

**WALK WITH A SCHOLAR PROGRAMME  
(WWS)**

**2019-2020**



**NEW INITIATIVES IN HIGHER EDUCATION**

**Directorate of Collegiate Education Government of Kerala**

**Guidelines of Walk-with-a-Scholar (WWS) 2019-20**  
**New Initiatives in Higher Education**  
**Directorate of Collegiate Education**  
**Govt. of Kerala**

**The Programme**

Walk-with-a-Scholar (WWS) scheme has been designed to arrange specialized mentoring programmes for students in Under Graduate Programs in Arts, Science and Commerce streams. The scheme originally introduced the idea of mentoring, building on the concept of mentor as a “Guide and Friend”.

**Overview**

The findings of outcome assessment of last year’s WWS programme indicated positive changes in student participants such as increased self-confidence, improved communication skills, better academic performance, increased awareness regarding higher studies and career options in one’s academic field and improved interpersonal functioning. The overall feedback revealed a felt need to optimize these gains for which standardizing the components of the programme was considered essential. Hence, from this year onwards, a comprehensive mentoring programme with specifically laid guidelines for its implementation has been proposed.

**Rationale and Philosophy**

There are several successive models that apply to teaching-learning processes in higher education. One of the most prominent themes in these models is to develop students into scholars. A scholar is one who engages in critical thinking, takes active role in the learning process, understands multiple perspectives, is internally motivated to learn, and is socially conscious. Keeping in mind these aspects and the perceived needs of our college students, WWS aims to nurture a scholarly attitude among selected bright college students in all disciplines, provide them with learning opportunities to help sharpen their academic and critical thinking skills, help them confidently pursue their personal and academic goals, and guide them to

develop into socially responsible citizens. The programme's emphasis is on nurturing bright students to transform into scholars in their respective disciplines and providing them with a perspective to apply knowledge related to their disciplines in socially useful ways.

### **Steps Involved –**

1. After a detailed discussion regarding the programme with members of college council, a faculty member has to be selected as college-level coordinator for WWS. Preference can be given to faculty members who have worked as placement officer or coordinator of career guidance unit in the college in selecting the coordinator. Faculty members of FLAIR programme may also be considered for the same.
2. Since the scheme recommends that the scholar (student) and internal mentor (teacher) be from the same department, the Council will have to take decision about which will be the 5 departments that will participate. The **College Council** may identify these departments. In the event of non-availability of mentor from the same department, the college council may ensure that the student (scholar) be allotted to a **teacher (internal mentor) from at least a similar discipline**. This is to ensure best scholar-mentor match.
3. The students of the first year from the participating departments should be informed about the programme. Applications should be invited from academically bright students who are willing to participate in the programme. A total of 6 students (scholars) will be selected from each department and allocated under a teacher (mentor).
4. The students (scholars) who have been identified under WWS should not exceed 30. If the number of students exceeds 30, the college council should identify a mechanism of selecting only the required number of students. Care should be taken to include bright and willing students (scholars) into the scheme. However, a waiting list of students can be kept if the list exceeds 30 and it can be used if there is a shortage of students (scholars) in the main list in the future.

### **Preliminary Steps-Preparation**

1. Programme should have a college level Co-ordinator.
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 or a monitoring committee (in the case of colleges have more than 10 UG courses) is organized includes the Vice-Principal, two senior most teachers, superintend, Co-ordinator of WWS, IQAC convener and a college union member for the implementation of the Programme. The Coordinator should function in consultation with the committee. The committee should meet at least once in two months for the evaluation of the conduct of the Programme. The Monitoring Committee should suggest steps for the improvement of the Programme, if needed. Minutes of the meeting should be maintained by the Coordinator of the Walk with a Scholar Programme.
4. Coordinator has to collect the activity report from all internal mentors regularly (on Monthly basis).

#### **Student Selection:**

1. Students of the first year Degree Programme alone are to be included in the Scheme.
2. The students of First Year UG Programme should be made aware of the Programme, for which, a meeting of the first year UG students shall be convened at the college level and the scheme and objectives should be explained to them
3. Application should be invited from among the willing candidates for enrolment.
4. For admission to the Programme, applicant should have secured at least 60% marks at the higher Secondary/Plus two level. This stipulation of minimum marks is not required for SC/ST students.
5. The number of students identified under WWS scheme should not exceed **30 i.e., 6 scholars from 5 different subjects**. If it exceeds 30, the College Council should evolve a method of selecting the required number of students so that the brightest students who are interested in the scheme are only selected. A waiting list of students can be kept if the list exceeds 30 and it can be used if there is shortage of students in the main list in future. If the number of courses is

less, then the required number of 30 is attained by increasing the number of scholar/ subject. For example 3 subjects then 12+ 12+ 6 or 10+10+10 (flexibility is given for the college). But 6 mentees should guide by one mentor from that subject only (For example Science students the mentor should from science/ Language students form language teacher only).

6. Details of the selected students showing the Class, Course, Semester, E mail Ids and Phone Numbers have to be intimated to the Office of The New Initiatives through **mail**, on completion of selection process on or before 06/09/2019.

**Detailed List of scholars 2019-20 (I year, II year & III year separately)**

Sl. No	Name	Permanent address	Course (BA/ B. Sc/B.Com) with Main	Plus two marks	Contact	E mail
1						
2						

7. Student Representatives: They may be selected from the list of students who are enlisted in the programme in the college, two (one boy and one girl) from the first/second/third year of the WWS programme. The Student Representative should support the WWS Coordinator in arranging the classes (Internal as well as External) and should also check the attendance of the students for the internal and external mentoring Session.

