An Endeavour to Excellence

NALANDA
PROJECT

A Faculty Development Program
for Minorities' Higher
Education Institutions

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Under IEC Strategy
of
Ministry of Minority Affairs
Government of India

CONTENTS

Nalanda Project

1. Introduction

- "Nalanda Project" is an innovative Faculty Development Program of Ministry of Minority Affairs, Government of India, under its Information, Education and Communication (IEC) strategy for awareness, orientation and development of faculties of Minority Universities/ Minority Managed Degree Colleges (MMDCs) and higher educational institutions located in minority concentration areas in the country. The Project has been launched under the scheme of "Research/Studies, Monitoring, Evaluation of Development Schemes including Publicity" on 28th February 2014 at Aligarh Muslim University, Aligarh (UP), which is also a Nodal Staff College of University Grant Commission.

- In conformity with the recommendations of Sachar Committee, the Ministry of Minority Affairs gives highest importance to the education of minorities. Ministry is already engaged in supporting the education of students belonging to notified minority communities namely Muslims, Christians, Sikhs, Buddhists, Parsis and Jains through scholarships at all levels. Ministry is of firm conviction that to strengthen the efforts for educational development of minorities, it is also essential to organize orientations programs for teachers from time to time in addition to support to students. Though agencies like NCERT, NEUPA etc. are involved in such teachers training and development programs, yet Ministry considers that in case of minorities, more efforts are required to develop faculty of higher education instituions.

- Higher education is an instrument of upward mobility through promotion of excellence at individual, institutional and national level. Excellence of work force is a pre-requisite for sustained growth of any nation and for humankind, excellence is a must for extending the frontiers of knowledge and cultivation of values.

• Ministry of Minority Affairs is also of the view that for improving the overall quality of higher education, there has to be generous support for individuals and institutions working at the undergraduate level besides support for attempts to redefine relevant knowledge in keeping with our local contexts and sensitivities.

2. Need of Faculty Development Program

• Faculty development is an essential element of institutional effectiveness in higher education. It has become a priority at many academic institutions as a way to improve the quality of academic programs and to respond to emerging faculty, student, program, and industry needs. The extent to which the University/College supports faculty development will be strongly reflected in levels of student engagement and motivation, and thus ultimately, student learning.

• The need for faculty development programs in higher education is immense for several reasons viz. increases in the complexity of higher education; demands from internal and external Constituencies and the necessity to balance teaching, scholarship, service, and personal responsibilities.

• Faculty development is a process through which faculty enhance their teaching and research base in an effort to become a more effective teacher, scholar and contributor to academic and professional communities.

• The primary goal of faculty development is to help faculty learn new ways to achieve excellence and to grow as faculty members. It is an ongoing process of understanding, learning, and growth. Faculty development includes education, collaboration, resources and support.

- In addition to faculty and instructional development, faculty development concerns itself with culture change. Through educational programs and workshops faculty can learn the skills necessary to reach excellence in a changing academic environment.

- Today's learners expect and, in many cases, demand that their instructors infuse their teaching with the kinds of digital technologies with which they have grown up and are accustomed.

- Faculty who engage in professional development experiences benefit also in terms of increased vitality, informed pedagogy, teaching innovations, and scholarly teaching.

- Moreover, faculty professional development contributes to the effective use of emerging technologies and establishes a firm foundation for the overall development of high-quality programs and curricula.

3. Aims and Objectives

- To inspire, stimulate, and motivate faculty to go beyond usual routines.

- To help them understand student perspectives.

- To introduce varied approaches to teaching and learning.

- To integrate these in to their repertoire of knowledge and skills.

- To integrate modern pedagogy and higher education system with information technology skills to meet the global standards.

4. How to Develop Effective Faculty Development Program

- To create an effective faculty development program, it is important to get the faculty members' perspectives on what is actually needed. The essence of faculty development is not in the quantity of activities but in open dialogue, the celebration of successes, and the analysis of the failures in learning processes to improve future development activities.

- To ensure that faculty development efforts are effective, the check list may be as follows:

  - ➢ Understand the roles and expectations of your faculty and get the support of senior administrators for faculty development programs.

