions. The coordinator of the course may be paid remuneration @ Rs. 5000/- per year out of the 'Seed Money'.

5. PROCEDURE FOR APPLYING FOR THE SCHEME.

- 5.1 A College/University (which has undergraduate 'teaching departments) may indicate in its proposal the name of the career-oriented courses, it proposes to introduce. However, the Colleges must inform their affiliating University about the subjects for which they are applying. In turn, Universities should plan framing of respective syllabus to be made available to the Colleges to start the programme on time. Accordingly, Colleges/University/Institution should send their proposal (**Annexure I**) directly to the **Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi-110001**. A copy of the proposal should also be sent through the University. Incomplete proposals will not be entertained.
- 5.2 It may be noted that the course subject that an institution proposes will be introduced in the existing three degree programmes by way of add-on skill oriented subjects during the first, second and third year of education as Certificate/Diploma/Advanced Diploma Courses along with conventional degree programmes of B.A., B.Com. and B.Sc., respectively.
- 5.3 Detailed syllabi, indicating, the distribution of time between theory, practical/field work/dissertation and pre-requisites for the choice of subjects, and periods to be allotted etc. have to be worked out under the scheme by the Universities/Colleges. The courses must be organized in an effective manner and the credit values of the various components clearly indicated.

- 5.4 Combination of subjects: It is envisaged to provide flexibility in choice of the combination of subjects, without any limitation. The Colleges and Universities are free to identify local need based career oriented course/inter-disciplinary courses of their choice. They may seek help from Industry/Service Organizations and NGOs as well as individuals to develop the course design, contents and implementation methodology.
- 5.5 Practical Training: While framing Career-Oriented Courses, a distinction between career oriented subjects and other academic subjects and other academic subjects would be made in terms of practical training, in its quality, quantum and modalities of organization. The content/nature of practical work must be skill oriented and aim at the development of marketable skills. Industrial collaboration and linkage with the concerned organizations and institutions as well as prospective employment agencies, need to be taken care of.
- 5.6 Field Institutions/Training: This is one of the most important aspects of the Career/Soft Skilled Oriented Programme. The collaborating Organizations/NGOs/ Institutions would accept students and allow them to participate in their profession/service activities.
- 5.7 The maximum number of students in one course of the career Oriented Programme should not exceed 30 to 40 in the average class size to maintain quality and standard of teaching.
- 5.8 Faculty -The following staff members could be involved in teaching, training and administration of the programme :
- Principal of the College/Head of the Department of the University.
 - Coordinator of each course who will be responsible for the academic and administrative aspects.
 - Teaching faculty of the specialized discipline.
 - Guest lecturers drawn from other institutions, services and individual organizations/experts in the field.
 - Laboratory/Workshop/Institution for practical training of students
- 5.9 Coordinator The responsibility for organizing the teaching and training of will rest with the Coordinator of the course/subject/specialized discipline.

1 Teaching Faculty

The teaching faculty would be required to be competent in the following four main areas:

- Delivery of a new subject matter which is applied in nature.
- Practical training to students in institutions.
- Promoting skill development among students which, although carried out with the assistance of personnel of employing establishments will require collaboration of the teaching faculty.
- Entrepreneurship development.

2 Guest Faculty

In view of the contents of the proposed subjects being different from what is generally available in Universities and Colleges, much of the content of new subjects will have to be taught by guest faculty experts. They could be drawn from training and professional institutions and from production related establishments. Individuals having expertise in the discipline may also serve as guest faculty. The Guest Faculty/Internal faculty may be remunerated @ Rs. 250/- per lecture of one hour duration. The Colleges/Universities need to make the definition of a recognized teacher more flexible so as to bring expertise from the field/industry into the domain of guest faculty. If necessary, the pre-requisite qualifications for the guest-faculty may be different for those who are from the field/industry and accordingly the concerned university may lower the pre-requisite qualification for the guest faculty, in case the need arises.

5.10 Career Oriented courses will have a progressive approach. The following programmes will be available:

1. Certificate Course: The course will be of 20 credits. Each credit will have 15 hours of workload out of which 8 credits should necessarily be assigned to field work/project work/training. The proof of this should be submitted during examination e.g. work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty.
2. Diploma Course: The course will be 40 credits (20 credits earned during Certificate Course). Each credit will have 15 hours of workload out of this 8 credits should necessarily be assigned to field work/project work/training. The proof of this should be submitted during the examination.
3. Advanced Diploma Course: The course will be 60 credits (40 credits earned together during Certificate and Diploma Courses respectively). Each credit will have 15 hours of workload. Out of this 8 credits should necessarily be assigned to field work/project work/training. The proof of this (field work/project work/training) should be submitted during the examination

5.11 Certificate/Diploma/advanced Diploma in Career Oriented Programmes will be awarded on the basis of examination results and credits earned. Students may be permitted to complete Certificate/Diploma/Advanced diploma in the same subject/course or by completing the credits from other Inter-disciplinary Career Oriented courses.

