

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA:.....:GUWAHATI-19

No.DHE/PEN/Misc/203/2019/15

Dated Kahilipara the 21/05/2019

From:- Smti Gitimoni Phukan, ACS
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To ✓ 1) The Registrar (all)
Universities of Assam
2) The Principal (all),
Govt./Provincialised Colleges of Assam

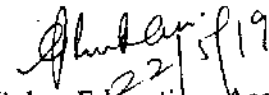
Sub. Regarding Women's Study Centre in Universities and Colleges.

Ref. Govt. letter No.AHE.558/2019/26, dated 11-04-2019.

Sir/Madam,

With reference to the Govt. letter on the subject cited above, I would like to forward herewith a copy of the Govt. letter No.AHE.558/2019/26, dated 11-04-2019 along with its enclosures regarding guideline for development of Women's Studies Centres (WSCs) in Universities and Colleges issued by UGC, which is self explanatory for favour of kind information and taking necessary action.

Yours faithfully,


Director of Higher Education, Assam
Kahilipara, Guwahati - 19.

Memo No.DHE/PEN/Misc/203/2019/15-A

Dated Kahilipara the 21/05/2019

Copy to:

- 1) The Joint Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for information.

/

Director of Higher Education, Assam
Kahilipara, Guwahati - 19.

14

**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR: GUWAHATI-6**

NO.AHE.558/2019/26

Dated Dispur the 11th April, 2019

From: Smti. N. Laskar, ACS
Joint Secretary to the Govt. of Assam
Higher Education Department.

To: The Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Sub: Women's Study Centre in Universities and Colleges.

Ref: No.ADV.Edu.04/2017/152 dated 13th March, 2019.

Platin
1 cc comments
to all concerned
29/4/19

Sir,

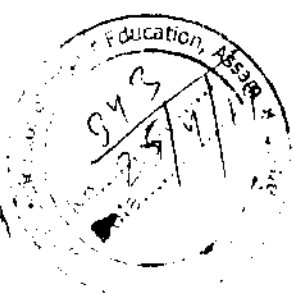
In inviting a reference to the above, I am directed to forward herewith a copy of a guideline for development of Women's Studies Centres (WSCs) in Universities and Colleges and request you kindly to take necessary action for disseminating to all Universities and provincialised and Govt. Colleges running in the State of Assam.

Yours faithfully

Joint Secretary to the Govt. of Assam
Higher Education Department



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25/4



Am
660
30/4/19

ecr No. 320302/2019 JS (NH)

(13)



No. Adv. Edu. 04/2017/152

Dated the 13th March, 2019

Principal Secretary, HE

Sustainable Development Goal (SDG) No.5 is on gender equality, as you know. In order to sensitize Indian Universities and Colleges on this issue, University Grants Commission (UGC), New Delhi, has come up with a set of guidelines for development of Women's Studies Centres (WSCs) in Universities and Colleges. Two sets of 2019 Guidelines on WSCs are enclosed herewith.

One set may be retained in your office for follow-up actions and the other set may be sent to DHE for dissemination to all Universities, and provincialized and Govt. Colleges running in the State of Assam.

For n.a. please

B. Das
18.3.19
On file
(JSCHE)

[Signature] 13/03/19

(Dr. Mihir K. Chaudhuri)
Adviser, Department of Education
Govt. of Assam

O/o the Principal Secretary
to the Government of Assam
Higher Education Dept.
Dispur, Guwahati-6
Dy. No. 659
Date 13-03-19

[Signature]



ज्ञान विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
NEW DELHI

GUIDELINES FOR DEVELOPMENT OF WOMEN'S STUDIES CENTRES
IN INDIAN UNIVERSITIES AND COLLEGES
(2019)

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi -110 002

1. [REDACTED]

Development of Women Studies Centres in Indian Universities & Colleges is meant to help India achieve her UN Sustainable Development Goal of Promoting Equality & Empowerment of Women. Gender Equality, Empowerment of women and addressing diverse needs of women requires enabling communities, enabling policies and enabling programmes of the government. Women Studies Centres have special focus on most marginalized /disadvantaged women in the society. These include women from Schedule Caste and Tribes, women with disabilities, women living in unsafe environments, exploited sex workers, women living in conflict areas, Women in conflict with law, Homeless, destitute & abandoned women, uneducated & unskilled single women, elderly & sick women etc.

