

O/o Directorate of Higher Education, Punjab

S.A.S Nagar

To

All the Principals of Government colleges Punjab.

Memo No. 541595 C.edu (1)/540

Dated S.A.S Nagar 1. 04-09-2023,

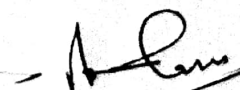
Subject:- Guidelines regarding British Council project.

The Department of Higher education, Government of Punjab has signed an MOU with British Council to give concrete shape to the vision of government regarding enhancing the employability quotient of its youth. Keeping in mind this objective, the department has decided to sponsor 5,000 students in government colleges for 'English for Work' Programme. Detailed guidelines to facilitate the successful execution of this programme are listed below:

1. Colleges will provide a list of Nodal officers as well as the availability of smart classrooms in their respective colleges, with updated number of students admitted (Annexure 1- Already provided)
2. The number of seats allocated college wise is attached as (Annexure 2)
3. Colleges shall identify students from those enrolled in second year of graduate programmes, across streams. Merit list shall be prepared according to the marks secured in the first year.
4. In case a selected candidate does not wish to pursue the course, the seat shall be offered to the next person in the merit list, for that particular stream.
5. Selected students will need to fill a form (shared by British Council) and submit it online.
6. A pre-test of English score to access CEFR level of each learner will be conducted by the BC.
7. Online orientation session for Principals and Nodal officers and Offline training session of Nodal officers will be conducted by British Council. Details of both will be shared subsequently.
8. First lot of 5000 students will be tested in the college premises either on systems available in the college or on their cell phones. Finalization of the level of the course will be done after the scoring is announced by the British Council. In case the required number of 5000 students is not met, test will be conducted for the next lot.

9. Selected candidates will attend online orientation session conducted by British Council. They will also have the option of attending more such sessions, in case there is need.
10. **Students will be required to give their consent in writing to join the course and an undertaking that if he/she joins but fails to complete the course, he/she will have to refund the entire cost of the course to the college.** (Annexure 3). This is because non-completion of the course after joining, leads to depriving another meritorious student of the opportunity of undertaking the course.
11. Schedule of all 18 classes, week wise, will be shared by the British Council after factoring in holidays and exam schedules, etc. The colleges will need to schedule the classes within the weekly time table with the help of the Nodal Officer. The alignment about when the weekly class is to happen college-wise and whether those slots are made available by the British Council must be overseen by the Principal of each college.
12. Classes shall start tentatively in the third week of September. College Nodal officer shall maintain the attendance record of the students. An expert from the British Council will remain available online to address the queries of the students/faculty. Learners are required to complete 80% of the online exercises and attend a minimum of 16 out of 18 classes. Students will take the post assessment test-English score. Nodal officers will ensure that the learner takes the test and submits the results.
13. British Council will review course completion status of the learners every month. Students can complete the course in four and half months (135 days), however, they will have continual access to the portal and can complete the course within six months (180 days). The Complete schedule of the six months (180 days) period will be tentatively shared by the British Council keeping in mind the academic calendar of holidays & examinations etc.
14. Students shall be awarded a certificate after the successful completion of the course.
15. Payment to the British Council is to be made on the basis of monthly review of the progress of the students and on the basis of feedback of Nodal officers.
16. Monthly review/feedback proforma will be filled by each Nodal officer by the 7th of each month and is to be duly submitted.

For any other information, kindly contact on +91 99140 11062 or +91 94176 03311.



Deputy Director (Higher Education)

