

**GUIDELINES FOR DEVELOPMENT GRANT TO COLLEGES  
(Includes 14 merged schemes)**

**DURING THE ELEVENTH PLAN PERIOD  
(2007-2012)**



**UNIVERSITY GRANTS COMMISSION  
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# **GUIDELINES FOR DEVELOPMENT GRANT TO COLLEGES**

**(Includes 14 merged schemes)**

1. Rejuvenation of Infrastructure in Old Colleges
2. 'Catch-up' grant for Young Colleges
3. Colleges located in Rural/Remote/Border/Hill/Tribal Areas
4. Colleges with relatively higher proportion of SC/ST & Minorities
5. Special grant for Enhancement of Intake Capacity in Colleges (initiative for capacity building)
6. Establishment of Day Care Centers in Colleges
7. Colleges in Backward Areas
8. Establishment of UGC Network Resource Centres
9. Equal Opportunity Center in Colleges
10. Remedial Coaching for SC/ST / OBC (non-creamy layer) & Minorities
11. Coaching for NET for SC/ST / OBC (non-creamy layer) & Minorities
12. Coaching class for entry in services for SC/ST / OBC (non-creamy layer) & Minorities
13. Schemes for Persons with Disabilities
14. Career and Counseling Cell.

**GUIDELINES FOR DEVELOPMENT ASSISTANCE TO COLLEGES**  
**DURING THE ELEVENTH PLAN PERIOD**

**A. Introduction**

1. Development of colleges, which are responsible in a major way for undergraduate education and to a great extent even for postgraduate education, is an important area in higher education, from the point of view of maintenance of proper standards, ensuring optimum utilization of facilities, promoting innovation and change, linking education to emerging career patterns, equalization of educational opportunities for the weaker sections of society, particularly the Scheduled Castes/ Scheduled Tribes and those belonging to the educationally backward areas. The development assistance to colleges should be focused to support the teaching -learning process by upgrading basic infrastructure like library, laboratory, connectivity etc.
2. The developmental needs of the colleges will have to be carefully identified so that the resources are mainly utilized for such programmes which can make an appreciable impact on the improvement of standards through modernization and rationalization as well as the diversification of undergraduate courses in Humanities and Social Sciences, Sciences, Commerce etc. in the colleges, especially to relate them to career opportunities.
3. However, the emphasis should be on the expansion and consolidation of facilities in the existing institutions. The State Governments must try to bring non-viable colleges with low enrolment and inadequate facilities into one conglomeration so that their developmental needs can be addressed by the Commission. New colleges may be set up in educationally backward areas where adequate facilities for higher education do not exist.
4. Sufficient opportunities should be made available to the students to choose the courses best suited to their interest and capability.
5. In addition to the basic developmental assistance, several schemes have been merged with the General Development Grant. The allocation for these schemes would be made **in addition to the General Development grants** while deciding the Development Grant for the XI Plan. These are:
  - a. Rejuvenation of Infrastructure in Old Colleges
  - b. 'Catch-up' grant for Young Colleges
  - c. Colleges located in Rural/Remote/Border/Hill/Tribal Areas

- d. Colleges with relatively higher proportion of SC/ST & Minorities
- e. Special grant for Enhancement of Intake Capacity in Colleges (initiative for capacity building)
- f. Establishment of Day Care Centres in Colleges
- g. Colleges in Backward Areas
- h. Establishment of UGC Network Resource Centres
- i. Equal Opportunity Centers in Colleges.
- j. Remedial Coaching for SC/ST / OBC (non-creamy layer) & Minorities
- k. Coaching for NET for SC/ST / OBC (non-creamy layer) & Minorities
- l. Coaching class for entry in services for SC/ST / OBC (non-creamy layer) & Minorities
- m. Schemes for Persons with Disabilities
- n. Career and Counseling Cell.

**A College which is eligible to apply under 'Catch-up' grant for Young Colleges, Colleges located in Rural/Remote/Border/Hill/Tribal Areas, Colleges in Backward Areas, may avail itself of the three schemes provided it fulfils the eligibility conditions.**

#### **B. Objectives**

- a. To provide grants to the colleges for strengthening basic infrastructure and meet their basic needs like books & journals including book banks, scientific equipment, campus development, teaching aids and sports facilities
- b. to provide assistance for extension/ renovation of existing Buildings and construction of new buildings
- c. to provide assistance to the colleges catering to the needs of the students belonging to the Scheduled Castes/ Scheduled Tribes/ Other Backward Classes(non-creamy layer) / Minority Communities as well as Physically Challenged and **economically deprived students coming from families Below Poverty Line (BPL) as per definition adopted by the State Government/ UT/Central Government concerned**
- d. to provide special remedial coaching to academically poor performers so that they graduate as confident men and women

- e. development of colleges situated in educationally backward areas/ rural/border/hill/remote/tribal areas to remove regional imbalances and disparities
- f. to provide facilities for women, like common room and toilet facilities
- g. to provide grant for the rejuvenation of Old colleges and 'Catch-up' grant to Young colleges
- h. to encourage outreach activities, adult and continuing education in the neighboring areas so that the society as a whole, where the college is located, is benefited
- i. capacity building initiatives (starting of new courses and increasing the intake capacity of existing courses)
- j. to support competence building initiatives in colleges, especially for teachers
- k. to encourage introduction of various alternatives in the internal examination system and to accommodate innovative ideas to influence teaching, research, academic excellence and societal growth.

### **C. Eligibility Conditions**

The assistance under this scheme will be provided to only those colleges which have been included under Section 2(f) and have been declared eligible to receive central assistance under Section 12 B of the UGC Act, 1956 and fulfill the eligibility conditions as given hereunder.

#### **1. Assistance for Development of Undergraduate Education**

The University Grants Commission will provide assistance for the development of undergraduate education only to such colleges which fulfill the conditions as indicated below:

The college must have at least a minimum number of full-time permanent/regular teachers including the Principal and the Physical Training Instructor/Director of Physical Education. The Librarian may also be included, in case he/she is involved in teaching. The college (except for Single Faculty colleges) must have at least three teaching departments in a faculty (excluding the compulsory courses).