8. Subjects were chosen on rotation basis every year. From each subject a teacher (so 5 internal mentors) should be selected as internal mentor by inviting application by the college level monitoring committee.

9. The details of the internal mentors identified for the students by the college should be forwarded to the Office of New Initiatives in the **mail**

**Selection of Internal Mentors**

Dedicated teachers with commitment should be selected. Maximum 5 mentors from 5 different subjects should be selected. **Mentor and mentees should belong to the same department.**

### **Detailed List of Internal mentors for three years**

Sl. No	Name	Designation	Permanent address	Area of Interest	Contact number	E mail	Batch of mentoring I/II /III Year
1							
2							

### **Roles of the Internal Mentors**

1. Each Internal mentor shall be in charge of 6 scholars.
2. Internal mentors should be the person who is able to do **mentoring and support** the scholar and act as a guide in building his/her career.
3. A detailed bio data of the student including the family background, photo, ambition or goals etc. should be collected by the concerned internal mentor and documented
4. 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 (Class Diary)

Sl. No	Date	Time From ... To....	Name of the mentor	Topic / Area discussed	Attendance	Signature
1						

5. A regular monitoring and updating of the mentees should be recorded by the internal mentors for measuring their improvement also for providing proper guidance to the mentees.
6. The progress of the mentees should be evaluated at regular intervals by the mentors and necessary corrective measures taken to meet the desired objectives.
7. Mentoring sessions may be taken only outside the class hours i.e., without disturbing the regular classes (preferably on Saturdays).

### **Selection of External Mentors**

1. External mentors could be identified from disciplines/fields specified in the table. **The college can make a panel of expertise** based on the content given in the table
2. A detailed bio data of the External mentors showing his/her experience and expertise in the field should be collected by the Coordinator.
3. External mentors can be persons working in the State and Central Public Sector. Reputed Persons from Private Sector may also be identified as External Mentors. Proven expertise and merit must be the criterion to be followed for identifying External mentors
4. Consent of the person must be ensured by the coordinator before including a person as External mentor
5. The Schedule of the Mentoring will be only on Saturdays (9.30 am -4.30 pm) and may be fixed at the Institutional level. Proper records related to the attendance of the students and mentored shall be maintained

Sl. No	Date	Time From ...To....	Name of the mentor	Topic / Area discussed	Attendance	Signature
1						

6. Feedback of the External Mentoring should be collected from the concerned mentees
7. Absentees of the programme in the First/Second year shall be removed from the roll if they fail to have 80% attendance. Fresh needy students may be included in the second/third year from the waiting list already prepared.
8. The scrutinized and approved external mentors by the college level monitoring committee should be used.
11. External mentoring sessions of the two batches are to be conducted separately

### **Other Instructions**

1. The Coordinator or Internal mentor of one college should not be an External Mentor in any other college.
2. Proper vouchers having the date of the sessions, number of hours of the session, Name/Topic of the session, Designation of the External mentor should be written on payment of External Mentor.
3. The amount allotted for the financial year 2019-20, is to be utilized in full by **31st January 2020**. As this is a Programme for the bright students in the colleges, the entire amount is to be utilized at the college level to fulfill the objectives of the programme as per the guidelines. This has to be ensured by the college level monitoring Committee for WWS. Colleges should plan the Programme in such a way that the activities are completed by January 2020 and account settled by third week of March 2020.

### **Important Instructions to Coordinators**

1. Proper vouchers/ receipts are to be kept for each item of expenditure. Details of each item of expenditure with date, description of Item/Expenditure Quantity, Rate and Amount for each Item should be there in the Bills or Vouchers
2. Bill should be obtained in the name of The Principal/Coordinator of the Programme.
3. Receipt should clearly mention the name and address of the person who has received the amount and also the details of the expenses incurred.



4. Receipt/Bill/Voucher for payments above Rs. 5000/- may have a Revenue Stamp
5. Any amount not utilized for a particular academic year (up to 31st January 2020) 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 to be refunded to the respective head of account 2202-03-105-90-plan WWS.
6. 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 or 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/ Coordinator of the Programme. Receipt should clearly mention the name and address of the person who has received the amount and also the details of the expenses incurred.
7. Detailed final report (including photos of External and Internal Mentoring sessions) should be sent to the office of The New Initiatives on completion of the programme by 10/4/2020 by mail.
8. Copy of all the bills and vouchers, attendance of Internal and External Mentoring sessions, Bio data of External Mentors etc. should also be provided to the office of The New Initiatives on completion of the programme latest by 10/4/2020 by email.

#### **Other instructions**

**1. Lunch:** Rs. 6000 (I) Year) 3000 (II year) @ Rs 50

I year @ Rs 50 x 30 students = 1500 x 4 satur days = Rs 6000/-

II year @ Rs 50 x 30 students = 1500 x 2 satur days = Rs 3000/-

This amount may be used for serving working lunch to students when they attend the mentoring Programmes (External mentoring) on Saturdays. Only those attending a Programme need be given the benefit. The College canteen if functioning in the college should be entrusted with the task of providing it. Proper vouchers are to be maintained for the expenses in this

regard. Consolidated Voucher, showing the details of the expenses for the year, along with a detailed statement showing the expenses on each occasion sequentially should be kept.

