

GUIDELINES FOR

**Regional Centre for
Capacity Building (RCCB)
&
Human Resource Development Centre (HRDC)
(Implementable from 01 February, 2015)**



**UNIVERSITY GRANTS COMMISSION
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UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR HUMAN RESOURCE DEVELOPMENT CENTRES (HRDCs) AND REGIONAL CENTRES FOR CAPACITY BUILDING (RCCBs)

1. Introduction

1.1 Background

The National Policy on Education (NPE) 1986 in its Programme of Action made a focused reference to the crucial dependence of quality ensured delivery of education to continuous knowledge up-gradation, capacity building and motivation of teachers for accepting challenges arising from exponential growth of new knowledge and fast growing trends of breaking barriers of subject specific teaching and research.

Thus, the NPE recognized the urgent need for creating effective systems to provide opportunities for professional and career development of teachers, necessary for quality education and research so that they are well equipped and motivated to accept new challenges emerging from growth of new knowledge, international competitiveness and changing requirements of learners, especially in the institutions of higher education. Therefore, it was proposed to enhance their motivation skills and knowledge through systematic orientation in specific subjects, techniques and methodologies, and thereby inculcate in them the right kind of values that would in turn encourage them to take initiatives for innovative and creative work.

In order to achieve the above objectives, an initiative was taken by University Grants Commission in the year 1986 and over a period of time, 66 Academic Staff Colleges (ASCs) were established in different universities. During the last two decades or more, the system of ASCs has come to be accepted well and established in the university system with plan to plan financial support of the UGC and cooperation extended by the universities in providing basic infrastructure and other support, required for functioning of the ASCs.

As of now, a total of 66 ASCs are functioning in the institutions of higher education across the country. A Session wise comprehensive list of numbers of Refresher Courses and Orientation Programmes conducted under the Scheme of ASC during the last one decade and number of participants who underwent these OPs / RCs is as under.

Table 1 : Details of Orientation Programmes and Refresher Courses conducted by ASCs during 2003-2013

Session	No. of Refresher Courses	No. of Orientation Programme	No. of faculty Participated
2003-04	497	147	21330
2004-05	750	171	33700
2005-06	850	180	32000
2006-07	500	200	21000
2007-08	600	150	20000
2008-09	689	213	22800
2009-10	710	230	25000
2010-11	710	320	40000
2011-12	697	260	26420
2012-13	780	240	27460

From the above statistical information, it is evident that in spite of the best efforts of a total of 66 ASCs, we have been able to meet the important requirement of capacity building and continuous knowledge up-gradation to a limited extent. It is in this background that the need to revisit the system of ASC emerged to reposition them to handle the contemporary scenario due to fast expansion in number of new institutions of higher education and substantial increase in number of faculty positions.

1.2 Revisiting and revitalizing the system of ASCs

Since 1986, the system of higher education has witnessed tremendous expansion and transformation. Various studies undertaken in our country and abroad have shown that any substantial increase in number of students, at university level makes impressive impact on economic growth in the decade that follows. During the XI Five Year Plan period there has been stress on expansion, equity and excellence. Planning Commission Government of India in its Approach Paper to the XII Five Year Plan has recognised Education as the single most important instrument for social and economic transformation. As of now, we have 723 universities and 35,539 colleges, with total student enrolment of nearly 29 million. Besides the GER getting doubled during the last 10 years to reach the level of 20.4%, the Govt. of India has projected GER of 30% by 2020. However, certain recent studies have highlighted a serious concern about low percentage of employability of our students. Therefore, while continuing focus on expansion, equity and excellence in the XII plan also there is special focus on the issue of employability of students passing out from campuses of institutions of higher education.

There is now greater concern and focus on the issues of quality and inclusive education. A study by the UGC about 1471 selected colleges and 111 selected Universities revealed that 73% of the colleges and 68% of universities in our country are transacting teaching-learning processes which are of medium or low quality. Since bulk of enrollment in higher education (96%) takes place in universities and colleges supported by the State Governments (7.5% enrolment in private aided & unaided institutions), an umbrella scheme of Rashtriya Uchchar Shiksha Abhiyan (RUSA) has been launched to address the needs of State institutions so as to strengthen them and enhance their quality. The Scheme will also strengthen Undergraduate and Postgraduate education in Colleges. RUSA will also address a major challenge on regional imbalances in higher education.

Several reforms are being introduced in higher education to ensure meaningful quality. This includes a National Mission on Teachers and Teaching to address important issues pertaining to availability of qualified teachers with systems to support their consistent knowledge up-gradation to match the global competition and other requirements of fast growing new knowledge in various disciplines and across disciplines. The Mission also proposes to address the problem of attracting talent into teaching profession. It is also envisaged that the Mission would pursue long term goal of building a strong professional cadre of teachers by setting performance standards and creating top class institutional facilities for innovative teaching and professional development of teachers. The Mission would focus in a holistic manner dealing with the whole sector of education without fragmentation.

Since the launch of a dedicated satellite Education Satellite (EDUSAT) about 10 years ago, Technology Enabled Learning has grown fast as an integrated component of higher education. It has especially served the cause of expansion in education to less developed areas. It is proposed to be made available to all the institutions across the country. Therefore, the faculty and students have to be empowered with capabilities to harness technology for improving the quality of education. The National Knowledge Network (NKN) is in the process of connecting 26,000 Colleges, most of the Universities and Research laboratories through e-connectivity for academic transactions. National Mission of Education through ICT (NMEICT) is in the process of developing 50 DTH Channels, R&D for low cost Devices, adoption of emerging technologies and e-content for undergraduate and postgraduate level courses. Massive Open Online Courses (MOOCs) would also be available in the near future.

The above emerging dimensions of development of education show that our country is in the process of taking big strides in education. In contemporary times our Universities cannot promote an academic life in seclusion but are required to champion reason and imagination in engagement with the wider society and its concerns. Realizing that teachers have to be in the centre stage of these developments, provisions for their motivational training and consistent exposure to innovative trends and advanced knowledge in various disciplines and across discipline, need to be revisited and re-engineered in consonance with the contemporary scenario in our country. Not only the faculty but new strategies for governance of educational institutions are also needed to promote innovative, broad and dynamic collaborative models.

In line with the foregoing objectives and for achieving quality assured system for capacity building, continuous knowledge enhancement, new strategies of governance for promotion of innovations and creativity, in these guidelines are being proposed to transform the existing ASCs into two level systems in the form of a Scheme of setting up Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB) in selected universities in the country to create new such systems commensurate with the expansion of higher education institutions by the University Grants Commission (UGC) with following broad plan of action.