- i. Arts/Commerce Colleges:** The college should have a minimum of 8 (eight) full-time teachers (relaxable to 6 teachers in case of Government Colleges)

<u>S.No.</u>	<u>Student Enrolment</u>	<u>Ceiling of Assistance</u>
1.	Up to 400	Rs.11 lakh
2.	401 to 1000	Rs.13 lakh
3.	1001 to 1500	Rs.14 lakh
4.	1501 to 2000	Rs.15 lakh
5.	2001 to 2500	Rs.16 lakh
6.	2501 to 3000	Rs.17 lakh
7.	3001 and above	Rs.18 lakh

**ii. Science/ Multi-faculty Colleges**

The College should have a minimum of 12 (twelve) full-time permanent/regular teachers (relaxable to 10 teachers in case of Government Colleges)

<u>S.No.</u>	<u>Student Enrolment</u>	<u>Ceiling of Assistance</u>
1.	Up to 400	Rs.14 lakh
2.	401 to 1000	Rs.16 lakh
3.	1001 to 1500	Rs.17 lakh
4.	1501 to 2000	Rs.18 lakh
5.	2001 to 2500	Rs.19 lakh
6.	2501 to 3000	Rs.20 lakh
7.	3001 and above	Rs.21 lakh

If a college under any of the above two categories is running professional courses involving field work and culminating in a degree, it will be entitled for an additional grant of up to Rs.1.00 lakh for each of these professional courses, in addition to its entitlement, as indicated above. **Professional courses which are self-financing will not be eligible for financial assistance.**

**iii. Single Faculty Colleges offering undergraduate courses leading to Bachelor's degree, like Law, Physical Education, Social Work, Management, Home Science, Music and Dance, Fine Arts, Sanskrit, Teacher Education etc.**

The college should have a minimum of 5 (five) full-time permanent/regular teachers.

<b>S.No.</b>	<b>Student Enrolment</b>	<b>Ceiling of Assistance</b>
1.	Up to 200	Rs.10 lakh
2.	201 to 400	Rs.12 lakh
3.	401 to 600	Rs.14 lakh
4.	601 and above	Rs.16 lakh

**iv. Colleges of Education offering B.Ed./ M.Ed./B.P.Ed./ M.P.Ed. courses (General/ Special)**

The college should have a minimum number of 5 (five) full-time permanent/regular teachers.

<b>S.No.</b>	<b>Student Enrolment</b>	<b>Ceiling of Assistance</b>
1.	Up to 200	Rs.10 lakh
2.	201 to 400	Rs.12 lakh
3.	401 to 600	Rs.14 lakh
4.	601 and above	Rs.16 lakh

**Approval document of NCTE is required to be furnished.**

**2. Assistance for Development of Postgraduate Education**

**2.1. Single Faculty Colleges offering Post-graduate Course**

The College should have a minimum of 5 full time permanent / regular teachers.

A college which has postgraduate departments and which satisfies the following conditions will be considered for assistance for the development of postgraduate education:

2.2.(i) Humanities and Social Science departments must have at least 4 (four) teachers including 2 (two) teachers holding M.Phil. / Ph.D. degree.

2.2.(ii) Science departments and departments with Practicals/ Field Work must have at least 5 (five) teachers including 2 (two) teachers holding M.Phil/ Ph.D. degree, **working on full- time permanent/regular basis.**

2.2.(iii) The department must subscribe to at least 3 (three) standard academic journals in the subject.

2.2.(iv) The department should have shown sufficient potential for research in the **3 years preceding the date of submission of the proposal and may be indicated by at least one of the following or a combination thereof:**

- a. **At least one Major Research Project**
- b. **At least three Minor Research Projects**
- c. **At least five Research Papers published or accepted for publication in standard academic journals.**

**If the department is publishing any professional journals, the names and number of journals published may be indicated.**

2.2.(v) The department must be running both first year and second year of the postgraduate class and the minimum strength of full-time students should be twenty.

The ceiling of assistance for various Postgraduate departments would be as under:

- |   |   |
|---|---|
| a. Departments coming under <b>2.2(i)</b> (Humanities and Social Science departments)                       | <b>Rs.5.00 lakh</b> for each department |
| b. Departments coming under <b>2.2(ii)</b> (Science departments and departments with Practicals/Field Work) | <b>Rs.8.00 lakh</b> for each department |

#### **D. Preparation of Proposal by the Colleges for Development Assistance.**

**A college need not apply for all the items but may prepare a proposal according to its needs, within the overall ceiling of the admissible grant (Please see ANNEXURES –I & II)**

#### **Types of grant to be sought**

The college will formulate composite proposal for development during the Eleventh Plan period for improving the standards of teaching and research at various levels. The college may include proposal for the following:



**a. Books & Journals.**

Books & Journals (including e journals), CDs, Microfilms, including setting up of book bank and/or strengthening of the existing book banks in order to augment the facilities and improve reading habits among the students. It is advisable to constitute a Library Committee for the procurement of books and journals. The library grant may be utilized equitably over the Plan period to procure the latest publications. Care may be taken not to purchase “second hand” or “remainder” books. The amount up to 10% under this item may be utilized for stacking purposes. This will be within the amount allocated under this head.

**b. Equipment.**

Equipment which may include, among others, laboratory equipment including refrigerator, water purifier, fax, audio-visual equipment including digital camera, LCD/TV and other teaching aids, computer and accessories, software (including that for automation of Office and Library), generator/inverter and reprographic facilities, public address system, sports equipment, networking and internet connection. It will not include typewriters, office furniture or fixtures. It is advisable to constitute a Committee involving beneficiary departments to plan and purchase equipment. Any equipment other than those mentioned in this paragraph, needs adequate justification and may be procured only after getting specific approval of the Commission. The amount up to 10% under this item may be utilized for storage purpose. This will be within the amount allocated under this head.

The UGC will not insist on a permission letter from the State Government when Colleges including Government Colleges purchase Equipment/Books under any scheme of the UGC, provided that the purchase is strictly as per laid-down norms. However, Colleges should submit a list of Equipment/Books purchased from UGC funds to the concerned UGC Regional Office at the end of each financial year.

The Government Colleges may send audited Statement of Expenditure and Utilization Certificate from the Chartered Accountant so that the next instalment of grant may be sanctioned. The statutory audit by Accountant General or by the State Government may be done in due course.

**c. Maintenance of Equipment.**

The colleges, under equipment grant, build up a sizable pool of instruments and modern electronic hardware, which increase with time and therefore need proper maintenance. To this end, expenditure may be incurred towards:

- Essential spares, components, contingencies for instrument repair and maintenance
- Training for teachers, technicians and students of concerned departments in the use, maintenance, repair of instruments.
- Allocation may not exceed Rs.2.00 lakh for the Plan period.

**d. Construction/extension/renovation of building.**

The college can construct/extend/renovate various types of building such as library, laboratory, classrooms, workshop shed, animal house, men's hostel, women's hostel, staff quarters, teachers' hostel (transit/ temporary), seminar hall, committee room, counseling cell, auditorium, tutorial room, canteen building, non-resident students' centre, health centre, sports facility and others. An evening college will receive assistance for building projects provided it has land of its own and does not function in a day college building. The UGC Guidelines for the Construction of Buildings may be followed (ANNEXURE-J).

**e. Improvement of facilities in existing premises.**

Expenditure may be incurred on minor repairs and maintenance but there should be no major construction. Grant may be used for electrification and sanitary work, acquiring facilities such as aqua-guard, cooking gas and other kitchen amenities, fittings/ amenities for washrooms/ toilets, simple items of furniture, standby lighting arrangement etc.

Allocation may not exceed Rs.1 lakh for the Plan period.