  - ➢ Develop respect and trust with your faculty as learners.

  - ➢ Review a wide perspective for consistent new abilities that addresses all the aspects that impact faculty success in each setting.

  - ➢ Connect the institutional/organizational culture with your faculty development culture.

  - ➢ Conduct a needs assessment to establish relevant program outcomes.

  - ➢ Design and implement a variety of programs to meet diverse needs.

  - ➢ Determine and provide the necessary human and financial resources for the program.

  - ➢ Identify relevant leadership.

  - ➢ Focus on realistic outcomes through training and workshops. Focus on consistent themes for a number of years. Set benchmarks for faculty learning.

- ➢ Solicit timely and effective feedback.

- ➢ Implement reward structures for participation in faculty development programs.

- ➢ Build a culture for learning based on collaboration, teamwork, and shared vision.

5. Components of Faculty Development Program under Nalanda Project

- • This will be short term one week, 2-weeks or one month Residential orientation-cum-awareness generation training Program which will be organized by eligible institutions selected by the Ministry based on mandatory criteria to be prescribed by the Ministry.

- • The theme of the program which will be developed by the organizing institution (project proponent), should have direct impact on improvement in higher education system and relevant pedagogy for minorities in the country. The training modules will be developed by the organizing institution. The training module should have at least one field visit per week.

6. Eligible Organizations/Institutions

Following institutions/organizations (hereinafter organization) will be eligible to conduct Faculty Development Program under Nalanda Project:

a) Minority Universities recognized by Central Government under the Act of Parliament and affiliated to University Grant Commission.

b) Central Universities recognized by University Grant Commission and have been operational at least for 10 years.

c) Institutions of Central Government engaged in developing pedagogy and educational curricula like NEUPA, NCERT etc.

Reputed expert National institutions recognized by Government of India like Indian Institute of Management, Indian Institute of Technology, Indian Institute of Foreign Trade, Indian Institute of Science, etc.

e) Reputed expert institutions recognized by Government of India like Tata Institute of Social Sciences, The Energy Research Institute (TERI) etc.
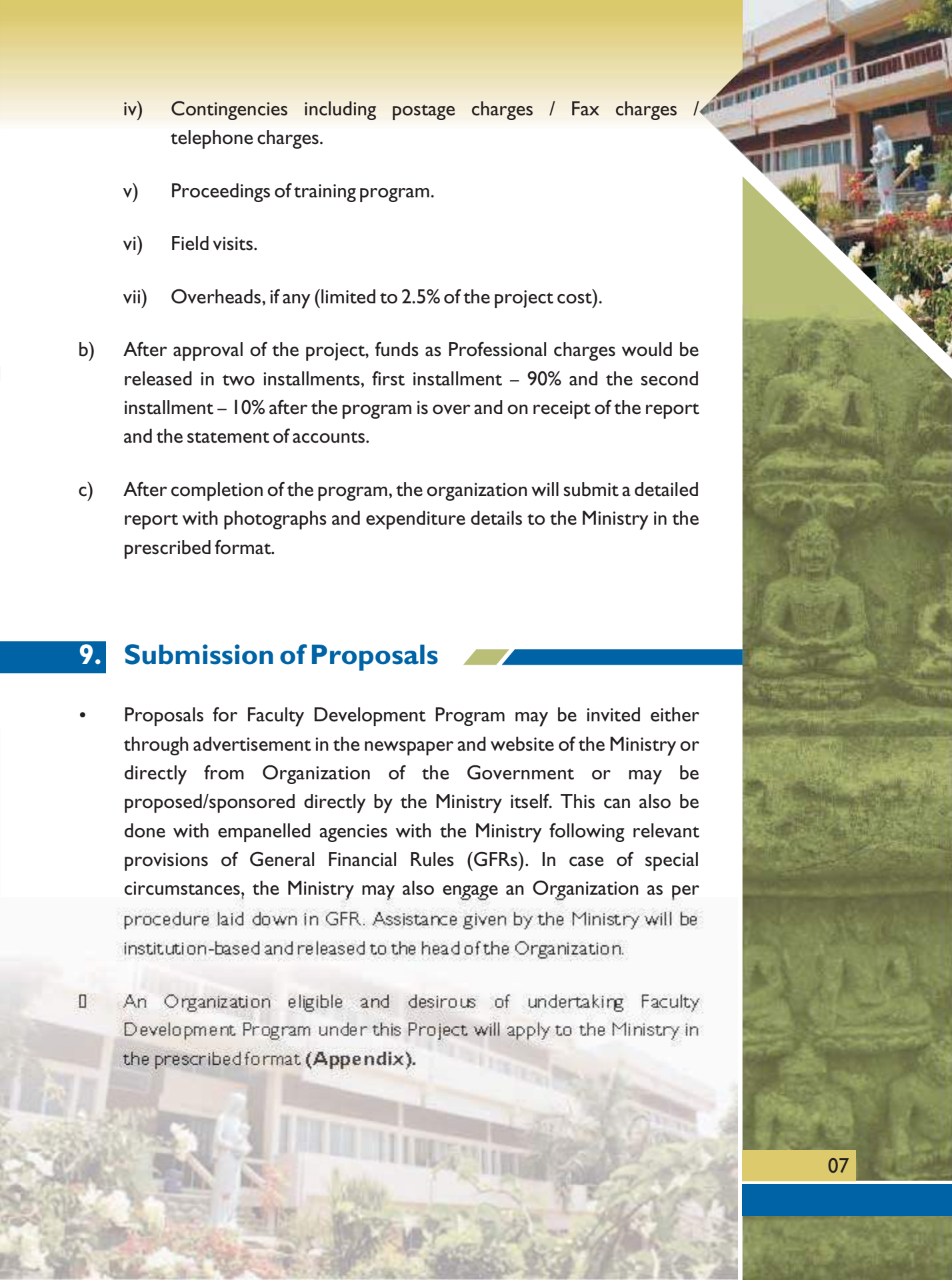
7. Essential In-campus Facilities

