

**Guidelines on Scheme for  
Construction of Women's Hostels  
During X Plan  
2002 – 2007**

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**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002  
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# **UNIVERSITY GRANTS COMMISSION**

## **GUIDELINES ON SCHEME FOR CONSTRUCTION OF WOMEN'S HOSTELS DURING X PLAN**

### **1. INTRODUCTION**

Increasing mobility of students, to seek the education, raises the demand for hostels. Hostel as a residential unit can foster community living, provide security, especially for women students, who cannot live alone, or even in small groups, in strange cities. There is a great dearth of women hostels, not only in the institutions exclusively serving women, but in some of the established, old co-educational institutions of the country, which, in the earlier decades, largely catered to men students when there was little mobility for women to seek education in places other than their own residential locations. Today, women are competing with men and, in many cases, crowding them out in both professional programmes as also in the traditional disciplines. While women, today, constitute one-third of total enrolment, in fact, their enrolment, is growing at a faster rate in several states of the country, however, there has not been a commensurate growth of women's hostel facilities for pursuing higher studies.

With a view to provide hostels and other infrastructural facilities to achieve the goal of enhancing the status of women and harness the potential available for the development of the society at large, as also to bring about gender equity and equal representation of women, the Commission has decided to continue the special scheme for the construction of women's hostels during X Plan Period.

### **2. OBJECTIVE**

To support all eligible universities and colleges for construction of Women's Hostels for providing a residential place for women students/researchers and teachers.

### **3. ELIGIBILITY/TARGET**

Universities and Colleges which come within the purview of the UGC, and are fit to receive central assistance under Section 12(B) of the UGC Act, will be eligible to receive financial assistance under this scheme.

### **4. NATURE OF ASSISTANCE**

Assistance from the UGC under the scheme to colleges/universities and deemed universities (getting non-plan grants from UGC)/Central Universities and Delhi Colleges (getting non-plan grants from UGC) will be on 100% basis subject to the ceiling given below.

Women Enrolment	Amount
(a) upto 250	<b>15.00 lakh</b>
(b) 251 to 500	<b>20.00 lakh</b>
(c) more than 500	<b>25.00 lakh</b>

Expenditure, over and above the UGC allocation, will have to be met by the institution from its own resources, for which, clear indication and assurance be provided by the concerned institution while submitting the proposals. UGC will not provide any escalation cost over and above the allocation. The scheme will end with the plan period.

## **5. PROCEDURE FOR APPLYING FOR THE SCHEME**

Each institution seeking grant under this scheme may submit its proposal in the prescribed proforma (Annexure - I) on or before 30th June, or on 30th November, of every year indicating the following information:-

1. Total no. of students enrolment in the college/university:
2. Number of women students, and its percentage in relation to total enrolment, and percentage enrolled in the last 3 years:
3. Number of women students provided with hostel accommodation:
4. Whether the institution is located in a rural area:  
(i.e. beyond 20 km. away from notified area/municipality area)
5. Whether the college happens to be the only college in the district :  
(certificate to this effect may be given by the Principal of the college, duly counter-signed by the Registrar)
6. Sources from which the expenditure, over and above the UGC share, will be met:

## **6. PROCEDURE FOR APPROVAL**

On receipt of the proposal with required documents from eligible universities/colleges, the same will be assessed and evaluated by this office and the selected universities/colleges would be conveyed the approval along with the terms and conditions. The proposals of the Colleges outside Delhi would be considered on the same lines by respective Regional Offices of the UGC.

## **7. PROCEDURE FOR RELEASE OF GRANTS**

1. General conditions of grants prescribed by the UGC will be applicable.
2. The procedure prescribed for sanctioning grant-in-aid for building construction projects is to be followed by the grantee institution (As per Annexure-I(A)).
3. No financial assistance will be provided for such construction which are started without obtaining the formal approval of the Commission for the plan and estimates of the proposed project.