**f. Enhancement of initiative for Competence building in colleges.**

Special competence is needed to be built and nurtured among staff and students. Grant may be sought for organizing Competence building initiatives, such as,

- i. Motivating teachers for acquiring classroom skills (only for Lecturers having less than five years teaching experience).
- ii. Developing administrative skills for the Principal, Heads of Departments and Office staff.
- iii. Teaching-learning and evaluation (for all Teachers).
- iv. Promotion of skill development and learning of soft skills, viz., methodology of studying/research/ use of library facilities/ persuasive writing/confidence building/personal

and group interviews/leadership skills/entrepreneurship/organizing students' seminars and sports and cultural activities (for Students).

- v. Participation in Workshops/Training programmes (at other Institutions within India) for Students, the Principal and other Faculty Members, Librarians, Physical Education Instructors and Office staff.
- vi. Workshops/Training programmes for Group C and Group D employees.

Expenditure may be incurred towards:

- TA (travel within India). TA for Resource persons may be limited to travel by air (economy class) or travel by train (AC II tier). For College staff, travel expenses may be incurred as per entitlement. Students may travel by train (Second class).
- Honorarium to Resource person at the rate of Rs.1000/- per diem.
- Hospitality for outstation Resource persons.
- Expenses towards board and lodging for faculty members, office staff and students while visiting other Institutions.
- Stationery.

Allocation under Competence building initiatives may not exceed Rs.2 lakh for the Plan period.

**g. Examination reform.**

For affiliated colleges that cannot change the system of University examinations, internal examination may be reformed so that assignments and projects could also be considered as part of the internal examination system. Students' performance may be evaluated on the basis of periodic tests as well as on how they are able to tackle the projects/assignments.

Expenditure may be incurred on:

- Stationery
- Reprographic facilities
- Conducting workshops {TA (within India); travel by air limited to economy class; by train, limited to AC II tier; honorarium of

Rs.1000/- per diem per Resource person; hospitality for outstation Resource person}.  
Allocation may not exceed Rs.1.00 lakh for the Plan period.

**h. Educational Innovation.**

In order to accommodate innovative proposals to influence teaching, research, academic excellence and societal growth, colleges may submit a work plan, laying emphasis on the novelty of the proposal.

The college may think of submitting proposals for the introduction of innovative ideas to make the syllabus more alive. For example, under History, the Conservation of Heritage takes one to history but makes one also aware of the present reality. There may be an emphasis on field orientation, preferably interdisciplinary in nature. More than one department may be involved, for an interdisciplinary approach. Details of involvement of active researchers, scientists, social scientists, technologists, industrialists, academicians, organizations, where applicable, may be given.

Expenditure may be incurred on:

- ③ Equipment
- ③ Field related activities
- ③ Contingencies including special needs
- ③ Books and Journals
- ③ Resource persons {TA (within India); travel by air limited to economy class; by train, limited to AC II tier; honorarium of Rs.1000/- per diem per Resource person; hospitality for outstation Resource person}.

Allocation may not exceed Rs.2.00 lakh for the Plan period.

**i. Field Work/Study Tours.**

Wherever the curriculum involves field work or necessity to undertake study tours, grant may be sought under this head. The grant may be utilized for transportation, conveyance, board, lodging of students and accompanying teachers.

Allocation may not exceed Rs.1.00 lakh for the Plan period for Undergraduate colleges and Rs.2.00 lakh for Postgraduate colleges.

**j. Extension Activities.**

Extension Activities for the benefit of the weaker sections of society in the form of specific programmes like:

Adult literacy, literacy for children, activities related to women empowerment, human rights, protection of environment, health awareness, etc. Grant may be utilized for conducting educational activities. Expenditure may be incurred on remuneration, transportation, hospitality and contingency.

Allocation may not exceed Rs.1.00 lakh for the Plan period.

**Colleges having NSS units are not eligible to apply for grant under Extension Activities.**

**K. Assistance for overcoming damages caused by Natural Calamities/Disasters.**

The Quantum of assistance would depend on the nature of calamity and availability of funds. The damages/ losses will be ascertained based on the recommendation of the District Magistrate/ Commissioner of the affected District in respect of each such College separately. The financial assistance would be on sharing basis in the ratio of 75% (UGC) and 25% State Government.

**E. Additional Grant**

**Improvement of facilities in existing premises - common room and toilet facilities for women**

It is mandatory for the institution to provide adequate common room and toilet facilities for women (students and staff). If adequate facilities do not already exist, the institution may avail **itself** of additional financial assistance of up to Rs.2.00 lakh for the purpose.

**The college is required to submit only a summary of the estimates for financial assistance.**

**F. Planning Board**

The college may set up a Planning Board to formulate its proposal for development after identifying its needs and deciding on its priorities. Besides the Principal and senior teachers, the Bursar or a senior person from the Accounts Department may be a member of the Planning Board.

**Basis of Grant**

- i) The pattern of assistance, for all approved items, will be 100% within the ceiling of assistance/allocation made for each item. **Proposals will be approved keeping in view the availability of funds.**

- ii) Assistance from the UGC for all **the building projects will (except those coming under Additional Grant), in no case, exceed, 50% of the total allocation.**
- iii) While making a proposal for the construction of hostel for students, the college should keep in view the need for reserving seats for students belonging to the Scheduled Caste, Scheduled Tribe and OBC (non-creamy layer), 15%, 7.5% and 27% respectively, in centrally supported institutions, or the required percentage at the State level, which could be given to other students only if the requisite number of SC/ST students is not available.
- iv) The Eleventh Plan proposal should give details of the proposed construction of a particular building or extension of an existing building indicating the extent to which the present building is being utilized. The proposal for construction/ extension/ renovation of building during the Eleventh Plan, once accepted, may be followed by sketch plans and detailed estimated cost indicating the period required for completion of the building. The college need not send plan and detailed estimates for various building projects at the time of sending the initial proposal. Certified detailed estimates may be prepared, as per the Guidelines, only after the proposal is accepted "in principle" by the UGC (Guidelines are issued separately). **Proposals for construction/extension/renovation of building will not be considered for approval during the last year of the Plan period.**
- v) Each proposal will be considered by the UGC on its own merit and assistance will be approved for various items and programmes, keeping in view the needs of the college and its viability. It is not obligatory for the Commission to accept all items and the amount proposed for each item.
- vi) Grant against the allocation to be made for each approved item, during the Eleventh Plan period, will be released only after the receipt of audited accounts and utilization certificates against the grants paid for these items during the Tenth Plan period and earlier Plan periods and issuance of "No Objection Certificate" by the UGC.
- vii) Only those colleges which have fulfilled all conditions of affiliation prescribed by the concerned University and have been included under Sections 2(f) and 12 B of the UGC Act, in case they have been set up on or after 17.06.1972, are eligible to send their proposals.

#### **G. Procedure for release of grant.**

After the proposal of the college is finalized and approved by the competent authority of the UGC, the grants will be released as under, except for the Buildings.

