

X PLAN GUIDELINES

# GUIDELINES

*FOR*

# HUMAN RIGHTS & VALUES IN EDUCATION



**University Grants Commission  
New Delhi**

## **SCHEME FOR “HUMAN RIGHTS AND VALUES IN EDUCATION”**

### **1. INTRODUCTION**

In 1985, the UGC prepared a blueprint for promotion of Human Rights teaching and research at all levels of education. This blueprint contained proposals for restructuring of existing syllabi, and introduction of new courses and/ or foundation courses in Human Rights. This was for students of all faculties at the under-graduate, graduate and post-graduate levels for both professional and non-professional education. The UGC has been promoting and supporting Human Rights and Duties Education in universities and colleges since the IX Plan and the UGC would continue to strengthen this programme in the X Plan, also.

The National Policy on Education has laid considerable emphasis on Value Education by highlighting the need to make education a forceful tool for cultivation of social and moral values. The policy has stated that in our culturally plural society education should factor universal and eternal values oriented towards the unity and integration of our people.

In the present times of unprecedented changes dislocating traditional values and creating conflict between traditional and new values there is a universal concern in respect of erosion of values, promoting values and culture which fit in with the needs of the modern times. This concern is universal but is more acute for our country which has lead its own distinct culture, worked view and a living value tradition. The process of developing in to a modern nation, with new social, political and economic institutions, and with emphasis on science and technology, has thrown up many new value – challenges in all areas of our national life. It is important that we examine these challenges and prepare our youth to face and resolve them.

This scheme has two components

- A. Human Rights and Duties Education
- B. Promotion of Ethics and Human Values

## **2. OBJECTIVES:**

### **A. Human Rights and Duties Education**

The main objectives are as follows:

- a. to develop interaction between society and educational institutions;
- b. to sensitize the citizens so that the norms and values of human rights and duties education programme are realized;
- c. to encourage research activities;
- d. to encourage research studies concerning the relationship between Human Rights and Duties Education and International Humanitarian Law;

### **B. PROMOTION OF ETHICS AND HUMAN VALUES**

The main objectives of promotion of Ethics and Human Values are as under :

- (i) To create awareness, conviction & commitment to values for improving the quality of life through education, and for advancing social and human well being.
- (ii) To encourage universities and colleges to undertake academic and other activities pertaining to teaching, research and extension programmes in respect of values and culture like extramural lectures, seminars, conferences, workshops and orientation programmes for teachers and students.
- (iii) To encourage universities to undertake preparation and production of requisite material including books, handbooks, Journals, teaching materials, video CD and films relating to values.

### **3. ELIGIBILITY TARGET GROUPS**

All Universities/Colleges under Section 2(f) & 12 (B) of the UGC Act, 1956.

### **4. NATURE OF ASSISTANCE**

#### **A . HUMAN RIGHTS & DUTIES EDUCATION**

The following programmes of Human Rights and Duties Education have been identified for financial support:

- i) A foundation course
- ii) A certificate course
- iii) An under graduate course
- iv) A post-graduate diploma course
- v) A post-graduate degree (MA/LL.M) course
- vi) Seminars/Symposia/Workshops
- vii) Moot Court/Mock Trial.

#### **i. Foundation course in Human Rights & Duties Education**

The foundation course will aim at making the learners acquire conceptual clarity and develop respect for norms and values of freedom, equality, fraternity and justice with their philosophical, ethical, social, economic and political dimensions. A full understanding of UDHR and the relevant Constitutional-legal provisions and institutional mechanism for realization and enforcement of rights in the country will constitute an objective. It will include awareness of civil society organizations and movements promoting human rights. The foundation course shall be meant for undergraduate students of all disciplines. The duration of the foundation course may be of four to six units spread over not less than three months. For this purpose the UGC model curriculum on Human Rights and Duties Education may be followed. The maximum number of students is 100 spread over at different intervals.

**ii. Certificate Course**

- a. The certificate course in Human Rights and Duties Education is meant for students and specific target groups such as civil segments, law enforcement personnel, NGOs/Social Action Groups.
- b. At least two or three certificate courses may be organized every year by the concerned institution.

For this purpose the UGC Model Curriculum on Human Rights and Duties Education may be followed.

