

Proposal for B. Voc. Programme

1. **Detail of the University / College :** Please ensure that the details entered below match exactly with the details registered with UGC.

1.	Name of the University / College	Iswar Saran Degree College, University of Allahabad, Allahabad		
2.	Full Postal Address :	Iswar Saran Degree College, University of Allahabad, Allahabad Pin-211 004		
3.	Name of the Affiliating University	A Constituent unit of University of Allahabad, Allahabad		
4.	Whether covered under Section 2(f) and 12(B) of the UGC Act, 1956 (If yes, please enclose a copy of the letter)	Yes	Whether Autonomous	No
5.	Whether the college is aided or self financing?	Aided		
6.	Name, designation and contact details (Tel/fax/mobile/email) of Head of the Institution	Dr. Anand Shanker Singh (Principal) Contact No. - 94153224671 Phone No. 0532-2544578 isdc.ass@gmail.com		
7.	Website URL of the College/ University	http://www.isdc.ac.in		
8.	Any other relevant information (Maximum 100 words College / University may like to share)	Iswar Saran Degree College, a premier constituent college of University of Allahabad came into existence in 1970. The college imparts under graduate courses in three streams; Arts, Commerce and Science with the maximum emphasis on quality didactics and high moral values to keep pace with the global and national demands with concerns of the country and contribute to the 'knowledge society'. Apart from this, the college also runs several vocational courses approved by UGC under different faculties viz. Computer Application, Computer, Maintenance and Electronic Equipment Maintenance and six add-on courses like mobile repairing, e-commerce, watershed management, microbial bio-fertilizer : production and utilization, computer application 'O' level diploma and Library Science. The college sprawls over 20 acre of land with rich infrastructural setup including adequate number of lecture halls, smart class rooms, well equipped laboratories, general library, reference library, computer centre, conference hall, multimedia centre, gymnasium,		

		sports complex, student health centre, career guidance cell, grievance cell and women cell etc. A Botanical garden and conservatory has also been established to conserve rare and threatened plants of the region. Such an infrastructural setup has generated work culture, academic and research milieu in the college, conducive to the pursuit of studies and producing top rankers in academic and outreach activities of the college.
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2. Details of the Proposed Skills Specializations in the B.Voc.

Programme	Name of the Specialization (*)	Job Roles proposed to be covered in each year (Along with NSQF level)			Proposed intake of students (Annually)
		Yr.-1	Yr.-2	Yr.-3	
B.Voc.	Automobile Technology	Working Supervision	Floor Incharge	Shift Manager	40
B.Voc.	Food Processing	Baking Supervisor	Indian & Continental Staff	Food Processing Manager	40
B.Voc.	Office Automation and E-Governance	Stenographer/ PA	DTP Supervisor	Web Designing	40

(*) This would be mentioned within Parenthesis in the name of the Award, e.g. B.Voc. (Specialization)

3. Proposed subjects/papers in the General Education component in each of the three years.

	Year-1	Credits
1.	Communicative English	5
2.	Functional Hindi	5
3.	Computer Application	3
4.	Indian Geography	3
5.	Indian Struggle for freedom movement	3
	Year-2	
1.	English Language	5
2.	Indian Culture & Heritage	5
3.	Indian Political System	3
4.	Value Education	3
5.	Indian Economy	3
6.	Indian External Trade	3
	Year-3	
1.	Communication Skills	5
2.	Environmental Studies	5
3.	General Human Psychology & HR Management	3
4.	Indian Art and Architecture	3
5.	Contemporary Politics & Social Changes	3
6.	Recent Developments in Information Technology	3

4. Basis for choosing the specialization(s) : The choice of specialization should be based on :

- (a) Skill Gap requirements, to ensure that the program fulfils the skills requirement of industry;
- (b) University/College has expertise in the specialization; and
- (c) University / College have one or more committed industry partner(s) for design, delivery, internship and placement.

Provide detailed basis for the choice of each of the specification(s). This would be an important factor during the approval process of this proposal.