The organizing institution essentially should have in-campus facilities as follows:

- Residential facility with attached toilets to accommodate all trainees;

- Dining facility;

- A Conference Hall equipped with modern gadgets to accommodate all participants;

- A well established Computer lab;

- Entertainment/Sports facility.

- A well established Resource Centre to organize such program.

8. Cost Norms

a) For a program of 50 (fifty) participants, Rs.1.25 lakh per day will be admissible. This per day cost includes following items:

i) Boarding/Lodging and Travelling allowance for participants. The travelling allowance may be admissible by train in 2nd Class AC.

ii) Honorarium (specifying purpose).

iii) Stationary/ Information booklets.

iv)   Contingencies including postage charges / Fax charges / telephone charges.

v)   Proceedings of training program.

vi)   Field visits.

vii)   Overheads, if any (limited to 2.5% of the project cost).

b)   After approval of the project, funds as Professional charges would be released in two installments, first installment – 90% and the second installment – 10% after the program is over and on receipt of the report and the statement of accounts.

c)   After completion of the program, the organization will submit a detailed report with photographs and expenditure details to the Ministry in the prescribed format.

9.   Submission of Proposals

•   Proposals for Faculty Development Program may be invited either through advertisement in the newspaper and website of the Ministry or directly from Organization of the Government or may be proposed/sponsored directly by the Ministry itself. This can also be done with empanelled agencies with the Ministry following relevant provisions of General Financial Rules (GFRs). In case of special circumstances, the Ministry may also engage an Organization as per procedure laid down in GFR. Assistance given by the Ministry will be institution-based and released to the head of the Organization.

•   An Organization eligible and desirous of undertaking Faculty Development Program under this Project will apply to the Ministry in the prescribed format (Appendix).