**iii. Under-graduate course in Human Rights & Duties Education**

Human Rights and Duties Education should become an integral part of university education at the undergraduate level. The under-graduate course may comprise such papers as outlined in the UGC model curriculum on Human Rights and Duties Education. The course may be permitted to be introduced as a subject, or as an add-on course, or as an additional paper, under the following conditions:

- i) The University shall give adequate information on the existing facilities for introducing the undergraduate course in Human Rights and Duties Education.
- ii) Teachers of the said institution shall engage at least 50 per cent of the lecture hours.

Minimum number of students should be 10.

**iv. Post-graduate diploma course in Human Rights and Duties Education**

The post-graduate diploma course in Human Rights and Duties Education is meant to be interdisciplinary in nature. The course must be established in any post-graduate department of the university/college, viz., political science/law/sociology or any other discipline as may be identified as a Nodal department by the applicant university. The nodal department should have adequate teaching faculty.

The post-graduate diploma course in Human Rights and Duties Education may comprise such papers as outlined in the UGC model curriculum on Human Rights and Duties Education.

#### v. Post-graduate degree (M.A./LL.M) in Human Rights and Duties Education

The post-graduate degree (M.A./LL.M) in Human Rights and Duties Education is meant to be interdisciplinary in nature. The course may be established in any discipline of the university/college viz; law/political science/ sociology/psychology/history etc. The department seeking assistance from the UGC should have adequate teaching faculty.

The post-graduate degree may comprise such papers as outlined in the UGC model curriculum on Human Rights and Duties Education. In addition to this, the department should also undertake case studies/research in the identified thrust areas such as internally displaced persons, migrants, refugees, gender justice, minorities, victims of internal and external strife (for instance, victims of land mines), the relationship between International Humanitarian Law and Human Rights, victims of crimes, and under-trials. At the end of the academic programme, the researcher shall give concrete suggestions/ recommendations which may be useful to policy conceivers, policy makers, policy implementers, NHRC, SHRC. For this purpose a detailed proposal may be submitted along with the proposal for introduction of courses.

Financial Support for different courses will be as under:

Items	Foundation Course	Certificate Course	Under-Graduate Course	Diploma Course	Degree Course
Books and Journals, <i>(one time grant)</i>	10,000/-	15,000/-	20,000/-	-	-
Books and Journals, Periodicals, CD ROMs, audiovisual equipment, computers <i>(one time grant)</i>	-	-	-	1,00,000/-	1,50,000/-
Research <i>(for hiring services, contingency, field work, stationary etc) (one time grant)</i>		-	-	-	1,50,000/-
Guest/visiting Faculty	10,000/- p.a. <i>(or on actual basis whichever is less)</i>	20,000/- p.a. <i>(or on actual basis whichever is less)</i>	20,000/- p.a. <i>(or on actual basis whichever is less)</i>	50,000/- p.a. <i>(or on actual basis whichever is less)</i>	1,00,000/-p.a. <i>(or on actual basis whichever is less)</i>
Extension Activities		15,000/- p.a.	15,000/- p.a.	15,000/- p.a.	30,000/- p.a.

The financial assistance will be provided till the end of the X Plan.

**vi. Seminars/Symposia/Workshops**

- a. When a substantial amount of money and effort is invested in organizing a seminar, symposium or workshop, it must be so conceived as to give the maximum output in terms of generation of new ideas, dissemination of new knowledge, initiation of budding scholars in the art of academic discourse, consensus building on issues, and the like.
- b. The workshop may be organized for curriculum development, preparation of teaching materials, intensifying areas of interdisciplinary programmes, teaching methods, training of teachers, research methodology and other similar purposes. The workshop should aim at learning through mutual exchange of experiences amongst the participants and imparting of new knowledge, techniques and experiences through applicatory exercises, amongst other modalities.
- c. The theme of the seminar/symposia/workshop should have the maximum relevance to the human rights and duties movements especially keeping in view the Indian human rights situations.
- d. The theme as well as the approach should as far as possible be interdisciplinary.
- e. The participants should be so chosen as to ensure fruitful conduct of the activity, initiation of new teachers and scholars, grass roots orientation and inter-disciplinary approach. As such it has to be a mix of resource persons, experienced and younger teachers and scholars drawn from relevant disciplines, NGOs / SAGs and other sections.
- f. Each such activity should build on what has been done by another institution earlier.