4.1 Skill Gaps identified :

	Specialization	Skill Gaps Identified (Quantitative, Qualitative, Source,.....)
1.	Automobile Technology	<ul style="list-style-type: none"> • Insufficient organising skills. • Inadequate negotiation skills. • Lack of Knowledge about new Technology about Engines. • Inadequate knowledge of New Electronic Technology in Automobile Industry. • Inadequate knowledge of modern oil/lubricant systems. • Inadequate Industry Knowledge. • Inadequate problem solving Techniques.
2.	Food Processing	<ul style="list-style-type: none"> • Insufficient organising skills. • Inadequate negotiation skills. • Lack of Procuring techniques. • Lack of Techniques about Baking & Confectionary items. • Lack of Opportunities in food processing industry. • Inadequate knowledge about Indian & Continental menus. • Inadequate knowledge of Hotel Industry. • Inadequate knowledge of Business Opportunity in establishment of Restaurant.
3.	Office Automation and E-Governance	<ul style="list-style-type: none"> • Lack of knowledge about Phenonic languages. • Lack of Writing/Communication Skills. • Lack of Knowledge about office Automation. • Inadquate knowledge about Modern Office Automation Skills. • Inadequate knowledge about logical/reasoning ability. • Lack of Presentation Ability. • Inadequate Knowledge about Job opportunities.

4.2 Existing expertise of the University / College

	Specialization	Existing expertise (Which can be leveraged by the institution)
1.	Humanities and Social Sciences	48
2.	Science	32
3.	Commerce	05

4.3 Industry Partner(s) : Please see important note

S. No.	Specialization	Details of the Industry Partnership(s)		
		Name of Organization and Address	Nature of Partnership / Support (*)	Name, Designation and Contact details of Official
1.	Food Processing	1. Poorva Prathisthan (A non profit Small Scale Food Processing & Manufacturing Unit), 348A, Tagore Town, Allahabad-211002 2. Food Science Training Centre, Department of Horticulture and Food Processing, Allahabad, Uttar Pradesh	Academic/Training/ Placement Support Academic/Training/ Placement Support	1. Sri B.L. Kushwaha (Production Manager) Poorva Prathisthan, 348-A, Tagore Town, Allahabad-211002 2. Smt. Krishna Lohani, Principal, Food Science Training Centre, Allahabad, Mob. : 9412134721
2.	Automobile Technology	Indian Industries Association, Allahabad Chapter	Academic/Training/ Placement Support	Sri Alok Halder, Executive Officer, Indian Industries Association, Allahabad Chapter, Mob. : 9415305606
3.	Office Automation & E-Governance	Infotrust India, Allahabad	Academic/Training/ Placement Support	Sri Deepak Dubey, Manager, Allahabad Branch, Infotrust India, Allahabad, Mob. : 8004378445

(*) Curriculum design, content creation, admission, conduct of courses, provision of infrastructure (in University / College, at employer location), internship, placement, etc.

4.3.1 Attach MoU(s), if any, signed with the industry Partner(s) : Please see attachment No. 1, 2, 3 & 4.

5. Curriculum Design and Approval

5.1. What is the proposed process and plan for curriculum design/how are the University/College ensuring that the curriculum meets the objectives of the B.Voc. Program?

A number of measures can be taken to improve teaching and modify the infrastructure. People from institutions such as banks, industries, health and other areas must be included while farming vocational courses. The preparation of teaching materials, work exercises and guide books should be in association with these people rather than opting for conventional text books. Detailed syllabi, indicating among other things the distribution of time between theory, practical and on-the-job-training (OJT), prerequisites for the choice of subjects, periods to be allotted etc., have been worked out under the scheme. Under the supervision of Core Committee on Vocational Education the continuous up gradation of the syllabus will be made regarding the needs of the labour market, local needs and conditions, ways to increase employability among girl students and so on. Apart from these, the authorities while drafting the syllabus must have an in-depth knowledge and they will be further aware of latest trends in the discipline.

Keeping in mind the objectives of curriculum, the curriculum the curriculum will be designed in accordance with NSQF norms which will certainly fulfil the needs of food processing industry, automobile sector and office automation and e-governance sector with the growing demand of skilled professionals after the completion of the course the college will be able to produce and provide employment to the students and same for the industry site.

5.2 Status/Plan for curriculum approval by the appropriate body of the University/College?

The curriculum will be designed with the help of Partner Industries, experts, professionals, academicians of the required field. After the designing of curriculum, the curriculum will be presented to the appropriate and competent bodies of the University/College for Approval. After the approval of curriculum through proper channel it will be imply for different courses.