**2. Co-ordinator charges:** Rs.20000/- (3 batches) or Rs.15, 000 (2 batch only)

Coordinator can claim this either on monthly basis or after the Programme for the year is completed. Coordinator should give a declaration to the Principal to the effect that the WWS Programme for the year 2018-19 has been completed in the College as per the Guidelines prescribed by DCE 2019-20. Coordinator has to collect the Activity Report from all internal mentors. The amount may be claimed by the Coordinator based on the recommendations of the Principal.

**3. Stationery Kit** for 90 students @Rs.40/- per student: Rs.3600/- (3 batches) or Rs. 2400/-(2 batch only)

All those enrolled for the Programme may be given a pen and a note book for the use in the WWS Programme. Remaining amount, if any, may be used for purchase of stationeries for the students such as writing papers for the programme. Items may be procured through the Cooperative Society of the Colleges (if there is one), if not through PTA or from open market based on competitive rates.

**4. Office expenses:** Rs. 8500/- (3 batches) or Rs. 6500/-(2 batch only)

This may be used for purchase of stationery/file/paper etc. needed for the smooth running of the WWS Programme. The expenses on account of refreshments charges/ food for external resource persons may also be met from this head. Purchases may be made through PTA/Cooperative Store/College Canteen etc. as far as possible. TA for the coordinator and master mentor for attending state level orientation programmes/ meeting connected with WWS may also be met from this account.

### **General Guidelines**

With these ideas, the WWS scheme hopes to provide students with **opportunities for learning** to achieve the following main **outcomes**:

- ✓ Academic Excellence

- ✓ Personal Growth
- ✓ Social Orientation

These represent the 3 main domains that will be covered in the programme.

### **Participants of the Programme**

1. The programme will be offered to a total of 30 students of the first year of the undergraduate courses in a college.
2. For the purpose of mentoring, two categories of mentors are identified – **Internal Mentor** and **External Mentor**.
3. The Internal Mentor is a teacher from the college and department in which the student (scholar) is studying. In case there is non-availability of teachers (internal mentors) from the same department, a teacher from at least a similar discipline must be made mentor. Generally, an internal mentor is a teacher who volunteers to participate in the programme and has the credentials (academic and personal) to provide guidance to the students. She/he should be nominated by the college council.
4. The External Mentors are individuals who are academicians, professionals, intellectuals and activists in the public sphere who are also experts in their respective fields.

### **Preliminary Steps and selection of Participants**

To ensure effective accomplishment of outcomes of the programme, **students (scholars)** must be guided and mentored by **teachers (internal mentors) from their own disciplines (departments)**. Since the number of student (scholar) participants in one year is 30, there will be a total of **5 departments** offering the programme in a college in one year.

1. The College Council along with the IQAC cell shall act as the Monitoring Committee for the implementation of the programme and the coordinator should function in consultation with the Principal and the College Council. The committee should meet once in two months for the evaluation of the conduct of the programme. The Monitoring Committee should suggest steps for the improvement of the programme, if needed. Minutes of the meeting should be maintained by the Coordinator of the Walk-with-a-Scholar Programme.

2. Student representatives must be selected from among the scholars of each year to assist the college coordinators in organizing the sessions and carrying out the activities of the programme. She/he may also be responsible for maintaining and ensuring the attendance of all the scholars during the sessions.
3. Coordinator has to Collect the activity report from all internal mentors regularly (monthly Basis).
4. The modified programme may be offered to the first year students joining the scheme this year. The second year and final year WWS scholars and their respective internal mentors may continue the programme according to the previous year's guidelines. However, if they wish to follow the new scheme, they are free to incorporate those components.

### **Components of the programme**

The two main components of the programme are internal and external mentoring sessions. Both internal and external mentoring sessions will be held in the first and second years. There will be only internal mentoring in the third year.

### **Mentoring sessions**

#### **Nature of sessions**

1. The sessions will include lectures, discussions and demonstrations/activities. Mentors could also assign homework activities to their scholars.
2. Note that the mentors can conduct/arrange the lectures in any sequence.
3. Care should be taken by the mentor to know their scholars in the initial sessions.
4. The scholars must be instructed to maintain a diary wherein they write a review of the sessions attended with their personal reflections about each session.
5. After each session, a feedback form must be filled up by each scholar.

### **First Year – Aims, Components and Outcomes**

The aims of mentoring in the first year are mainly to:

1. Establish a working mentor-scholar relationship based on mutual trust and understanding

2. Facilitate self-awareness among the scholars – identifying scholar’s interests, aims, strengths, limitations, goals etc.
3. Help scholars to develop action plans that will lead to achievement of goals
4. Provide learning opportunities that will help raise the scholars’ understanding of one’s discipline
5. Inculcate *inquiry* skills among scholars that will enable them to *discover* knowledge on their own
6. Provide opportunities to scholars to interact with experts
7. Introduce scholars to the concept of critical thinking
8. Help students develop *scientific temper*
9. Provide scholars with the opportunity to think beyond the borders of scientific disciplines
10. Inculcate among scholars understanding of basic values in democracy

There will be a total of **10 internal mentoring sessions** (each of 1 hour duration) in the first year. These sessions will include lectures, discussions and activities.

There will be a total of **18 external mentoring sessions** (each of 1 hour duration) in the first year. These sessions will include lectures, discussions, demonstrations and activities.

The table below indicates the hour-wise break up and specific sub-components to be included.