## **8. PROCEDURE FOR MONITORING**

In X plan the UGC will be sending monitoring committee to have an on the spot checking/ monitoring of the proposed/approved building projects including women's hostel buildings to ascertain the proper utilisation of funds, quality of construction and timely completion of the project.

## **9. PROFORMAS FOR APPLYING UNDER THE SCHEME**

The prescribed format of application is attached as Annexure-I. The universities are requested to submit their proposal in the prescribed format only.

A set of certificates to be submitted in respect of progress and completion of Building Project(s).

- A. Progress report for building projects
- B. Utilisation Certificate
- C. Completion Certificate
- D. Asset Certificate
- E. Statement of Income and Expenditure
- F. Utilisation Certificate alongwith Completion Certificate
- G. Completion Cost proforma



S.No.	Item	Admissible area As per UGC norms	Area provided in the plans
1.	Living Rooms:	Maximum 100 rooms	
	(a) Single seater	8-9 Sq. M per student.	
	(b) Double seater	7.5 to 8 Sq. M. per student.	
	(c) Three seater	7 to 7.5 Sq.M. per student.	
	(d) For PG/Research student	Not exceeding 10 Sq. M.	
2.	Common Room	@ 2 Sq. M. per user for 25% of the hostel strength, subject to maximum of 60 sq. M.	
3.	Dining Rcom	@ 1 Sq. M. per user for 50% of the hostel strength, subject to maximum of 40 sq. M.	
4.	Kitchen, Pantry &	@ 0.5 Sq. M. per diner subject to maximum of 60 sq. M.	
5.	Toilet blocks		
	i) Water closets	@ 1 for 8 women	
	ii) Bath Rooms	@ 1 for 6 women	
	iii) Urinals	@ 1 for 8 women	
	iv) Wash Basins	@ 1 for 8 to 10 students	
6.	Kitchen servants	One room of 9.60 Sq. M. with WC and bath rooms.	
7.	Visitors rooms	One room of 9.60 Sq.M.	
8.	Sick room	One room of 9.60 Sq.M.	
9.	Reading Room	One Room (Average minimum area should be @ 2.33 Sq. M. per Reader)	
10.	Boundary wall	Around the hostel, if necessary.	
11.	Floor hight	3.40 Mt.	
12.	Total built up area:	2.5 times of the total living area. (Circulation space may be @ 25% of the plinth area)	
13.	Warden	One Warden assisted by an Assistant Warden for 100 students or so. Two single rooms in the hostel for single warden. For the married Warden not more than 115.32 Sq. M.	

## Abstract of Cost

(a) Total plinth area provided in the plans:

(b) Total built up area provided in the plans:

- |  |       |                   |
|--|-------|-------------------|
| 1. Civil cost of construction<br>As per Current Schedule of PWD Rates  |       | Rs _____          |
| 2. Water Supply & Sanitary installation<br>@ 7.5% of the civil work cost.  |       | Rs _____          |
| 3. Electrification<br>@ 10% (without fans) or<br>12.5% (with fans) of the civil work cost  |       | Rs _____          |
| 4. Contingencies<br>@ 3% of the civil work (including services)  |       | Rs _____          |
| 5. Architect's fees<br>@ 5% of the total estimated cost of the building<br>(including services, contingencies, but excluding<br>cost of furniture) |       | Rs _____<br>_____ |
| 6. Total estimated cost  | A):   | Rs _____          |
| 7. Furniture<br>(Actual expenditure on 1 cot,<br>1 Reading Table, 1 chair<br>and 1 Tea table)  | (B) : | Rs _____<br>_____ |
| GRAND TOTAL  | (A+B) | _____<br>_____    |

Signature:  
Name & complete Address  
(IN BLOCK LETTERS)  
of the Qualified Engineer/Architect

(SEAL)

(In case of Architect, his Registration No. with Council of Architecture may be given, with his complete address)

Certified that :-



1. The land on which the proposed building is to be Constructed is under the undisputed ownership and possession of the university/college.
2. The expenditure over and above the UGC allocation will be:
  - (a) borne by the college/university from its own resources.
  - (b) provided by the State Government.(Strike out whichever is not applicable)
3. The structure on which the construction is proposed to be undertaken is structurally sound to bear the load of the proposed construction.  
(Strike out this if not applicable)
4. The facility/grant asked for is not for fulfilling any condition of affiliation.  
(This is applicable in case of college only)

Signature: \_\_\_\_\_  
Principal/Registrar

(Seal)

## **UNIVERSITY GRANTS COMMISSION**

List of information/documents required for submitting various Building projects and the Campus Development.