- a) To organize specially designed Orientation Programmes (OPs) in pedagogy, educational psychology and philosophy, and socio-economic and political concerns for all new entrants at the level of Assistant Professor;
- b) To organize advanced level and more discipline oriented Refresher Courses (RCs), for capacity enhancement and continuous knowledge up-gradation and exposure to emerging developments of faculty involved in teaching in institutions of higher education;
- c) To ensure that every teacher in higher education system of our country is exposed to an OP and a RC at least once during the first three to five years; of his/her career.
- d) To organize specially designed OPs/RCs to enable the faculty involved in teaching and research in institutions of higher education to utilize fast growing Information and Communication Technology support to teaching and research;

1.3 Two levels of human resource development and capacity building centres and system for programme planning and management

There will be two levels:

- i. **Regional Centres for Capacity Building (RCCB)** with a Regional Programme Planning and Management Committee (RPPMC) for monitoring.
- ii. **Human Resource Development Centre (HRDC)** with a Local Programme Planning and Management Committee (LPPMC) for monitoring.

In order to monitor the functioning of above two levels, there will be **Programme Planning and Management Standing Committee (PPMSC)** constituted at UGC level with a senior Officer of the UGC as the Coordinator and six academics nominated by the Chairman UGC for periodic review, monitor and functioning of the RCCBs and HRDCs and other related issues. Besides the foregoing functions PPMSC will also explore possibilities of making available sharing of expertise and infrastructure facilities like Laboratories etc in National level organizations like DAE, DST, CSIR, ICSSR, Centre under National Mission on Teachers and Teaching etc.

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

- Faculty members in institutions of higher learning engaged in teaching and research
- Teacher Educators
- Key nonacademic functionaries in institutions of higher learning for better governance and to facilitate efficient use of various fast growing ICT resources and applications
- Research scholars

2. Core Issues

2.1 Objectives and responsibilities of RCCBs and HRDCs

a) Regional Centres for Capacity Building (RCCB) and Human Resource Development Centre (HRDC)

In view of broad spread of our country and varying regional constraints, imbalances, expectations and requirements, RCCBs and HRDCs will be better equipped in terms of infrastructure, deployment of human resource, ICT capabilities and other equipments so as to share facilities and play as a role model for human resource development and capacity building in the region. Generally, a RCCB will be situated in a well established and well equipped university with large number of qualified Faculty in different disciplines, Laboratories, Libraries, that they are in a better position to monitor, coordinate and support functioning of several HRDCs in the concerned region.

Every RCCB will discharge the following functions well planned and monitored by a Regional Programme Planning and Management Committee (RPPMC).

- i. To develop and maintain online interactive connectivity for functional operations with all the HRDCs in the concerned region, and facilitate e-content delivery, using National Mission of Education through ICT (NMEICT) resources, adoption of emerging technologies and Massive Open Online Courses (MOOCs).
- ii. To develop a repository of experts with brief CVs who may be available for conduction of programmes in HRDCs in the region
- iii. To develop a multimedia repository of some of the best content delivered in the Region or other Regions through collaboration for mutual sharing

- iv. To set up a regional documentation-IT enabled centre-cum-library for reference and source materials necessary for the programmes;
- v. To communicate and manage display of advisories to the participants in advance giving the theme, focus and other details about the programmes
- vi. To maintain an information portal giving all details about programmes planned by the RCCB and HRDCs in the specified region with names and brief CVs of resource persons and preferably full text or at least PPTs with abstract and references of the content proposed to be delivered
- vii. In collaboration with HRDCs in the specified region regular collection and analysis of feedback from participants on programme delivered in the region, for consistent review for quality enhancement
- viii. To send every quarterly a detailed report about the programmes conducted, analyzed feedback of participants etc. to the coordinator of PPMSC

b) Functions of Human Resource Development Centre (HRDC)

The functions of a HRDC will be to plan, organise, implement, monitor and evaluate various programmes in collaboration with concerned RCCB on the broad guidelines suggested by Local Programme Planning and Management Committee (LPPMC). In particular, HRDCs will ensure the following

- i. To actively collaborate and cooperate with RCCB so as to achieve highest standards of quality and effectiveness of programme delivery
- ii. To actively utilise online systems for interactive connectivity with the RCCB and all the HRDCs for fast and effective functional operations and content delivery as detailed under 2 a)-i above
- iii. To contribute and share the repository of experts maintained by RCCB for conduction of programmes in HRDCs
- iv. To contribute and share multimedia repository of RCCB and other sources as indicated of some of the best content delivered in the at HRDC
- v. To set up a documentation-IT enabled centre-cum-library for reference and source materials necessary for the programmes;
- vi. To communicate and manage display of advisories to the participants in advance giving the theme, focus and other details about the programmes
- vii. To actively cooperate with RCCB in maintenance of an information portal giving all details about programmes planned in the region with names and brief CVs of resource persons and preferably full text or at least ppts with abstract and references of the content proposed to be delivered
- viii. To analyse feedback from participants on programme delivered in the HRDC for consistent review for quality enhancement and communicating the same online to RCCB within 15 days from completion of a programme.

3. Guidelines for Implementation of the Scheme

3.1 Location of RCCBs and HRDCs

All the existing ASCs will be renamed as HRDCs henceforth and to start with few existing ASCs will be upgraded to RCCBs keeping in view the performance of the ASC and regional distribution. The RCCB and HRDC may be established in University as an autonomous entity. The RCCBs will function as resource centres with coordination and monitoring functions for all HRDCs in an identified region. These will have to draw upon all the possible existing resources available in the University as well as in other universities and academic institutions within the region and outside.

3.2 Structure for monitoring Regional Centre for Capacity Building (RCCBs) and Human Resource Development Centre (HRDCs)

3.2.1 Structure at the level of University Grants Commission (UGC)

Programme Planning and Management Standing Committee (PPMSC) constituted at UGC level with a senior Officer of the UGC as the Coordinator and six academics nominated by the Chairman, UGC. Any other officer/expert relevant to the functioning of the RCCBs and HRDCs to be nominated by the Chairman, UGC. The term of the Members in PPMSC, RPPMC and LPPMC will be of two years.

3.2.2 Structure for the Regional Centre for Capacity Building (RCCBs (Staffing norms/patterns)

3.2.2.1 Every **RCCB** will discharge the functions well planned and monitored by a Regional Programme Planning and Management Committee (RPPMC). The constitution of RPPMC will be as follows:

1. Vice Chancellor/Head of the host institution
2. Director RCCB : 1 (Member Secretary)
3. Directors HRDCs : 2 (in the concerned region to be nominated by UGC)
4. Four senior academics at the level of Professors out of which two to be chosen from the institutions of higher education in the region and two from any other region nominated by Vice-Chancellor/Head of the host Institution.
5. Nominee of the UGC : 1

The Registrar and Finance Officer of the host University will be special invitees for the meetings of RCCB. Members may be paid an honorarium of Rs. 2000/- for attending the meeting.