5.11.1 Issue of Certificate: Any College interested in awarding the University Certificate must apply to the University well in advance and approval of the Academic Bodies will be required. Once the

University approves the college proposal, the college will issue the joint certificate with name of University and College.

6. PROCEDURE FOR APPROVAL BY THE UGC.

1. All proposals received in the prescribed application form will be discussed by an Expert Committee constituted by the UGC, in an 'Interface meeting', with representatives of respective institutions and make recommendations about the institutions and subject/course to be allotted.
2. Institutions thus selected will be informed of the approval of their proposals soon after the UGC has accepted the recommendations of the Expert Committee.
3. Institutions selected for support should prepare a prospectus informing the students of the nature and scope of the subject, an outline of the syllabus, minimum conditions which students must fulfill, time schedule, nature of project and field work/laboratory/training experiences to be imparted.

7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC.

Under this scheme, the UGC will provide 'one time' assistance in the form of 'Seed Money' for each discipline/course.

8. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME.

The scheme provides for regular monitoring, Institutions will be required to send information on a prescribed format to the UGC. In addition, the UGC may constitute an Expert Committee along with one or two members of the Standing Committee on Career Oriented Courses to visit institutions individually or in groups to review the implementation of the scheme. Information required for this purpose must be furnished by the institution regularly at the end of the academic session.

1. The College/University will develop a 'Career Orientation Council' which will maintain a profile of local job opportunities and will provide data support for career courses. The Council will also monitor the career courses of the college and provide necessary feed back reports periodically to the UGC.
2. The College should maintain a record of students who have completed the three-year degree course along with a 'Career Oriented Course' so that information is available about the activity/status of these graduates.

9. GENERAL:

1. Career Oriented Courses awarded could be replaced with prior permission of UGC.
2. This scheme should be made applicable only at the UG level to be implemented by the Universities and Colleges.
3. In case, the College/University is not able to find enough students for a career oriented course(s) approved by UGC, students from other Colleges/Universities (recognized by UGC under Section 2(f) and 12(B) of the UGC Act, 1956), may be admitted.
4. The Universities should not charge any affiliation fee for the career Oriented Courses sanctioned by the UGC.
5. In pursuance of the policy of the UGC, since a student is completing 900 hours of learning, Universities may consider issue of Honours degree to that student, who have successfully completed concurrently three certificates or Certificate, Diploma and Advanced diploma in a stream along with the degree course.
6. Since there is heavy demand for Certificate courses, irrespective of the year of the study from the students, it is decided to allow the students either to opt for certificate/diploma/Advanced Diploma courses or three certificate courses during the period of study.

10. PROFORMA FOR APPLYING UNER THE SCHEME, SUBMITTING UTILIZATION CERTIFICATE, SUBMITTING PROGRESS REPORT ETC.

1. Application form for introduction of Career Oriented Courses (certificate/diploma/Advanced diploma) in Universities/Colleges. (**Annexure I**).
2. Information to be furnished by the Institution to UGC (**Annexure II**).
3. Terms and conditions for introduction of Career Oriented Course at first degree level (**Annexure III**).
4. Utilization Certificate (**Annexure IV**).
5. Proforma for submission of statement of expenditure incurred for introduction of Career Oriented Course (**Annexure V**).

UNIVERSITY GRANTS COMMISSION

35, FERROZSHAH ROAD

NEW DELHI – 110001

APPLICATION FORM FOR INTRODUCTION OF CAREER ORIENTED COURSES

(CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA)

IN UNIVERSITIES/COLLEGES.

For Office use only

(The University will send their proposal through

It's Registrar, while the proposals of the colleges File No. _____ are to be routed through CDC/Registrar of the Concerned affiliating University. The autonomous Area colleges can send their proposal directly to the UGC.

Date of Receipt

Broad Discipline Humanities Commerce Sciences

1. Particulars 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).

Distt. _____

State _____

Pincode _____

1.2 Year of Establishment of the University/College:

1.3 In case of College, name and address of affiliating University:

1.4 District _____ State _____
Pin Code _____

1.5 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

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)			Private (Grant-in-aid)	
Central Govt.				
		State Govt.	Union Territory	
Constituent College		Autonomous	Affiliated Colleges	
		University	Deemed University	
Science College		Arts College	Commerce College	
			Multi-Disciplinary	
Location of College		Urban	Semi Urban	
(as classified by State Govt.)		Rural	Tribal	
		Backward		
Boy's institution		Women's	Co-educational	

4. Total enrolment in Degree Courses* in the Last Academic Year.

BA	I Year	B.Sc.	I Year	B.Com.	I Year	Grand
	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. (Minimum five subjects must be indicated in each discipline to qualify to be eligible for consideration by UGC).

