

**DIRECTORATE OF UNIVERSITY AND HIGHER EDUCATION  
GOVERNMENT OF MANIPUR**

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**Call for Proposals**  
**Imphal, the 18 October 2023**

Proposals in prescribed formats (furnished in **annexures I and III**) are invited from the Government /Government Aided Colleges under the Directorate of University and Higher Education, Government of Manipur for grant of financial assistance for organising the following programmes/activities as per the guidelines attached herewith:

- 1. Faculty Development Programmes (FDP-1) for the academic session 2022-23**
- 2. Faculty Development Programmes (FDP-2) for the academic session 2023-24**
- 3. Activities under the College Students Mentoring Initiative (COSMI)**

The duly filled in proposals (both in MS Word and Pdf) following the guidelines attached herewith should reach the undersigned via email: [mrsheikhshamu@gmail.com](mailto:mrsheikhshamu@gmail.com) with Cc to [principal@manipurcollege.ac.in](mailto:principal@manipurcollege.ac.in) on or before 5 P.M. of the **25<sup>th</sup> October 2023**.



**(Dr. Rahejuddin Sheikh)**  
Principal,  
Moirang College, Moirang  
&  
Convener,  
Committee on FDP & COSMI

# **GUIDELINES FOR ORGANISING FACULTY DEVELOPMENT PROGRAMMES IN COLLEGES**

## **1. Introduction**

The most important factor in the success of higher education is the quality, competency and engagement of faculty as emphasised in the National Education Policy (NEP) 2020. Various initiatives have been taken towards providing faculty with professional development opportunities by the existing centres for conducting capacity building of faculty, namely, University Grants Commission-Human Resource Development Centre (UGC-HRDC), Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT) centre and recently launched Malviya Mission-Teacher Training (MM-TT) centres. These centres are immensely engaged with training faculty of higher education institutions (HEIs) to provide more effective teaching.

However, Faculty members of HEIs in Manipur are primarily facing difficulties to keep abreast with the new developments in the syllabi of respective subject domains following the reforms in the undergraduate education initiated by UGC by introducing Learning Outcome based Curriculum Framework (LOCF) in 2019 which has been adopted by Manipur University since the academic session 2022-23 as well as with implementation of NEP-2020.

State level Faculty Development Programme is envisaged to build competencies in the faculty for better teaching, learning and research, Information and Communication Technology

## **2. Objective**

The FDP shall focus on training the faculty members of all HEIs to orient/equip with the following themes/ideas as envisaged in the NEP 2020:

- i) Holistic Education and Indian Knowledge Systems
- ii) Competent knowledge in the latest developments in the domain (subject)
- iii) Academic Leadership, Governance and Management
- iv) Higher Education and Society
- v) Research and Development
- vi) Skill Development
- vii) Student Diversity and Inclusive Education
- viii) Information and Communication Technology

## **3. Eligibility, Target Group and Duration**

In-service College teachers of Government, Government Aided and Private Colleges affiliated to a university are eligible for the programme. Duration of the FDP will be at the maximum of 1 (one) week (6 days).

#### **4. Submission of Proposals, Approval and Release of grants**

A college intending to avail the financial assistance under this scheme should submit proposals to the Directorate of University & Higher Education (DUHE) in the prescribed Proforma set out in Annexure-I. An expert committee will scrutinize the proposals and make relevant recommendations to DUHE. The final decision will be taken by the DUHE based on the recommendations made by the expert committee and the availability of funds for the scheme. In case the programme is cancelled or discontinued at any stage of processing or implementation, the funds should be returned immediately to the DUHE. Prior permission of the DUHE is required in case of any change/defer in the date(s) and/or venue for the programme.

After the grant of approval, a sanction letter for the programme will be intimated to the Principal of the College and, accordingly the first instalment of 80% of the total grant approved by DUHE will be disbursed/released through the account submitted by the institution. The amount released can be spent under the approved heads/items within the allocation. The second instalment of the sanctioned grant will be released on reimbursement on receipt of the (i) feedback form (Annexure-II) duly completed, (ii) Utilisation Certificate along with the Statement of Expenditure (Annexure-III) certified by the principal with signature and seals.

#### **5. Curriculum**

The college conducting the FDP shall prepare the course curriculum in consultation with the DUHE taking into consideration the essential / priority areas.

#### **6. Financial Assistance from DUHE for organising FDP**

Financial assistance for an amount not exceeding ₹ 1,00,000 may be provided to the college organising the FDP which may be utilised in the following items/heads:

##### **i) Working expenses**

The working expenses will cover expenditure on 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, 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 utilised for transport, maintenance, TA/DA of core faculty and consumables. 30% of working expenses may be utilised for engagement of temporary staff.

##### **ii) Resource persons:**

Outstation Resource persons may be paid TA/DA. Honorarium to outstation/local resource person may be paid ₹ 1500/- per person per session of 90 minutes with a ceiling or ₹3,000/- per day. This will be subject to a maximum of ₹ 6,000/- per

programme. Outstation resource persons have to be invited only once in a programme. Local resource persons may be paid upto ₹1000/-

iii) Programme coordinator

A Programme coordinator may be appointed for each programme and a lump sum or honorarium of ₹ 5,000/- will be admissible to the coordinator

(iv) Local Hospitality

## **7. Accounting and utilisation**

- i) Separate accounts are to be maintained by each college with regard to the assistance released by the DUHE and shall be open to audit at any time
- ii) The grantee college shall submit to DUHE, a utilisation certificate and statement of expenditure in the format furnished in the annexure
- iii) The grantee college shall arrange to refund any unspent fund or released fund if the utilisation certificate and statement of expenditure are not submitted within the prescribed period.

