

कार्यालय आयुक्त, कॉलेज शिक्षा, राजस्थान, जयपुर  
क्रमांक: एफ20(2)आयो/आकाशि/ 839 दिनांक: 21 दिसम्बर 2012

प्राचार्य  
समस्त राजकीय महाविद्यालय  
राजस्थान

विषय :- युवा विकास केन्द्र स्थापित करने बाबत जारी अनुदान व्यय के क्रम में  
महोदय

उपरोक्त विषयान्तर्गत संदर्भित पत्र के क्रम में लेख है कि युवा विकास केन्द्र हेतु राज्य सरकार द्वारा जारी अनुदान का उपयोग निम्न प्रकार किया जावे :-

- 1 विषय विशेषज्ञ को बाहर से बुलाने पर प्रति घण्टा 500/-मानदेय एवं राज्य सरकार द्वारा जारी यात्रा भत्ता ही देय होगा, विश्राम भत्ता देय नहीं होगा।
- 2 न्यूनतम 20 पीरीयड आवश्यक होंगे। छात्र हित ध्यान में रखते हुये अधिक से अधिक व्याख्यान करवाया जाना सुनिश्चित करें।
- 3 अनिवार्य कांलाशो के अतिरिक्त शेष आवंटित राशि का उपयोग पूर्व में प्रेषित दिशानिर्देश के बिन्दु 9 के अनुसार किया जाना सुनिश्चित करें।
- 4 महाविद्यालय व्याख्याता द्वारा दिये गये व्याख्याताओ को मानदेय देय नहीं होगा एवं अन्य महाविद्यालय से आमन्त्रित व्याख्याताओ को मानदेय एवं राज्य सरकार के नियमानुसार यात्रा देय होगा।
- 5 महाविद्यालय से सम्बन्धित विषय विशेषज्ञ सदस्य को कर्तव्य अवकाश देय होगा।
- 6 जारी बजट 31 मार्च 2013 तक अनिवार्य रूप से व्यय करें यदि किसी भी प्रकार की शिथिलता बरती गई तो प्रभारी एवं प्राचार्य जिम्मेदार होंगे।
- 7 राशि का उपयोग कर उपयोगिता प्रमाण पत्र भिजवायें।
- 8 वर्ष 2012-13 में YDC युवा विकास केन्द्र का प्रगति विवरण संलग्न प्रपत्र में तैयार कर [jdplan.cce@rajasthan.gov.in](mailto:jdplan.cce@rajasthan.gov.in) प्रेषित करें।
- 9 युवा विकास केन्द्र (YDC)के दिशा निर्देश पूर्व में सभी राजकीय महाविद्यालयों को प्रेषित किए जा चुके हैं तथा सुलभ संदर्भ हेतु इस पत्र के साथ संलग्न है।

भवदीय  
  
संयुक्त निदेशक

क्रमांक: एफ20(2)आयो/आकाशि/ 839 दिनांक: 21 दिसम्बर 2012  
प्रतिलिपि :-

- 1 सहायक निदेशक, क्षेत्रीय कार्यालय कॉलेज शिक्षा राजस्थान, अजमेर, जोधपुर, बीकानेर, उदयपुर, कोटा एवं जयपुर को भेजकर लेख है कि आप से सम्बन्धित महाविद्यालयों की सूचना अपने स्तर पर एकत्रित कर आयुक्तालय को हर माह प्रेषित करें।
- 2 श्री धीरेन्द्र देवर्षि व्याख्याता, वेवसाइट, प्रभारी, कॉलेज शिक्षा को भेजकर लेख है कि वेवसाइट पर अपलोड करें।

  
संयुक्त निदेशक

Instructions  
for establishing and running activities of  
**Youth Development Centres**  
in government colleges of Rajasthan

Commissionerate of College Education  
Block-IV, Dr. S. Radhakrishnan Shiksha Sankul  
J.L.N. Marg  
Jaipur

### Setting up of Youth Development Centres in Government Colleges

Honourable Governor of Rajasthan, in his speech of delivered in First Sessions of 13<sup>th</sup> State Assembly of Rajasthan on 3<sup>rd</sup> January 2009, mentioned government's desire to set up Youth Development Centres in colleges. Para 38 of Honourable Governor's speech is given below-

