



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR INFRASTRUCTURE FOR WOMEN STUDENTS, TEACHERS AND NON-TEACHING STAFF IN UNIVERSITIES

1. INTRODUCTION

Women's education is a priority sector in the government's policy planning and special initiatives have been taken to enable women to pursue higher education. The National Policy on Education 1986 states that education will be used as an agent of basic change in the status of women in society. Education for women is a vital component of the overall strategy of securing equity and social justice for women. Special support services are needed to remove the obstacles inhibiting the access of women to higher education. Lack of adequate infrastructure required to meet the special needs of women students and teachers, including non-teaching staff, is one of the major factors responsible for obstructing the greater participation of women in higher education.

A large number of institutions do not have proper infrastructure for women. In certain institutions there are no common rooms and even separate toilets for women students, teachers and non-teaching staff members. A general feeling has been expressed at different forums that the availability of facilities for women would improve their enrolment, attendance and participation in higher education. The Commission has, therefore, designed this scheme of assistance for infrastructure for women students, teachers and non-teachers in universities.

2. OBJECTIVE

To provide assistance for creating and strengthening infrastructure for women students, teachers and non-teaching staff members in universities.

3. ELIGIBILITY AND TARGET GROUP :

All Colleges under Section 2(f) & 12(B) of the UGC Act are eligible
CRITERIA FOR IDENTIFICATION OF INSTITUTIONS FOR GRANT OF AUTONOMY
All universities that are included in sections 2(f) and 12(B) of the UGC Act of 1956 are eligible to receive grant under this scheme. The target group is women students, teachers and non-teaching staff of all eligible universities.

4. NATURE OF ASSISTANCE

Under the scheme, a maximum of Rs. 10 lakh as a one-time grant in the Plan period will be provided to a university for creation and upgradation of infrastructure as per ratio mentioned below.

Sl. No.	Facility	Percentage of allocated grant
1.	Ladies' toilets (both Indian and Western) with possible self-flushing facilities. Preferably one toilet per 100 women (including students, teachers & non-teaching staff/researchers).	30
2.	Women's common room with adequate furniture for sitting, working and for special needs.	30
3.	Gym facilities, separate for female students and teachers, equipped with treadmills, cycles, etc., and sufficient place for other exercises, including yoga. Lockers as well as a shower room may also be provided.	30
4.	For maintaining/upgrading existing infrastructure meant for women. This grant may also be utilised for making appropriate arrangements for special needs and for any medical infrastructure requirements of women.	10

This scheme will end with the Plan period.

5. PROCEDURE FOR APPLYING UNDER THE SCHEME

Universities should submit proposals complete in all respects along with required documents to the UGC office by 31 October of each year. The Commission will not entertain an incomplete proposal. Terms and conditions applicable to UGC-approved building projects will apply for the creation and upgradation of infrastructure under this scheme also. Universities are advised to observe these terms and conditions strictly.

6. PROCEDURE FOR APPROVAL

Institutions may submit their proposal for assistance under this scheme on the pro forma given in Annexure I. The proposal will be examined and processed in the concerned bureau of the UGC. In case it is found fit in terms of the conditions governing the scheme, necessary approval of the Commission will be conveyed to the concerned university. The following categories of universities will be given priority while approving proposals:

- women's universities;
- universities located in backward/rural and semi-urban areas; and
- universities with higher percentage of women teachers, non-teachers and students.

7. PROCEDURE FOR RELEASE OF GRANT

Once the proposal is approved, the grant will be released in three instalments:

- The first instalment (50 per cent) of the grant will be released with the letter of approval.
- The second instalment (40 per cent) will be released on receipt of the utilisation certificate of the first instalment of the grant (Annexure II), submission of statement of actual expenditure and progress report of construction project undertaken.
- The remaining 10 per cent of the grant will be released on the receipt of completion certificate (in respect of building projects), utilisation certificate and statement of actual expenditure incurred (Annexure III).