*Components of WWS in the First Year - Internal and External Mentoring*

<b>INTERNAL</b>	<b>Duration</b>	<b>EXTERNAL</b>	<b>Duration</b>
Know your scholar	1 hour	How to read and review an academic book?	2 hours
Philosophy of the Discipline	1.5 hours	Developing Scientific Temper; Essential aspects of Research in Contemporary Society	2 hours
From a Student to a Scholar; Self-directed learning	1.5 hours	Self-awareness – SWOT analysis Making Personal Development Plan (PDP)	2 hours

Know your Discipline from a Critical Thinking Perspective; Interdisciplinarity; Cutting edge areas of the discipline	3 hours	Goal Setting – Setting realistic Goals, Making Action plans to achieve goals	2 hours
Identifying Personal Strengths and Limitations	1 hour activity	Meet two experts (academicians, scientists, practitioners etc.). Know her/him personally and the area of expertise. Scholars are given opportunity to interact with the expert.	2 hours each with the mentors (2 *2= 4 hours)
Discuss personal action plan to develop personal strengths	2 hours	Art and self-development (Theatre and/or other expressive art forms as medium of self-expression)	3 hours
Write a Book review	HOME WORK	Understanding the Constitution and Democratic Values	3 hours
Make a plan to develop at least 3 personal strengths	HOME WORK		
<b>TOTAL</b>	<b>10 hours</b>	<b>TOTAL</b>	<b>18 hours</b>

**At the end of the First Year, the scholar should achieve the following outcomes:**

1. Write a Book Review
2. Identify Top Three personal strengths
3. Make a plan to develop three personal strengths
4. Set goals in the personal and academic domains
5. Make tentative Action-plans for achieving the goals – Personal Development Plan Submit reflective diary of all sessions

**Second Year – Aims, Components and Outcomes**

The aims of mentoring in the second year are mainly to:

1. Further the process of *inquiry* among scholars by introducing them to the concept of research

2. Teach them basic steps of research
3. Teach them how to communicate in a professional setting
4. Build awareness about higher studies opportunities and career options
5. Teach scholars basic skills of communication, soft skills, presentation etc.
6. Inculcate in them values related to gender sensitisation and environment awareness

There will be a total of **7 internal mentoring sessions** (each of 1 hour duration) in the second year. These sessions will include lectures, discussions and activities.

There will be a total of **8 external mentoring sessions** (each of 1 hour duration) in the second year. These sessions will include lectures, discussions, demonstrations and activities.

**At the end of the Second Year, the scholar should achieve the following outcomes:**

1. Prepare a list of higher education options
2. Prepare a Journal Article Review
3. Make a concrete plan for achievement of personal/academic goals
4. Submit the reflective diary of all sessions

***Components of WWS in the Second Year - Internal and External Mentoring***

<b>INTERNAL</b>	<b>Duration</b>	<b>EXTERNAL</b>	<b>Duration</b>
Basics of research – with reference to the scholar’s discipline –research problem, review of literature, analysis etc. – Briefly	2 hours	Learn how to review a journal article	2 hours
Discuss a journal article – preferably based on scholar’s area of interest	1 hour	Learn Soft Skills, Presentation Skills etc.	3 hours
Know about research-related opportunities in the discipline and allied ones, Scholarship opportunities, Higher education opportunities	3 hours	Session on Gender Sensitization	1.5 hours
Review the scholar’s personal	1 hour	Session on Environment	1.5 hour

development plan - make suggestions, advise, help the scholar in planning, decision-making		Sensitization	
<b>TOTAL</b>	<b>7 hours</b>	<b>TOTAL</b>	<b>8 hours</b>

### **Third Year – Aims, Components and Outcomes**

In the third year, there will only be internal mentoring sessions and the following will be the aims of these sessions:

1. Summarise and reflect upon what has been learnt in the previous years
2. Facilitate discussions related to personal development plans
3. Evaluate and provide feedback regarding the gains made by the scholar

There will be a total of **6 internal mentoring sessions** (each of 1 hour duration) in the third year. These sessions will include lectures, discussions and activities.

#### ***Components of WWS in the Third Year - Internal Mentoring***

<b>INTERNAL</b>	<b>Duration</b>
Learn to prepare a CV/ bio-data	1 hour
Learn interview preparation skills	1 hour
Make a presentation of one's personal development plan and actions undertaken – reflect on current status, discuss way forward	1 hour
Conduct a mock interview with all scholars	3 hours
<b>5 mentors x 6 sessions</b>	

**At the end of the Third Year, the scholar should achieve the following outcomes:**

1. Prepare a CV
2. Present Personal Development Plan
3. Participate in the mock interview



4. Submit the reflective diary of all sessions

## Other Components

### 1. Signature pedagogy

A pilot scheme going to be trailed in 14 Govt. colleges (each from a district)

It refers to help students build a “**habit of minds**” that allows them to think and act in the same manner as the experts in the field.

Signature pedagogies are important because they "implicitly define what counts as knowledge in a field and how things become known i.e., how knowledge is analyzed, criticized, accepted or discarded. They define the functions of expertise in a field, the locus of authority, and the privileges of rank and standing" (Shulman, 2005).