6. Student Placement Plan :

6.1 How would the University/College set up an effective mechanism for placement of students?

India is referred to as a 'young nation' with 28 million population of youth being added every year. Only about 2.5 million vocational training seats are available in the country whereas about 12.8 million persons enter the labour market every year. About 90 per cent of employment opportunities require vocational skills, something that is not being imparted on a large scale in schools and colleges. The major reforms proposed for bringing about necessary 'flexibility' in the offering of vocational courses and development of 'modular competency based curricula' in collaboration with industry to suit the needs of both target groups and the employers (industry) will be useful in reducing the shortage of skilled manpower. Linkage with industries and on-the-job-training will be made mandatory for all vocational students. Apprenticeship after the course in educational institutions and stipend during the period will encourage then students to get knowledge about the practical aspects of the course and will get them used to challenges they could face in the near future.

The Placement of the pass out students will be promptly carried out with the help of University/College placement cell. Besides this the course and training industry/commercial partners will also provide opportunities in this regard.

7. Faculty :

7.1 Availability of Faculty (For Year-1)

	Specialisation / Area	Faculty Needed	Available with Institution	To be Recruited	Guest Faculty	Guest Faculty to be provided by Industry Partner
1.	Food Processing	05	Nil	03	02	Nil
2.	Automobile Technology	05	Nil	03	02	Nil
3.	Office Automation and E-governance	05	Nil	03	02	Nil

7.2 Training needs of Faculty (for Year-1)

S. No.	Specialisation / Area	Details of Training Needed and duration	Training Provider
1.	Food Processing	As per the MoU with concerned Industry Partner there shall be a training programme of faculty member for 30 days.	Partner Industry
2.	Automobile Technology	As per the MoU with concerned Industry Partner there shall be a training programme of faculty member for 30 days.	Partner Industry
3.	Office Automation and E-governance	As per the MoU with concerned Industry Partner there shall be a training programme of faculty member for 30 days.	Partner Industry

8. Availability of Infrastructure

8.1.1. Details of Physical Infrastructure

	Name of the Specialisation	Availability of Physical infrastructure		
		Infrastructure	Available in the College/ University	To be provided by Industry Partner
1.	Food Processing	Classroom	02 Smart Classroom	No
		Laboratory	To be Setup	Yes
		Workshop	To be Setup	Yes
		Library	Reference & General	No
		ICT Facility	Multimedia Centre & Computer Lab	Yes
		Others	In Campus Student amenities	No
2.	Automobile Technology	Classroom	02 Smart Classroom	No
		Laboratory	To be Setup	Yes
		Workshop	To be Setup	Yes
		Library	Reference & General	No
		ICT Facility	01 Multimedia Centre & 01 Computer Lab	Yes
		Others	In Campus Student amenities	No
3.	Office Automation and E-Governance	Classroom	02 Smart Classroom	No
		Laboratory	To be Setup	Yes
		Workshop	To be Setup	Yes
		Library	Reference & General	No
		ICT Facility	01 Multimedia Centre & 01 Computer Lab	Yes
		Others	In Campus Student amenities	No

9. Details of Expenditure : (It is assumed that the existing infrastructure / faculty will be used as far as possible. The expenditure to be listed here is only for any incremental requirements the University / College may need.)

S. No.	Components	Expenditure (Amount in Lakh)				Remarks (Provide justification of expenditure) Amount in Rupees
		Y-1	Y-2	Y-3	Total	
1.	Faculty/Staff					
a.	Contractual	27	27	27	81	@ Rs. 25000/month × 9 (Faculty for three programme) × 12 (Months) × 3 (Year) = Rs. 81,00,000/-.
b.	Guest Faculty	12	12	12	36	@ Rs. 2000/ lecture × 6 (Guest Faculty for three programme) × 100 (lecture per year) × 3 (Year) = Rs. 36,00,000/-.
c.	Lab Assistant	5.4	5.4	5.4	16.2	@ Rs. 15000/month × 3 (Lab. Asstt. for three programmes) × 12 (Month) × 3 (Year) = Rs. 16,20,000/-.
d.	Technical Assistant	5.4	5.4	5.4	16.2	@ Rs. 15000/month × 3 (Tech. Asstt. for three programmes) × 12 (Month) × 3 (Year) = Rs. 16,20,000/-.
2.	Equipment for Lab / Workshops / Classrooms					
a.	Lab	20	15	15	50	As per the Industry Partner advise.
b.	Workshop	15	20	20	55	As per the Industry Partner advise.
c.	Classroom	10	15	10	25	As per the Industry Partner advise.
3.	Raw Materials etc. for Labs / Workshop					
a.	Food Processing	02	03	05	10	As per the Industry Partner advise.
b.	Automobile Technology	02	03	05	10	As per the Industry Partner advise.
c.	Office Automation and E-Governance	02	01	02	05	As per the Industry Partner advise.