A Women study centre must pursue a comprehensive, critical and balanced understanding of India's socio economic realities & governance. Its essential components include:

- i. Women's contribution to society & social processes
- ii. Women's perception of their own lives, the broader social reality and their struggles and aspirations

[REDACTED]

a. Vision: To empower women in India to live with dignity so that they can contribute as valued partners in sustainable development of the self, families and the nation.

b. Mission: To support efforts of the state to create an environment for women that is inclusive, free from violence and discrimination and one that promotes social and

economic empowerment of women by creating awareness amongst women about their rights.

c. Eligibility criteria The Government Aided Universities and Colleges recognized under section 2(f) & 12(B) of the UGC Act, 1956.

3. FOCUS AREAS OF WOMEN STUDIES

- i. Build new knowledge on Women in National and Global Perspectives
- ii. Build Curriculum in Women Studies to meet the diverse needs of Indian women with focus to develop inclusive society.
- iii. Suggest methods to build a conducive environment for women to take up positions of leadership in diverse sectors.
- iv. Conduct evidence based research on 'Women and Economic Development'.
- v. Strengthen existing knowledge and build new knowledge on 'Women in Indian Perspective' (to address current and future challenges).
- vi. Conduct research on Women's contribution to Science and Technology & suggest methodology to enhance it.
- vii. Suggest methods to promote inclusion of women in development of all sectors including disadvantaged women, women with disabilities and other vulnerable groups.
- viii. Measures to strengthen Urban/Rural linkage and slum development.

4 SOME SUGGESTED ACTIVITIES

4.1 Teaching

- i. Women's studies centres shall conduct Foundation Course/ Short-term Courses in Women's Studies for all undergraduate students in all universities, professional and technical institutions. Emphasis should be given on the development of online courses for wider outreach.
- ii. Curriculum Development: to incorporate women's dimension into courses in different disciplines.
- iii. Workshops to plan restructuring of courses and syllabus formation.

4.2 Research

- i. WSCs shall take measures to build the research capabilities of their faculty. This shall include data mining, review of literature, action research method, feminist research methods (i.e. oral history/ life history methods), statistical analysis, writing and research papers.
- ii. WSCs shall undertake field action research studies in following areas:
 - a. Generation of primary data using various government and non-government schemes/ surveys.
 - b. Conducting studies to develop indicators relevant to Indian context on Women Empowerment and Leadership.
 - c. Gender gap analysis (Gender gap includes issues concerning women, men and transgender in different states of India).
 - d. Best practices on inclusion of women in economic and social development with specific reference to Sustainable development goals.
 - e. Evaluation of development projects to document the contemporary challenges for the inclusion of women and their impact on their lives.

- f. Public Policy analysis of existing legislation, schemes and projects related to women.
- g. Community based research on women/ archival research.

4.3 Training

- i. Workshops on the process and challenges in implementation of guidelines.
- ii. Workshops on innovative/feminist research methodology.
- iii. Workshops on inclusion of issues concerning women in various disciplines at UG/PG in different Universities.
- iv. Workshops on community as change agents.

The duration of the workshop shall be minimum of one day.

4.4 Extension

Greatest importance needs to be attached to extension work, as a learning and developmental instrument, for the benefit of the Community, students and teachers. A few such extension activities are (i) non-formal education, (ii) awareness raising through exhibitions, posters, films, songs, plays etc, (iii) spreading among women a knowledge of their legal and developmental rights, (iv) publicizing women's problems and situation by organizing media publicity through film festivals/screenings, documentary/short-films, (v) working closely with voluntary organizations, WSCs of various colleges, N.S.S. etc. Collaboration with departments of adult and continuing education and extension, wherever feasible, will enrich such activities.

4.5 Publication

Documentation, Dissemination and Library Collection, translation of outstanding papers/research reports into Indian Language Production of Reference and Teaching Materials and publications in Nature and Intellectual Journals. All the publication including

teaching/learning materials and video documentaries shall be uploaded on the Centre's website.