Outer Structure	Inner structure	Implicit Structure
<ul style="list-style-type: none"><li>▪ Concrete operational acts of life experience and learning</li><li>▪ What the learning looks like</li><li>▪ What actually goes on in the classroom</li></ul>	<ul style="list-style-type: none"><li>▪ Assumptions about how best to impart knowledge and know-how</li><li>▪ Decisions about how the material will be taught or presented</li></ul>	<ul style="list-style-type: none"><li>▪ The "hidden curriculum" that includes moral dimensions</li><li>▪ Beliefs about professional attitudes, values and dispositions</li><li>▪ The limit and bounds of learning and application</li></ul>

### Duties and role of mentor

Induction of Potential of the scholar to enhance growth and learning within the context:

**Creating the character of Critical dialogue** (process of acquiring knowledge through communicative interactions),

**Inducing of Public sharing of work** (testing out practices in classrooms and share ideas with larger audiences),

**Communities of learners** (collective learning around a shared concern or a passion)

### Students

Spending 14 days with the mentor to imbibe inspiration and reality

Acquiring the knowledge, field experience and practical life values are learned

Confidence creation

Problem solving

Mannerism

**Two students of II year** are attached with the mentor at a time for a period of 14 days

**Thirty students at a time 2 with each mentor**

The flavor of student is evaluated based on the evaluation report of the internal mentor and group discussion in presence of a panel of senior teachers and the coordinator

**The mentors include**

District Collector, Sub- Collector, Commissioner of Police, Asst. SP, District Forest officer, Scientists from NIIST, RGCB, JNTBGRI, SCTIMST, Haritha Mission, Professors from Universities, Central Universities, Industries, Secretary of Corporation, MD of Metro, Media people, Librarians, Entrance Commissioner, Professors from Agriculture University, KFRI, CPCRI, Medias

**Budget allotted**

Expenses Rs 2000/- student for meeting his food, travel from home to the work site etc

Rs 2000 x 30 = 60,000/-

Grand total / college Rs. 60000 x 14 colleges (one Government college from each district) = 840000/-

## **2. Internship for I or II year scholars**

Internship is a period of work experience offered by an institute for a limited period of time (14 days). They are typically undertaken by scholars looking to gain relevant skills and experience in a particular field. Internships for professional careers are similar in some ways, but not as rigorous as apprenticeships for professions, trade, and vocational jobs. The lack of standardization and oversight leaves the term "internship" open to broad interpretation.

Typically, an internship consists of an exchange of services for experience between the intern and the organization. Internships are used to determine if the intern still has an interest in that field after the real-life experience. In addition, an internship can be used to create a professional

network that can assist with letters of recommendation or lead to future employment opportunities. The benefit of bringing an intern into full-time employment is that they are already familiar with the company, their position, and they typically need little to no training. Internships provide current college students the ability to participate in a field of their choice to receive hands on learning about a particular future career, preparing them for full-time work following graduation.

One scholar of WWS from each college is selected for the programme. Selected candidates will work with one of the faculty members of the institute and learn various techniques used in research field. The lump sum internship amount for a scholar is **Rs5000/-**. The amount may be used for travel, food, purchasing book/notes etc. A report should be given by the scholar after completing the internship.

### **3. State level Motivation camp**

State Motivation camp aimed to build greater communication skills and self-esteem amongst scholars. This was to ensure the scholars focused on the development of skills, knowledge, and understanding instead of just performing any task. Moreover, the main objective was to assist them in choosing their best course after examinations through sharing experience. The three days camp includes activities such as ice breaking and explorace. In addition, more enriching sharing experience are included like “Who we are” session which might help them in future building.

Two zonal camps are planned. One scholar (II year only) from each college is permitted to attend the three day camp. The selected scholar will be provided a glimpse into many areas including sustainability, learning skill, modern educational practices, opportunities in Higher education, media influence, wild life photography, applied sciences, anthropology and yoga.

#### **Guidelines for the conduct of the State Level Motivation Camp of WWS**

The District coordinator of Ernakulum, Trivandrum and Kozhikode will assist the camp with the participation of second year students from the Government and Aided Colleges in the State. The number of participants taking part in the programme should not exceed 75 (if any change in number has to be ratified).

One student from I and II year UG should be selected by the College level Coordinator by consulting with all the internal mentors and the overall performance of the scholar with the WWS programme

The State level camp has to be conducted as far as possible on or before 10/01/2020 (if any change like exam issues etc it has to be ratified)

The State level camp can be conducted in multiple venues in the State (Trivandrum and Ernakulum).

The programme shall have a maximum of 18 sessions per venue (of 60 min or 90 min duration each.

Resource person invited shall be given a remuneration of Rs. 2000/1h. TA is allotted for the Resource person as per the KSR. Maximum of 18 resource person shall be invited for engaging the sessions.

Food includes breakfast, Lunch and supper + morning and evening tea and snacks at the rate of Rs. 400/head shall be provided.

Student Kit shall be provided to the students at the rate of Rs. 350/student

There is a provision for accommodation for students @ Rs 250/student/ day (Dormitory or shared basis). The camp should be winded in the 3<sup>rd</sup> evening.

An amount of Rs. 20000/- is allotted towards purchase of stationeries

An amount of Rs. 20000/- is allotted towards Miscellaneous expenses

Certificates for the participants (printing, setting) at the rate Rs. 50/certificate

Trophies for the students who scored in Quiz, debates, Best performer in the camp etc. Rs 5000/-. Memento for the guest (If no remuneration is paid) Rs. 5000/-

Rooms for Coordinators, mentors and PMs at the rate Rs. 1000/2 persons per day

Venue rent at the rate Rs 10000/day (including audio/video systems)

A proposal specifying the details of the programme and the expense details is to be submitted by the State Coordinator of the Office of the New Initiatives.

