

Guidelines for UGC ASSISTANCE
for
ASSESSMENT AND
ACCREDITATION
of
Higher Education Institutions
(Effective from 1st April, 2009)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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Contents

Section I	: Guidelines for institutions recognized under section 2(f) and 12(B) of UGC Act	1
Section II	: Guidelines for institutions not recognized under 2(f) and 12(B) of the UGC Act and Self-financing institutions.....	4
Section III	: Formats to be used by the institutions (A, B, C, D & E)	5

Guidelines for UGC Assistance *for* Assessment and Accreditation *of* Higher Education Institutions

Operational Guidelines

Section I : Guidelines for institutions recognized under section 2 (f) and 12 (B) of the UGC Act 1956.

1. The guidelines are applicable to institutions submitting their Self-Study Reports on or after 1st April 2009.
2. All institutions covered under section 2 (f) and 12 (B) of the UGC Act are eligible to receive financial assistance to undergo the accreditation process.
3. The payment of accreditation fee is waived.
4. On the last day of the visit, the institution will pay the actual TA, DA & Honorarium of members and TA & DA of NAAC officer as per the Institution/State/Central Government rules. In case arrangement for boarding and lodging is made by the Institution, the DA will be paid @ 25% of the eligible DA per day.
5. Expenditure towards boarding, lodging and local transportation will have to be borne by the host institution, beyond the eligible DA per day.
6. After the Peer team visit, the Head of Institution needs to send the consolidated statement of expenditure (Section III Format A) in respect of the peer team visit to the Finance Officer, NAAC for reimbursement within **three months from the date of completion of the visit.**
7. The formats in A, B, C & D for submitting Consolidated Statement of Expenditure, Receipt of Honorarium, Statement of Incidental Expenses and payment of TA and DA respectively are in Section III.

8. The NAAC will settle the claims after the receipt of the above document duly completed in all respects. Form A in original and photo copies of Formats B, C & D completely filled in together with the copies of the supporting Air Ticket/Train Ticket/ Taxi bills as per guidelines need to be sent. (The copy of the UGC order that the institution is covered under sec. 2(f) & 12B of the UGC Act 1956 and the latest copy of X or XI plan development grants received from UGC shall also be sent). If the photocopies of the air/train tickets are not attached, the claims shall not be entertained. This may also be brought to the notice of the peer team members.
9. The reimbursement shall be limited to:

	University	(in Rs.) College
a. Honorarium	Rs. 50,000	Rs. 30,000
b. Travelling expenses	Rs. 1,50,000	Rs. 1,30,000
c. Incidental expenses	Rs. 50,000	Rs. 40,000
Total	Rs. 2,50,000	Rs. 2,00,000

10. The honorarium payable to the members of the Peer Team is given below:

Chair Person :	Amount in Rs.
Honorarium	2000/- per day
Sitting fee	3000/- per visit
Member – Co-ordinator	
Honorarium	2000/- per day
Co-ordination fee	3000/- per visit
Member :	
Honorarium	2000/- per day

11. Incidental expenses incurred by the institution viz. boarding & lodging, local transportation, stationery, photocopying, computer hiring, telephone charges etc. shall be reimbursed against the Format C, duly attested by the Principal and certified by the practicing Chartered Accountant.

12. Kindly note bills and vouchers for the institution's incidental expenses need not be sent along with the claim but is to be preserved by the institution for any post verification by NAAC, failing which the entire reimbursement made by NAAC is to be returned with applicable interest and also liable for disciplinary action.
13. In case of common peer team, visiting more than one institution, one of the institutions make the payments and claim the reimbursement from NAAC with a suitable intimation to the Finance Officer, NAAC, or the institutions pay their 50% (one way) travel expenditure to the team and claim separately along with the honorarium and incidental expenses. The institution requires to indicate that "it's a clubbed visit with XYZ college and we are claiming only one way travel expenses of the team".
14. All Peer Team Members are required to travel by the shortest route, by availing lowest fares in economy class.
15. In case of journeys by road or by own car the mileage will be payable as per Government of India (GOI) norms.

Section II :Guidelines for institutions not recognized under section 2(f) and 12B of the UGC Act and Self-financing institutions.