- g. The benefit of the programme could also be made available to others (e.g. by inviting some observers). The benefits could flow even after the programme is over, if meaningful follow-up activities could be conceived and organized by the concerned institution.
- h. The theme of the seminar or symposia or workshop for a college should preferably be woven around local and regional issues and problems. The participants too should preferably be from within the state or region.
- i. To achieve the above, the proposal should be extremely well formulated after detailed consideration, giving details:
- I. As to what is sought to be achieved through the activity.
  - II. Norms for selection of participants along with the list (15 to 20 in number including resource persons). At least 30 per cent of the participants must be from the institution itself.
  - III. Content of the work programme.
  - IV. Duration of the activity.
- J. The conclusion of the activity should invariably be followed by a final report to be submitted by the organizers within one month of the conclusion of the activity, bringing out the issues discussed, views expressed, consensus built up, other achievements and future course of action, if any, as well as the papers submitted.

The funds for organizing seminars, symposia and workshops would be as follows:

Seminar (2/3 days)	-	Rs. 75,000/- for a university Rs. 50,000/- for a college.
Symposium (1/2 days)	-	Rs. 30,000/- for a university Rs. 20,000/- for a college
Workshop (7/10 days)	-	Rs.1,50,000/- for a university. Rs.1,00,000/- for a college.



## B. Promotion of Ethics and Human Values

Following activities have been identified for financial support for promotion of Ethics and Human Values.

- i. Research
- ii. Teaching,
- iii. Organisation of Conferences/ Seminars/ Workshops/ Lectures Awareness/ Sensitisation/ Programmes Human Enrichment/ Integrated personality development and Character Building etc.

One time grant will be provided to take up these activities and maximum ceiling will be Rs.5.00 Lakh (Rupees Five Lakhs). The proportion of the grant for each activity will be as follows.

- i. Teaching - 25 % of the ceiling
- ii. Research –25 % of the ceiling
- iii. Awareness & sensitisation programme and Human Enrichment/ Integrated personality development and Character building, organizing seminar/conference/workshop

### 4.1 Research

The nature of research projects under this scheme would be different from the usual Ph.D. oriented academic research. They would be aimed at understanding and clarifying value issues of contemporary concern in the public and professional life, and to suggest possible ways of resolving these value problems. The research could be a combination of conceptual and empirical investigations. Some of the likely areas of the research projects could be :

- i. Core values of human life with reference to the individual, family Community, nation and Human society.
- ii. Values relating to Democratic polity and the Rule of Law
- iii. Professional values, like of engineering, medicine, law, teaching, public service, management, business etc.
- iv. Values of good governance, administration, and of judiciary.
- v. Values relating to environment, science and technology, and sustainable development.
- vi. Strategies of transmission of values through formal/ informal/ non-formal Education

- vii. The role of the films and the Multi-media in respect of Value transmission and the potentials of multi-media learning to promote awareness and understanding of human values.

The themes should be developed in the light of Indian ethos, aspirations and social realities. The outcome of this research should be in the form of book, monograph, research papers, report. The support provided would be by way of seed money which could be utilized for the purpose of contingency, books & journals, travel and field work, stationary, typing and hiring of services etc. The duration of the research project would be ordinarily two years.

#### 4.2 **Teaching :**

Support under this head would be provided for encouraging and facilitating introduction of new courses on value related themes like human values, professional ethics, environmental ethics, science, technology, parliamentary democracy civil society and the rules of law and human values etc. Financial assistance would be provided by way of,

- (i) grant to teachers teaching such courses for books, preparation of teaching material, travel grant to consult libraries elsewhere, to attend conferences/ lectures themes related to the subject matter, preparation of manuscript for writing books etc.
- (ii) grant to university/ college/ department for paying honorarium to retired teachers, visiting professors to teach such courses.

#### 4.3 **Awareness & sensitisation programme and Human Enrichment/ Integrated personality development and Character building, organizing seminar/conference/workshop**

The Human enrichment/ Integrated/ Personality development and character building could be effective non-formal of seeking a positive change in the value-temper of students and teachers. They could be organized during vacations or after the working hours. They could include presentations and discussions on different themes like spiritual, moral, aesthetic, societal, cultural, environmental values, values of democracy, scientific temper, communication skills, problems of youth, career choices etc.