4.6 EVALUATION

- 4.6.1 WSCs will be monitored and evaluated periodically by the UGC.
- 4.6.2 Every year, the Head of the Centre will present a report on the working of the Centre to its Advisory Committee and then submit it to the UGC with minutes/comments of the members. The report will describe achievements and actions taken. The report should have both quantitative as well as qualitative information.
- 4.6.3 **Evaluation of WSCs will be on Teaching; Research; Extension activities; Seminars/Workshops/Special Lectures; Field Action Projects and Action Research; Documentation (Dissemination, Library and Publication) and archive on women; Partnership with other UGC Centres and non-UGC Centres; Partnership with government schemes; partnership with Non-governmental organizations, Training Programmes and Collaborative Research (local, national and international); Special/Innovative activities and features of the Centre**

5. ORGANISATION

Women's Studies should be organized as a separate discipline or department. The ideal situation envisaged is one of incorporation of women's dimension within disciplinary courses-at undergraduate and post-graduate levels, pursuing its linkages with other disciplines and extension work. This would, however, be impossible in the present context without institutional mechanisms to act as catalysts and support systems. Various models can be adopted for this purpose.

- a. At the University Level: Women's Studies Centres within departments with staff, research, fellowships and library grant etc.

- b. At College Level: Centres to promote research, extension, and training activities-for involvement of faculty and students in women's studies and women's development. The Centres may, for this purpose, coordinate their activities with College's involvement in adult/continuing education/ extension activities, N.S.S. programmes and expand their connection with voluntary organizations and women's development Centre-governmental and non-governmental.
- c. The critical functions of these Centres would be:
- i. Teacher development;
 - ii. Curriculum development;
 - iii. Development of teaching-learning materials, including translation; and
 - iv. Developing various models for both curriculum and extension type of activities, with the collaboration of other departments and outside agencies will also undertake periodic review and evaluation of the progress of the programmes in institutions within their own jurisdiction.
 - v. The Centres will function under the guidance of an Advisory Committee. Suggested composition for such committees of different levels are given below: -

University Level:

The Vice-Chancellor-Chairperson with representatives of:

- i. One State Women's / Social Welfare Ministry;
- ii. Representatives of one or two Voluntary Organizations active in women's development;
- iii. Two Professors of concerned departments;
- iv. Two Experts in Women's Studies;
- v. One Teacher in-charge of the Centre.

Total representative should not exceed more than 8 in numbers.

(6)

College Level:

The Principal of the College-Chairperson:

- i. Professors/teacher in-charge of Women's Studies in the College
- ii. Two experts in Women's Studies
- iii. Representatives of two Voluntary Organizations on Women.

The principal will nominate the member secretary.

6. MODALITIES AND PARTNERSHIP

6.1 Partnership is envisaged as a process of networking for a specific purpose at different levels such as:

6.1.1 Between the UGC supported WSCs for a variety of purposes

6.1.2 Between WSCs and with other organizations (such as a Centre outside the University system, an NGO, state/district level agencies or a government department)

6.1.3 The partnership/twinning between UGC and WSCs could be for more experienced Centres to provide support to newer Centres in the areas related to:

- a. Development of interdisciplinary curricula for short-term certificate and Diploma and credit Courses in Women's Studies
- b. Design and devise curriculum of teaching training, scholar in residence, seminar, workshops, research/documentation and advocacy and field action programmes projects around these themes

6.2 Partnerships with Non-University Centres or other organizations to engage in regional perspective building programmes and documentation

6.3 Empowerment of WSCs to address women grievances and career development issues in universities and colleges

7. Part II: THE OPERATIONAL THRUST

7.1 Administrative Aspects

Head of the Women's Studies Centre (Director cum Professor)

Director/Head of WS Centres should be a female full-time Director and may not be given any additional charge and her remuneration may be paid out of the grant allocated for WS Centres. The post of Director should not remain vacant for more than six months. Besides, the Director/In-charge Director should be from concerned discipline. Steps towards the same should be taken as early as possible to ensure the focused evolution of the Centre into a department. Director will directly report to the Vice-Chancellor or the concerned Dean. The person so appointed will either be directly recruited as per University qualification vide UGC notifications.