The first instalment of grant (20% of the total allocation including additional grant and merged schemes, if any, except building and unless specified otherwise for a particular merged scheme) will be released along with the allocation letter, subject to the fulfillment of the eligibility conditions and availability of funds.

The release of subsequent instalments of grants, in the pattern of the first instalment, will be subject to the submission of audited utilization certificate and audited statement of expenditure and related documents pertaining to the earlier grants and their clearance by the UGC (**Please see ANNEXURES – III & IV**).

#### **NOTE**

- a. Those colleges which have been included in the list of colleges under Sections 2(f) and 12 B of the UGC Act, as on March 31, 2007, will be entitled to receive assistance up to 100% of the ceiling. This is for the Development of Undergraduate Education.
- b. Those colleges which are included in the said list after March 31, 2007, and on or before March 31, 2008, will be entitled to receive assistance up to 80% of the ceiling (Development of Undergraduate Education).
- c. Those colleges which will be included in the said list after March 31, 2008, and on or before March 31, 2009, will be entitled to receive assistance up to 60% of the ceiling (Development of Undergraduate Education).
- d. Those colleges which will be included in the said list after March 31, 2009 and on or before March 31, 2010 will be entitled to receive assistance up to 40% of the ceiling (Development of Undergraduate Education).
- e. Those colleges which will be included in the said list after March 31, 2010 and on or before March 31, 2011 will be entitled to receive assistance up to 20% of the ceiling (Development of Undergraduate Education). Thereafter, colleges will not be entitled to receive any grant during the Eleventh Plan.
- f. **Reappropriation up to 10% of the total allocation, within the approved items (excluding building) is permissible, under intimation to the UGC.**

#### **H. SCHEMES MERGED WITH DEVELOPMENT GRANT DURING THE XI PLAN**

##### **a. Rejuvenation of Infrastructure in Old Colleges**

###### **1. Introduction**

The colleges existing prior to Independence have played a significant role in producing freedom fighters, educationists and leaders in all walks of life. After Independence, India had the Herculean task of

development of not only the system of higher education but also ensuring access to quality education to all sections of people. Necessary human resource for economic development of the country had to be provided. This became possible with the educated human resource from the institutions existing prior to Independence. The country owes a debt to these colleges for providing quality education not only before Independence but for continuing to do so even now.

Some of the old institutions have been able to maintain their physical infrastructure and have also constructed new buildings. But some institutions need to lift their buildings from dilapidated conditions. Keeping this in view, the UGC will provide grant for the construction/extension/renovation of building to colleges established before 15<sup>th</sup> August, 1947, where there is need to rejuvenate the existing infrastructure.

## **2. Objectives**

To assist old colleges, established before 15<sup>th</sup> August, 1947, towards the renovation of building or construction/extension of classroom/laboratory or other infrastructure, based on immediate needs.

## **3. Eligibility**

Colleges which have been included in the list maintained under Sections 2(f) and 12 B of the UGC Act and established before 15<sup>th</sup> August, 1947, may apply for financial assistance under this scheme. Colleges, which are not eligible to receive development assistance from the UGC, are not eligible to receive grant under this scheme.

## **4. Nature of Assistance**

Under the scheme, the UGC will provide up to **Rs.15.00 lakh** towards the renovation of buildings, including classrooms, laboratories, staffroom, common room, hostels, etc. or for the construction/extension of classroom/ laboratory or other infrastructure, based on the most essential and critical requirements. The proposal will initially be approved “in principle” and final approval will be given after necessary documents, given in the Guidelines for the construction of buildings, are furnished. The UGC may send an Inspection Team to assess the condition of infrastructure available within the premises, **if required**.



**b. 'Catch-up' grant for Young Colleges**

**1. Introduction**

As the name of the scheme suggests, this is for giving special grant to colleges which came under Sections 2(f) and 12 B in the recent past and till then were not eligible to receive Central Assistance. Therefore, in addition to General Development grant, these colleges may apply for this 'Catch-up' grant to quickly build up/strengthen basic infrastructure in the form of building, books and journals, equipment.

**2. Objectives**

The special grant is meant

- i. to provide assistance for the construction of building and for the purchase of furniture and fixtures for classrooms and laboratories **constructed not earlier than the year preceding submission of the proposal.**
- ii. to provide grant for purchasing books and subscribing journals (including e-journals), procuring scientific and teaching equipment, sports kit.

**3. Eligibility**

Colleges which have been recognized by the University Grants Commission under Sections 2(f) and 12 (B) during the Tenth Plan and thereafter may apply for financial assistance under the scheme. A college must also enclose a copy of the UGC recognition letter issued to it, while applying. **A college, which has received grants under this scheme in the X Plan will again be eligible to receive grants in the XI Plan provided it fulfils all eligibility conditions.**

**4. Nature of Assistance**

The maximum a college may get under this scheme is **Rs.12.00 lakh** to fulfill the objectives of the scheme. The amount allocated for building should not exceed **Rs.9.00 lakh.**

### **Procedure for release of grant**

- a) **Grant allocated for books and equipment shall be released as 1<sup>st</sup> instalment.**
  - b) **Grant for building will be released in accordance with the building guidelines after submission of all requirement documents.**
- c) **Colleges located in Rural/Remote/Border/ Hill/ Tribal Areas**

#### **1. Introduction**

The focus of the XI Plan is 'Inclusiveness', with equal access to all. This approach requires identification of areas, regions as well as social, economic groups which have lower access to higher education than others and are below the all India average.

One of the aspects needing immediate attention is the Rural-Urban disparity. In early 2000, the enrolment ratio for rural areas was 5.6% as compared to 20.44% in the urban areas. The access of students from rural areas as well as those identified as remote/border/hill/tribal area need to be improved at a fast rate - that is the demand of 'Inclusiveness'.

The absence of proper transport facilities - a difficulty generally not faced in urban areas - is a primary deterrent. Teachers and students alike face difficulty and often have to spend a considerable time in commuting. Therefore, the primary requirement would be adequate teachers' quarters and students' hostel.

Since it may not be possible to provide residential accommodation to all the students, a conveyance allowance (maximum of Rs.500/- p.m.) may be given to students coming from a distance of 10 kilometers and above from the College. Weight - age is also to be given to attendance. For the first year students, this may be decided on the basis of attendance during the first three months of the academic calendar.

## 2. Objectives

The scheme aims to reduce locational disparities and increase access to higher education by providing residential accommodation for students and teachers on rental basis, development and implementation of location specific curricula and conveyance allowance to deserving students of colleges located in Rural/ Remote/ Border/ Hill/ Tribal Areas.

## 3. Eligibility

Colleges covered under Sections 2(f) and 12 B of the UGC Act and located in Rural/ Remote/Border (within 20 kilometers from the National border)/ Hill/ Tribal Areas may apply with a Certificate in respect of location from an Officer not below the rank of Block Development Officer or a Government Officer of equivalent status.