Disciplines	Subject	Coordinating Department
Arts/Social Sciences	1.	
	2.	
	3.	
	4.	
	5.	
Sciences	1.	
	2.	
	3.	
	4.	
	5.	
Commerce	1.	
	2.	
	3.	
	4.	
	5.	

8. Core (Permanent) Faculty for teaching the Career Oriented courses :

Career Oriented Specialization Courses	Names and Designation	Qualification	Subjects

9. Indicate clearly the existing facilities to support your proposal for introduction of Career Oriented courses (i.e. Economics of Courses worked out by the College/Universities).

10. Status of Last Batch (es) of students having completed Career oriented Courses.

(Only applicable in case of Institutions which have/are already offering Career Oriented Courses and are proposing to introduce more subjects).

Name of Career Oriented Courses	Total No. of students passed out year wise.		Out of total passed out students						
			Year	Student	No. of students joining PG Studies	Wage-Employed	Self-Employed	Family Business	Un-employed

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

Seal and Signature

**Registrar/Dean
College Development Council
Of the University**

**Principal of College
Head of Concerned
Deptt. of the University.**

UNIVERSITY GRANTS COMMISSION

35, FERROZSHAH ROAD

NEW DELHI-110001.

INFORMATION TO BE FURNISHED BY THE INSTITUTION TO UGC.

1. Name of departments for each course which will coordinate the activity.
2. Name of Faculty Members who will be teaching the courses and need training.
3. List of equipment/books to be purchased from the seed money sanctioned to the institution.
4. Item-wise break up of the sanctioned amount such as equipment list, book list, guest faculty etc.
5. Approval of the University for introducing the course.
6. A copy of the Memorandum of Understanding executed with the institution/employing agency for Practical Training/On-Job-Training of students.
7. Soon after receiving approval of the UGC for introduction of a Career-oriented subject, please obtain syllabus from your affiliating university.
8. The present status of career-oriented subject(s) which was/were allotted to your institution by the UGC in earlier years under the scheme in reference. A report on the follow up studies of students, who graduated with career-oriented subjects, if any conducted, may please be sent.

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TERMS AND CONDITIONS FOR INTRODUCTION OF CAREER ORIENTED COURSES AT FIRST DEGREE LEVEL.

UGC's Assistance for introduction of Career Oriented Course at the First Degree Level in Universities and Colleges will be subject to the following terms and conditions:

1. The Career Oriented course will be an add-on course along with conventional degree of B.A., B.Sc., B.Com. Courses for which the UGC has agreed to extend support and has/have been approved by the concerned academic bodies of the respective University/Autonomous colleges.
2. The institution will set up guidance and counseling services to assist and inform students about educational and vocational choices, to liase with employing establishments.
3. The approved career oriented subject will be introduced as an add on course parallel to the existing B.A. /B.Com. /B.Sc. degree.
4. For practical training the students of career-oriented courses will be attached with the local institutions and employing establishments, which have laboratory/workshop, facilities related to the new course and where adequate supervision by qualified personnel will be available.
5. The evaluation of the students performance in the practical work and on-job-Training/Practical Training performance/assessment will be carried out with the assistance of the personnel of training institutions/employing establishments where this training will be imparted.,
6. The institution will make the optimum use of its existing infrastructural facilities and existing faculty members.
7. The institution will have to work out the economic viability of the course to decide upon its fee structure.

UTILISATION CERTIFICATE

It is certified that grant of Rs. _____ (Rupees _____) approved by the University Grants Commission for _____ has been utilized as per details given in the University Grants Commission in its letter No. _____ Dated _____ and that all these terms and conditions have been fulfilled by the college and the grant has been utilized for the purpose for which it was approved.

It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission s indicated above 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 purposes.

If as a result of check or audit objection, some irregularity is noticed at a later stage, the college shall be bound to refund the amount objected to.

Signature _____

(Chartered Accountant/Government Auditor)

(Non-Govt. College)/ (Govt. Colleges/Universities)

Signature _____

(REGISTRAR/PRINCIPAL)

SEAL

UNIVERSITY GRANTS COMMISSION
(CAREER ORIENTED PROGRAMME)

PROFORMA FOR SUBMISSION OF STATEMENT OF EXPENDITURE
INCURRED FOR THE INTRODUCTION OF
CAREER ORIENTED COURSES.

1. Name of the College/University:
2. Name of the Career Oriented Course:
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 :

	Grant Approved	Grant Expenditure Released	Unspent Balance	Seed Money
	(i)	(ii)	(iii)	(iv)
Books & Journals.				
Equipment				
Guest Faculty				

NOTE

- I. The statement of expenditure should be filled up separately for Each Career Oriented Course
- II. List of equipment purchased should be submitted.
- III. Details of periods taken, amount paid to leach teacher by name under guest faculty and internal faculty should be submitted

Signature

Coordinator Principal/Registrar Govt. auditor/C.A.