Awareness and sensitization programme could be in the form of lectures, workshops for a day or two aimed at specific groups, like teachers, research scholars and students of a particular discipline, academic administrator, non-teaching staff etc. Some of these workshops could also be for groups from outside the university, like school teachers, NGOs, Government Officials, corporate executives, etc. As far as possible these external workshops should be self-financing.

The support provided for these activities would be by way of TA/DA and honorarium for resource persons, participants, contingency amount for preparation of reading material, field trips, postage, office assistance etc., payment to part time organizing assistants.

The conference/ Seminar/ Symposia/ Workshop could be aimed at generating new ideas related to themes of ethics and human values and to provide a platform to teachers engaged in teaching value related courses to share ideas and experiences.

## **5. PROCEDURE OF APPLYING FOR THE SCHEME**

The universities/ colleges which are eligible to receive the grant from UGC can apply under this scheme by submitting its proposal on the prescribed proforma. **(Annexure – I to III)**

## **6. PROCEDURE FOR APPROVAL BY THE UGC**

Proposals will be evaluated with the help of an Expert Committee. The recommendations of this Expert Committee will be considered and final approval will be conveyed.

## **7. PROCEDURE FOR RELEASE OF GRANT BY THE UGC**

### **A. HUMAN RIGHTS AND DUTIES EDUCATION**

80 per cent of the one time grant and 100 per cent of first year recurring grant approved by the Commission will be released as the first instalment. Subsequent grants will be released on receipt of an annual

progress report of the work done by the university/college along with statement of expenditure and utilization certificate duly signed by registrar/finance officer/competent authority in the prescribed proforma. Subsequently the university/college may send an audited utilization certificate.

**B. PROMOTION OF ETHICS AND HUMAN VALUES**

Once the proposal is approved 80% grant of the total approved will be released as first instalment and 20% grant will be released on receipt of the Statement of Expenditure and Utilization Certificate on the prescribed proforma. (Annexure –VI & VII).

**8. PROCEDURE FOR MONITORING /EVALUATION**

The university/college will send an annual progress report of the work done in the prescribed format (**Annexure IV & V**). Once the tenure is completed, the UGC will review the progress, wherever required.

**ANNEXURE-I****PROFORMA FOR SUBMISSION OF PROPOSALS FOR  
INTRODUCTION OF FOUNDATION  
COURSE IN HUMAN RIGHTS**

1. Name of the university/college  
(In case of college, name of the university to which it is affiliated)
2. Address  
  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
  
Email \_\_\_\_\_ Telegram. \_\_\_\_\_
3. Whether university/college is included in section 2(f) and 12(B) of the UGC Act.
4. Specify objective and give full justification of the proposed course (please attach brief proposal separately).
5. Name of the department, which proposes to conduct the course.
6. Name of the nodal person.
7. No. of the departments to be associated in this programme (as the course is inter-disciplinary in its nature).
8. Faculty strength.
9. Number of U.G. students.
10. Number of U.G. students expected to join the proposed course.
11. Infrastructure available for running the course.
12. Library documentation facilities available.
13. Any other information in support of the proposal.

**Signature of the Head of  
Department of College/  
University**

**Signature of the Principal  
of the College**

**Signature of the  
Registrar of  
the University**

**ANNEXURE-II****PROFORMA FOR SUBMISSION OF PROPOSAL FOR INTRODUCTION OF  
CERTIFICATE/ UNDER GRADUATE / POST- GRADUATE COURSES IN  
HUMAN RIGHTS  
& DUTIES EDUCATION**

1. Name of the university/college  
(In case of college, name of the university to which it is affiliated)
2. Address  
  
Telephone No. .... Fax No. ....  
  
Email ..... Telegram .....
3. Whether university/college is included in section 2(f) & 12(B) of the UGC Act.  
  
