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20-10-17

**Government of Odisha
Higher Education Department**

No. HE-FEVI-MISC-0009-2017/ 27476 /HE, Dt. 21.10.17

From

Shri Akshaya Kumar Mohanty,
Additional Secretary to Government.

To

The Director, Higher Education, Odisha, Bhubaneswar.

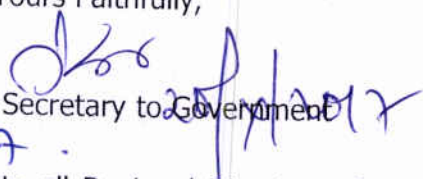
Sub: Guidelines for infrastructure development for the financial year 2017-18 for non-Government aided degree colleges of the State.

Sir,

I am directed to enclose herewith the Guidelines for infrastructure development assistance for the financial year 2017-18 for non-Government aided degree colleges of the State which has been duly concurred in by the Finance Department and also approved in Standing Finance Committee (SFC) in accordance with Finance Department Office Memorandum No. 1068/F dated 10.01.2013 for your kind information and necessary action.

This may please be circulated among all concerned and may be intimated to furnish the proposal to Additional Secretary to Government, Higher Education Department **on or before 30.11.2017 positively.**

Yours Faithfully,


Additional Secretary to Government

Memo No. 27477 /HE, dated 21.10.17.

Copy along with a copy of the guidelines forwarded to all Regional Directors of Education for information and necessary action.


Additional Secretary to Government

Memo No. 27478 /HE, dated 21.10.17.

Copy along with a copy of the guidelines forwarded to PS to Hon'ble Minister, Higher Education/PS to Additional Chief Secretary, H.E. Department/ PS to FA-cum-Additional Secretary, H.E. Department for kind appraisal.


Additional Secretary to Government

Memo No. 27479 /HE, dated 21.10.17.

Copy forwarded to OIC, PT Cell, H. E. Department for information and necessary action.

He is requested to please take necessary action to put up the guidelines on this Department web site.


Additional Secretary to Government

2017-18

**GUIDELINES FOR INFRASTRUCTURE
ASSISTANCE TO
NON-GOVERNMENT AIDED DEGREE
COLLEGES OF ODISHA**



**Higher Education Department
Government of Odisha**

GUIDELINES FOR INFRASTRUCTURE ASSISTANCE TO NON-GOVERNMENT AIDED DEGREE COLLEGES OF ODISHA

1. INTRODUCTION:

The quality of education in any institution depends to a large extent on the availability of infrastructure, such as, buildings, electricity, water etc. With limited resources, the Colleges find it very difficult to create new infrastructure or take up extension of existing ones. In order to help the Colleges in developing the infrastructure, the State Government provide grants to the non-Government Aided Degree Colleges of State.

2. OBJECTIVE:

The objective of the scheme is to provide financial assistance to Non-Government Degree Colleges for construction as well as extension of infrastructure (of existing buildings). The project for infrastructure assistance would include provision for power supply like installation of transformer/Gen Set in area of non-availability of electricity as well as water supply through bore well, construction of classroom, library, hostel, laboratory and administrative block and toilet etc. The aim is to help non-Government Aided Degree Colleges in the consolidation and expansion of infrastructure. Renovation work of any type is not allowed under the scheme.

3. ELIGIBILITY/TARGET GROUP:

The Non-Government, Aided Degree Colleges of the State having land of their own would be eligible to receive the assistance only as per the following norms-

- a. NAAC-B accredited college - Rs.25,00,000/-
- b. NAAC-C accredited college – Rs. 20,00,000/-

The above category of colleges receiving funds from RUSA grant/ World Bank assistance/Special assistance under UGC will not be covered under this scheme.

4. NATURE OF ASSISTANCE:

- 4.1 Approval and sanction of the projects under the scheme will be limited to the available budget provision.
- 4.2 The share of the non-Government degree colleges through their Governing Bodies would be minimum 30 percent of the Government assistance. The concerned colleges are free to contribute more over and above the minimum share fixed.
- 4.3 Government share shall be released in two equal installments.
- 4.4 Region/District wise allocation is to be made with prioritization to backward areas/women's college.
- 4.5 Forty percent of the total funds to be allocated in a year shall be earmarked for colleges situated in TSP & KBK areas.
- 4.6 In respect of aided colleges that have been granted the first instalment of Government assistance in 2016-17 or before, the second instalment

of Rs 6 lakh in KBK districts and Rs 5 lakh in other districts would be released during 2017-18 by following the previous norms.

5. PROCEDURE FOR APPLYING UNDER THE SCHEME

5.1 Building Committee and its Composition:

Before applying for assistance for the project, the College should constitute a Building Committee with the following members:-

- a. President, Governing Body - Chairman
- b. The Principal of the College - Member
- c. The Vice-Principal (if appointed) - Member
- d. A representative of the PWD/Corporation/Municipality/NAC/Block etc. as per area (not below the rank of Assistant Engineer)-

Member

- e. Two representatives from the teachers of the College- Member
- f. Administrative Bursar and Accounts Bursar of the college-

Member

5.2 The Building Committee will be responsible for finalizing the plans and estimates of the various projects proposed by the College and also for ensuring the completion of the construction of any infrastructure in accordance with the approved plans and estimates. Besides, it will also be responsible for proper utilization of the funds received from the Government and from the College, out of its own resources.

5.3 After the Building Committee has resolved to take up the projects with State Government assistance, the College should submit the following information to the Higher Education Department, Government of Odisha State for final approval:

6. **DOCUMENTS REQUIRED FOR APPROVAL OF BUILDING PROJECTS**

6.1. Composition of the Building Committee as per State Government Guidelines.

6.2. A copy of the Building Committee resolution indicating name of the degree College, name of the project, type of project, the area covered in square meters, cost per square meter, basis of estimates, latest schedule of rates, period for completion of the project, likely date of starting the construction and mode of construction. The resolution shall bear the signatures of the members present in the meeting of the Committee and shall be duly verified by the Principal of the degree College.