10. Processing of Proposals

A. On receipt of proposals for Faculty Development Program, following Committee shall examine and consider the proposals:
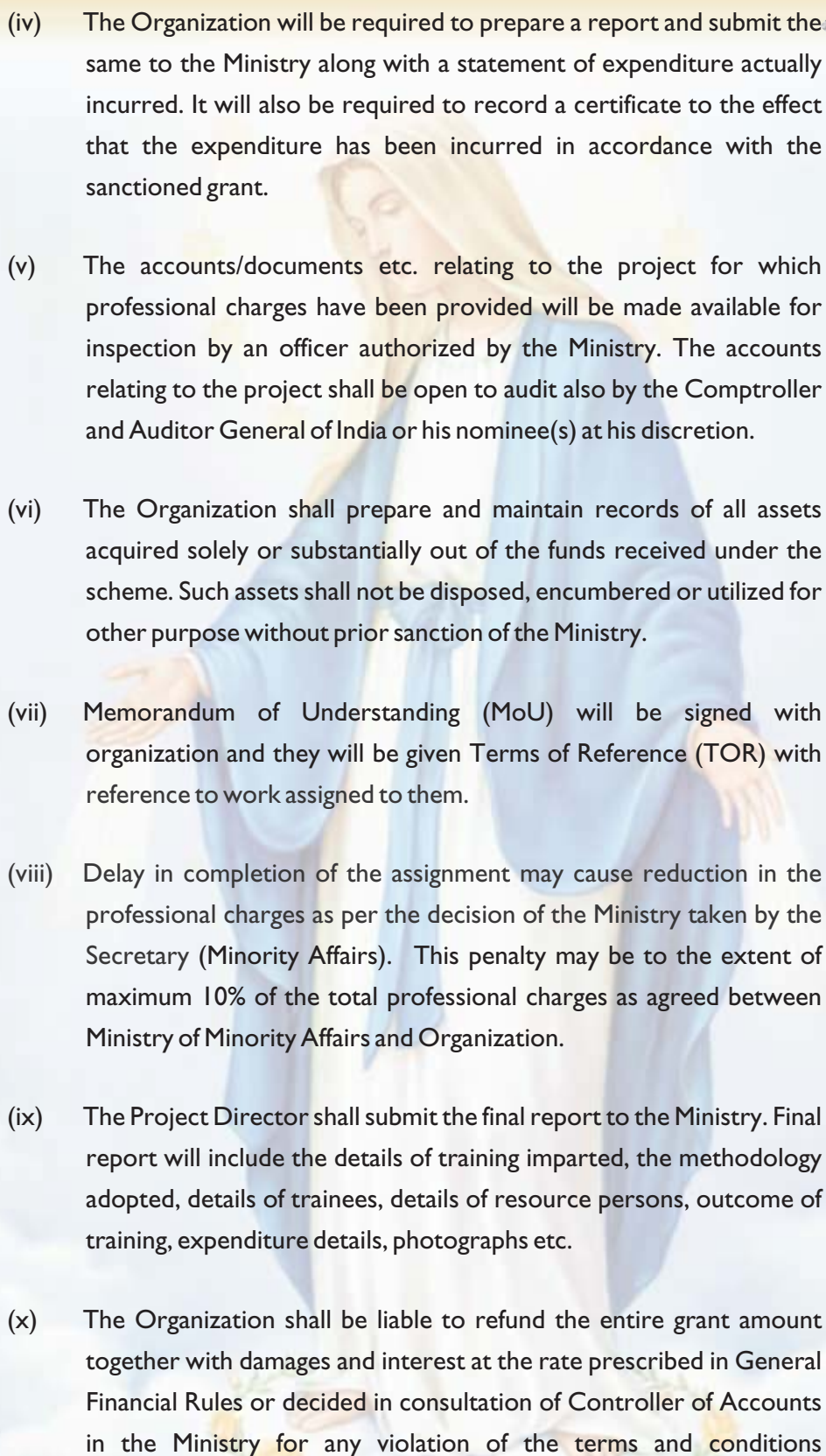
1.	Joint Secretary (Respective Joint Secretary in-charge of the concerned Division)	Chairman
2.	Director, NEUPA	Member
3.	Representative of University Grant Commission	Member
4	Director/Deputy Secretary, IFD, MoMA	Member
5.	Director/Deputy Secretary (Research and Media)	Convener

The final approval of the selected agency will be obtained from the Secretary, Minority Affairs.

