

P 4/4215/2018/Coll.Edn /A

Office of the Director of Collegiate
Education, Vikas Bhavan,
Thiruvananthapuram,
Phone: 0471 2303107,
Dated : 01/02/2018

CIRCULAR

Sub:- Collegiate Education Department - WWS Programme 2017-18 -
guidelines for utilization of funds - issued - regarding.

The following guidelines are issued for the utilization of funds allotted for the WWS Programme 2017-18. The split up of funds allotted to the colleges are as follows.

A	Allotment to the old 48 Government Colleges (3 batches)	Number	Rate	Amount
1	Internal Mentoring first year (5 mentors/10 sessions)	50	500	25,000
2	Internal Mentoring second year (5 mentors /10 sessions)	50	500	25,000
3	Internal Mentoring Third year (5 mentors /10 sessions)	50	500	25,000
4	External Mentoring 70 hours@Rs.1500/hour	70	1500	105000
5	Conduct of Mock Tests/Interviews for final year students	1	15000	15000
6	Study Material	90	300	27,000
7	Stationary kit for 90 students@40	90	40	3600
8	Office expenses	1	4400	4400
9	Co-ordination charge	1	12500	12500
	Total for one Government College Category A			242500
B	Allotment of 2 Government Colleges (2 batches)			
1	Internal Mentoring first year (50 sessions)	50	500	25,000
2	Internal Mentoring second year (50 sessions)	50	500	25,000
3	External Mentoring 50 hours@Rs.1500/hour	50	1500	75000
4	Study Material	60	300	18000
5	Stationary kit for 60 students@Rs. 40	60	40	2400
6	Office expenses	1	3600	3600
7	Co-ordinator charge	1	10000	10000
	Total for one Government College Category B			159000

C	Allotment to 11 new Government Colleges (1 batch)			
1	Internal Mentoring for first year (50 sessions)	50	500	25,000
2	External Mentoring 25 hours@Rs.1500/hour	25	1500	37500
3	Study Material	30	300	9000
4	Stationary kit for 30 students@Rs. 40	30	40	1200
5	Office expenses	1	2800	2800
7	Co-ordinator charge	1	7500	7500
	Total for one Government College Category C			83000

Walk With a Scholar (WWS) Scheme has been designed to arrange specialized mentoring programme for students in under Graduate Programs in Arts, Science, and Commerce and to provide guidance for their future career. The scheme introduces the idea of mentoring and builds on the concept of mentor as a 'Guide and Friend.'

Preliminary Steps preparation

1. The college council should approve the selection of the co-ordinator for the WWS Programme. Preference can be given to faculty who have worked as placement officers or co-ordinators of career guidance unit in the college.
2. The scheme should be discussed in the college council and amongst the faculty members.
3. The college council along with the IQAC cell shall act as the Monitoring Committee for the implementation of the programme and the Co-ordinator should function in consultation with the Principal and the College Council. The Monitoring Committee suggest steps for the improvement of the Programme, if needed.

Components of the Programme

1. Internal Mentoring:

Each Internal Mentor is to be in charge of 6 students. The remuneration to internal mentors shall be paid in lump on completion of their allotted 10 sessions for the year and on submission of a completion report, the activity report for the year and Mentor's Diary to the co-ordinator.

2. External Mentoring:

Person of repute may be invited for engaging external mentoring sessions. The list of External mentors proposed to be invited to the institution during the year, must be prepared initially and placed before the college council for approval. Any reputed person not in the list but proposed to be invited for external mentoring may be referred to the Principal for approval. No person shall be invited as External Mentors without the consent of the College Council/Principal. The Co-ordinator or internal Mentor of one college cannot be the external Mentor of any other college. Internal mentors should attend the external mentoring sessions also as far as possible.

3. Conduct of Mock Tests:

Mock Tests may be conducted to equip students for appearing for various examinations as per the requirements of the students. The amount under this head may be used for setting question papers, getting them photocopied, evaluating them etc. If resource persons are invited to attend mock interviews/Group discussions, they may be paid remuneration of Rs. 2000/- for one session (FN/AN) of 3 hours duration subject to a maximum of Rs. 3000/- per day (for FN & AN together). A remuneration of Rs. 500/- may be paid for question setting for mock tests (100 multiple choice questions with 4 alternatives along with answer keys) The amount allotted can be used for conducting mock tests for students (printing/Photostat etc)/Mock interviews/Group discussions etc.