All Receipts/Vouchers/Bills must be in the name of the State coordinator of WWS Programme.

The details of the item, rate per unit, quantity and amount should be clearly noted in the bills.

Receipts must contain the Signature and full address of the Recipient.

Each voucher/bill should be pasted on an A4 sheet. The entry 'The amount has been paid by me' must be written in each voucher and signed by the coordinator.

After the completion of the programme, the Coordinator should submit to the Director, Directorate of Collegiate Education, the originals of the following (i) A Copy of the Programme Schedule with the details of the topics handled by the resource persons (ii) Registration form of participants/Attendance sheet (iii) A Statement of Expenditure including all items of expenditure (iv) All Bills/Receipts/Vouchers serially numbered (v) Photographs if any taken (vi) A Report on the Programme by the Coordinator. The Coordinator may keep a set of photocopy of these documents for future reference

Food/Purchase may be arranged through Kudumba Shree or college level canteen as far as possible.

Fund allotted under one head should not be spent under another head.

Ambience of the camp location is absolutely important which should be a place having residential facilities and food and one where resource persons and participants can easily reach.

The students experience the importance of sharing, address the complex challenges of getting along with a new group of people and optimize their psycho-social development etc.

### Budget

SL.NO	Items	Rate
1	Food and refreshments	Rs 400/- per head
2	Honorarium for resource personals + TA for persons outs	Rs 2000/- 1h + TA
3	Students kit	Rs 350/- per head
4	Stationeries	20000/ venue
5	Miscellaneous	20000/ venue
6.	Accommodation	250/student/ day ; Rs. 1000/2 New initiative office members per day
7.	Trophies for the students & Memento for the guests	5000 + 5000/-
8.	Certificates for the participants (printing, setting) at the rate	Rs. 50/certificate
9.	Venue rent including audio/video systems	Rs 10000/day

#### **4. University/ District level camp for the scholars**

Scholars from the district will be clustered based on their subject will be given a one day exposure in their subject area and also opportunities in higher education including research. The programme will be lead by the concerned District co-ordinator. Maximum 3 camps / district are planned. The District coordinator should consult with the College level coordinators and should give a proposal showing all the details like Number of students participating (70 scholars/ camp from that district), Subject area, venue, External mentors details, food and other expenditures. Maximum allotment/camp is Rs18500/- only. The camps should be completed before 31/12/2019. A report should be given by the coordinator along with bills and vouchers after completing the camp.

#### **Budget**

Item (70 scholars)	Amount
1. Note pad and pen @ 30/ scholar	2100
2. Honorarium @ 1500 hour (Maximum 4 sessions)	6000
3. Food and Tea @ 130/ scholar	9100
4. Miscellaneous (Papers, files etc)	1300

#### **5. WWS Motivation Visit for Third Year Students of Government and Aided Colleges to Academic Institutions of repute in the state/outside the State under Walk with a Scholar Programme for 2019-2020**

The following Guidelines are issued for the conduct of Motivational Visit

Students of **third or second year** of WWS Programme in the College can be taken to Institutions of repute in the state/outside the State as a group of 30

- (i) The visit should be devoted for visiting Academic Institutions of Higher Learning and Research at the National/State level, conduct of motivational talks at these institutes by faculty of the Institutes, interaction with staff and students of the Institute etc.
- (ii) The places of visit should be identified so that they are beneficial to the majority of the students in the group.
- (iii) The places of visit has to be approved by the College level Monitoring Committee of WWS/College Council
- (iv) Principal may accord sanction for such visits within the state, under intimation to the Office of the New Initiatives
- (v) In case the visit is to Institutions outside the state, the sanction of the Office of the New Initiatives may be obtained before proceeding with the visit
- (vi) The duration for visits should be limited to 3 days, inclusive of travel time, if the programme is within the state.
- (vii) Actual journey time may be taken in addition to these three days if the visit is to Institutions outside the State.
- (viii) The fund can be used for meeting expenses like (i) transportation charges (to and fro) (ii) food expenses of participants (iii) charges for overnight stay etc; as part of the tour.
- (ix) An amount of Rs.70,000/- will be allotted for the conduct of the Programme. No additional amount will be sanctioned even if the expenses cross Rs.70,000/-. The all-inclusive per head expenditure per day per student should not exceed @ Rs. 2122/- per participant (transportation/ food/ accommodation etc). Proportionate reduction in amount has to be made if the number of students attending is below 30.
- (x) The tour should be undertaken with the participation of one lady teacher who is an internal mentor (Or any other lady teacher if an internal lady mentor is not available), for every 15 girl students or less than that
- (xi) The consent of the parents of all mentees should be taken in writing before taking the student for the Programme
- (xii) Three faculties (Coordinator and 2 internal mentors) may accompany the students
- (xiii) These Programmes may as far as possible be undertaken in such a manner that regular classes are not affected considerably



(xiv) The Coordinator of the Programme and the students attending the visit should submit a report on the motivational visit to the Office of the New Initiatives, within 10 days from the date of completion of the visit

(xv) An amount of Rs.70,000/- or the actual expenses, whichever is less will be sanctioned to the College for conduct of the visit. An amount of Rs.52500/- (Rs. Fifty two thousand and five hundred only) will be advanced to each selected college for conduct of Motivational visits during 2019-2020. The balance amount (Rs.17, 500/-) will be given on settlement of accounts related to the motivational visit. The Accounts and Vouchers of the visit has to be submitted to Office of the New Initiatives within 15 days of the completion of the visit

Colleges interested in the scheme have to prepare and submit a Proposal for Motivational Visit. The format for the proposal is attached.