6.3. The application for such assistance will be submitted by the college with a copy of estimate **(Annexure-I)** countersigned by a Government Engineer not below the rank of Asst. Engineer, an undertaking to provide their share of the projected funds and also an undertaking to the effect that unless the project is completed within a period of one year from the release of 1st installment, the 5% of the grant may be recovered from the bill submitted by the executant in case of delay due

to reasons not attributable to the college or to the concerned Executive Engineer.

6.4. Building Project Certificate (**Annexure-II**).

7. PROCEDURE FOR APPROVAL BY THE STATE GOVERNMENT:

7.1. On the basis of the above documents, the State Government will process the proposal by a Committee and convey its approval or otherwise, to the institution.

7.2. The Committee to finalize the proposals for Non-Government Aided Degree Colleges will have the following members-:

- i. Secretary, Higher Education Deptt..... Chairman
- ii. Director, Higher Education, Odisha..... Member
- ii. F.A., Higher Education Deptt..... Member
- iii. Branch Officer of Section VI, Higher Education Deptt- Member
Convenor

8. RELEASE OF ASSISTANCE

8.1. Fifty percent (50) of the total Government assistance shall be released as 1st installment by the Government to the institutions. After utilization of at least 75 of available funds (50 percent assistance release by the Government + 50 percent of college share), concerned colleges shall submit the Utilization Certificate (UC) to Government After receipt of the UC, release of 2nd installment would be considered by the Government The UC format is appended to the guideline inclusive of both physical and financial progress (**Annexure-III**).

- 8.2. The assistance released by the Government shall be fully utilized within a period of one year from the date of release of funds. If not utilized, the same amount shall be recovered through adjustment from grant-in-aid.
- 8.3. There will be a cell under F.A. to maintain the details of sanction of funds, UC received, final reconciliation of accounts as well as determining the unutilized Government grant. There shall be half yearly review/ monitoring of the progress of the work and funds utilization thereof.
- 8.4. The Director, Higher Education/Regional Director/other inspecting officers shall monitor the implementation of the project and utilization of the fund and shall submit the report to Government on three monthly basis.
- 8.5. All proposals should be submitted to Government addressed to Additional Secretary to Government, Higher Education Department.

9. **EXECUTION OF WORK**

The project should be executed as deposit work through agencies like R&B/RD/Block/ULB as the case may be. The concerned executive agency will execute the work following the relevant guidelines/rules as applicable to them. The concerned Executive Engineer will prepare the estimates as per the technical guidelines of the respective Department and decide the executant by following the prescribed tender procedure.

Annexure – I

Detailed
Estimates

1. A Certificate to the effect that the estimates of the building project conforms to the norms laid down by the PWD similar construction agencies recognized by the Government

2. Provision for Services (water supply and sanitary installation and external services), contingency may be made as per Government rate
 - a) Water supply & Sanitary installation Rs.
 - b) Electrification (without fans) or [(with fans), Library (with fans)] of the civil work cost Rs.
 - c) External Services of the civil work cost) Rs.
 - d) Total estimated cost Rs.

 - GRAND TOTAL Rs.

3. The provision under external services shall include the service connections (water, electricity, sewerage) from the main building to the existing mains and development of the plot area allocated to the building.

Building Project Certificates

Certified that

- (a) the plan and estimates of the building have been approved by the Infrastructure Committee and are in conformity with the norms as prescribed by the State Government
- (b) the land on which the proposed building is to be constructed is under the undisputed ownership and possession of the college/Trust/Society. (If the land is in the name of the Trust/Society, an irrevocable resolution, duly registered, that the land on which the building is to be constructed is earmarked for the exclusive use of the College may be furnished.)
- (c) the expenditure over and above the State Government grant, if any, will be met by College from its own resources and the construction will not be delayed for want of funds.
- (d) the structural soundness (of structure) to bear the load of the proposed building, in case, it is going to be constructed/tor extended) upon the ground floor building. #
- (e) the College has not availed of any grant for the proposed construction earlier
- (f) the Project would be completed in a time-bound manner in 12 months.

Signature with seal

Principal(Degree Colege)

Certificate from a Qualified Engineer * is to be attached.

* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Corporation/Municipaliaty/NAC)/ University.

PROGRESS REPORT FOR THE RELEASE OF FUNDS

1. Name of the Scheme:
2. Number and date of the sanction letter of State Government approving the scheme.
3. Total cost approved.
 - a) Share of College/State/Central Government/MP LAD/MLA LAD/other donations
4. Total tendered cost accepted.
5. Total amount received.
 - a) From STATE GOVERNMENT and
 - b) From College/State/Central Government /MP LAD/MLA LAD/other donations against 3 above.
6. Total expenditure actually incurred i.e. Bills paid for work done or supplies received.
 - a) Against STATE GOVERNMENT share
 - b) Against College/State/Central Government share/MP LAD/MLA LAD/other donations.
7. Balance, if any, in hand from amount received.
 - a) From STATE GOVERNMENT share
 - b) From College/State/Central Government /MP LAD/MLA LAD/other donations share
8. Amount required to be released to meet expenditure likely to be incurred in the next three/six months.

9. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the construction is being carried out in accordance with the Plan accepted by the State Government.
10. Deviation, if any, should be clearly indicated. Impact on the cost of construction should be specified.

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant.

If as a result of check or audit objections some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature with seal

Principal (Degree College)

N.B.: This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount earmarked for specific items likely to be obtained in future.