

Mahatma Gandhi National Council of Rural Education

Department of Higher Education, Ministry of Education

The payment and terms of work of the Academic Consultants of MGNCRE will be on the lines of UGC/AICTE/other Autonomous Councils of the Ministry of Education or as decided by the Standing Committee/Planning Board/Governing Body of the Council

Guidelines of tasks/ Academic Activities to be performed by the Academic Consultants of MGNCRE:

1. To participate in Overall Planning, Monitoring and Evaluation of academic activities of MGNCRE(Offline & Online) as per the MGNCRE Annual Action Plan, Annual Projects and Projects undertaken from time to time
2. To conduct National Level monitoring of District and Institutional Academic Programs including Faculty Development Programs, Research Projects, Action Research Projects, Workshops in various Higher Education Institutes (HEIs) across the country
3. To coordinate, facilitate and monitor the Resource Persons in identifying various HEIs on the aspects of Sustainability and Swachhata for awarding the State and District Green Champions.
4. To coordinate, motivate and monitor the Resource Persons in the Rural Field Visits and Rural Field Work on Community Engagement, Experiential Learning(Nai Talim), Rural Management, Skilling and Swachhata in various HEIs across the country
5. To collect of monitoring proforma from HEIs motivated and monitored in each University and District
6. To network with various Universities / Institutes for promotion and introduction of MGNCRE BBA RM, MBA RM, Vocational Education Courses or any other courses in the respective University / Institute
7. To coordinate regularly with the committee members of the Rural Entrepreneurship Development Cells (RED Cells), Social Entrepreneurship, Sustainability/Swachhata and Rural Engagement Cells(SES RE Cells) and Vocational Education Nai Talim and Experiential Learning (VENTEL Cells) established by MGNCRE in various Universities / HEIs in India
8. To network with Universities/HEIs in India, conduct curriculum development and curriculum promotion workshops, Faculty Development Programmes (FDPs) and other academic activities of MGNCRE (Offline & Online) covering rural concerns through Resource Persons and coordinate through them University-specific Workshops, FDPs in SES REC in collaboration with specific universities
9. To work out general guidelines to be followed by the Resource Persons for Workshops/FDPs and reviewed and finalized in terms of participation criteria, attendance, reporting, class material, photographs and feedback.
10. To prepare area-specific Course Material for the Workshops/FDPs conducted through identified Resource Persons in the above areas in terms of PDFs/PPTs, Identify AV clips, films and case studies.
11. To prepare and finalise Workshop/FDP Proposals by coordinating with Subject Specific Resource Persons for Workshops and FDPs, identify the Central / State Universities and/or any other identified Institutions / partners and finalize their Round Tables/Workshop/FDP proposals in consultation and approval of Chairman, MGNCRE.

12. To conduct Workshop/FDP Preparatory activities by identifying Resource Persons, finalization of the dates of the workshop/FDP in consultation with the respective universities/ institutions and MGNCRE, preparing plans and in consultation with Chairman, MGNCRE send Invitations to universities/ institutes and seek nominations for participation; identify the participants, coordinate and monitor the participation of the target participants, coordination for required number of sets of class material and MGNCRE general publication material to be shared (like Journal, Connect Newsletters) and preparation of online modules/assignments/AV clips.
13. To conduct workshop/FDP activities:
 - i. Closely interact with Participants and Resource Persons and Course Coordinators
 - ii. Facilitate attendance marking
 - iii. Coordinate/conduct the sessions and group works.
 - iv. Facilitate Workshop/FDP feedback from participants
 - v. Facilitate Photographs
 - vi. Focus on Transaction methods
 - vii. Conduct any MGNCRE given surveys to the participants
14. To conduct Post Workshop/FDP activities
 - i. Ensure submission of detailed reports on the Workshop/FDP, attendance reports, feedback reports, high resolution photos (soft copies), one-page write-up on the Workshop/FDP for MGNCRE Connect Newsletter, within one week of conclusion of the Workshop/FDP.
 - ii. Facilitate Workshop/FDP report from the Resource Persons/University/ Partner Institutions
 - iii. Send gratitude mails to all participants.
15. To prepare and submit project proposals to the funding agencies on Rural Development and Rural Management, Teacher Education and Rural Community Development
16. To network with various Universities / Institutions / Colleges in the Districts of the States for conducting Workshops / FDPs and other academic activities
17. To coordinate and facilitate the Resource Persons in conducting various activities on One District One Product (ODOP) and similar programs on rural entrepreneurship.
18. To support in the academic administration and financial monitoring of the MGNCRE academic programmes as assigned by the Chairman or Member Secretary of the Council from time to time