Students (Below Poverty Line Card Holders of the concerned State/UT) who have to cover distances of 10 kilometers and above (one way) and whose attendance is 70% and above are eligible to apply for conveyance allowance. This will be an annual award. A student will get the award for one year. Then he/she will have to compete again, based on the performance in the annual examination.

## 4. Nature of Assistance

A college would be eligible for up to **Rs.10.00 lakh** for the following:

- Accommodation for teachers/students on rental basis.
- Providing conveyance allowance (maximum **Rs.500/-** per month for those covering the maximum distance) to students (no conveyance allowance will be provided during vacation/leave/ recess which exceeds one week).
- Developing and implementing location-specific curricula.

## **5. Selection of students for Conveyance Allowance**

- (a) **Commuting distance:** Shortest distance from place of stay to the institute shall be 10 kilometers and above (one way).
- (b) Below Poverty Line Card Holder of the concerned State/UT.
- (c) Attendance shall not be less than 70%.

## **d. Colleges with relatively higher proportion of SC/ ST/OBC (non-creamy layer) and Minorities**

### **1. Introduction**

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian society. They include all such castes, races or tribes, which have been declared as SC and ST under the provisions of Article 341 and Article 342 of the Constitution of India. Further, the Constitution of the country recognizes the SCs and STs as the two most backward groups needing special protection.

The UGC, at present, is implementing the schemes of establishing SC/ST cells to oversee the implementation of reservation policy, remedial coaching to enable students to cope up with their studies, coaching classes for NET and coaching classes for entry in service. There are schemes of Fellowship at different levels. Many of the schemes have also been extended to the Minorities.

To promote the participation of different social groups, special development grants will be provided to Colleges with relatively higher proportion of SC/ST/Minorities. Further, the scheme has also been extended to OBC (non-creamy layer) /physically challenged and financially disadvantaged students.

### **2. Objectives**

The scheme aims to encourage access of students belonging to SC/ST/Minority communities, OBC(non-creamy layer) students, students facing

financial constraints and physically challenged (differently abled) students.

### **3. Eligibility**

Colleges covered under Sections 2(f) and 12B of the UGC Act and catering to the needs of SC/ST students or students belonging to Minority communities, OBC(non-creamy layer) students, physically challenged students and economically deprived students (Below Poverty Line Card Holder of the concerned State/UT) , where at least 35% of the students belong to these categories, or those specifically declared by the Government as Minority Institution will be eligible to apply for grant under this scheme.

### **4. Nature of Assistance**

A college would be eligible for up to **Rs.6.00 lakh** for the following:

Providing a stipend of Rs.500/- per month to 100 students belonging to the categories mentioned above, on merit-cum-means basis, to be selected by the college, for purchasing books, stationery and for incurring contingent expenditure.

### **5. Selection of students (merit- cum- means)**

Separate lists are to be prepared for SC, ST, OBC (non-creamy layer), Minority community students, physically challenged and financially disadvantaged (General category).

Separate lists may be prepared for Science, Arts and Commerce streams.

Weightage to be given to performance in the last examination.

The awards will be decided annually and a student will get the award for one year. Then he/she will have to compete again, based on the performance in the preceding annual examination.

e. **Special grant for Enhancement of Intake Capacity in Colleges (initiative for capacity building)**

**1. Introduction**

For a college, it is not only important to offer courses year after year but also to assess the demand for a particular course over the years. If the intake capacity of an existing course is much less than the number of students who apply at the beginning of an academic session, the college may think of increasing the intake capacity of the course. However, if the demand is less than the existing intake capacity, the college should seriously think of introducing new teaching programmes, keeping in view the local needs and requirements.

In order to assist in expansion, both from the enhancement of intake capacity of existing courses as well as by starting new courses, the UGC will provide special grant for purchasing books and equipment, subscribing journals, constructing new laboratory and/ or classroom and purchasing furniture and fixtures for the newly constructed laboratory / classroom.

**2. Objectives**

The scheme aims to provide infrastructural facilities to colleges for increasing the intake capacity of existing courses as well as for starting new teaching programmes.

**3. Eligibility**

All colleges covered under Sections 2(f) and 12B of the UGC Act and eligible to receive basic developmental assistance, may apply for assistance under this special scheme.

**4. Nature of Assistance**

A college would be eligible for a grant of up to **Rs.7.00 lakh** for courses where the intake capacity is to be increased or for introducing new courses, as under:

- Books & Journals
- Equipment

- Construction /extension of classroom and laboratory
- Furniture and fixtures for the newly constructed classroom/ laboratory.

To increase the intake capacity of an existing course, details of the number of students who applied during the last three academic sessions and the number actually admitted, may be furnished. For starting a new teaching programme, detailed justification may be given.

## **f. Establishment of Day Care Centres in Colleges**

### **1. Introduction**

The UGC has introduced a scheme to provide Day Care facilities on payment basis in colleges, for children of around three months to six years of age, when their parents (staff/students) are away from home during the day. It includes male employees/ scholars/students also, whose wives are working elsewhere.

### **2. Objectives**

To help them women and working parents (college employees) to pursue their career without having to worry about their children during working hours.

To provide a secure place and environment during working hours for children of male/female college employees/scholars/students

### **3. Eligibility**

All eligible colleges under Sections 2(f) and 12 B of the UGC Act may be considered under the scheme.

The Day Care Centre should be given adequate indoor space of approximately 800 to 1200 sq.ft. for 25 to 30 children. If the number of children increases, there should be a corresponding increase in space and staff, as also equipment. There should be separate space for activities, rest and meals and also preferably a separate room for infants.

The Day Care Centre must have a child-friendly environment of large colourful displays and activity centres with play materials that a child can take and play on his/her own, besides the guided activity. It should be located in a safe place, away from hazards such as traffic, staircases and lifts, and should not be too close to general toilets.

#### **4. Nature of Assistance**

To introduce the scheme, a one time lump-sum grant of **Rs.2.00 lakh** will be provided by the UGC to the college which is listed under Sections 2(f) and 12 B of the UGC Act. The grant should be utilized for acquiring essential facilities. The Day Care Centre is not run for profit to any individual or organization.

### **g. Colleges in Backward Areas**

#### **1. Introduction**

During the last decade, the higher education sector in India has seen a phenomenal increase in the number of new educational institutions being established, largely as a consequence of increased private investments. However, such initiatives have remained confined to mainly the large urban centres and the more developed states. In this way, the social and regional disparities in enrolment rates and availability of institutions of higher education have only widened over the years.

The concept of backwardness which the National Committee on Development of Backward Areas (report submitted in 1981 to the Planning Commission) found relevant for planned development is that an area may be termed backward if it is in need of special measures in order to utilize its development potential to the full. During the X Plan, the UGC adopted overall literacy rates as the single indicator for identifying educationally backward areas. Districts having overall literacy rates below the national average were identified as educationally backward. However, it has been found that the single indicator of literacy does not capture the complexities of educational backwardness in general and higher education in particular.