“विश्व में अर्थव्यवस्था ज्ञान के आधार पर गतिमान होती है। ज्ञान का उत्पादन व उपयोग धन-सम्पदा के अर्जन का मूल आधार है। ज्ञानी समाज ही शक्ति-सम्पन्न हैं क्योंकि उनके नागरिक ज्ञान को कार्य से जोड़कर ऐसे उत्पाद और सेवाएं विकसित करते हैं जिनका विशाल बाजार है। ज्ञान को कार्य व नीति से जोड़ने का मंत्र उन्हें साधन-सम्पन्न बनाता है। अतः शिक्षा के क्षेत्र में उच्च गुणवत्ता प्राप्त करने हेतु विद्यालयों, महाविद्यालयों, विश्वविद्यालयों, तकनीकी संस्थानों एवं शोध संस्थानों की स्थापना में निजी क्षेत्रों की भूमिका का विस्तार एवं तदनु रूप सरकारी सुविधाएं उपलब्ध करवाने का प्रावधान किया जायेगा। युवाओं के रोजगार हेतु शिक्षण संस्थानों में निजी क्षेत्र की भागीदारी से युवा विकास केन्द्रों की स्थापना पर बल दिया जायेगा। महिलाओं की दक्षता विकसित करने की दृष्टि से विशेष प्रयत्न किये जाएंगे।”

In pursuance of this the State government has taken a policy decision to set up Youth Development Centres in colleges.

Although, a college in itself aims at development of youth, however, the proposed YDCs will specifically focus on this issue.

A budget of Rs. 1.00 Lakh has been sanctioned to each government college to carry out activities of YDC (F-20(101) 401/Plan/CCE/09-10 Part II/1237 Dated 20<sup>th</sup> August 2009).

Instructions for setting up and running activities of YDCs are given below-

#### नीतिगत निर्णय

युवाओं को विभिन्न प्रकार के रोजगार के लिए सक्षम बनाने एवं कैरियर काउन्सलिंग हेतु शिक्षण संस्थानों में युवा विकास केन्द्रों की निजी क्षेत्र की भागीदारी में स्थापना।

### Instructions for Youth Development Centres:

1. The responsibility of implementing YDC scheme at college level will be of college administration. There will be two broad categories of activities to be carried out by YDCs-

**(i) Mandatory activities:**

- (a) 20-hour capsule training programme for all final year graduate students. Topics to be covered for this programme are given in Annexure 1.
- (b) Making information available for students regarding career advancement opportunities, vacancies, competitive examinations, etc.

**(ii) Additional/Optional activity**

- (a) Making expertise of counselling and advising facilities available at college.
  - (b) Arranging placement drives and special lectures for students.
  - (c) Creation of a record for each student in a database which will contain essential vital information about a student (name, father's name, contact details, educational qualifications, graduation/post graduation/stream, skills – driving, swimming, proficiency in word processor, spreadsheet, accounting software, presentation, Hindi, English and other regional language, job preference, willingness to work outstation/24x7 environment etc) if feasible under sanctioned budget or from college resources. Such a database can be made available to prospective employers who can shortlist suitable students for interview.
2. A college may take up any or as many activities, on the basis of availability of resources and competence for the YDC from the following list-
    - Career advice
    - Counselling/Group counselling
    - Setting up help desk at the time of admissions in college
    - Advice regarding selecting a course in the college
    - Making employment related newspapers available
    - Skill testing
    - Personality tests
    - Aptitude testing
    - Organizing campus interviews
    - Special placement drives/fairs
    - Organizing competitions
    - Organizing skill upgradation courses
    - Personality development classes

- Advice to pass out students seeking higher education elsewhere
  - Brainstorming session
  - Organizing seminars
  - Meeting with successful alumni
3. The government colleges are advised to form a small committee of dedicated faculty members to run activities of YDC. Committees and facilities/assets of Students Advisory Cell/ Student Guidance Bureau/ Placement Cell may be merged or coupled with YDC/YDC committee. (Kindly refer to earlier circular issued by Commissionerate to set up Student Advisory Bureaus).
  4. This committee should plan YDC activities for current and subsequent academic sessions. While planning such activities top priority should be given to activities that directly benefit youth (college students).
  5. Colleges recognized under section 2(f) and 12 (B) of UGC Act, 1952 should apply for scheme of Career and Counseling Cell in Colleges (scheme 'n' under 14 merged schemes of XI Plan). They should try to augment resources and activities of YDC through UGC scheme and should judiciously use YDC budget for development of youth.
  6. Budget sanctioned for YDC should not be spent on item/resource/facility which is already available with the college and which can be spared for Youth Development Centre. Similarly budget should not be spent on items/activities that can be arranged from other funds/grants/budget items sanctioned.
  7. Materials procured for YDC should not be diverted to any other section, cell or department and should be used for activities of Youth Development Cell.
  8. It will be mandatory for all YDC to maintain proper record of its assets, expenditure, budget utilization and activities carried out.
  9. A suggestive list of facilities/equipments/furniture that may be required for effective functioning of Youth Development Centres is given below-
    - Room/s of adequate size.
    - Books (both in Hindi and English: Tests, advising, counseling, University handbook, college and course directories)
    - Periodicals: Magazines (such as Employment news), Journals (Youth development) and news papers especially for learning about vacant positions career opportunities.
    - Computer with peripherals and Specialized Software and audio-visual material.
    - Internet connectivity or LAN (if other sections of college are in a position to contribute vital information for YDC)
    - Furniture (table, chairs, almirah, cabinets, etc.)
    - Display boards