The duties of the Director/Head of WS Centres will be, in general, similar to those of any other academic department's Head with the additional responsibility of implementing strategies laid down in the guidelines.

7.2 Organizational Structure

a) The Advisory Committee

There will be an Advisory Committee for every WS Centre/Department in Universities and colleges with the Vice-Chancellor/College Principal as the Chairperson. In the absence of the Vice-Chancellor/College Principal, Proctor/Dean/College Vice-Principal may be nominated to chair the meetings, so that meetings are held at regular intervals. The Committee will consist of 3 core members. Its composition will be broad based. It will draw members from within the institution as well as experts/specialists from outside who are working on women's issues. The main functions of the Advisory Committee will be to take an overview of the progress and functioning of the Centre and advice accordingly.

(x) ✓

The Advisory Committee will meet at least once a year and minutes/comments of the meeting will be attached to the annual/periodic report.

b) The Board of Studies

To advise the Centre in academic matters and monitor academic activities, a Statutory Academic Board will be constituted as per university procedure either in the form of a regular Board of Studies or Board/Committee of Interdisciplinary Studies or an Adhoc Committee Board.

8. Financial assistance

Sl.No	Scheme	Allocation to Universities in lacs p.a	Allocation to colleges in lacs p.a.
		Amount of grant (p.a.) (in Lakhs)	Amount of grant (p.a.) (in Lakhs)
1	DEVELOPMENT OF WOMEN'S STUDIES IN INDIAN UNIVERSITIES AND COLLEGES	35.00	25.00

Administrative and Financial Procedures will as per UGC norms and advisories issue from time to time.

9. Submission of Proposals

Proposals for setting up new Centres for Women's Studies should be submitted in the format given in Annexure – I.

Existing Centres will have to give concurrence in the prescribed format to comply with the new guidelines signed by the Vice-Chancellor/Principal of College and to send the information in Annexure – II to the UGC.

For special activities, proposals should indicate objectives, strategies, programmes, financial requirements and monitoring mechanisms.

Proposals for research/summer institutes/workshops/seminars/conference etc. should not be submitted under this scheme. Such proposals may be submitted under other relevant UGC schemes.

10. List of Appendix and Annexures

Appendix – I	BUDGET DETAILS FOR CENTRES LOCATED IN UNIVERSITIES/COLLEGES
Annexure – I	PROPOSAL FORMAT
Annexure – II	ANNUAL PROGRESS REPORT
Annexure – III	UTILIZATION CERTIFICATE
Annexure – IV	STATEMENT OF INCOME AND EXPENDITURE

Appendix-I

BUDGET DETAILS FOR CENTRES LOCATED IN UNIVERSITIES/COLLEGES

BUDGET BREAKUP –

CENTRES LOCATED IN UNIVERSITIES

Sl.No.	Budget Head	Permissible spending Percentage for Universities (p. a.) Rs.35,00,000/-						
1	<p>Salaries/Honorarium Staff Pattern</p> <p>Teaching Staff approved</p> <table border="1" data-bbox="316 1088 1018 1442"> <tr> <td data-bbox="316 1088 667 1279">Director cum Professor - 1</td> <td data-bbox="667 1088 1018 1279">Upto Rs.5,000/- p.m. (honorarium) in addition to the salary</td> </tr> <tr> <td data-bbox="316 1279 667 1357">Project Officer – 1</td> <td data-bbox="667 1279 1018 1357">Upto Rs.25,000/- p.m. (fixed)</td> </tr> <tr> <td data-bbox="316 1357 667 1442">Junior Project Officer -1</td> <td data-bbox="667 1357 1018 1442">Upto Rs.20,000/-p.m. (fixed)</td> </tr> </table> <p>Non-Teaching Staff</p> <p>Office Assistant- 1 Library Assistant - 1 Data Entry Operator/ Computer Assistant-1 Attendant (MTS)- 1</p> <p>(University will appoint Non-Teaching staff on contract basis as per State Govt. rate applicable by the respective State)</p>	Director cum Professor - 1	Upto Rs.5,000/- p.m. (honorarium) in addition to the salary	Project Officer – 1	Upto Rs.25,000/- p.m. (fixed)	Junior Project Officer -1	Upto Rs.20,000/-p.m. (fixed)	Rs.15,75,000/- (45%)
Director cum Professor - 1	Upto Rs.5,000/- p.m. (honorarium) in addition to the salary							
Project Officer – 1	Upto Rs.25,000/- p.m. (fixed)							
Junior Project Officer -1	Upto Rs.20,000/-p.m. (fixed)							