3.2.2.2 Human Resource Development Centre (HRDC) will have a Local Programme Planning and Management Committee (LPPMC). The constitution of LPPMC will be as follows:

1. Vice Chancellor/Head of the host institution
2. Director HRDC
3. One nominee each of the UGC and the RPPMC
4. Four senior academics at the level of Professors out of which two to be chosen from the institutions of higher education in the region and two from any other region nominated by Vice-Chancellor/Head of the host Institution.

The Registrar and Finance Officer of the host University will be special invitees for the meeting of LPPMC. Members may be paid an honorarium of Rs. 2000/- for attending the meeting.

3.2.3 Structure of RCCBs and HRDCs (Staffing norms/patterns)

(a) Academic Staff

1. Director (in the pay scale of Professor): 1
2. Deputy Director (in the pay scale of Deputy Director (Physical Edn) : 1
3. Assistant Director (in the pay scale of Assistant Director (Physical Edn): 1

(b) Non-teaching staff:

1. Technical Officer: 1 (ICT applications, maintenance and training).
2. Section Officer: 1
3. Senior Assistant: 1
4. Computer Assistant/Junior Assistant : 1
5. Librarian or Technician: 1
6. Steno-typist/Computer Operator: 1
7. Peon: 1
8. Hostel Attendant: 1 (in case of those ASCs that have independent accommodation/hostel facilities).

3.3. Appointment and conditions of service of Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB) :

(a) Director:

The qualifications for the post of Director will be the same as for the post of Professor. The search-cum-selection committee for Director will be as follows:

- i. Vice-Chancellor of the host University (that is, where the HRDC/RCCB is located) (Chairman)
- ii. One Vice-Chancellor of another university (*to be nominated by the Vice-Chancellor of the host University*)
- iii. Two experts to be nominated by RPPMC or LPPMC
- iv. One nominee of the UGC.

The Registrar of the host University will be the non-member Secretary to the Committee.

At least three members, including the UGC nominee, shall constitute the quorum.

(b) Deputy Director/Assistant Director:

For the posts of Deputy Director and Assistant Director, the qualifications will be the same as in the case of similar posts in the University. The selection committee and the procedure will be the same as for the RCCB/HRDC Director, except that the Directors of RCCB and HRDC will be ex-officio members of the selection committee.

(c) Conditions of service:

In order to validate pedagogical innovations and transplant experiences of the RCCB and HRDCs, the academic staff of the RCCBs and HRDCs, having additional charge of RCCB/HRDC, will participate in all academic activities of the parent/allied department including teaching, research, consultancy, etc. including guiding of Research students, provided that the RCCB and HRDCs work does not suffer. The University will make necessary provisions to this effect.

No honorarium will be admissible to the academic staff of the RCCB and HRDCs, that is, Director, Deputy Director and Assistant Director, for giving lectures in the orientation programmes and refresher courses.

The benefits available to regular staff of the University would also be available to the staff of RCCB/HRDC.

There will be a provision for performance appraisal of the academic staff. The incumbents on these posts will retire as per University rules.

In case the incumbent appointed for the post of Director happens to be a Professor holding additional charge, he/she will be paid an allowance of Rs. 10,000/- per month. In case of Associate Professor holding additional charge of Deputy Director of RCCB/HRDC, the allowance will Rs. 5,000/- per month.

(d) Appointment of non-teaching Staff:

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

3.4 Administrative Structure

The RCCB and HRDCs will be a UGC-sponsored separate entity.

The RCCB and HRDCs will have functional autonomy within these guidelines.

3.5 Review and Monitoring

The UGC will monitor and review the functioning of the UGC- RCCBs and HRDCs after a period of five years or as communicated by the UGC from time to time. The UGC may, after review, discontinue any RCCB and HRDC for valid reasons.

3.6 Delegation of Powers

The Directors of the RCCB and HRDC will be the Academic, Administrative and Financial Executive Officer of their respective Centres. They will be responsible for its functions and activities. He/she will have the powers to sanction expenditure upto Rs. 50,000/- at a time. In addition he/she shall have the powers to make payments of TA/DA to resource persons and participants of the programmes.

The Vice-Chancellor of the host University will have the following powers:

- (i) to appoint academic staff in the RCCB/HRDC.
- (ii) to appoint non-teaching staff in the RCCB/HRDC on the recommendations of the Director.
- (iii) to relax the provision of these guidelines in view of special circumstances of any case, on the recommendations of the Director, to be recorded in writing, for allowing activities in the interest of smooth functioning of RCCB/HRDC.

3.7 Opening of Bank Account

Separate university-approved bank accounts may be opened for the RCCB and HRDC and operated by the Director and Registrar/Finance Officer jointly and the grants paid by the Commission to the university for the RCCB and HRDC may be transferred to the account for ensuring timely and adequate flow of funds to RCCB and HRDC. All advances for the functioning of RCCB & HRDC and running of programmes shall be drawn in the name of Director, RCCB/HRDC.

3.8 Registration Fee

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

3.9 Assets and Liabilities

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

4. Main categories of human resource development and capacity building programmes

The HRDCs and RCCBs will mainly organize the following main category of human resource development and capacity building programmes.

4.1 Orientation / First Level Programmes: Every new faculty member in higher education will be required to undergo a four week Orientation / First level Programme which will be focused on some **broad area of knowledge** spanning a few allied disciplines.

The objective of the orientation programme is to make teachers an agent of socioeconomic change and put them in centre stage of national development. The programme shall have the following components:

- 10% weight for topics in higher education such as issues of ethics, gender, marginalized communities, plagiarism etc.
- 10% weight for issues related to environment.
- 10% weight for issues concerning service matters of teachers.
- 20% for broad cross discipline topics to motivate the trainees for development of interdisciplinary understanding and interest including basic legal awareness.
- 10% weight for Research Methodology.
- 15% weight for Communication Skills and Information Technology.
- 10% weight for Microteaching

- The remaining 15% of content of the First Level Programme will be focused on broad understanding of various subjects with recent global trends and developments.

4.2 Refresher / Second Level Programmes: These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an identified broad area. The programme will be discipline specific with advanced developments in an identified subject under the concerned broad area. In addition, there will be Refresher Programmes, geared towards emerging cross discipline advanced studies to enable the participants of relevant disciplines to work together or contemporary application of new knowledge for industrial and social development and

other allied aspects. The goal would be to equip and motivate the participants with advanced knowledge to accept challenges of quality teaching and research.

4.3 Workshops: These will be organized for shorter duration of one week(6 working days, 36 contact hours) and will be covering mainly for capacity building of academics, administrators and other stakeholders.