### **Implementing 20-hour programme**

2. The core program is intended for the final year students of degree classes. Colleges which do not have final year graduation classes may impart the course to senior-most class of the college and arrange all other necessary facilities.
3. To implement core 20 hour programme one period may be assigned for each section of final year **under graduation students**. Assuming that there are 26 teaching weeks in an academic session (i.e. 180 teaching days= about half year) each class/section of final year graduation level will get at least 20 hours for the core programme.
4. The YDC committee should prepare an estimate of expenditure for the current session. This should take into account the following things- infrastructure deficit, no. of sections for which core programme has to be organized. Effort should be made to strike a balance between creating permanent assets which can be useful for carrying out activities in future and meeting recurring expenditures of current year. Colleges with may create a corpus fund in form of deposits, annual returns of which can partially meet recurring expenditures. The aim is to make these centres self-sustainable so that activities can continue in years to come even if no budget allocation is made.
5. **The college management can adopt either of the following two strategies to run the programme –**
  - (a) The college may manage course and related responsibilities by itself.
  - (b) As a second preference, Principals may enter into a contract with a career counseling service provider available locally, but no direct/personal contract will be allowed with individuals.
6. If a college plans to manage course by itself, the YDC committee/Principal should carefully prepare a panel of experts/ talkers/ resource persons for '20-hour programme'. The guest faculty should be of good standing which could be different for different sessions, and may be paid at per session rate. The panel may include Directors of Career Guidance/Student Advisory Bureau of Universities, counselors (from CBSE/university/educational institutions or freelance), psychologists, motivational speakers, Corporate HR experts, Placement officers, aptitude test experts, etc. The speakers/facilitators need not be from same college or members of

teaching faculty (However, first orientation class may be engaged by faculty members of the same college). A tendency to allot classes to regular faculty of college just because honorarium is available should be discouraged. Principals, teaching and non-teaching staff should view this programme as a regular and integral activity of the college hence should not expect honorarium for related activities such as management, record keeping, coordination etc.

7. The expenditure on administrative arrangements etc. should not exceed 20% of the account, i.e. Rs 20,000. Balance Rs 80,000 will be permissible for guest faculty honourarium, panel discussion, etc.
8. All other GF&R and government rules have to be followed for utilization of budget sanctioned.
9. A college may decide appropriate strategy to include **post graduation** final year students in the programme. Since needs and aspirations of post graduation students are different from graduation level students suitable modifications may be made in the programme.
10. A college may add a few topics to the list of core course as per of local needs.

#### **Evaluation of programme**

11. YDCs are advised to get a structured feedback of all students on lectures and entire programme in either of cases. Speakers who fail to come up to expectations of audience/target group may be dropped.
12. Attendance registers of all sections should be maintained to record attendance of students for 20-hour course.
13. All students who have attended the course may be given a certificate at the end of course and no. of lecturers attended by him/her may be mentioned in such certificate.