2	(i) TA/DA, Visiting Faculty, Short –term scholars, Professor Emeritus, Fellowships (including Post-Doctoral fellowship), Meetings, etc. (ii) Seminars, Workshops, Short- terms courses, online courses (iii) Programmes for Developing Curriculum and partnerships (to include items specified in 4.1) (iv) Research, Evaluation, Monitoring	Rs. 10,50,000/- (30%)
3	(i) Equipment (including furniture) (ii) Documentation and material development (including video documentation), Retrieval, archival data, storage, dissemination of information, library. (iii) Publications, translations, News Letters, Journals	Rs.5,25,000/- (15%)
4	Communication and Stationary/ Books & Journals	Rs.1,75,000/- (5%)
5	Contingency	Rs.1,75,000/- (5%)

6

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CENTRES LOCATED IN COLLEGES

Sl.No.	Budget Head	Permissible spending Percentage for Colleges (p.a.)
		Rs.25,00,000/-
1	Salaries Posts/Staff for college (Faculty, Project, Contract Positions, Hiring Services)	Rs.10,00,000/- (40%)
2	(i) TA/DA, Visiting Faculty, Short -term scholars, Fellowships, Meetings, etc. (ii) Seminars, Workshops, Short- terms courses (iii) Programmes For Developing Curriculum and partnerships (to include items specified in 4.1) (iv) Research, Evaluation, Monitoring	Rs.8,75,000/- (35%)
3	(i) Equipment including furniture (ii) Documentation and material development (including video documentation), Retrieval, archival data, storage, dissemination of information, library. (iii) Publications, translations, News Letters, Journals	Rs.3,75,000/- (15%)
4	Communication and Stationary/ Books & Journals	1,25,000/- (5%)
5	Contingency	1,25,000/- (5%)

**UNIVERSITY GRANTS COMMISSION
PROPOSAL FOR ESTABLISHMENT OF NEW CENTRES FOR WOMEN'S STUDIES
FORMAT**

1. University/College Profile:

1.1 Name of the University/College :
(In the case of College, name of the University to which College is affiliated should be given)

1.2 Address :

1.3 State :

1.4 Date & Year of Establishment :

1.5 Name of the Vice Chancellor/Principal:

1.6 Name of the Registrar :

1.7 Type of the University (Central/State/Deemed/Private) (Urban/semi-urban/rural):

1.8 Number of Colleges, if affiliating

Type (Co-ed/Women's /Men's college) (Unitary/Affiliated):

1.9 Faculty

a.
b.
c.
d.
e.
f.

2. **Background Information on Women's Studies**

Specific programmes offered in women Studies.

List of Faculty Members (along with details of areas research interested/working in the field of gender in the disciplines and/or women's studies)

Activities and Women's Studies programmes have been organized in the last three years?
(Seminars/Research/teaching/training, community outreach/short term courses)

2.1 Books and other documentation available in the library/departmental libraries on Women's Studies:

2.2 Computerization and communication facilities available:

2.3 Please circle links with:

a) University Women's Studies Centres

No Yes

b) Autonomous Women's Studies/Women's Research Organization

No Yes

c) Interdepartmental Links

No Yes

d) Any Other

If Yes, attach names of Centres/Organizations and types of linkages established.

2.4 Do you offer foundation courses in Women's Studies?

No Yes

(If Yes, attach the course outlines)

2.5 Do you offer Certificate/Diploma in Women's Studies? In which Department/Discipline are these courses offered?

No Yes
(If Yes, attach the outlines of all the courses offered)

2.6 Attach a list of Research Projects in Women' Studies undertaken by faculty members and specify their Department/Discipline.