A new parameter has now been used in order to identify educationally backward districts in the country, which will be more sensitive from the point of higher education. This is:

Gross Enrolment Rate (GER) in higher education =  
All enrolled in post higher secondary classes to  
total population in 18-23 age group.

**A college located in the district where the GER is less than the national average is to be treated as a backward area college.**

## **2. Objectives**

To provide assistance for development of infrastructure and teaching learning resources to colleges located in educationally backward districts, thereby giving the eligible population access to better opportunities in higher education.

## **3. Eligibility**

Colleges covered under Sections 2(f) and 12 (B) of the UGC Act and located in districts identified as educationally backward, which are eligible to receive basic developmental assistance, may apply for assistance under this special scheme. **A college, which has received grants under this scheme in the X Plan will again be eligible to receive grants in the XI Plan provided it fulfils all eligibility conditions.**

## **4. Nature of Assistance**

The ceiling of assistance under this scheme will be **Rs.12.00 lakh.**

A college may seek assistance for the construction of building - the type to be decided on the basis of the most critical requirements. **The amount to be allocated for building construction should not exceed Rs.9.00 lakh**

Since the availability of books is also associated with the quality of higher education, a college with less than ten (10) books per student, must necessarily seek grant for books under this special scheme to make up for the deficiency. The college may seek grant for subscribing journals also.

Where the number of PCs are not adequate (more than fifty students per PC), the college may seek grant for PCs to allow each student at least an hour per week of computer time. The college may also seek grant for other teaching equipment and scientific equipment, sports kit, based on its most critical needs.

#### **Procedure for release of grant**

- a) **Grant allocated for books and equipment shall be released as 1<sup>st</sup> instalment.**
- b) **Grant for building will be released in accordance with the building guidelines after submission of all requirement documents.**

#### **h. Establishment of UGC- Network Resource Center (UGC-NRC) in the Colleges**

##### **1. Introduction**

The University Grants Commission has been assisting colleges for procuring computers since 1987 under the scheme of providing computers to Colleges. The present scheme was introduced in the X Plan, "UGC NETWORK RESOURCE CENTRES (UGC-NRC)" in Colleges, where assistance would be provided for the purchase of Computers and also for Internet Connectivity, which will continue in the XI Plan.

##### **2. Objectives of the Scheme**

The objective of the scheme is to create awareness among staff and students about the use of computers in various activities like administration, finance, examination and research. In addition to information and communication network, this would help colleges to have an access to multimedia material in teaching and learning at places of eminence in India & abroad.

##### **3. Eligibility/Target**

All colleges under the purview of the UGC i.e. under Sections 2(f) and 12B of the UGC Act and which have not availed of computer facility so far under this scheme may seek assistance. There is provision for second-time assistance.

#### **4. Nature of Assistance**

Separate Guidelines are available at the UGC website.

The financial assistance is for a period of 5 years or end of XI Plan, whichever is earlier. Proposals may be submitted as per Annexure-A while applying for General Development grant. All the selected colleges have to put a board outside the Centre prominently displaying "UGC NETWORK RESOURCE CENTRE".

#### **5. Procedure for Release of Grant**

90 per cent of the grant will be released to the selected colleges after the approval of the UGC for the purchase of Computer Hardware and Software as per terms and conditions laid down by the UGC. 10 per cent of the grant would be released on receipt of the detailed information (Annexure - B) and Utilization Certificate in the prescribed format (Annexure - C).

### **i. Equal Opportunity Centre in Colleges.**

#### **1. Introduction**

India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly entrenched system of social stratification. It is these social inequalities that created the barriers of denial of access to materials, cultural and educational resources to the disadvantaged groups of society. These disadvantaged groups are SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons. It is clear from the demographic factors that a large section of population of our country is still disadvantaged and marginalized.

Rigid compartmentalized caste system forced SCs to be socially deprived to render services without any claim on returns. The deprivation of dignity, identity and rights resulted in their dehumanization and humiliation. The toils and tears of STs were not very different from those of SCs. The STs were isolated, neglected and exploited. Both SCs and STs continue to suffer from social disabilities even today.

Women, victims of the past traditions and customs of the Indian society, were considered to be unequal and inferior. Even today women are being oppressed. Since gender disparity is known to lead to serious social imbalance, it is essential to neutralize these distortions of the past. The minorities including Muslims, Sikhs,

Christians, Buddhists and others, collectively constitute about 19% of the Indian population. The recent report of the Prime Minister's High Level Committee on the social, economic and educational status of the Muslim community of India has clearly indicated that the Muslim community exhibits deficits and deprivation in practically all dimensions of development. The same may be true with some variation in case of the other minorities. The physically challenged persons deserve due place and attention in the demographic setup of the nation. To ensure the same, the Parliament has passed the Act called the Person with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act 1995.

On achieving independence, the nation took a conscious decision to undo the social and historic wrongs. For eradication of social disparities, various provisions were made in the Indian Constitution. Our Constitution enshrined democratization as one of the main objectives of education and anticipated the democratic expansion of education to serve social and economic upward mobility.

The Indian education system seems to have been oriented only to meet the requirement of one-third of the population, ignoring the interest of the rest. Indeed, historically education was confined to certain sections of the society and did exclude large sections of the population, making it highly undemocratic in matters of access. This exclusion in education created ever-expanding disparities that adversely affected the disadvantaged groups of the society.

Since higher education is a tool for social and economic equality, the UGC has been addressing national concerns of access, equality, while ensuring the standard of quality and relevance of education by implementing policies of the Government of India and promoting several schemes and programmes for the disadvantaged groups that would help in eliminating social disparities.

India is potentially rich in human resources. To harvest the same and make the present education system inclusive, the degree of democratization of higher education has to be increased to a large extent. Further colleges should become more responsive to the needs and constraints of the disadvantaged social groups. Therefore, the UGC has planned to establish Equal Opportunity Centres in colleges.

## **2. Aims and Objectives**

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide

guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

### **3. Functions**

- i. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- vi. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- viii. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- ix. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- x. To organize periodic meetings to monitor the progress of different schemes.

- xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

#### **4. Advisory Committee**

There shall be an Advisory Committee with the Principal as Chairperson and three other members including an Adviser, to review the implementation of various schemes and programmes for the welfare of the disadvantaged and marginalized groups of the society and other related activities undertaken by the college as well as implementation of reservation policy in admission and recruitment for SC, ST, PH, OBC (non-creamy layer) and others, if any. The Committee should meet at least once in four months and action taken on decisions are to be reviewed in the subsequent meetings.