**WALK WITH A SCHOLAR PROGRAMME 2019-2020**

**Proposal for Motivational Visit**

PART 1	
NAME OF COLLEGE	
NAME OF PRINCIPAL	

COLLEGE ADDRESS	
CONTACT NO.	
E MAIL ID	
<b>WWS PROFILE</b>	
NAME OF WWS COORDINATOR	
CONTACT NO.	
E MAIL ID	
PART II	
DATE OF SUBMISSION OF WWS REPORT FOR 2016-17	
AMOUNT OF	

WWSFUND UTILIZED DURING 2018-19 & PERCENTAGE OF UTILIZATION	
DATE OF SUBMISSION OF ACCOUNTS OF WWS 2018-19	
NUMBER OF ACTIVITY REPORTS OF INTERNAL MENTORS SUBMITTED	
Motivational Visit conducted(if applicable)	
Location of Institutions visited (as part of Motivational Visit )	
Have you hosted Cluster Workshop for Internal Mentors of WWS and if so the date	
Have you conducted any Innovative programmes under WWS. If so, the details	
No. of External Mentors	

engaged	
<b>MOTIVATIONAL VISIT &amp; MOTIVATIONAL CAMP PLAN FOR THE YEAR 2019-20</b>	
Institutions to be visited	
Objective of the Motivational Visit	To be given separately
Relevance of the Institutions proposed to be visited	To be given separately
Output expected from the Motivational Visit	To be given separately
Outcome expected from the Motivational Visit	To be given separately

### **Undertaking**

We undertake to conduct the Motivational Visit of Walk with a Scholar Programme as per the Guidelines issued by the Higher Education Department in this regard.

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Signature of Coordinator of WWS

Signature of Principal

Place:

Date:

(Office Seal)

(Give the detailed proposal in this format with supporting documents)

**PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION,**  
**THIRUVANANTHAPURAM.**

Collegiate Education Department – Plan Scheme 2019-20 – New Initiative in Higher Education  
– Walk With a Scholar Programme – Allotment of fund to Government Colleges -Administrative  
Sanction accorded - Orders Issued

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Order No.P4/65679/2019/Coll.Edn

dated : 22.06.2019

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Read: 1. G.O(Rt) No:982/2019/H.Edn dated 17/06/2019

2. This office proceedings even number dated 15/06/2019

3 The proposal submitted by the WWS State coordinator

**ORDER**

In the Annual plan of 2019-20 an amount of Rs.1700 lakhs (Rupees Seventeen Lakhs only) is provided under the head of account 2202-03-105-90 for different programmes including WWS The With a scholar programme is proposed to arrange specialized mentoring programmes for students in the undergraduate courses in the Arts, Science and Commerce stream ,to nurture promising and willing students and to provide guidance for their future. Also programme introduces the idea of mentoring and building on concept of mentor as guide and friend

Government vide G.O cited 1<sup>st</sup> above have accorded administrative sanction for Walk With A Scholar programme for an amount of Rs 5,71,26,400/-(Rupees Five crore seventy one lakhs twenty six thousand four hundred only) from above head of account for different components

The WWS state co-ordinator has submitted proposal for the allotment of fund for 63 Government Arts& Science colleges as per the reference cited 3<sup>rd</sup> above. The Director of Collegiate Education has examined the proposal submitted by WWS State Co-ordinator in detail and is pleased to accord Administrative Sanction for the allotment **Rs 85,76,000/-(Rupees eighty five lakhs seventy six thousand only)** for 63 Government Colleges for conducting WWS programme . List of college and guideline for the utilization fund is attached herewith vide annexure I, II&II.

The Principals & the programme Coordinators of Government Colleges should ensure that programme guidelines and instructions issued from the office of the Director of the Collegiate education and the office of the new initiatives and government orders in this regard

be followed strictly while utilizing allotted amount and programme should be completed by 20/01/2020. The expenditure in this regard will be debited from the head of account 2202-03-105-90 of current financial year (2019-20)

**HARITHA.V.KUMAR IAS**  
**DIRECTOR OF COLLEGIATE EDUCATION**

Copy to:

1. The WWS State Co-ordinator
2. All Deputy Directors
3. All Government Arts & Science College, Principal
4. Stock File/Current File

//Approved for Issue//

SUPERINTENDENT

S.R/15.06.2019

**PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION,**  
**THIRUVANANTHAPURAM.**

Collegiate Education Department – Plan Scheme 2019-20 – New Initiative in Higher Education  
– Walk With a Scholar Programme – Allotment of fund to 151 Aided Colleges through  
concerned deputy directorates -Administrative Sanction accorded - Orders Issued

Order No.P4/65679/2019/Coll.Edn

dated : 22.06.2019

Read: 1. G.O(Rt) No:982/2019/H.Edn dated 17/06/2019

2. This office proceedings even number dated 15/06/2019

3 The proposal submitted by the WWS State coordinator

**ORDER**

In the Annual plan of 2019-20 an amount of Rs.1700 lakhs (Rupees Seventeen Lakhs only) is provided under the head of account 2202-03-105-90 for different programmes including WWS The With a scholar programme is proposed to arrange specialized mentoring programmes for students in the undergraduate courses in the Arts, Science and Commerce stream, to nurture promising and willing students and to provide guidance for their future. Also programme introduces the idea of mentoring and building on concept of mentor as guide and friend Government vide G.O cited 1<sup>st</sup> above have accorded administrative sanction for Walk With A Scholar programme for an amount of Rs 5,71,26,400/-(Rupees Five crore seventy one lakhs twenty six thousand four hundred only) from above head of account for different components