2.7 Experience of faculty in Women's Studies (teaching, research etc. and discipline)

Name	Discipline	Experience in Years

3- Proposal

3.1 Initial Focus of Activities:

(Any special issue, themes, thrust areas under which your university would like to work on) Programmes/activities proposed:

- 3.1.1 Teaching
- 3.1.2 Research
- 3.1.3 Training
- 3.1.4 Documentation
- 3.1.5 Field Action
- 3.1.6 Linkages
- 3.1.7 Extension activities
- 3.1.8 Publication

3.2 Resources:

- a. Proposed Structure of the Centre (Outline interdepartmental linkages and new positions required)
- b. Material (Space, equipment, furniture, building available and needed)
- c. Others

3.3 Budget

3.3.1 Capacity to generate resource

3.4 Any other details

The following documents may also be attached with the proposal:

- A. A certificate to the effect that the University/College is covered under section 2 (f) & 12 B of the UGC Act, 1956, along with a copy of the UGC letters issued in this regard.
- B. An undertaking that the University is a Govt. aided/Private Govt. aided/Self financed or in any other category alongwith the supporting documents. (Self-financed Institutes would not be provided financial assistance under this scheme).
- C. Unique code of University/College, Mapped and approved under the scheme0875 in PFMS portal.
- D. Status of NAAC accreditation of University/College.

Place:

Date:

**Name and Signature of Vice Chancellor
(With seal)**

**Name and Signature of Registrar
(With seal)**

(Please attach separate sheets if the space provided is insufficient)

UNIVERSITY GRANTS COMMISSION
EXISTING CENTRES FOR WOMEN'S STUDIES
ANNUAL PROGRESS REPORT

1. GENERAL INFORMATION

- 1.1 Universities/ Colleges
- 1.2 Affiliated University, if College
- 1.3 Centre:
- 1.4 Address:
- 1.5 Date of Establishment:
- 1.6 Name of Director:

2. PROGRAMME

- 2.1 Objectives :
- 2.2 Fulfillment :

3. DETAILS

- 3.1 Teaching
(Specify participating faculty within and outside the University, details of teaching programme, course outlines)
- 3.2 Training
- 3.3 Research
- 3.4 Field Action
- 3.5 Information dissemination –
(Library, Print, audio- visual documentation and publication)

3.6 Success stories

3.7 Extension activities

3.8 Publication

4. STRATEGIES

4.1 Partnership

- with other Department of the University
- with non – UGC Women’s Studies Centres
- with colleges within the University and outside the University
- with any other University

5. RESOURCES

5.1 People

(Details of Teaching/Research/ Administrative Staff structure)

5.2 Material

5.3 Documents

5.4 Any other

Note:

- a. Reporting should be quantitative as well as qualitative
- b. Above parameters will be considered for performance appraisal.

Name and Signature of Vice Chancellor

Date:

(With Seal)

Name and Signature of Director

Date:

(With Seal)

(Please attach more sheets if the space provided is insufficient)

UNIVERSITY GRANTS COMMISSION

UTILISATION CERTIFICATE

Certified that an amount of Rs. _____
(Rs. _____)
) against the grant of Rs. _____
(Rs. _____)
) sanctioned to _____ by the University Grants
Commission vide its letter No. _____ dated _____
towards _____ has been utilized for the purpose
for which it was sanctioned and in accordance with the terms and conditions as laid down
by the Commission.

It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up-to date and these assets have not been disposed of, encumbered or utilized for any other purpose.

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

Registrar /Principal
(with his seal)

(Signature of Chartered Accountant/
Government Auditor and Registration
Number)
(with his seal)

ANNEXURE –IV

**UNIVERSITY GRANTS COMMISSION
STATEMENT OF INCOME & EXPENDITURE**

Audited statement of income & expenditure in respect of _____
approved by the UGC vide letter No. _____ dated _____ for the
year _____

Income	Expenditure (Amount) Head-wise & Item-wise
I. Grants from UGC: _____	1. _____
II. Interest earned by the university/college on UGC grant : _____	2. _____
	3. _____
	4. _____
III. Others, if any : _____	5. _____
Total:	Total:

**Registrar/Principal
(with his seal)**

**F.A./F.O.
(with his seal)**

**(Signature of Chartered
Accountant/ Government Auditor
with his seal) and Registration
Number**