4.	Faculty Training					
a.	Food Processing	02	01	02	05	
b.	Automobile Technology	02	02	01	05	
c.	Office Automation and E-Governance	02	01	01	04	
5.	Admission Process, Pre-admission Student Counselling etc.					
6.	Office Expenses/ Contingencies (including expenditure on publicity, guidance and counselling, transport, field visits, postage, stationery, electricity, water, etc.	02	02	05	09	
7.	Travels	02	02	03	07	
8.	Others					
a.	Assessments	01	01	03	05	
b.	Contingencies	01	02	03	06	
c.	Workshops / Conferences / Seminars	02	03	03	08	
e.	Any other expense	01	02	02	05	
	Total				358.4	
Rupees in Words : Rupees Three Crores Fifty Eight Lakh and Forty Thousand Only						

10. Student / Learner Fee details :

(All figures in Rupees)

S. No.	Programme(s)	Annual Fee per Student	Proposed Student intake per year				Total Fees proposed to be collected			
			Y1	Y2	Y3	Total	Y1	Y2	Y3	Total
1.	Automobile Technology	To be decided later	40	40	40	120				
2.	Food Processing	To be decided later	40	40	40	120				
3.	Office Automation and E-Governance	To be decided later	40	40	40	120				

11. Key Milestones / Plans for Year-1

	Key Plans / Milestones	Person Responsible	Expected Completion Date
1.	Core Committee Establishment	Principal	15 days from the Award of Programme
2.	Syllabus Framing & Approval by University	Core Committee	60 days from the Award of Programme

3.	Completion of Admission Process within 30 days after approving Curriculum by University	Core Committee	30 days from approval of Curriculum
4.	Staff Recruitment	Core Committee	30 days from the Award of Programme
5.	Beginning of Session	Core Committee	90 days from the Award of Programme

12. Any other Information which the host college / university may like to provide.

Signature with Seal of the Head of the Host Institution

Name : **Dr. Anand Shanker Singh, Principal**

Date : **26.05.2015**

UGC GUIDELINES FOR B.Voc.

ANNEXURE - II

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) facility for receiving payments.

A. Details of Accounts Holders :

1.	Name of Account Holder	Principal Iswar Saran Degree College, Allahabad
2.	Complete Contact Address	112B/1, Ashok Nagar, Allahabad
3.	Telephone Number/Fax/E-mail	0532-2544578, isdc.ass@gmail.com

B. Bank Account Details

1.	Bank Name	Allahabad Bank
2.	Branch Name with Complete Address, Telephone No. and E-mail	Katra, Allahabad - 211002
3.	Whether the Branch is computerized?	Yes, Computerized
4.	Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	Yes, IFSC - ALLA0210086
5.	Is the Branch also NEFT enabled?	Yes
6.	Type of Bank Account (SB/ Current/ Cash Credit)	Current A/c
7.	Complete Bank Account No. (Latest)	Special Grant A/c ISDC, A/c No. 50174418278
8.	MICR Code of Bank	211010008

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date :

Signature of Customer

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date :

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
 2. In case your Bank branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.
- NOTE :** Refund of Security Deposit/Hire Charges Dues to operation of E-payment w.e.f. 01/04/2012 the Mandate form may please be submitted, duly verified by the bank, to this office for claiming Refund of Security Deposit/Hire Charges along with a photocopy of blank Cheque.

UNIVERSITY GRANTS COMMISSION, NEW DELHI

UTILIZATION CERTIFICATE

It is certified that the total grant of Rs. (Rupees
.....) sanctioned by the UGC vide letter No. F.
..... dated has been utilized by the
college/university as per details given in the attached statement (As per Annexure D) in
accordance with the terms and conditions laid down by the UGC vide its letter No.
..... dated and that all the terms and conditions have
been fulfilled by the college/university and the grant has been utilized for the purpose for
which it was sanctioned.

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

If as a result of check or audit objection, some irregularity is noticed at a later stage,
the college/university will refund the objected amount.

.....
Signature of Principal/Registrar with seal

.....
Signature of Auditor with Seal

Note : The Utilization Certificate should be accompanied by audited statement of account
indicating expenditure on various items.