## 20 Hour Core compulsory module for YDCs

S. No	Title and Contents	Duration (Days-Hours)
1	<b>Orientation: Introduction to entire programme.</b> What students can expect. Knowing aspirations of students (so that entire course can be moulded accordingly).	1 hour
2	<b>Writing CV or Bio-Data:</b> Various styles of writing CVs. The instructor should give initial 15 minutes on importance of CV, what to include in it and show 3-4 model CVs of different styles. All students should be asked to prepare a draft of their CVs. CVs of all students should be collected and some may be discussed in the classroom to show how these can be improved.	1 hour
3	<b>Review of CVs:</b> The drafts of CVs prepared by students should be returned to all students with suggestions marked on them. Some notable points may be discussed in first 15 minutes. The instructor should explain variations that one should make on the basis of agency to which CV is being submitted (e.g. CV sent for a Job at Pizza Hut may differ from one sent along with application to apply for a formal job).	1 hour
4	<b>How to make and answer telephone calls:</b> The instructor should explain basic etiquettes and can demonstrate the same. He/she can state some situations and ask students to take roles of caller and receiver and converse before the entire class.	1hr 30 min
5	<b>What employers need:</b> The instructor should apprise the students about general needs of employers.	1 hour
6	<b>How to hunt for job:</b> Where to look for vacancies. Who are major employers? The private partner/speaker should do his/her home work to find out probable employers looking at the courses the students are attending.	1 hour
7	<b>Major competitive examinations:</b> Basic qualifications, no. of chances available, eligibility conditions, expected time of advertisements, etc.	1 hour
8	<b>How to face an interview:</b> What is expected from an interviewer? Do's and don't. What are general questions and why they are asked? The instructor should encourage the students to ask question about their doubts and try to answer these.	1hr 30 min
9	<b>Mock interviews:</b> State a hypothetical situation as to who is the employer and for what kind of job a person is being interviewed. At the end of interview ask students to give their observations and also suggest improvements.	2 hours
10	<b>General conversation:</b> How to meet and greet people. How to initiate conversation, choice of words, what is cross-transaction, etc may be explained.	1 hour
11	<b>An introduction to freelance careers:</b> Introduction to a spectrum of freelance careers.	1 hour
12	<b>Entrepreneurship:</b> How to initiate one own business? Some very basic steps explained.	1 hour
13	<b>Soft skills:</b> A general introduction about soft skills.	1 hour
14	<b>Self Management-Physical fitness:</b> The instructor should establish importance of physical fitness. A concept of balanced personality (mental, physical, spiritual and social growth or holistic growth) should be emphasized. (Some practical tips may be given but the entire session is not meant to do physical exercise).	1 hour
15	<b>Self Management-Anger management:</b> Why one becomes angry? How anger can be managed?	1 hour
16	<b>Self Management-Time Management:</b> Some practical tips to manage time.	1 hour
17	<b>Self Management-Stress Management:</b> Coping with difficult situations and tough times. Facing failures, criticism and insult. This session should give insight in to the topic and should not turn merely into a Yoga class.	1 hour
18	<b>ICT skills:</b> What are ICT skills, why ICT skills are useful? What can be achieved by acquiring ICT skills? (The scope of this lecture is not to teach use of computers but to apprise about advantage of ICT skills such as in time management, in increasing efficiency, as a learning resource, etc. The lecture should give some useful information about how to learn, from where to retrieve learning resources, open courseware etc.)	1 hour



### **Additional topics for lectures/trainings**

- 1 Career in field of Defence
- 2 Career in field of trade and Commerce
- 3 Career in field of Science and Technology
- 4 Careers in Humanities and Social Sciences
- 5 Communication Skills
- 6 Voluntary services
- 7 Creative thinking
- 8 Meeting with successful alumni
- 9 Leadership skills

## Zone Ajmer

SNo	Name of the Govt. college	Budget allotted	Budget Utilized	No of Lectures delivered	No of Students Benefited
1	Govt. Girls College, Ajmer				
2	Govt. College, Ajmer				
3	Govt. Law College,				
4	Govt. College, Beawar				
5	Govt. College, Kishangarh				
6	Govt. College, Kekri				
7	Govt. College, Nasirabad				
8	Govt. College, Bhilwara (MLV)				
9	Govt. College, Shahpura				
10	Govt. College, Mandalgarh				
11	Govt. Girls College, Bhilwara				
12	Govt. Law College, Bhilwara				
13	Govt. College, Didwana				
14	Govt. College, Nagaur				
15	Govt. College, Mertacity				
16	Govt. Girls College, Nagaur				
17	Govt. Law College, Nagaur				
18	Govt. College, Tonk				
19	Govt. College, Deoli				
20	Govt. College, Malpura				
21	Govt. College, Uniyara				
22	Govt. Girls College, Tonk				
23	Govt. College, Karauli				
24	Govt. College, Hindoncity				
25	Govt. College, TodaBhim				
26	Govt. College, Nadauti				
27	Govt. Girls College, Sawai Madhopur				
28	Govt. Girls College, Karauli				
29	Govt. College, Sawai Madhopur				
30	Govt. College, Gangapurecity				

## Zone Bikaner

S.No	Name of the Govt. college	Budget allotted	Budget Utilized	No of Lectures delivered	No of Students Benefited
1	Govt. Girls College, Bikaner				
2	Govt. Dungar College, Bikaner				
3	Govt. College, Nokha				
4	Govt. Law College, Bikaner				
5	Govt. College, Churu				
6	Govt. College, Sujangarh				
7	Govt. College, Ratangarh				
8	Govt. College, Sardarsahar				
9	Govt. College, Taranagar				
10	Govt. Girls College, Ratangarh				
11	Govt. Law College, Ratangarh				
12	Govt. College, Nohar				
13	Nehru Memorial Govt. College				