Level of the course to be introduced:
  - i) Certificate course in Human Rights and Duties Education
  - ii) Under-graduate degree in Human Rights and Duties Education
  - iii) Post-graduate diploma course in Human Rights and Duties Education
  - iv) Post-graduate degree (MA/LLM) course in Human Rights and Duties Education
4. Specify objectives and give full justification of the proposed course (please attach detailed proposal separately)
5. Name of the department which proposes to conduct the course.
6. Name of the nodal person to be the coordinator of this course with his/her designation. (Please enclose the detailed profile of Nodal Person along with list of publications)
7. Number of departments to be associated in this programme (as the course is interdisciplinary in its nature).
8. Faculty strength (cadre-wise) that would be associated with the programme. Please enclose the detailed profiles of the faculty along with a list of their publications.
9. Present students intake in the associated departments.
10. Expected students intake for the proposed course.

11. Infrastructure available for the successful completion of the course.
12. Library documentation facilities available.
13. Any other information in support of the proposal.
14. Area of research the department would like to take up.  
(Please enclose a separate proposal as per the guidelines)  
(This is applicable only in PG degree course)
15. Please indicate if you intend to avail the facility of developing advocacy skills  
(Moot Court/Mock Trial)

**Signature of Head of the  
Deptt. of College/University**

**Signature of the  
Principal of the  
College**

**Signature of the  
Registrar of the  
University**

**ANNEXURE-III****PROFORMA FOR THE SUBMISSION OF PROPOSAL FOR THE ORGANIZATION OF SEMINAR/ SYMPOSIUM/ WORKSHOP CONFERENCE/ LECTURES AWARENESS & SENSITISATION PROGRAMME AND HUMAN ENRICHMENT/ INTEGRATED PERSONALITY DEVELOPMENT AND CHARACTER BUILDING UNDER THE SCHEME OF HUMAN RIGHTS & VALUES IN EDUCATION**

1. Name of the university/ college :  
(in case of college name of the university to which it is affiliated)
2. Address  
Telephone No. \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Email \_\_\_\_\_
3. Whether the university/ college is included under section 2(f) and 12 (B) of the UGC Act.
4. Name of the Principal Investigator/ Nodal person/ Deptt./Unit and full address, Telephone No. Fax. \_\_\_\_\_
5. Collaborating Institution/ Department if any \_\_\_\_\_  
\_\_\_\_\_
6. Type of activity proposed to be undertaken
  - a. Research
  - b. Teaching
  - c. Organization of Conferences / Seminars Awareness / Sensitisation Programme Human enrichment/ Integrated personality Development/ Character Building Workshop
7. Give details of the activity :

For each activity statement of problem/ conceptual framework should be detailed. These details should include objective, target group, no. of persons involved, theme paper if any, expected outcome of the activity and all others relevant information.



8. Give the estimated budget for different kinds of expenditure for each activity

- a.
- b.
- c.
- d.

Total :

9. Recommendation of the Head of the Department/ Principal/ Registrar or Competent Authority.

**Signature of the Head  
of the Department of  
College/University**

**Signature of the  
Principal of the  
College**

**Signature of the  
Registrar of University**

**ANNEXURE-IV****PROFORMA FOR SUBMITTING THE PROGRESS REPORT****(HUMAN RIGHTS AND DUTIES EDUCATION)**

1. Period of report from ----- to -----
2. Name of the university/college/institution :
3. Level of the course approved by the UGC.
4. Name of the department/ faculty in which the Human Rights and Duties Education programme is running
5. Name of the department/faculty associated in implementing the course approved by the UGC.
6. Name of the nodal person who is coordinating / implementing the course.  
Address \_\_\_\_\_  
Telephone No. .... Fax No. ....  
Email ..... Telegram .....
7. Date of approval of the programme
8. Date of completion of the programme :
9. Financial assistance approved and provided by the UGC.

Item approved (as per approval letter)	Grant approved	Grant received so far	Actual expenditure incurred so far	Estimated expenditure for the coming academic/ financial year	Remarks
1	2	3	4	5	6