The WWS state co-ordinator has submitted a proposal of Rs 2,07,77,600/-(Rupees Two crore seven lakhs seventy seven thousand six hundred only) for the allotment of fund for 151 Aided Colleges under this department as per the reference cited 3<sup>rd</sup> above. The Director of Collegiate Education has examined the proposal submitted by WWS State Co-ordinator in detail and has decided to sanction Rs 2,07,77,600/-(Rupees Two crore seven lakhs seventy seven thousand six hundred only)(137600@college )for total 151 Aided Colleges through concerned deputy directors

In the above circumstances, administrative sanction is accorded for the allotment of a total amount **Rs 2, 07,77,600/-(Rupees Two crore seven lakhs seventy seven thousand six hundred only)** to all deputy directors as shown below.

Sl.No	Deputy Director	Number of Colleges	Amount per aided college	Amount allotted for each Deputy director(in Rs)
1	kollam	27	137600	3715200
2	Kottayam	33	137600	4540800

3	Ernakulam	31	137600	4265600
4	Thrissur	25	137600	3440000
5	kozhikode	35	137600	4816000
	Total	151		20,7,77,600

. .All deputy directors should take immediate steps for the timely release of the funds to the respective aided colleges as per the annexures (I&II) attached

The Principals & the programme Coordinators of Aided Colleges should ensure that programme guidelines and instructions issued from the office of the Director of the Collegiate education and the office of the new initiatives and government orders in this regard be strictly followed while utilizing allotted amount and programme should be completed by 20/01/2020.The expenditure in this regard will be debited from the head of account 2202-03-105-90 of current financial year (2019-20)

**HARITHA.V.KUMAR IAS**

**DIRECTOR OF COLLEGIATE EDUCATION**

Copy to:

1. The WWS State Co-ordinator
2. All Deputy Directors
3. All aided Arts & Science College Principals
4. For the publication in the website
5. Stock File/Current File

S.R/15.06.2019



**Guideline for utilizing fund for Government colleges having three batches of 30 students each**

**(I year, Second and Third years)**

	<b>Programme</b>	Amount sanctioned (in Rs.)	
1	External mentoring 18 hours @ Rs. 1500/ hour I Year	27000	
2	Internal mentoring for first year (5 x 10 = 50 Sessions) @ Rs. 500/ hour	25000	
3	External mentoring for second year 8 hours @ Rs. 1500/ hour	12000	
4	Internal mentoring for second year (5 x 7 = 35 Sessions) @ Rs. 500/ hour	17500	
5	Internal mentoring for third year (5 x 6 = 30 Sessions) @ Rs. 500/ hour	15000	
6	Coordinator charges	20000	
7	Lunch @ Rs. 50/- only on External mentoring sessions	6000 (I) Year) 3000 (II year)	9000/-
8	Stationery Kit@ Rs. 40/scholar x 90	3600	
9	Office expenses (including TA for attending Coordinators meeting, Master mentor training, stationeries etc)	8500	
	<b>Total</b>	<b>137600</b>	

**Guideline for utilizing fund for Government colleges (Vypin, Nilambur, Uduma, Nadapuram) having two batches of 30 students each (I year& Second years only)**

	<b>Programme</b>	Amount sanctioned (in Rs.)	
1	External mentoring 18 hours @ Rs. 1500/ hour I Year	27000	
2	Internal mentoring for first year (5 x 10 = 50 Sessions) @ Rs. 500/ hour	25000	
3	External mentoring for second year 8 hours @ Rs. 1500/ hour	12000	
4	Internal mentoring for second year (5 x 7 = 35 Sessions) @ Rs. 500/ hour	17500	
5	Coordinator charges	15000	
7	Lunch @ Rs. 50/- on External mentoring sessions	6000 (I) Year) 3000 (II year)	9000/-
8	Stationery Kit@ Rs 40/scholar x 60	2400	
9	Office expenses (including TA for attending Coordinators meeting, Master mentor training, stationeries etc)	6500	
	<b>Total</b>	<b>114400</b>	

**Guideline for utilizing fund for Aided colleges having three batches of 30 students each**

**(I year, Second and Third years)**

	<b>Programme</b>	Amount sanctioned (in Rs.)	
1	External mentoring 18 hours @ Rs. 1500/ hour I Year	27000	
2	Internal mentoring for first year (5 x 10 = 50 Sessions) @ Rs. 500/ hour	25000	
3	External mentoring for second year 8 hours @ Rs. 1500/ hour	12000	
4	Internal mentoring for second year (5 x 7 = 35 Sessions) @ Rs. 500/ hour	17500	
5	Internal mentoring for third year (5 x 6 = 30 Sessions) @ Rs. 500/ hour	15000	
6	Coordinator charges	20000	
7	Lunch @ Rs. 50/- only on External mentoring sessions	6000 (I) Year) 3000 (II year)	9000/-
8	Stationery Kit@ Rs. 40/scholar x 90	3600	
9	Office expenses (including TA for attending Coordinators meeting, Master mentor training, stationeries etc)	8500	
	<b>Total</b>	<b>137600</b>	

**Postal Address:**

Office of the New Initiatives, Science & Technology Museum, PMG Junction,  
Thiruvananthapuram 695033