4.4 Short-term course of 3-6 days duration especially on research methodology and specialised themes of interest.

4.5 Some suggestive areas for Programme development and delivery:

The RCCBs and HRDCs will plan the programmes as above on the basis of needs and requirements of the institutions to be covered. However some suggestive inputs are given below.

- i. Internal and External Accreditation
- ii. Technology Enabled Learning through online demos and support for capacity building for development of e-content, virtual labs and their effective use for teaching and research
- iii. Holistic approach to the whole sector of education without fragmentation.
- iv. Broad and dynamic collaborative models for encouraging interdisciplinary and inter institutional collaboration in teaching and research
- v. Engagement with Industry and relevant social sectors
- vi. Change in regulatory and governance structures of institutional system in a way that promotes research, innovation, creativity with incentives
- vii. Content design and development and curriculum reform focused on innovations and creativity
- viii. Faculty development and enrichment.
- ix. Reforms in assessment and certification methods
- x. Knowledge up-gradation for effective teaching and research
- xi. Seminars and Workshops for some specialized emerging trends of advanced learning

5. Scope of the RCCBs and HRDCs

The **RCCBs and HRDCs** will cater to the needs of teachers and academic administrators of the colleges/universities as decided by the UGC from time to time.

6. Posting on Website

Every RCCB and HRDCs will have its own website and all the necessary information may be posted/up dated regularly. The UGC website will provide a link for the RCCB/HRDC websites.

7. Record Keeping

In order to make an Orientation / First Level Programmes /Refresher Second level Programmes optimally effective, the RCCBs and HRDCs will maintain a systematic record of all the participants, their achievement, their professional growth and change in their capabilities as teachers.

Each RCCB and HRDCs may ensure maintenance of a course-wise systematic record of resource persons, participants, and year-wise and subject-wise list of courses conducted. Also, each RCCB and HRDC will maintain a proper record of the reading material produced, and keep copies of such material in their respective libraries/websites.

8. Eligibility, Target Group and Duration

Teachers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12 (B), may be invited to participate in the Orientation Programmes and Refresher Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses.

For the Orientation Programmes, newly appointed Assistant Professors within two years of continuous service and all those teachers who require orientation for getting a higher grade will be allowed. Attendance in Orientation programmes would be must for placement in the higher grade pay.

For the Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a Refresher Course prior to completion of an Orientation Programme. Also, there should be a minimum gap of one year between two courses, though it may be relaxed if adequate number of participants is not available or it is essential for the teacher to fulfill eligibility conditions for career advancement.

The Orientation Programme will be of four weeks duration, with minimum of 24 working days (excluding Sundays) and 144 contact hours (six hours a day). The refresher course will be of three weeks duration, with minimum of 18 working days (excluding Sundays) and 108 contact hours (six hours a day). If a participant fails to complete the requisite contact hours in a programme, he may be permitted to make up for the backlog hours at his/her own cost in another programme by the RCCB and HRDCs concerned.

Part time/ Ad hoc/temporary/contract teachers who have been teaching for at least three academic sessions in an institution which has been affiliated to a University for at least two years may be permitted to participate in the Orientation Programme/ Refresher Course to enhance their skills.

Universities and colleges must allow interested teachers to attend UGC -RCCB and HRDCs programmes based on their eligibility otherwise valid reasons will have to be intimated to the teacher concerned in writing.

9. Permission to attend Refresher Courses during the period of the Teacher's Fellowship

Teachers' fellowships as well as Refresher Courses/Orientation Programmes are meant for professional development. A teacher interested in attending Refresher Courses (as per the requirements of career advancement) during the period of fellowship should not be denied the opportunity as it supplements his/her professional development. Therefore, the UGC has decided to permit the teacher fellows to attend a Refresher Course provided:

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

10. Financial Assistance from the UGC for RCCBs and HRDCs

The UGC will provide 100 per cent financial assistance to the RCCBs and HRDCs. The working of the RCCBs and HRDCs shall be reviewed from time to time to continue the assistance. The following financial assistance will be provided to each RCCB and HRDC as per norms (Annexure IX).

Core Assistance:

		RCCB	HRDC
I	Salary	On actual basis.	On actual basis.
II	Library Expenditure*	Rs. 10.00 Lakh per annum.	Rs. 3.00 Lakh per annum.
III	Equipment**	Rs. 15.00 lakh per annum.	Rs. 5.00 lakh per annum.
IV	Working expenses	Rs. 10.00 lakh lump sum per annum including creation of e-content.	Rs. 7.50 lakh lump sum per annum.

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

**Out of Rs.15.00 lakhs, a sum of Rs.10.00 lakhs shall purely be used for creating repository of e-lectures which should be made available on website for use of other RCCBs and HRDCs.

In addition, Rs. 30,000/- for each RC in non-science subjects, Rs.40,000/- for each RC in science subjects and Rs. 30,000/ - for each Orientation Programme will be provided as

additional working expenses.

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

The University Grants Commission will provide assistance for renovation and furnishing, which may be met within the provision of working expenses.

The Commission will provide financial assistance on the pattern of Orientation Programme for conducting seminar/ workshop for academic administrators including Principals of Colleges and Group 'A' UGC officers.

RCCBs and HRDCs may also conduct about 3 days professional development programme for non-academic Group 'B' and 'C' staff including UGC Staff.

The Commission will provide financial assistance up to Rs.1,00,000/- per programme (or actual expenditure, whichever is less) for these programmes/seminars/workshops. The expenditure may be booked under participant cost.

The audit of RCCB and HRDC accounts has to be done by an agency to be decided by the RPPMC/LPPMC.

11. Participant Cost

11.1 The following items are covered under participant cost:

- i. TA/DA to outstation participants and hospitality to local participants
- ii. TA/DA and honorarium to resource persons
- iii. Reading material
- iv. Additional working expenses
- v. Honorarium to course coordinator.

11.2 Local participants :

Rs. 300/- per working day per participant will be paid to the RCCB and HRDCs for providing hospitality. In case a local participant does not avail the facility of hospitality by the RCCB and HRDCs, he/she will be paid Rs. 300/- per working day.

11.3 TA/DA/incidental charges to Outstation participants:

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

Outstation participants may be provided free boarding and lodging by the University. To cover the cost of their boarding/ lodging, the Commission will pay the University on reimbursement basis Rs. 500/- per day for outstation participant for 'A' class cities, Rs. 400/- per day for other places. In case only free lodging is provided, DA will be allowed at 75 percent of the ordinary rate of daily allowance. The allowance will be used purely for the purpose of giving boarding/lodging to the participants.

In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs.300/- per day.