UNIVERSITY GRANTS COMMISSION
PROFORMA FOR SUBMISSION OF STATEMENT OF EXPENDITURE
INCURRED FOR THE OF B.VOC. PROGRAMMES (DIPLOMA/ADVANCED
DIPLOMA/DEGREE)

1. Name of the University/College :
2. Name of the Vocational degree/Advance Diploma/Diploma Course :
3. No. & Date of UGC's approval
 No. F. Dated
4. Period to which the accounts related : w.e.f. to

5. Details of actual expenditure incurred :

	Grants Approved	Grants released	Unspent Balance
	(i)	(ii)	(iii)
			(iv)

NOTE :

1. The statement of expenditure should be filled up separately for each vocational degree course.
2. List of equipment purchased should be submitted.
3. Details of periods taken, amount paid to leach teacher by name under guest faculty and internal faculty should be submitted.

Signature
 Head of Institution/Principal/Registrar Govt. Auditor/CA

UNIVERSITY GRANTS COMMISSION, NEW DELHI

ANNUAL PROGRESS REPORT

(To be submitted annually to the UGC by each University/College)

1. **Name and Address of the Institution :**
2. **Name of the Head of the Institution :**
3. **Period of the Progress Report :**
4. **Activities Taken up During the Year :**
5. **Utilization of Grants during the Year :**
6. **Specific Outcomes :**
7. **Difficulties encountered in implementation, if any :**

CERTIFICATE

This is to certify that the data/information presented in this Annual Progress Report are true and correct to the best of my knowledge and belief and the required documents will be provided to the UGC, as and when the same are called for.

.....
Signature with Seal of Head of the University/College

Place :

Date :

Automobile Technology
(Basic Outlines of the proposed syllabus)

for First Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Application of testing equipments and workshop equipment and tools
- Trouble shooting of engines
- Engine overhaul
- Transmission

for Second Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Gear Box
- Brake
- Suspension
- Steering
- Lubricating point of chassis
- Starting motor and dynamo
- Motor Vehicle Act.

for Third Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Study of Service Station
- Engine Tuning
- Cylinder Block
- Study of Injection Pump
- Inspection of Hydraulic Brake
- Inspection and repair of cooling lubricant.
- Study of Head Light.
- Servicing of Dynamo
- Change of Lubricating oil.

Food Processing

(Basic Outlines of the proposed syllabus)

for First Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Wheat and its structure
- Milling
- Flour
- Confectionary Flour
- Yeast
- Owens and baking
- Bread and Yeast Goods

for Second Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Carbohydrates
- Proteins
- Fats
- Minerals and Vitamins
- Digestion and Absorption of food
- Hygiene
- Food Storage
- Kitchen Premises
- House keeping

for Third Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Definition of matter
- Acid base and salt and their uses in food catalysis
- Nitrogen and Carbon di oxides
- Measurement and Matrix System
- Heat Conduction
- Chemical Consequence in Food
- Food Additives
- Microbiology, Sanitation and Quality Control
- Food Processing
- Quality Control Analysis
- Accountancy
- Hotel Management

Office Automation and E-Governance

(Basic Outlines of the proposed syllabus)

for First Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Phonography
- MS-Office
- Adobe Page Maker

for Second Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Phonography
- Corel Draw
- Photoshop
- Accounting Software

for Third Year :

General Education 24 credits

- Communication Skills
- I.T. Skills
- General Mathematics

Skill Components 36 credits

- Phonography
- Web Designing - Dreamweaver
- Flash Macromedia



ISWAR SARAN DEGREE COLLEGE

College with Potential for Excellence granted by UGC

NAAC Accredited CGPA 2.87

University of Allahabad

ALLAHABAD-211004

Principal Office : 0532-2544578

0532-2544739

Resi.: 0532-2421415

Fax : 0532-2544578

E-mail : pisdcc@rediffmail.com

Ref. :

Date : 26.05.2015

To,

The Secretary

University Grants Commission (UGC)

Bahadur Shah Zafar Marg,

New Delhi-110002

Through,

The Dean,

College Development

University of Allahabad

Allahabad-211002

Subject : Submission of Proposal for B. Voc. Programme (NSQF).

Sir,

With due respect, this is with reference to your letter No. **F.No. 2-1/2014 (NSQF/Policy)**, dated **28.04.2015** published on UGC Website, we are submitting herewith proposal for three specialised courses i.e. **Food Processing, Automobile Technology and Office Automation and E-Governance** under Bachelor of Vocation Programme (B.Voc.).

Kindly find the proposal and consider at earliest.

Thanking you,

Your's Sincerely,

(Dr. Anand Shanker Singh)

Principal