The Principal shall nominate one of the teachers, who has an innate interest in the welfare of the disadvantaged social groups, as an Adviser

- (a) The Adviser in the college shall:
  - i. oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government, UGC or any agency/ organization as well as those devised by the college/affiliating university for the disadvantaged groups for their effective implementation
  - ii. be responsible for the effective functioning of SC/ST Cell and other such Cells/Centres dealing with the problems of different socially disadvantaged groups.
  - iii. convene the meetings of Incharge of other Committees/Programmes dealing with social issues such as Gender Sensitization Committee against sexual harassment (GSCASH), National Service Schemes (NSS) etc. to review their activities.
- (b) The Advisor shall submit the progress/review report to the Principal.  
The Coordinators of SC/ST Cell, Remedial Coaching and other schemes/ Women's Study Centre, Population Education Cell etc. shall be closely associated with the Equal Opportunity Centre.

## **5. Eligibility Conditions**

Assistance under this scheme will be provided to all Colleges which have been included under Sections 2(f) and 12B of the UGC Act, 1956.

## **6. Nature of Assistance**

The UGC shall provide financial assistance to meet contingency expenditure, expenditure for organizing meetings and honorarium to the Advisor, as given below:

- i. Assistance to the Postgraduate Colleges and Undergraduate Colleges to the tune of Rs.50,000/- and Rs.30,000/- per annum respectively. The honorarium for the Advisor shall be at the rate of Rs.1000/- per month.
- ii. Rs.25,000/- per annum to organize a short-term course on positive discrimination of SC and ST for national development at the beginning of every academic session for newly enrolled students. At the end of the programme, the students may be asked to write a summary of what they have learnt and a certificate may be issued to them.

## **7. Procedure of Release of Grant**

The first year's grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

## **j. Remedial Coaching for SC/ST / OBC (non-creamy layer) & Minorities**

### **1. Introduction**

Education is meant not only to nurture the excellence already in a gifted person but also to uplift the not-so-gifted, so that he / she is equipped to safeguard his / her interests in independent democratic India.

The Constitution of India recognizes the SCs and STs as the two most backward groups needing special protection. Further, democracy demands the necessity to protect and foster the interests and needs of the minority groups.

In order to enable students belonging to SC / ST / OBC (non-creamy layer) / Minority communities, who need remedial coaching to come up to the

Level necessary for pursuing higher studies efficiently and to reduce their failure and drop-out rate, the UGC will provide financial assistance for conducting special classes outside the regular timetable during the Eleventh Plan. Students belonging to Other Backward Classes and General candidates may also be allowed the benefit of such coaching classes. A nominal fee (not exceeding the monthly tuition fee) may be charged from the general candidates. However, physically challenged students and students who are General candidates coming from families with income below the poverty line (as guided by the State/ UT/ Central Government) will be exempted from paying the fee.

## **2. Objectives**

Remedial Coaching is to be organized at Undergraduate / Postgraduate level with a view to

- i. improving academic skills and linguistic proficiency of the students in various subjects.
- ii. raising their level of comprehension of basic subjects to provide a stronger foundation for further academic work.
- iii. strengthening their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved so that proper guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently.

## **3. Eligibility**

Colleges covered under Sections 2(f) and 12B of the UGC Act, with students belonging to SC/ST/OBC (non creamy layer)/ Minority communities will be considered for financial assistance under this scheme. The students belonging to economically weaker sections and physically challenged students may also avail of this facility.



#### 4. Nature of Assistance

##### Non-recurring items – not to exceed:

- i) Equipment : **Rs. 3.00 lakh**
  
- ii) Books and Journals  
and Study Materials : **Rs.2.00 lakh**

##### Recurring items – not to exceed Rs.10.00 lakh for the Plan period :

- Remuneration

Honorarium to the Coordinator @ Rs.1000/- per month (applicable during the months when remedial coaching is being actually conducted plus honorarium for one extra month towards preparation/organization, but not to exceed Rs.12,000/- per annum)

Theory Classes:

Rs.250/- per hour, per subject to teachers, including retired teachers.

Rs.150/- per hour, per subject to postgraduate students / research scholars.

Practicals :

Rs.75/- per hour

- However, in exceptional cases, where an eminent educationist is invited for special lecture, the remuneration of Rs.500/- per lecture and admissible Travelling Allowance could be paid, with the approval of the Head of the Institution.
  
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
  
- Contingency:

Rs.10000/- per annum

The final amount of grant to be allocated would depend upon the number of students enrolled, as evident from the proposal and the recommendations of the Expert Committee.

## **5. Procedure for Release of Grant**

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

## **6. Monitoring**

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. At the end of each academic year, the Coordinator will submit, through the Principal, an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:

- i. The duration for which the coaching was organized, classes / period and the number of candidates who actually participated in the programme.
- ii. The subjects in which they were tutored, names of teachers and their subject discipline.
- iii. The number of the candidates who actually appeared in the examination.
- iv. The number of the successful candidates in each paper.
- v. Problems faced by the College in the implementation of the scheme.
- vi. Overall comments of the Coordinator.

## **k. Coaching for NET/SET for SC / ST/ OBC (non-creamy layer) & Minorities**

### **1. Introduction**

The Eleventh Plan focuses on 'Inclusiveness', with equal access to all. However, a review of the enrolment rate reveals different types of disparities – rural-urban, inter-state, inter-caste, inter-religious, gender, economic and occupational. The Gross Enrolment Ratio (GER) for tertiary education is significantly lower than the national average in case of SC, ST and also in some religious

groups. It is important that schemes should be developed whereby the access of students from SC, ST, OBC (non-creamy layer) and Minority communities is improved at a faster rate so that the gap in enrolment rate ( with the national average ) is reduced. It is also important that these students not only complete higher education but are encouraged to choose teaching as a career and become role models to others of their group.

In order to ensure that more and more SC / ST/ OBC (non-creamy layer) candidates as well as candidates from Minority communities become eligible to apply for teaching posts, the UGC will continue the scheme for coaching SC/ ST and Minorities to prepare for National Eligibility Test (NET) or State Eligibility Test (SET) for Lecturers, during the Eleventh Plan. Students belonging to Other Backward Classes, economically weaker sections and physically challenged students may also avail of this coaching facility.

## **2. Objectives**

The main objective of the scheme is to prepare SC /ST candidates and candidates from Minority communities for appearing in NET or SET, so that sufficient number of candidates become available for selection of Lecturers in the University system from these groups.

## **3. Eligibility**

Colleges with postgraduate departments and covered under Sections 2(f) and 12B of the UGC Act will be considered for financial assistance under this scheme. Students belonging to SC/ST/OBC (excluding creamy layer)/ Minority communities and 20% of the total number of other students may be considered for coaching under this scheme.

## **4. Nature of Assistance**

### **Non-recurring items – not to exceed:**

- i) Equipment : **Rs.2.50 lakh**
- ii) Books and Journals  
and Study Materials : **Rs.1.00 lakh**

### **Recurring items – not to exceed Rs.7.5 lakh for the Plan period:**

- Remuneration

- Honorarium to the Coordinator @ Rs.1000/- per month (applicable during the months when coaching is being actually conducted plus honorarium for one extra month towards preparation / organisation, but not to exceed Rs.12000/- per annum).
- Travelling expenses, honorarium of Rs.1000/- per diem (not less than three hours of contact teaching) to resource persons, hospitality to outstation resource persons.
- For teachers belonging to the college, Rs.250/- per hour, per subject.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
- Contingency :  
  
Rs.10000/- per annum

The final amount of grant to be allocated would depend upon the number of students enrolled, as evident from the proposal and the recommendations of the Expert Committee.