11.4 Reading material:

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

11.5 Resource persons:

Outstation resource persons may be paid TA/DA as per the norms given in Annexure- X. Honorarium to outstation/local resource person may be paid @ Rs 1500/- per person per session of 90 minutes subject to advanced submission of the full content or at least detailed abstract along with a ppt. Only two lectures per day will be allowed by a single resource person. This will be subject to a maximum of Rs.6,000/- per course. Outstation resource persons may be invited only once in a programme. Local resource persons may be paid upto @ Rs. 500/- as actual conveyance charges each way.

11.6 Course Coordinator:

The University may appoint, if required, one coordinator in case of Refresher Course only. A lump sum honorarium of Rs.6,000/- will be admissible to the Coordinator. However, in special circumstances, more than one coordinator may be appointed. The Honorarium amount will be equally shared by them.

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

In case of Orientation Programme, Director may appoint one of the academic staff members as Coordinator of the programme. He/she will not be entitled for any honorarium.

12. Re-Appropriation of Funds:

Re-appropriation of funds from one approved budget head to another is not permissible. The RCCB and HRDC may incur the expenditure strictly in accordance with the norms. Any expenditure that is not in conformity with the UGC norms will not be approved for grants-in-aid purpose and the university will have to meet such irregular expenditure from its own sources. In case there is any doubt on any matter connected with the organisation of a programme, a reference may please be made to the Commission for necessary clarifications before incurring any expenditure on an item not covered by the norms prescribed by the Commission for this purpose.

13. Procedure for Applying for the Scheme

Establishment of a Human Resource Development Centre (HRDC) and Regional Centre for Capacity Building (RCCB) may ordinarily be proposed by a university that fulfils the following conditions:

- i. Availability of resources for and/or experience of organising one or more university leadership programmes or similar programmes.
- ii. Experience of organising summer institutes, workshops, refresher courses, etc.
- iii. Availability of facilities for the production of material and use of teaching aids.

Availability of qualified and sufficient number of resource persons required to run the course. It is presumed that the university would have adequate accommodation for housing 50 to 60 participants plus specialists throughout the year.

Since the Human Resource Development Centre (HRDC) and Regional Centre for Capacity Building (RCCB) are also expected to organise programmes for improving the professional competence of teachers in their area of specialization, the subject competence of the departments of the University may also be taken into account apart from pedagogy in identifying universities for the location of the RCCBs and HRDCs.

14. Procedure for the Approval by the UGC

The establishment of RCCBs and HRDCs will be decided by the Commission on the recommendation of the UGC expert committee. The existing Academic Staff Colleges will be re-designated as HRDCs. Out of the existing HRDCs, a few would be upgraded as RCCBs on merit basis and on a transparent criterion.

15. Procedure for Release of Grants by the UGC

The financial year for the Human Resource Development Centre (HRDC) and Regional Centre for Capacity Building (RCCB) will be from 1st April to 31st March.

Initially, a lump sum grant as approved by the Commission will be released to an RCCB/HRDC.

Further release of grant will be made to the RCCB and HRDC as soon as 75 per cent of the previous grant is utilised and the utilization certificates are submitted to UGC.

A statement of expenditure must be provided as per Annexures I to VIII to the UGC.

For final settlement of accounts, RCCBs and HRDCs should take measures to get their accounts audited by accredited Chartered Accountants.

16. Procedure for Monitoring the Progress of the Scheme

Monitoring, evaluation and quality assurance of RCCB and HRDCs programmes will be done from time to time by the Commission through Standing Committee/Expert Committee. Each RCCB and HRDC will submit Annual Progress Reports to the UGC as per format given in Annexure-XIV.

17. Evaluation of Participants

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

- i. A: 75 per cent and above
- ii. B: 60 per cent to less than 75 per cent
- iii. C: 50 per cent to less than 60 per cent
- iv. D: Below 50 per cent

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

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

I. Multiple-choice objective tests	30
II. Seminars/participant presentation	15
III. Project/survey/others	20
IV. Micro-teaching/participation	10
V. Holistic response	25

(punctuality, regularity, initiative, conduct, responsiveness, etc.)

The above distribution may be adjusted to meet specific requirements.

The certificate issued to the teacher participant will only be valid if supported by the Grade based on the evaluation made during the programme.

18. Provision of Guest House in RCCB and HRDC

The RCCB and HRDC will use the Guest House facilities available in the University. In case where there is no Guest House of the University, the RCCB and HRDC may send a detailed proposal with full justification to UGC which will be considered on individual basis depending upon the performance and requirement of the Centre. The UGC would provide grant to RCCBs and HRDCs for constructing 50 seater RCCB and HRDC Guest House with the UGC ceiling limited to Rs.1.5 crore during XII plan which includes the following:

- (i) 25 to 30 rooms for participants with attached toilet/bathroom
- (ii) 5 rooms with attached toilet/bathroom for Resource Persons, Experts, Eminent Scholars who visit RCCB and HRDC in connection with its activities
- (iii) One dining room
- (iv) One kitchen
- (v) Recreation room with a small library.

The procedure for applying for the Guest House scheme, procedure for approval, procedure for release of grant and the procedure for monitoring the scheme will more or less be the same as followed in other UGC Building norms with 100% grant. The existing Academic Staff Colleges who have received grants for construction of Guest House earlier will not be eligible to apply again.

A set of certificates is to be submitted in respect of progress and completion of the building work.

19. Miscellaneous Provisions

No candidate will be allowed to attend the orientation/refresher programme if he/she does not attend the inaugural lecture of the said programme.

As this is a contact based programme, no teacher will be allowed to leave during the operation of the programme. However, in case of emergency with the permission of the Director of RCCB and HRDC, the participant can be allowed in exceptional circumstances to attend the similar number of hours in the next programme to complete the course. No certificate is to be issued to any participant unless adequate numbers of hours are completed by the concerned participant.

For students participants, no honorarium/TA/DA to be paid.

UGC has right to suspend the financial assistance to those RCCBs and HRDCs where audited reports are not received by the UGC by the end of June of following financial year or the performance is not satisfactory.

The number of participants for each course/programme should not be less than 30 failing

which course /programme will be considered as non-functional. Minimum number of participants has been fixed to ensure that participant cost is reduced and objectives of ASC are achieved in efficient manner. To avoid duplicacy of courses and reduce per participant cost, it has been decided to introduce Cluster Scheme for all HRDC/RCCB as per Annexure XV. Cluster Scheme will also ensure that same course is not conducted by other HRDC/RCCB under the same domain.