11. Terms and Conditions

The following general conditions will be complied with by the implementing Organization receiving assistance under this project:

(i) The Organization will maintain the accounts and get the final accounts audited by Government empanelled auditors in case of institutes whose accounts are audited by Government empanelled auditors or by a Chartered Accountant, as the case may be, and submit these to the Ministry, along with the Utilization Certificate on the completion of the assignment.

(ii) The Organization will not accept or apply for any professional charges from any other source towards the assignment approved under this project.

(iii) Separate account will be kept of the project receipts and expenses even though some of the items of expenditure may be common with that incurred by the institution/organization of other activities.

(iv) The Organization will be required to prepare a report and submit the same to the Ministry along with a statement of expenditure actually incurred. It will also be required to record a certificate to the effect that the expenditure has been incurred in accordance with the sanctioned grant.

(v) The accounts/documents etc. relating to the project for which professional charges have been provided will be made available for inspection by an officer authorized by the Ministry. The accounts relating to the project shall be open to audit also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.

(vi) The Organization shall prepare and maintain records of all assets acquired solely or substantially out of the funds received under the scheme. Such assets shall not be disposed, encumbered or utilized for other purpose without prior sanction of the Ministry.

(vii) Memorandum of Understanding (MoU) will be signed with organization and they will be given Terms of Reference (TOR) with reference to work assigned to them.

(viii) Delay in completion of the assignment may cause reduction in the professional charges as per the decision of the Ministry taken by the Secretary (Minority Affairs). This penalty may be to the extent of maximum 10% of the total professional charges as agreed between Ministry of Minority Affairs and Organization.

(ix) The Project Director shall submit the final report to the Ministry. Final report will include the details of training imparted, the methodology adopted, details of trainees, details of resource persons, outcome of training, expenditure details, photographs etc.

(x) The Organization shall be liable to refund the entire grant amount together with damages and interest at the rate prescribed in General Financial Rules or decided in consultation of Controller of Accounts in the Ministry for any violation of the terms and conditions

mentioned in the project document/Government sanction, from the date of encashment of the cheque/bank draft/e-transfer for the amount sanctioned for the project, provided that the Government in its discretion may relax the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date. Ministry reserves the right to take legal opinion w.r.t. calculation of interest and effective date for imposition of interest.

(xi)   The decision of the Secretary, Minority Affairs on the question whether there has been breach or violation of any of the terms and conditions mentioned herein as well as in the sanction letter, shall be final and binding on the Organization.

(xii)   For all disputes, the Court of Jurisdiction will be Delhi only.

Model Format for Submission of Proposals for Faculty Development Program Under Nalanda Project

I.   Institutional Particulars

a)   Name of the Institution/Organization with address (if any)

b)   Name of Project Director

c)   Mailing Address

d)   Telephone No.

e)   Mobile No.

