



ABSTRACT

Higher Education – Establishment of Centre for Technical Writing and Academic Writing in the Universities under the aegis of Higher Education Department–Orders – issued.

HIGHER EDUCATION (K2) DEPARTMENT

G.O.Ms.No.74

Dated: 24.5.2012

வைகாசி 11

Thiruvalluvar Aandu-2043

Read:-

Announcement made in the Demand No.20, Higher Education Department

ORDER:-

In the Budget Demand No.20, Higher Education Department. the Minister for Higher Education among other announcement made the following announcement in the floor of Assembly.

“ தொழில் நுட்பம் மற்றும் கல்வி சார்ந்த எழுத்துப் பணிக்கு தொழில் நிறுவனங்கள், தகவல் தொழில் நுட்பம், மருத்துவம், மென்பொருள், வன்பொருள், கணக்கு மற்றும் நிதி போன்ற துறைகளில் அதிக தேவை உருவாகியுள்ளது. பன்னாட்டு வர்த்தக வளர்ச்சிக்கு மாணவர்களை தகுதிபடுத்தும் விதமாக பல்கலைக் கழகங்களில் தொழில் நுட்பம் மற்றும் கல்வி சார்ந்த எழுத்துப் பயிற்சி மையங்கள் நிறுவப்படும். தகவல் தொழில் நுட்பம் போன்ற நவீன வேலை வாய்ப்புத் தளங்களில், பொறியியல், மருத்துவம், கலை மற்றும் அறிவியல் கல்லூரிகளில் பயிலும் மாணவர்கள் வேலைவாய்ப்பு பெற இம்மையங்கள் மூலம் பயிற்சி அளிக்கப்படும்.”

2. (a) Technical Writing:

Writing is an essential communication mode in any organization. At the institutional level for internal communication within a University such as drafting official and demi-official letters, notices, circulars, memos, office notes, minutes of various meetings, recording disciplinary proceedings, inspection reports, request letters, reminders, warnings, invitations, introductory addresses, welcome and thanksgiving speeches require mastery of technical writing. In the absence of any formal training, several errors and misinterpretations occur sometimes leading to friction in human relations. Further, communication with agencies and authorities outside the Universities and requires careful drafting and proof reading to ensure presenting things in their proper perspective.

(b) Academic Writing:

This is another area taken for granted by the academics. This encompasses writing proposals to outside funding agencies, brochure preparation for international, national conferences and seminars, book writing, course material writing,

presentation of academic Research proposals and writing thematic articles to national and international journals, writing for Power point presentations, writing scripts for interactive videos, thesis / dissertation writing, preparation of abstracts and summary reports and the like.

3. The Government after careful consideration decided to implement the scheme for the establishment of Centre for Technical Writing and Academic Writing in nine universities shown in the Annexure I to this order at an expenditure of Rs.10.00 lakhs per university.

4. The expenditure (both the recurring and non-recurring) on the above scheme shall be met by the University concerned out of its own sources without seeking grants from the Government.

5. The Government also direct that the guidelines in the Annexure II to this order shall be followed while establishing the Centre for Technical Writing and Academic Writing as above.

6. The Government further direct that

- (i) no new posts be created and
- (ii) the web portal and other facilities created in some other schemes be utilized so as to avoid duplicate of expenditure.

7. This order issues with the concurrence of Finance Department vide its U.O.No.24044 /Edn-I/12, dated 11.5.2012.

(BY ORDER OF THE GOVERNOR)

T.S. SRIDHAR,
Additional Chief Secretary to Government.

To
The Registrars of Concerned Universities.
The Accountant General, Chennai-18.
The Pay and Accounts Officer, Chennai – 35.
The Special P.A. to Minister Higher Education.
The Private Secretary to Additional Chief Secretary, Higher Education Department.
Copy to
The Finance (Edn. I) Department, Chennai – 9.
The SF/SC.

//Forwarded/by Order//

Under Secretary to Government.

ANNEXURE I

**ANNEXURE I TO G.O.Ms.No.74, Higher Education (K2) Department, dated
24.5.2012**

Sl.No.	Name of the University
1.	University of Madras, Chennai
2.	Alagappa University, Karaikudi
3.	Thiruvalluvar University, Vellore
4.	Periyar University, Salem
5.	Mother Teresa Womens University, Kodaikanal
6.	Bharathiar University, Coimbatore
7.	Bharathidasan University, Tiruchirappalli
8.	Madurai Kamaraj University, Madurai
9.	Manonmaniam Sundaranar University, Tirunelveli

T.S. SRIDHAR,
Additional Chief Secretary to Government

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Section Officer

**ANNEXURE II to G.O.Ms.No.74, Higher Education (K2) Department , dated
24.5.2012**

To train administrative and academic staff of the University in technical and academic writing.

To develop skills of administrative staff in drafting and finalizing all forms of internal and external written communication.

To constantly update the skills of technical and academic writing among administrative staff, teaching faculty, research scholars, project staff and post-graduate and post-masters students.

To prepare modules and course materials on a regular basis based on the needs of the stakeholders – Professors, Deans, Registrars, Deputy Registrars, Superintendents, Assistants, Scholars and Students.

To organize short-term training programmes for teachers, administrative staff and students.

A. Module Preparation Expenses

1.	T.A. & D.A. to experts	Rs. 75,000/-
2.	Printing and other expenses related to Module Preparation	Rs.2,50,000/-

		Rs. 3,25,000/-

B. Training Programme Expenses

Expenses for the Training Programme (each of 5 days duration)

a)	Training Materials	250 X 50	=	Rs.12,500/-
b)	Resource persons	4x500x5	=	Rs. 10,000/-
c)	Hospitality Expenses	100x50x5	=	Rs. 25,000/-
d)	Contingency		=	Rs. 2,500/-

				Rs.50,000/-

Total number of Training Programmes
12 batches (50,000 x 12) = Rs. 6,00,000/-

C. Co-ordination = Rs. 25,000/-

D. Administration and Miscellaenous = Rs. 50,000/-

Rs. 6,75,000/-

Total : **Rs. 3,25,000 + Rs. 6,75,000 = Rs.10.00 Lakhs**

T.S. SRIDHAR,
Additional Chief Secretary to Government

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Section Officer