Annexures

Annexure-I	Statement of Expenditure towards the OPs / RCs other programmes
Annexure-II	Statement of Expenditure towards Participant Cost
Annexure-III	Statement showing DA to each Local Participant
Annexure-IV	Statement showing TA/DA to each Outstation Participant
Annexure-V	Statement showing TA/DA to Resource Persons
Annexure-VI	Statement of Expenditure showing details of salary paid to staff
Annexure-VII	Statement of Expenditure under Working Expenses
Annexure-VIII	Utilization Certificate
Annexure-IX	Norms for TA/DA to participants
Annexure-X	Norms for TA/DA/Honorarium to Resource persons and Working Expenses
Annexure-XI	Proforma for submitting proposal for setting up an RCCB (XI-A) and HRDC (XI-B)
Annexure-XII	Proforma of Certificate for Orientation Programme
Annexure-XIII	Proforma of Certificate for Refresher Course (RCC)
Annexure-XIV	Proforma for submitting Annual Progress Report.
Annexure-XV	Clusters of HRDCs

Annexure –I

University of _____

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

Statement of Expenditure towards the organisation of Orientation Programmes and Refresher Courses for the period from _____ to _____

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

Director

Registrar

Finance Officer

(Signature)

(Signature)

(Signature)

Annexure II

University of _____

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

Statement of Expenditure towards Participation Cost for the period from _____ to _____

Total Grant received during the Year _____

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

Note: Details should be given as per Annexures III to V.

Director
(Signature)

Registrar
(Signature)

Finance
Officer
(Signature)

University of

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

Participant Cost: Orientation Programme/Refresher Course in

Date of commencement:

Date of completion:

Statement showing DA Amount paid to each Local Participant

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

Grand total: Rs.

Director
(Signature)

Registrar
(Signature)

Finance Officer
(Signature)

NB: A teacher residing within the municipal limits of the city in which the RCCB/HRDC is situated will be treated as a local participant. No TA is admissible to such teachers.

Annexure IV

University of _____

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

Participant Cost: Orientation Programme /Refresher Course in _____

Date of commencement:

Date of completion:

Statement showing TA/DA Amount paid to each Outstation Participant

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

Grand total: Rs.

Director
(Signature)

Registrar
(Signature)

Finance Officer
(Signature)

Annexure V

University of _____

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

Statement showing TA/DA & Honorarium paid to Resource Persons and Coordinator

Date of commencement:

Date of completion:

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

Grand Total Rs.

Director
(Signature)

Registrar
(Signature)

Finance officer
(Signature)

Annexure VI

University of _____

Human Resource Development Centre (HRDC) and Regional Centre for Capacity Building (RCCB)

Statement of Expenditure showing Details of Salary paid to Staff appointed against Posts approved for the RCCB/HRDC during the Financial Year

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

4 Technical Officer

Grand Total:

Total grant received:

Grant utilized during the year:

Unpaid balance, if any:

Director
(Signature)

Registrar
(Signature)

Finance Officer
(Signature)

**University of _____
Human Resource Development Centre (HRDC) and Regional Centres for
Capacity Building (RCCB)**

**Statement of Expenditure under Working Expenses during the Financial
Year _____**

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

11. Any other item (please give details):

Sr.No.	Item	Amount
--------	------	--------

-------	--	--

12. Total

Director
(Signature)

Registrar
(Signature)

Finance Officer
(Signature)

NB: Broad item-wise details of expenditure incurred during the year are to be given

University of

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

UTILIZATION CERTIFICATE

It is certified that the total grant of Rs. _____ sanctioned by the University Grants Commission, vide sanction letter No. _____ dated _____ for

_____, has been utilized by the University as per details given in the attached statement in accordance with the terms and conditions as laid down by the UGC. The grant has been utilised for the purpose for which it was approved.

It is further certified that the inventories of permanent or semi-permanent assets created /acquired wholly or mainly out of the grants given by the University Grants Commission as 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 utilised for any other purpose.

Auditor
(Signature)

Registrar
(Signature and seal)

NB:

1. The Utilization Certificate should be accompanied by audited statement of accounts indicating expenditure on various items as per Annexures – I and II.
2. The asset certificate is to be given only for grants approved for books, equipment and other non-recurring items.

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

Norms for TA/DA to participants in the RCCBs and HRDCs

1. TA/DA/hospitality charges to participants:

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

Outstation participants may be provided free boarding and lodging by the University. To cover the cost of their boarding/ lodging, the Commission will pay the University Rs. 500/- per day for outstation participant for 'A' class cities, Rs. 400/- per day for other places. In case only free lodging is provided, DA will be allowed at 75 percent of the ordinary rate of daily allowance. The allowance will be used purely for the purpose of giving boarding/lodging to the participants.

In case the outstation participant does not avail the facility for boarding/lodging, he/she will be paid Rs. 300/- per day.

2. Reading material:

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

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

**Norms for TA/DA/Honorarium to Resource Persons and Working Expenses
in the RCCB/HRDC**

1. TA/DA and honorarium to Resource persons/visiting faculty:

Honorarium to outstation/local resource person may be paid @ Rs 1500/- per person per session of 90 minutes subject to advanced submission of the full content or at least detailed abstract along with a ppt. Only two lectures per day will be allowed by a single resource person. This will be subject to a maximum of Rs.6,000/- per course. Outstation resource persons may be invited only once in a programme.

2. Honorarium to Course Coordinator:

The University may appoint, if required, one coordinator in case of Refresher Course only. A lump sum honorarium of Rs. 6,000/- will be admissible to the Coordinator. However, in special circumstances, more than one coordinator may be appointed. The Honorarium amount will be equally shared by them.

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

3. Daily Allowance:

The outstation resource person invited for the course may be paid daily allowance at the rate of Rs.1000/- per day if the resource person makes his/her own arrangement for his/her stay. If free lodging is provided, daily allowance will be allowed at the rate of 75% of the said DA. If only Boarding is provided free, daily allowance shall be @ 50% of the normal rate. If both boarding and lodging are provided free, then 25% of the normal Daily Allowance will be admissible.

4. Travel to/ from airport/ railway station:

Actual conveyance hire charges incurred by the resource person for travel from/to residence/headquarters to/from the airport/ railway station as the case may be and from airport/railway station to their place of meeting/stay

and back from place of meeting/stay will be reimbursed on production of actual receipts. Reimbursement will be allowed as per Central Government rules.

5. Travel by Air:

Travel by air is allowed as per Central Government rules.

Traveling between Chennai/Kolkata & Andaman and Nicobar Islands, between Bhubaneswar and Port Blair and between Kochi/Kozhikode and Lakshdweep by the Resource Persons will be governed by the rules as prescribed for Central Government employees.

Only economy class apex fare would be paid by the UGC.

6. Travel by Rail/Road:

Travel by Rail/Road will be allowed as per Central Government rules.