4. Study Materials:

The amount may be used to provide copies of hand-outs and study material provided by the External mentors or those prepared by the internal mentors. Magazines/periodicals approved by the college level monitoring committee can be purchased from these funds for common use. They may be procured through the agency providing such items to the college library and can be used exclusively by the students of the WWS Programmes. Proper stock register must be maintained in this regard. Facilities in PTA/Co-operative Stores/Continuing education Centre etc. may be made use of for procuring the items.

5. **Stationary Kit:**

All those enrolled for the programme may be given a pen and a note book for the use in the WWS Programme. Amount left out after this may be used for purchase of stationery for the students of the programme. Items may be procured through the co-operative society of the colleges (if there is one), if not through PTA.

6. **Office expenses:**

This may be used for purchase of stationery/file/paper etc. needed for the running of the WWS Programme. The expenses on account of refreshments charges / food for external resource persons may be met from this head. Purchases may be made through PTA/Co-operative Store/College Canteen etc; as far as possible.

7. **Co-ordinator charges:**

The allotted amount is for co-ordinating the programme in the institution, meeting the travelling expenses for attending meeting/workshops called by the Directorate of Collegiate Education, RUSA etc. Co-ordinator should claim this only after the programme for the year is completed. Co-ordinator should give a declaration to the Principal to the effect that the WWS Programme for the current academic year has been completed in the college as per the guidelines prescribed. The amount may be claimed by the co-ordinator based on the recommendations of the Principal.

Important Instruction for Internal Mentors

Detailed bio-data of the students including family background, ambition of the student etc should be collected by the concerned internal mentor.

Internal Mentors should keep a proper attendance of his/her sessions/meeting with his/her mentees including date and time. Photos of the Mentoring sessions can also be kept along with other records.

The progress of the scholar must be evaluated at regular intervals by the mentors and necessary corrective measures taken to meet the desired objectives.

Mentoring sessions may be taken only outside the normal class hours and on Saturday.

Activity Report and the Mentor's Diary should be submitted to the co-ordinator on completion of the assigned sessions by each mentor after getting approval from the Principal.

Important Instruction to Co-ordinators:

Proper Vouchers/Receipts are to be kept for each item of expenditure details of each item of expenditure with date, description of the item/expenditure quantity, rate, and amount for each item should be there in the bills/Vouchers.

Bill should be obtained in the name of the Principal/Co-ordinator of the programme.

Receipts should clearly mention the name and address of the person who has received the amount and also the details of the expenses incurred.

Receipt/bill/voucher for payments above Rs. 5000/- must have a revenue stamp.

Any amount not utilized for a particular academic year will not be carried over to the next year. The balance amount under a head may be utilized under another head only based on orders from the Directorate of Collegiate Education. In all other cases, the balance amount has not be refunded to the respective Head of account: 2202-03-105-95-plan WWS.

All purchases/expenses must be as per the rules in force from time to time, proper Vouchers/Receipts are to be kept for each item of expenditure. Details of each item of expenditure with date, description of the item /expenditure quantity, rate and amount for each item should be there in the Bills/Vouchers. Bills should be obtained in the name of the Principal/Co-ordinator of the programme. Receipts should clearly mention the name and address of the person who has received the amount and also the details of the expenses incurred.

Attendance statements in proper form of the participants should be maintained and furnished along with vouchers.

For vouchers relating to stationery articles and similar items, necessary stock entry certificate must be made.

Detailed Final Report (Spiral Binded) (including photos of the external & internal mentoring sessions), should be sent to the Directorate of Collegiate Education on completion of the programme by 10/04/2018.

Copy of all the bills/vouchers, attendance of internal and external mentoring sessions, bio-data of external mentors etc, should also be provided to the Directorate of Collegiate Education on completion of the programme latest by 10th April, 2018. All vouchers should be countersigned by the Principal.

Postal Address:

All documents are to be sent to Directorate of Collegiate Education, Vikas Bhavan, Thiruvananthapuram.

E mail Id: pmwalkwithscholar@gmail.com.

Sd/-
M.S. Jaya IAS
Director of Collegiate Education

// Approved for Issue //


Superintendent

YT 2/2/18