1. Abstract of the estimates
2. PWD rate certificate
3. Two copies of the plan (blue print) and detailed estimates duly signed by the Engineer/Architect and countersigned by the Registrar
4. Composition of Building Committee
5. \* A certificate from the Vice-Chancellor or Registrar to the effect that the plan and estimates of the building has been approved by the Building Committee.
  - Conformity with the norms as suggested by the Commission and the rates are as per CSR of the region.
6. A copy of the Building Committee resolution indicating the covered area in sq. meters, cost per sq. meter, basis of the estimates on the rates/schedule of rate, period for the completion of the project and likely date of starting the construction.
7. Land ownership and possession certificate from the Vice-Chancellor/Registrar.
8. Mode of construction viz. Contract, Departmentally or Deposit work by the PWD.
9. A certificate from the competent authority (Vice-Chancellor and Registrar) that expenditure over and above UGC grant, if any, will be met by the University from its own resources and the construction will not be delayed for want of funds.
10. A certificate from a competent structural engineer to certify that the structural soundness of structure to bear the load of the proposed building, in case it is going to be constructed upon the ground floor building now or in future.

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### NORMS FOR SERVICES FOR VARIOUS BUILDING PROJECTS

#### (A) Scopes of Services

1. **Internal water supply and sanitary installations.**  
Internal fittings – internal piping and over-head tanks, if any.
2. **Internal Electrification**  
All fittings inside the building including fans.
3. **External services to the extent of 5% of civil cost**  
The provision for this shall include the service connections (water, electricity, sewer) from the main building to the existing mains all preparation and development of the plot area allocated to the building.
4. **Contingencies**  
To the extent of 3% of civil works cost, Internal services and External services. This provision should provide for exigencies including advertisement and about 1% for staff to be appointed for petty supervision. The expenditure on work charge establishment if any not exceeding 1% of the civil cost may be met from the provision of 3% made for contingencies.
5. **Architect fee to the extent of 4% of the civil cost**  
An amount upto 4% of the civil cost would be admissible to Architect/Engineer who prepares drawings and estimates in addition to supervising the construction work. In case Architect/Engineer prepares only drawings and estimates an amount upto 2, 3/5 % of the civil cost would only be admissible to him. In case, the university does not engage the services of the architect and drawings and estimates are prepared by the university engineering staff, an amount not exceeding 3, 2/5 % of the civil cost would only be admissible. In case the university appoints clerk of works, an amount upto 1% of the civil cost would be admissible for meeting his salary in addition to Architect fee as indicated above.
6. **Verification charges by the PWD**  
An amount upto 1/2% of the civil cost may be paid to the PWD concerned for verifying the detailed estimates in case those have been prepared by Architect/Engineer other than the PWD concerned.

**(B) Provision for internal services and furniture for various buildings**

S.No.	Building	% of civil cost for internal water	% of civil cost for internal electrification	Furniture
1.	Hostels	7½ %	10% without fans	Actual cost of 1 cot, 1 reading table, 1 chair per seat.
2.	Residential quarters	12½ %	12½% without fans or 10% without fans	—
3.	Arts block	5 %	12½% without fans 10% without fans	10% of civil cost
4.	Library	5 %	15% with fans	20% of civil cost
5.	Laboratory building	5 %	12½% without fans	20% of civil cost
6.	Guest house	12½ %	12½% without fans 10% without fans	10% of civil cost

**(C) Summary for preparing total estimated cost of the building**

S.No.	Item	Amount
1	Cost of civil works	
2	Internal Electrification as prescribed	
3	Internal water supply and sanitation as prescribed	
4	External services 5% of civil cost	
5	Total	
6	Contingencies of 3% of 5	
7	Architect Fee _____ of civil cost	
8	Clerk of works if appointed (1% of civil cost)	

## UNIVERSITY GRANTS COMMISSION

### PROGRESS REPORT FOR THE RELEASE OF FUNDS FOR BUILDING 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		_____
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 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)**

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- \* NB: 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.