## Zone Jaipur

S.No	Name of the Govt. college	Budget allotted	Budget Utilized	No of Lectures delivered	No of Students Benefited
1	Govt. College, Behror				
2	Govt. College, Bibi Rani				
3	Govt. College, Govindgarh				
4	Govt. College, Thanagaji				
5	Govt. College, Alwar (R.R.)				
6	Govt. Arts College, Alwar				
7	Govt. College, Rajgarh				
8	Govt. Girls College, Alwar				
9	Govt. Law College, Alwar				
10	Govt. College, Dausa				
11	Govt. College, Bandikui				
12	Govt. College, Lalsot				
13	Govt. Girls College, Dausa				
14	Govt. College, Sambherlake				
15	Govt. Girls College, Chomu				
16	Govt. Girls College, Kotputli				
17	Govt. Girls College, Shahpura (JPR)				
18	Rajasthan school of Arts				
19	Rajasthan Sangeet Santhan				
20	Govt. College, Chimanpura				
21	Govt. College, Kaladera				
22	Govt. College, Kotputli				
23	Govt. College, Jhunjhunu				
24	Govt. College, Khetri				
25	Govt. Girls College, Jhunjhunu				
26	Govt. College, Neem Ka Thana				
27	Govt. College, Ramgarh				
28	Govt. Girls College, Neem Ka Thana				
29	Govt. College, Sikar				
30	Govt. Law College, Sikar				
31	Govt. Girls College, Bharatpur				
32	Govt. College, Bharatpur (MSJ)				
33	Govt. College, Bayana				
34	Govt. Girls College, Bayana				
35	Govt. College, Deeg				
36	Govt. Law College, Bharatpur				
37	Govt. College, Dholpur				
38	Govt. Law College, Dholpur				

## Zone Jodhpur

S.No	Name of the Govt. college	Budget allotted	Budget Utilized	No of Lectures delivered	No of Students Benefited
1	Govt. College, Balotra				
2	Govt. Girls College, Balotra				
3	Govt. Girls College, Barmer				
4	Govt. College, Barmer				
5	Govt. College, Bhopal garh				
6	Govt. College, Phalodi				
7	Govt. Girls College, Piparcity				
8	Govt. College, Jaisalmer				
9	Govt. College, Pokaran				
10	Govt. Girls College, Jaisalmer				
11	Govt. College, Bhinmal				
12	Govt. Girls College, Jalore				
13	Govt. College, Jalore				
14	Govt. College, Pali				
15	Govt. Law College, Pali				
16	Govt. College, Jaitaran				
17	Govt. College, Sojatcity				
18	Govt. Girls College, Pali				
19	Govt. College, Sirohi				
20	Govt. College, Aburoad				
21	Govt. College, Shivganj				
22	Govt. Girls College, Sirohi				
23	Govt. Law College, Sirohi				

## Zone Udaipur

S.No	Name of the Govt. college	Budget allotted	Budget Utilized	No of Lectures delivered	No of Students Benefited
1	Govt. College, Banswara				
2	Govt. College, Kushalgarh				
3	Govt. Girls College, Banswara				
4	Govt. College, Chittorgarh				
5	Govt. College, Mandapiya				
6	Govt. College, Nimbahera				
7	Govt. Girls College, Chittorgarh				
8	Govt. College, Dungarpur				
9	Govt. Girls College, Dungarpur				
10	Govt. College, Sagwara				
11	Govt. College, Pratapgarh				
12	Govt. College, Nathdwara				
13	Govt. Girls College, Nathdwara				
14	Govt. College, Amet				
15	Govt. College, Bheem				
16	Govt. College, Rajsamand				
17	Govt. Girls College, Udaipur (Meera)				
18	Govt. College, Kherwara				
19	Govt. College, Kotara				
20	Govt. College, Salumber				

Zone Kota

S.No	Name of the Govt. college	Budget allotted	Budget Utilized	No of Lectures delivered	No of Students Benefited
1	Govt. College, Baran				
2	Govt. Girls College, Baran				
3	Govt. College, Khelwara				
4	Govt. College, Bundi				
5	Govt. Girls College, Bundi				
6	Govt. Law College, Bundi				
7	Govt. College, Bhawanimandi				
8	Govt. Girls College, Jhalawar				
9	Govt. College, Jhalawar				
10	Govt. Law College, Jhalawar				
11	Govt. College, Ramganjmandi				
12	Govt. College, Kota				
13	Govt. College, Kota (Comm.)				