8. PROCEDURE FOR MONITORING

The UGC will monitor the utilisation of grants through its own mechanism and can call for any information from the institution. However, the UGC reserves the right to get physical verification done if deemed necessary.

9. PROFORMA FOR APPLYING UNDER THE SCHEME

Attached as Annexures I, II, III and IV



**UNIVERSITY GRANTS COMMISSION
BAHADURSAH ZAFAR MARG,
NEW DELHI-110 002**

ANNEXURE I

1. (a) Name of the Institution.....
(b) Whether included under
Section 2 (f) and 12(B) of the UGC Act of 1956
(c) Whether falls under backward/rural/ semi-urban area
(A certificate from the District Magistrate to this effect is required to be attached)
2. Address of the university
.....
Phone Numbers
Fax Number
E-mail
3. Required details of university/institution:

Category	Actual Number of Women (as on 1st September of the year)	Actual Number of Men (as on 1st September of the year)	Percentage of Women
Students			
Teachers			
Non- teaching staff			

Total

4. Number of toilets already existing in the university.....

5. Details of existing infrastructure for women students/teachers/non-teaching staff in the University

(Attach separate sheet if required)

6. Justification for asking additional

‘Infrastructural facilities for women students/faculty/non-teaching staff

(Attach separate sheet if required)

(Signature of Registrar with seal)

- Please note - UGC’s norms and conditions for buildings (infrastructural projects) will apply. All required documents are to be enclosed with the proposal in respect of infrastructural projects to be undertaken.
- Prescribed UGC formats of Utilisation Certificate, Statement of Expenditure, Progress Report be used for submitting the progress of the building project(s) and details of expenditure incurred.



ANNEXURE II

**UNIVERSITY GRANTS COMMISSION
BAHADURSAH ZAFAR MARG,
NEW DELHI-110 002**

UTILISATION CERTIFICATE

Certified that the grant of Rs. _____ (Rupees _____) sanctioned to _____ by the University Grants Commission vide their letter No. _____ dated _____ towards _____ has been utilised for the purpose it was sanctioned and in accordance with the term and conditions as laid down by the Commission. If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or regularise the objected amount.

Registrar

**Chartered Accountant/ Government Auditor
(with seal)**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR
MARG NEW DELHI-110 002**

ANNEXURE III

STATEMENT OF INCOME & EXPENDITURE

Audited statement of Income & expenditure in respect of
..... approved by the UGC vide letter No.....dated
.....

Income Rs. Expenditure

1. Grants from UGC -----	1. Civil works cost-----
2. Grants from State -----	2. Water supply and ----- Government sanitary Installation
3. University contribution-----	3. Electrification-----
4. Others, if any-----	4. External Services-----
5. Architects fee-----	
6. Furniture, if any-----	
Total:-----	Total:-----

**Registrar
(with seal)**

**(Signature of Chartered Accountant/
Government Auditor with seal)**



ANNEXURE IV

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR
MARG NEW DELHI-110 002**

**PROGRESS REPORT FOR THE RELEASE OF
2ND INSTALMENT FOR INFRASTRUCTURAL PROJECT(S)**

_____ University

1. Name of the Building :

2. No. and date of the Sanction :
Letter of UGC approving the Scheme

3. Total cost approved
 - a) Share of the UGC
 - b) Share of University/ State Government (if any)

4. Total tendered cost accepted :

5. Date of starting the construction work :

6. Total amount received
 - a) from UGC and
 - b) from University /

State Government against 3 above

7. Total expenditure actually incurred i.e. Bills paid for work done or supplies received
 - a) against UGC share
 - b) against University/State Government share

8. Balance, if any, in hand from amount received.
 - a) from UGC share
 - b) from University/State Government share

9. Amount required to be released to meet expenditure likely to be incurred in the next three/six months
.

10. 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 plan has been accepted by the Commission
.

11. Deviation, if any, should be clearly indicated. Its impact on the cost of construction should be specified.

Certified that the grant has been utilised 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 regularise the objected amount.

Engineer/Architect Registrar (University)

NB : The reported expenditure 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