7. Travel by Taxi/own car

If the travel is undertaken by resource persons for Inter-city travel from the place of his/her residence / headquarters to the place of meeting by taxi or in own car, road mileage payable will be limited to rail fare by the highest entitled class available on that particular sector if the two stations are connected by rail. Where two stations are not connected by rail, road mileage for such a travel or part thereof will be paid at the rate as per the Central Government rules as modified from time to time.

However, irrespective of the fact that two stations are connected by rail, travel by own car/taxi may be allowed at the rate as prescribed for Central Government employees or other statutory bodies whichever is higher. This concession may be allowed if the journey is not more than 400 kms.

8. Conveyance hires charge for local members:

Local resource persons may be paid upto @ Rs. 500/- as actual conveyance charges each way.

9. Local conveyance charges for outstation resource persons:

Mileage allowance for local journey at the tour stations to outstation resource persons will not be reimbursed as the DA being paid to resource persons contains an element of traveling allowance for local journeys.

10. Working Expenses:

Upto Rs.7.50 lakh lump sum per annum for Human Resource Development Centre (HRDC) and Rs. 10.00 lakhs lump sum per annum Regional Centres for Capacity Building (RCCB).

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

Working expenses may also be utilized for transport, maintenance, TA/DA of core faculty and consumables. Thirty per cent of working expenses may be utilized for engagement of temporary staff with the approval of the Vice-Chancellor.

The University Grants Commission will provide assistance for renovation and furnishing, which may be met within the provision of working expenses.

11. Other Items Core Assistance:

As indicated in Para 10 of the Guidelines.

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

**Proposal for upgradation of Human Resource Development Centre (HRDC)
to Regional Centres for Capacity Building (RCCB)**

1.	Name of the University, Address, e-mail, Tel. No., Fax No.						
2.	Whether unitary or affiliating:						
3.	If affiliating, how many colleges affiliated to the University and the faculties represented:						
4.	Estimated newly appointed Assistant Professors in the colleges and in the University every year:						
5.	Details of other Universities in the State, whether affiliating or not:						
6.	Rough estimate of number of newly appointed Assistant Professors in the State:						
7.	List of departments getting assistance under CAS/DSA/DRS/COSIST/COHSSIP :						
8.	The date on which ASC was approved and established:						
9.	The details of staff approved alongwith date of appointment:						
10.	The number of various courses conducted and number of participants trained in the following courses for the last five years: a. Orientation Courses b. Refresher Courses c. Summer School d. Winter School e. Short term Programme f. Any other						
11.	Grants received & expenditure incurred on ASC so far: <table border="1" data-bbox="342 1650 1382 1724"><thead><tr><th>Year</th><th>Amount (Recd. From UGC)</th><th>Exp./UC sent (alongwith date)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table>	Year	Amount (Recd. From UGC)	Exp./UC sent (alongwith date)			
Year	Amount (Recd. From UGC)	Exp./UC sent (alongwith date)					
12.	Any innovative feature of the ASC						

13.	Facilities available in the University for running an RCCB (include details building, technological aids, hostel, guesthouse etc. :
14.	Details of the infrastructure to be provided by the University exclusively for the proposed RCCB:
15.	Details of the infrastructure for the RCCB for which UGC assistance will be needed :
16.	Resource persons accessible to the University (provide names, specialization institution and full address):
17.	Financial requirement with details:
18.	The justification for upgradation:

(Signature of Director with office seal)

(Signature (with office seal) of Registrar of the University)

(Signature (with office seal) of the Vice-Chancellor of the University)

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

**Proposal for establishment of new Human Resource
Development Centre (HRDC)**

1.	Name of the University, Address, e-mail, Tel. No., Fax No.
2.	Whether unitary or affiliating:
3.	If affiliating, how many colleges affiliated to the University and the faculties represented:
4.	Estimated newly appointed Assistant Professors in the colleges and in the University every year:
5.	Details of other Universities in the State, whether affiliating or not:
6.	Rough estimate of number of newly appointed Assistant Professors in the State:
6.	List of departments getting assistance under CAS/DSA/DRS/COSIST/COHSSIP :
7.	Resource persons accessible to the University (provide names, specialization institution and full address):
8.	Financial requirement with details:
9.	Please justify that you are the fittest case for establishment of HRDC:
10.	Any other information:

(Signature of Registrar with office seal)

Signature (with office seal) of the Vice-Chancellor of the University

UNIVERSITY GRANTS COMMISSION

HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC) AND REGIONAL CENTRES FOR CAPACITY BUILDING (RCCB)

..... UNIVERSITY

UGC-SPONSORED ORIENTATION PROGRAMME

This is to certify that

(Name of the Participant) (Designation)

(College/University) (Place)

affiliated to ----- University

participated in the Orientation Programme _____

from _____ **to** _____ **and obtained Grade** _____

Director

Coordinator

Registrar/Vice-Chancellor

a) The grades should be as follows:

- A : 75% and above
- B : 60% to less than 75%
- C : 50% to less than 60%
- D : Below 50%

Those teacher participants who get Grade D are required to repeat the programme after a gap of one year without financial commitment to the UGC-RCCB/HRDC

b) The total marks are to be fixed at 100 and the same is distributed in the following manner:

- | | |
|---------------------------------------|----|
| i. Multiple-choice objective tests | 30 |
| ii. Seminars/participant presentation | 15 |
| iii. Project/survey/others | 20 |
| iv. Micro-teaching/participation | 10 |
| v. Holistic response | 25 |
- (punctuality, regularity, initiative, conduct, responsiveness, etc.)

Note: The above information has to be printed at the back of certificate (Annexure XII).

UNIVERSITY GRANTS COMMISSION

HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC) AND REGIONAL CENTRES FOR CAPACITY BUILDING (RCCB)

.....UNIVERSITY

UGC-SPONSORED REFRESHER COURSE

This is to certify that

(Name of the Participant)

(Designation)

(College/University)

(Place)

affiliated to -----

University

participated in the Refresher Course in the
subject _____

from _____ to _____ and obtained
Grade _____

Director

Course Coordinator

Registrar/Vice-Chancellor

a) The grades should be as follows:

- A - 75% and above
- B - 60% to less than 75%
- C - 50% to less than 60%
- D - Below 50%

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

b) The total marks are to be fixed at 100 and the same is distributed in the following manner:

- | | |
|--------------------------------------|----|
| 1. Multiple-choice objective tests | 30 |
| 2. Seminars/participant presentation | 15 |
| 3. Project/survey/others | 20 |
| 4. Micro-teaching/participation | 10 |
| 5. Holistic response | 25 |
- (punctuality, regularity, initiative, conduct, responsiveness, etc.)

Note: The above information has to be printed at the back of certificate (Annexure XIII).