10. List of subjects taught in the programme :  
Please enclose the detailed syllabus

11. Student enrolment since the inception of the programme (year wise) for the course approved by the UGC.
12. Result
  - a) Number of students appeared \_\_\_\_\_
  - b) Number of students passed \_\_\_\_\_
13. Employment record/opportunity of the students who have passed the course (Give details.)
14. Give details of any fellowship/ internship (Awards) received by the students during the course.
15. Resources generated by the department through other resources.
16. Number of books in Human Rights and Duties Education in the library
17.
  - i) Number of books /periodicals/ CD ROMs/Audio-visual equipment/computers purchased out of the funds under the HRDE programme :
  - ii) Number of journals subscribed in the library :
18. Number of workshops/seminars/ symposia/moot courts/ mock trials held in Human Rights and Duties Education. :
19. Number of debates/discussions/general lectures held in Human Rights and Duties Education :
20. Extension work undertaken by the department. (give details)
21. Any additional information the university/ college may like to furnish for Human Rights and Duties Education :

**Signature of  
the Registrar/Principal  
of the University/College**

**Signature of the Nodal  
Person/Head of the Human  
Rights & Duties Education**

**ANNEXURE – V****PROFORMA FOR SUBMITTING THE PROGRESS AND ACHIEVEMENT  
MADE IN IMPLEMENTING PROGRAMME FOR PROMOTION OF ETHICS  
AND HUMAN VALUES**

1. Period of report from \_\_\_\_\_ to \_\_\_\_\_
2. Name of the University/ College/ Institution :
3. Level of the programmes approved by the UGC.
4. Name of the department/ Faculty in which the Value Education Programme is running
5. Name of the Nodal Person who is coordinating/ implementing the programme

Address

Telephone No. .... Fax No. ....

E mail .....

6. Date of approval of the programme
7. Date of completion of the Programme
8. Type of activity undertaken
9. Objectives achieved
10. Detailed report on the activity
11. Financial assistance approved and provided by UGC.

Item approved (as per approval letter)	Grant approved	Grant received so far	Actual expenditure incurred so far	Estimated expenditure for the coming academic/ financial year	Remarks
1	2	3	4	5	6

12. Number of books in Value Education in the Library
13. I) Number of books/ periodicals/ CD Rom/ Audio-visual/ Computer purchased out of the funds under Value Education Programme.

**Signature of the Registrar/  
Principal of the  
University/ College**

**Signature of the Nodal  
Person/ Head of the Value  
Education**

**ANNEXURE - VI****UTILIZATION OF FUNDS RECEIVED FOR IMPLEMENTING THE SCHEME  
HUMAN RIGHTS & VALUES IN EDUCATION**

Statement of actual expenditure incurred out of the grant approved and received from the UGC for \_\_\_\_\_ under the scheme of promoting Ethics and Human Values in Higher Education & Human Rights & Duties Education

(During the period from \_\_\_\_\_ to \_\_\_\_\_)

<b>Item approved (as per approval letter)</b>	<b>Grant approved</b>	<b>Grant received so far</b>	<b>Actual expenditure incurred so far</b>	<b>Balance if any</b>

**Nodal person/  
Principal Investigator**

**Finance Officer**

**Registrar/Principal Principal/**

**ANNEXURE – VII****UTILIZATION CERTIFICATE**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as detailed below sanctioned to \_\_\_\_\_ for \_\_\_\_\_ by the University Grants Commission has been utilized for the purpose for which it was sanctioned, and in accordance with the terms and conditions laid down by the Commission.

S.No.	Sanction letter No. and date	Amount sanctioned	Amount utilized	Unspent balance
_____				
_____				
TOTAL				
_____				

**Registrar/Principal  
(Seal)**

**Govt. Auditor/  
Chartered Accountant  
(Seal)**



**ANNEXURE-I**

**PROFORMA FOR SUBMISSION OF PROPOSALS FOR  
INTRODUCTION OF FOUNDATION  
COURSE IN HUMAN RIGHTS**

1. Name of the university/college  
(In case of college, name of the university to which it is affiliated)
2. Address  
  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
  
Email \_\_\_\_\_ Telegram. \_\_\_\_\_
3. Whether university/college is included in section 2(f) and 12(B) of the UGC Act.
4. Specify objective and give full justification of the proposed course (please attach brief proposal separately).
5. Name of the department, which proposes to conduct the course.
6. Name of the nodal person.
7. No. of the departments to be associated in this programme (as the course is inter-disciplinary in its nature).
8. Faculty strength.
9. Number of U.G. students.
10. Number of U.G. students expected to join the proposed course.
11. Infrastructure available for running the course.
12. Library documentation facilities available.