1. These institutions have to pay the accreditation fee as determined by NAAC from time to time.
2. The institution shall meet the expenditure in respect of TA, DA, local transportation and hospitality of the peer team members and the officer(S) from NAAC.
3. The institution shall pay an honorarium to the peer team members as per the details given in **section – I para no. 10**. NAAC shall reimburse the honorarium only.
4. On completion of the visit, the head of the institution needs to submit the photocopies of the receipts of honorarium of the peer team for reimbursement in the Format B for reimbursement by NAAC within three months from the date of completion of the visit.

Section - III : Formats to be used by the Institutions

A. Format for Consolidated Statement of Expenditure

(For reimbursement of expenses incurred during the
Peer Team Visit for Assessment & Accreditation.
To be sent to Finance Officer, NAAC)

Name & Address of the Institution :

Dates of Peer team visit :

Name & Full Address of Peer team: a) Chairperson: _____
b) Members: _____
c) NAAC Coordinator: _____

Details of Expenditure incurred Item – wise	Expenditure
a. TA/DA	
b. Honorarium	
c. Incidental Expenses	

Total in Rs.: _____ (In words) _____

Contd.....

It is certified that a sum of Rs. () as detailed above has been incurred on Peer Team Visit to our institution for assessment and accreditation by NAAC.

Name and Signature of
Head of the Institution with Seal

Name and Signature of the Finance Officer/
Accounts Officer/Bursar of the
institutions with seal

Name, Address and Signature of the
practicing Chartered Accountants
with seal & Membership No.

**B. Format for Honorarium Receipt
for Peer Team Visit**

(For use and retention in the office of the visiting institutions)
(Photocopy to be sent along with claim)

RECEIPT

Received with thanks a sum of **Rs.**_____ (Rupees _____
_____)by Cash/D.D. as

Honorarium for being on Peer Team visit to:

Name & Address of _____
of the Institution _____

State _____ **Pin code** _____

Peer team visit dates: as Honorarium/Coordination Fee
for being the Chairperson/Member/Member Coordinator.

Name and Address of the _____

Peer Team Member _____

Date:

**Signature
of the Payee**

C. Format for Statement of Incidental Expenses

(For use and retention in the office of the visiting institutions)
(Photocopy to be sent along with claim)

Name & Address of the Institution :

Dates of Peer Team Visit :

Items	:	Expenditure
1.	:	Rs.
2.	:	Rs.
3.	:	Rs.
TOTAL		Rs.

Certified that an amount of Rs.----- is incurred Under incidental expenses towards Peer Team Visit to our Institution.

Name and Signature of the
Head of the Institution
with seal

Name and Signature of
Finance Officer/Accounts Officer/
Bursar with seal

Name, Address and Signature of the
practicing Chartered Accountant
with seal & Membership No

**D. Format for Payment of TA/DA to members
of the Peer Teams**

(For use and retention in the office of the visiting institutions)
(Xerox copy to be sent along with claim)

Name & Address of the Institution						
Name & Address of the Peer Team Chairperson/Members/ Member Coordinators/NAAC Coordinator :						
	Onward		Return		Mode of Travel	Expenses Incurred (in Rs.)
	From	To	From	To		
Place :						
Date :						
Time:						
I certify that the above stated expenditure is incurred for the purpose of visiting the institution for Assessment and Accreditation process of NAAC.						
To be used by the visiting institutions office:			Received Rs.			
Amount Applicable for TA Rs. _____			(Rupees _____			
Amount Applicable for DA Rs. _____			_____)			
Any Others (Specify) Rs. _____			Place:			
TOTAL Rs.			Date:			
			Signature			

Check List for Lodging Claim for

Reimbursement with NAAC

1. Copy of the order of the UGC for having covered your Institution under Section 2(f) and 12B and the copy of the latest development grant received from UGC.
2. Format A in original duly filled in all respects and certified by the Chartered Accountant.
3. Format B – Photocopy – signed by the member with address.
4. Format C – Photocopy – certified by a chartered accountant.
5. Format D – Photocopy – All columns filled – together with Air / Train ticket / Taxi bill copies – signed by the member.
6. All the formats/tickets copies to be attested by the Principal
7. Full address of the institution with pin code, telephone number with STD code and mobile number (s).
8. Full address of the Peer Team members