UNIVERSITY GRANTS COMMISSION

University of

Human Resource Development Centre (HRDC) and Regional Centres for Capacity Building (RCCB)

Annual Progress Report for the period from _____ to

(To be submitted along with financial statements)

1. Description of programmes conducted during the year:

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

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

3. Number of participants programme-wise:

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

4. Unique features of the RCCB/HRDC activities as reflected in participants' feedback:

5. Problems/issues with regard to the activities of the RCCB/HRDC which require attention of the UGC:

- i. _____
- ii. _____
- iii. _____

Director (Signature)

Countersigned:

Registrar

Vice-Chancellor

Clusters of HRDCs

<p><u>Cluster 1</u> : (9 ASCs)</p> <p>Jammu Kashmir</p> <ol style="list-style-type: none">1. University of Jammu, Jammu2. University of Kashmir, Srinagar <p>Himachal Pradesh</p> <ol style="list-style-type: none">3. Himachal Pradesh University, Shimla <p>Punjab</p> <ol style="list-style-type: none">4. Guru Nanak Dev University, Amritsar5. Panjab University, Chandigarh6. Punjabi University, Patiala <p>Haryana</p> <ol style="list-style-type: none">7. Kurukshetra University, Kurukshetra8. BPS Mahila Vishwavidyalaya, Sonapat9. Guru Jambheshwer University, Hissar	<p><u>Cluster 2</u> (9 ASCs)</p> <p>Delhi</p> <ol style="list-style-type: none">1. University of Delhi, Delhi2. Jamia Millia Islamia University, Delhi3. Jawaharlal Nehru University, Delhi <p>Uttar Pradesh</p> <ol style="list-style-type: none">4. Aligarh Muslim University, Aligarh5. University of Allahabad, Allahabad6. Banaras Hindu University, Varanasi7. DDU Gorakhpur University, Gorakhpur8. University of Lucknow, Lucknow <p>Uttarakhand</p> <ol style="list-style-type: none">9. Kumaun University, Nainital
<p><u>Cluster 3</u> (9 ASCs)</p> <p>Gujarat</p> <ol style="list-style-type: none">1. Gujarat University, Ahmedabad2. Saurashtra University, Rajkot3. Sardar Patel University, Anand <p>Maharashtra</p>	<p><u>Cluster 4</u> (9 ASCs)</p> <p>Karnataka</p> <ol style="list-style-type: none">1. Bangalore University, Bangalore2. Karanataka University, Dharwad3. University of Mysore, Mysore <p>Andhra Pradesh</p>

4. Dr. B.A. Marathwad University, Aurangabad	4. Andhra University, Visakhapatnam, (A.P)
5. Univeristy of Mumbai, Mumbai	5. University of Hyderabad, Hyderabad
6. Nagpur University, Nagpur	6. Osmania University, Hyderabad
7. Univerity of Pune, Pune	7. Sri Venkateshwara University, A.P.
8. Sant Gadge Baba Amrawati University, Maharashtra	8. Jawaharlal Nehru Technological University, Hyderabad
Goa	9. Maulana Azad National Urdu University, Hyderabad
9. Goa University, Goa	

<p><u>Cluster 5</u> (8 ASCs)</p> <p>Tamil Nadu</p> <ol style="list-style-type: none"> 1. Bharathiar University, Coimbatore 2. Bharthidasan University, Tiruchirapalli 3. University of Madras, Chennai 4. Madurai Kamraj University, Madurai <p>Pondicherry</p> <ol style="list-style-type: none"> 5. Pondicherry University, Pondicherry <p>Kerala</p> <ol style="list-style-type: none"> 6. University of Calicut, Kerala 7. University of Kerala, Thiruvananthapuram 8. Kannur University, Kannur 	<p><u>Cluster 6</u> (7 ASCs)</p> <p>Madhya Pradesh</p> <ol style="list-style-type: none"> 1. Laxmi Bai National Institute of Physical Education University, Gwalior 2. Rani Durgawati Vishwavidyalaya, Jabalpur 3. Devi Ahilya Vishwavidyalaya, Indore 4. Dr. H.S. Gaur Vishwavidyalaya, Madhya Pradesh <p>Rajasthan</p> <ol style="list-style-type: none"> 5. Jai Narayan Vyas University, Jodhpur 6. University of Rajasthan, Jaipur 7. Maharshi Dayanand Saraswati University, Ajmer
<p><u>Cluster 7</u> (8 ASCs)</p> <p>Assam</p> <ol style="list-style-type: none"> 1. Guhati University, Assam <p>Manipur</p> <ol style="list-style-type: none"> 2. Manipur University, Manipur <p>Mizoram</p> <ol style="list-style-type: none"> 3. Mizoram University, Mizoram <p>Meghalaya</p>	<p><u>Cluster 8</u> (7 ASCs)</p> <p>Orissa</p> <ol style="list-style-type: none"> 1. Utkal University, Bhubaneswar 2. Sambalpur University, Sambalpur, Orissa <p>Bihar</p> <ol style="list-style-type: none"> 3. B.R. Ambedkar Bihar University, Muzaffarpur 4. Patna University, Patna

<p>4. North-Eastern Hill University, Shillong</p> <p>West Bengal</p> <p>5. University of Burdwan, Burdwan</p> <p>6. University of Calcutta, Kolkata</p> <p>7. Jadavpur University, Kolkata</p> <p>8. North Bengal University, Darjeeling, Siliguri</p>	<p>Jharkhand</p> <p>5. Ranchi University, Ranchi</p> <p>Chhattisgarh</p> <p>6. Pt. Ravi Shankar Shukla University, Raipur</p> <p>7. Guru Ghasidas University, Bilaspur</p>
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The Standard operating procedure for the clusters of HRDC:

One nodal officer will be appointed by the UGC for each cluster for coordinating its activities.

The function of the Cluster would be as under:

- (i) To ensure that there is no clash of dates in Orientation courses organized by HRDCs in each cluster.
- (ii) To ensure that Refresher courses in the cluster is organized by HRDCs on rotational basis. There would be no repetition of courses within the HRDCs.
- (iii) The entire cluster system will be coordinated by eminent resource persons.
- (iv) The e-content lecture library would be created in the cluster on sharing basis in HRDCs.
- (v) The complete academic schedule of the whole cluster along with details of HRDCs would be provided by the nodal officer to the UGC by 1st December of the year for approval by the Programme Planning and Management Standing Committee constituted at the level of the UGC.
- (vi) The nodal officer will coordinate amongst all the Directors of HRDCs in the Cluster by e.mail/Electronic media to reduce the operation cost and then finalize the activities of the Cluster in (i) to (v).

The UGC would not provide any financial assistance to the nodal officer for coordinating the functioning of the clusters.

The cluster system would be operative from the year 2015.