## **8. Monitoring**

A Monitoring Committee shall evaluate, assess and monitor all the programmes organised by different colleges and submit reports to DUHE along with ATR and UCs & SoEs for the individual colleges separately.

## **9. Record Keeping**

In order to make the programme optimally effective, the grantee college will maintain a systematic record of all the participants, their achievement, their professional growth and change in their capabilities.

The college shall submit to the DUHE a systematic record of resource persons, participants and DUHE shall maintain a programme-wise systematic record of the details of the programmes

## **10. Feedback**

Feedbacks from participants may be collected to assess the quality of the programme

### **Proposal for the College Students Mentoring Initiatives (COSMI):**

The Guidelines for (COSMI) has already been circulated by the Directorate of University & Higher Education (DUHE) through WhatsApp group of all the heads of the institutions. In the letter of the Director, U&HE to the Commissioner (Higher & Technical Education) Government of Manipur dated 15<sup>th</sup> September 2023, addressed the dire need of development of good, thoughtful, well-rounded and creative individuals through the provisions under the recommendations of NEP 2020. The Colleges may submit proposals seeking financial assistance in the tune of Rs. 25,000/- (Rupees Twenty-five thousand) only per programme per college for holding any one or two the following activities.

Emotional Guidance & Counselling, Career Guidance & Counselling, Intercollege Co-Curricular Competition such as Quiz, Debate, Ex-tempore Speech & Literary Competitions, Interaction with eminent personalities, Meet the Scientist, Meet the Star, Youth Leadership Training Programme, Creative Peace Building Capacity through Dance, Music, Poetry, Theatre, Drama, Films, Painting, Photography, and any other activities as the college think suitable on local considerations or demand from students aligned with the list of activities as set out in the Guidelines of the COSMI (copy enclosed)

## Annexure-I

Format for applying Proposals for organising Faculty Development Programme under Directorate of University and Higher Education, Govt. of Manipur

1. Name of the Programme : .....
2. Date(s) : From ..... to .....  
Total number of days : .....
3. Venue : .....
4. Name and Address of the Organising College  
College Name : .....  
Department(s) : .....  
Address : .....  
.....  
.....  
PIN : .....  
Phone Number : .....  
Email : .....
5. Name and Designation  
of the Programme Coordinator : .....
6. Details of Programme to be conducted
  - i) Objective of the programme :
  - ii) Programme Outcomes :(a detail list of topics with duration and resource persons should be submitted)
7. Broad details of estimated expenditure for which financial assistance is sought
  - a) Working expenses with details :
  - b) TA and honorarium for resource persons  
and coordinator and committee members :

Signature of Programme Coordinator

Signature of Principal of the College

Place :

Date :

**Annexure – II**

**Feedback Form**

- 1) DUHE Sanction letter No.
    - a) Amount sanctioned : ₹
    - b) Amount Released : ₹
  2. Name of the Coordinator of the FDP
  3. Name and Address of the College
  4. Name of the Collaborating Organisation/College
  5. Title of the Programme :
  6. Date(s) : From ..... To .....
  7. Venue
  8. Total number of participants proposed and actually attended
  9. Total Amount sanctioned: ₹.....
  10. Total expenditure incurred in conducting the programme
  11. Details of internal revenue, if any, generated by the College on account of the programme
  12. Brief mention of benefit availed by conducting the programme with respect to 1) Institution 2) the faculty
  13. Suggestions for improvements in future:
- Name and Signature of the Coordinator                      Name & Signature of Principal of  
College

**Annexure – III**

Format for Statement of Expenditure & Utilisation Certificate

1. DUHE Sanction Letter No. :
2. Title of the Programme :
3. Name of the College :
4. Name of the Coordinator :
5. Name of the Principal :
6. Number of participants :
7. Duration of the programme with dates :

Sanction letter and date	Grant sanctioned	Details of expenditure incurred item-wise	Amount (₹)
		1. TA & Honorarium for Resource Persons 2. Working Expenses i) Stationery ii) Honorarium for Programme Coordinator iii) Local Hospitality iv) .....etc. Total	
		Grant received	
		Balance to be received	

It is certified that the amount of ₹ ..... (Rupees .....) out of the total grant of ₹ ..... (Rupees .....) sanctioned to ..... By the Directorate of University and Higher Education, Govt. of Manipur vide its letter No. .... dated under ..... scheme has been utilised for the purpose for which it was sanctioned and in the accordance with terms and conditions as laid down by the DUHE.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

Name of and signature of Coordinator  
Principal

Name and Signature of the



**ANNEXURE-IV**

***Proposal from Colleges under DUHE for undertaking the initiatives under COSMI***

Format for applying Proposals Proposal from Colleges under DUHE for undertaking the initiatives under COSMI under Directorate of University and Higher Education, Govt. of Manipur

1. Name of the activity : .....
2. Date(s) :From.....to.....  
Total number of days : .....
3. Venue : .....
4. Name and Address of the Organising College .....
- College Name : .....
- Department(s) : .....
- Address : .....
  
- PIN : .....
- Phone Number : .....
- Email : .....
5. Details of Programme to be conducted
  - i) Objective of the programme :
  - ii) Programme Outcomes :(details of the list of activity with duration and resource persons should be submitted)
7. Broad details of estimated expenditure for which financial assistance is sought
  - a) Working expenses with details :
  - b) TA and honorarium for resource :

Signature of Principal of the College

Place :

Date :