## UNIVERSITY GRANTS COMMISSION

### UTILISATION CERTIFICATE

It is certified that the total grant of Rs. \_\_\_\_\_ including university's share, if any, approved by the University Grants Commission for \_\_\_\_\_ has been utilised by the university as per details given in the attached statement in accordance with the terms and conditions laid down by the University Grants Commission in its letter No. \_\_\_\_\_ dated \_\_\_\_\_ and that all the terms and conditions have been fulfilled by the University and the grant has been utilised for the purpose for which it was approved.

The University has contributed its matching share of Rs. \_\_\_\_\_ for completing the above project.

It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed off, encumbered or utilised for any other purpose.

Signature .....

Registrar

Signature .....

Auditor

SEAL

- NB: 1. The Utilisation Certificate should be accompanied by audited statement of accounts indicating expenditure on various items.
2. The asset certificate is to be given only for grants approved for books, equipment, buildings and other non-recurring items.

**UNIVERSITY GRANTS COMMISSION**

**COMPLETION CERTIFICATE**

It is certified that the construction of \_\_\_\_\_ approved by the University Grants Commission under it letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ has been completed on \_\_\_\_\_ at a cost of Rs. \_\_\_\_\_ in accordance with the plans approved by the University Grants Commission. The site has been properly cleared.

**Signature of the Registrar**

**Signature of Engineer/Architect**

**Seal of University**



**UNIVERSITY GRANTS COMMISSION**

**{ASSET CERTIFICATE}**

It is certified that inventories of permanent of semi-permanent assets created/acquired wholly or mainly out of the grant given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date.

**Registrar**  
**(With Seal)**

**Government Auditor/Chartered Accountant**

## UNIVERSITY GRANTS COMMISSION

### STATEMENT OF INCOME & EXPENDITURE

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

<b>Income</b>	<b>Rs.</b>	<b>Expenditure</b>
1. Grants from UGC _____		1. Civil works cost _____ including contingencies
2. Grants from State _____ Government		2. Water supply and _____ sanitary Installation
3. College contribution _____		3. Electrification _____
4. Others, if any _____		4. External Services _____ _____
		5. Architects fee _____
		6. Furniture, if any _____ _____
Total: _____		Total: _____
Total: _____		Total: _____

**Registrar**  
**(with Seai)**

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

## UNIVERSITY GRANTS COMMISSION

### UTILISATION CERTIFICATE (to be submitted alongwith the completion document)

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 for which it was sanctioned and in accordance with the terms 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  
(with Seal)

Chartered Accountant/Government Auditor

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## UNIVERSITY GRANTS COMMISSION

### COMPLETION COST PROFORMA

Name of University.....

Scheme .....

Total built up area of the Project.....

Sl. No.	Nature of work	Value of estimates	Value of accepted tender	Completion cost	Reason for increase in completion cost over estimates/ accepted tender
(1)	(2)	(3)	(4)	(5)	(6)
1.	Civil work (value of estimates should be as approved by the PWD)				
2.	Internal water supply and sanitation				
3.	Internal Electrification				
4.	External Services				
5.	Furniture				
(ii)	Architect's fee paid (including supervision charges)		Total:		
	Total Completion cost:				
(iii)	Please attach a completion certificate signed by the Registrar (specimen enclosed)				

**Finance Officer/  
Chartered Accountant**

**Signature of Engineer/  
Architect**

**University Engineer  
(with Seal)**