13. Any other information in support of the proposal.

**Signature of the Head of  
Department of College/  
University**

**Signature of the Principal  
of the College**

**Signature of the  
Registrar of  
the University**



**ANNEXURE-II**

**PROFORMA FOR SUBMISSION OF PROPOSAL FOR INTRODUCTION OF  
CERTIFICATE/ UNDER GRADUATE / POST- GRADUATE COURSES IN  
HUMAN RIGHTS & DUTIES EDUCATION**

1. Name of the university/college  
(In case of college, name of the university to which it is affiliated)
2. Address  
  
Telephone No. .... Fax No. ....  
  
Email ..... Telegram .....
3. Whether university/college is included in section 2(f) & 12(B) of the UGC Act.  
  
Level of the course to be introduced:
  - i) Certificate course in Human Rights and Duties Education
  - ii) Under-graduate degree in Human Rights and Duties Education
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  - iv) Post-graduate degree (MA/LLM) course in Human Rights and Duties Education
4. Specify objectives and give full justification of the proposed course (please attach detailed proposal separately)
5. Name of the department which proposes to conduct the course.
6. Name of the nodal person to be the coordinator of this course with his/her designation. (Please enclose the detailed profile of Nodal Person along with list of publications)

7. Number of departments to be associated in this programme (as the course is interdisciplinary in its nature).
8. Faculty strength (cadre-wise) that would be associated with the programme. Please enclose the detailed profiles of the faculty along with a list of their publications.
9. Present students intake in the associated departments.
10. Expected students intake for the proposed course.
11. Infrastructure available for the successful completion of the course.
12. Library documentation facilities available.
13. Any other information in support of the proposal.
14. Area of research the department would like to take up.  
(Please enclose a separate proposal as per the guidelines)  
(This is applicable only in PG degree course)
15. Please indicate if you intend to avail the facility of developing advocacy skills (Moot Court/Mock Trial)

**Signature of Head of the  
Deptt. of College/University**

**Signature of the  
Principal of the  
College**

**Signature of the  
Registrar of  
University**



**ANNEXURE-III**

**PROFORMA FOR THE SUBMISSION OF PROPOSAL FOR THE ORGANIZATION OF SEMINAR/ SYMPOSIUM/ WORKSHOP CONFERENCE/ LECTURES AWARENESS & SENSITISATION PROGRAMME AND HUMAN ENRICHMENT/ INTEGRATED PERSONALITY DEVELOPMENT AND CHARACTER BUILDING UNDER THE SCHEME OF HUMAN RIGHTS & VALUES IN EDUCATION**

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(in case of college name of the university to which it is affiliated)
2. Address  
Telephone No. \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Email \_\_\_\_\_
3. Whether the university/ college is included under section 2(f) and 12 (B) of the UGC Act.
4. Name of the Principal Investigator/ Nodal person/ Deptt./Unit and full address, Telephone No. Fax. \_\_\_\_\_
5. Collaborating Institution/ Department if any \_\_\_\_\_  
\_\_\_\_\_
6. Type of activity proposed to be undertaken
  - a. Research
  - b. Teaching
  - c. Organization of Conferences / Seminars Awareness / Sensitisation Programme Human enrichment/ Integrated personality Development/ Character Building Workshop
7. Give details of the activity :

For each activity statement of problem/ conceptual framework should be detailed. These details should include objective, target group, no. of persons involved, theme paper if any, expected outcome of the activity and all others relevant information.

8. Give the estimated budget for different kinds of expenditure for each activity
  - a.
  - b.
  - c.
  - d.

Total :

9. Recommendation of the Head of the Department/ Principal/ Registrar or Competent Authority.

**Signature of the Head  
of the Department of  
College/University**

**Signature of the  
Principal of the  
College**

**Signature of the  
Registrar of University**



**ANNEXURE-IV**

**PROFORMA FOR SUBMITTING THE PROGRESS REPORT**  
**(HUMAN RIGHTS AND DUTIES EDUCATION)**

1. Period of report from ----- to -----
2. Name of the university/college/institution :
3. Level of the course approved by the UGC.
4. Name of the department/ faculty in which the Human Rights and Duties Education programme is running
5. Name of the department/faculty associated in implementing the course approved by the UGC.
6. Name of the nodal person who is coordinating / implementing the course.  
Address \_\_\_\_\_  
Telephone No. .... Fax No. ....  
Email ..... Telegram .....
7. Date of approval of the programme
8. Date of completion of the programme :
9. Financial assistance approved and provided by the UGC.