f)   E-mail

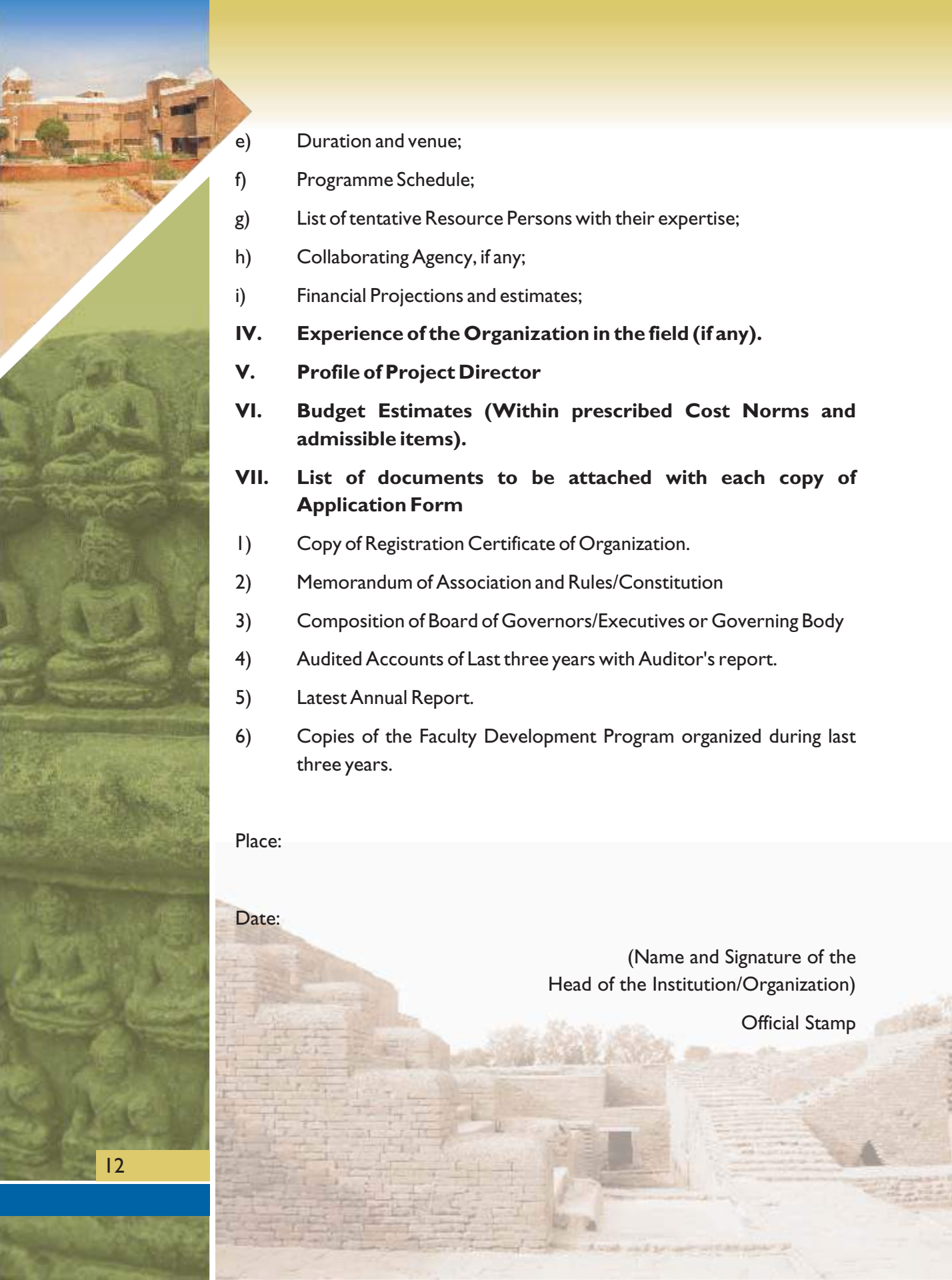**ii)   Theme of the Project with scope and coverage of area/field.**

iii)   Legal Status of the Institution/Organization

iv)   (a)   In case established under any Act of Parliament/State Legislature, the name of the Statute, Number of Act and year

        (b)   In case established under the Societies Registration Act, the place, registration number and date of registration.

v)   If semi-Government Institution/Organization/PSU, the name of the Government Department to which it is attached.

vi)   (a)   Whether the Institution/Organization has any previous experience of Faculty Development Program

        (b)   If so, details thereof.

II.   Details of in-campus infrastructure available with organization to run the Faculty Development Program.

III.   Details of the Proposal

a)   Theme of the Faculty Development Program:

b)   Significance /purpose indicating clearly the contribution which the proposed   Program is expected to make;

c)   Subjects/contents proposed for Program;

d)   Level of participants and their number;

e) Duration and venue;

f) Programme Schedule;

g) List of tentative Resource Persons with their expertise;

h) Collaborating Agency, if any;

i) Financial Projections and estimates;

IV.   Experience of the Organization in the field (if any).

V.   Profile of Project Director

VI.   Budget Estimates (Within prescribed Cost Norms and admissible items).

VII.   List of documents to be attached with each copy of Application Form

1) Copy of Registration Certificate of Organization.

2) Memorandum of Association and Rules/Constitution

3) Composition of Board of Governors/Executives or Governing Body

4) Audited Accounts of Last three years with Auditor's report.

5) Latest Annual Report.

6) Copies of the Faculty Development Program organized during last three years.

Place:

Date:

(Name and Signature of the
Head of the Institution/Organization)

Official Stamp