Item approved (as per approval letter)	Grant approved	Grant received so far	Actual expenditure incurred so far	Estimated expenditure for the coming academic/ financial year	Remarks
1	2	3	4	5	6

10. List of subjects taught in the programme :  
Please enclose the detailed syllabus
11. Student enrolment since the inception of the programme (year wise) for the course approved by the UGC.
12. Result
  - a) Number of students appeared \_\_\_\_\_
  - b) Number of students passed \_\_\_\_\_
13. Employment record/opportunity of the students who have passed the course (Give details.)
14. Give details of any fellowship/ internship (Awards) received by the students during the course.
15. Resources generated by the department through other resources.
16. Number of books in Human Rights and Duties Education in the library
17. i) Number of books /periodicals/ CD ROMs/Audio-visual equipment/computers purchased out of the funds under the HRDE programme :
- ii) Number of journals subscribed in the library :
18. Number of workshops/seminars/ symposia/moot courts/ mock trials held in Human Rights and Duties Education. :

19. Number of debates/discussions/general lectures held in Human Rights and Duties Education :
20. Extension work undertaken by the department. (give details)
21. Any additional information the university/college may like to furnish for Human Rights and Duties Education :

**Signature of  
the Registrar/Principal  
of the University/College**

**Signature of the Nodal  
Person/Head of the Human  
Rights & Duties Education**





**ANNEXURE – V**

**PROFORMA FOR SUBMITTING THE PROGRESS AND ACHIEVEMENT  
MADE IN IMPLEMENTING PROGRAMME FOR PROMOTION OF  
ETHICS AND HUMAN VALUES**

1. Period of report from \_\_\_\_\_ to \_\_\_\_\_
2. Name of the University/ College/ Institution :
3. Level of the programmes approved by the UGC.
4. Name of the department/ Faculty in which the Value Education Programme is running
5. Name of the Nodal Person who is coordinating/ implementing the programme  
Address  
Telephone No. .... Fax No. ....  
E mail .....
6. Date of approval of the programme
7. Date of completion of the Programme
8. Type of activity undertaken
9. Objectives achieved
10. Detailed report on the activity
11. Financial assistance approved and provided by UGC.

Item approved (as per approval letter)	Grant approved	Grant received so far	Actual expenditure incurred so far	Estimated expenditure for the coming academic/ financial year	Remarks
1	2	3	4	5	6

12. Number of books in Value Education in the Library
13. l) Number of books/ periodicals/ CD Rom/ Audio-visual/ Computer purchased out of the funds under Value Education Programme.

**Signature of the Registrar/  
Principal of the  
University/ College**

**Signature of the Nodal  
Person/ Head of the Value  
Education**



**ANNEXURE - VI**

**UTILIZATION OF FUNDS RECEIVED FOR IMPLEMENTING THE  
SCHEME HUMAN RIGHTS & VALUES IN EDUCATION**

Statement of actual expenditure incurred out of the grant approved and received from the UGC for \_\_\_\_\_ under the scheme of promoting Ethics and Human Values in Higher Education & Human Rights & Duties Education

(During the period from \_\_\_\_\_ to \_\_\_\_\_)

Item approved (as per approval letter)	Grant approved	Grant received so far	Actual expenditure incurred so far	Balance if any

**Nodal person/  
Principal/  
Principal Investigator**

**Finance Officer**

**Registrar/Principal**



**ANNEXURE – VII**

**UTILIZATION CERTIFICATE**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_) as detailed below sanctioned  
to \_\_\_\_\_  
\_\_\_\_\_ for  
\_\_\_\_\_ by the University  
Grants Commission has been utilized for the purpose for which it was  
sanctioned, and in accordance with the terms and conditions laid down by the  
Commission.

S.No.	Sanction letter No. and date	Amount sanctioned	Amount utilized	Unspent balance
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TOTAL

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**Registrar/Principal  
(Seal)**

**Govt. Auditor/  
Chartered Accountant  
(Seal)**