#### **5. Procedure for Release of Grant**

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

#### **6. Monitoring**

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. The Coordinator, at the end of the third year of the programme, will submit, through the Principal, an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:

- i The duration for which the coaching was organized, classes/period and the number of candidates who actually participated in the programme.
- ii The subjects in which they were tutored, names of teachers and resource persons and their subject discipline.

- iii The number of candidates who actually appeared for NET / SET.
- iv The number of successful candidates.
- v Problems faced by the College in the implementation of the scheme.
- vi Overall comments of the Coordinator.

**I. Coaching Classes for entry in services for SC/ST / OBC (non-creamy layer) & Minorities**

**1. Introduction**

The well-being and development of the Scheduled Castes (SC), Scheduled Tribes (ST), OBC (non-creamy layer) and Minorities are important indicators of the strength and success of a democratic society. Specific provisions have been made to improve the status of these groups, socially and educationally, so that they can take their rightful place in society. Representation of the groups in All India / State / Provincial Services and equivalent positions in the private sector is an indicator of how far the country has been successful to equip them so that they are in a position to safeguard their own interests.

In order to prepare students belonging to SC / ST/ OBC (non-creamy layer) and Minority communities to get gainful employment in Central and other services mentioned above, the UGC will continue the scheme of Coaching classes for entry in services for SC / ST & Minorities during the Eleventh Plan.

**2. Objectives**

The basic objective of the coaching scheme is to prepare students belonging to SC / ST/ OBC (non-creamy layer) and Minority communities to get gainful employment in Group 'A', 'B' or 'C' Central services, State services or equivalent positions in the private sector.

The coaching under the scheme should be oriented for particular examinations conducted for selection to services, such as the IAS, State Public Services, Bank recruitment, etc.

The coaching may be focused, taking into consideration the specific requirements of a particular competitive examination.

The College may develop an Employment Information Cell for providing information about various competitive examinations in the area of its operation.

### **3. Eligibility**

Colleges covered under Sections 2(f) and 12B of the UGC Act with students belonging to SC/ST/ OBC (non-creamy layer) and Minority communities will be considered for financial assistance under this scheme. The students belonging to economically weaker sections and physically challenged students may also avail of this facility.

Applications may be sought by advertising in a local daily so as to cover students outside the college rolls. Coaching may be organised by dividing the candidates into groups of not more than twenty five students.

### **4. Nature of Assistance**

#### **Non-recurring items – not to exceed :**

- i) Equipment : **Rs.3.00 lakh**
- ii) Books and Journals  
and Study Materials : **Rs.2.00 lakh**

#### **Recurring items – not to exceed Rs.10.00 lakh for the Plan period :**

- Remuneration
- Honorarium to the Coordinator @ Rs.1000/- per month (applicable during the months when coaching is being actually conducted plus honorarium for one extra month towards preparation / organisation, but not to exceed Rs.12000/- per annum).
- Honorarium to resource persons @ Rs.500/- per lecture (of duration not less than sixty minutes).
- Travelling expenses to resource persons from outside the College.
- Hospitality to outstation resource persons.
- Payment to Part-time LDC with Computer knowledge, not to exceed Rs.18,000/- per annum.
- Contingency : Rs.10,000/- per annum

The final amount of grant to be allocated would depend upon **the number of students enrolled as evident from the proposal** and recommendations of the Expert Committee.

**5. Procedure for Release of Grant**

100 % of the Non-recurring grant and 20% of the Recurring grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

**6. Monitoring**

The Coordinator of the programme will supervise the work under the scheme at the institutional level. Separate registers may be maintained for different subjects. The Coordinator, at the end of the third year of the programme, will submit, through the Principal, an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:

- i) The duration for which the coaching was organized, classes / period and the number of candidates who actually participated in the programme.
- ii) The subjects in which they were tutored, names of teachers and resource persons and their subject discipline.
- iii) The number of candidates who actually appeared for competitive examinations.
- iv) The number of candidates who got placement.
- v) Problems faced by the College in the implementation of the scheme.
- vi) Overall comments of the Coordinator.

Proforma for submitting Progress Report and Statement of Expenditure for Remedial Coaching for SC/ST / OBC (non-creamy layer) & Minorities, Coaching for NET for SC/ ST/ OBC (non-creamy layer) & Minorities, Coaching classes for entry in services for SC/ST/ OBC (non-creamy layer) & Minorities are annexed (Annexure D)

**m. Schemes for Persons with Disabilities**

**(i) HIGHER EDUCATION FOR PERSONS WITH SPECIAL NEEDS (HEPSN)**

**Introduction**

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting universities and colleges in the country to involve in special education activities to empower differently-abled persons.

The UGC had started the scheme of assistance to universities/colleges for Higher Education for Persons with Special Needs (Differently-abled Persons) (HEPSN) during the Ninth Five-Year Plan, which continued in the Tenth Plan. Keeping in view the need to provide infrastructure to differently-abled persons in higher education institutions, the scheme is extended to the Eleventh Plan too. The details of the scheme are enumerated as follows:

The HEPSN scheme is basically meant for creating an environment at the higher education institutions to enrich higher education learning experiences of differently-abled persons. Creating awareness about the capabilities of differently-abled persons, construction aimed at improving accessibility, purchase of equipment to enrich learning, etc., are the broad categories of assistance under this scheme.

**Specific Objectives of HEPSN**

The specific objectives of the HEPSN Scheme are as follows:

1. To provide equal educational opportunities to differently-abled persons in higher education institutions.
2. To create awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
3. To equip higher education institutions with the facilities to provide access to differently-abled persons.



4. To provide special devices to higher education institutions that will augment the learning experiences of differently-abled persons.
5. To monitor the implementation of all existing and future legislation and policies, which are pertaining to higher education of differently-abled persons.

### **Eligibility**

Higher education institutes will be provided assistance under the HEPSN scheme when they fulfill the following conditions:

1. The college applying for grant for any one of the components of the scheme should have enrolled disabled persons, including persons with visual impairment, hearing impairment, and locomotor disability, etc., in various courses of the institute. The definitions of disability are in accordance with the Persons with Disabilities Act 1995.
2. Institutions applying for the scheme should have been approved by the UGC under Sections 2(f) and 12 B.
3. The college should have constituted an expert committee involving faculty members, experts in the field and differently-abled persons themselves. The committee should meet at least once a year to review the activities related to the concerned scheme(s).

### **Provision of Facilities and Financial assistance**

The HEPSN scheme has three components. They are enumerated as follows:

#### **Component 1**

##### **Establishment of Enabling Units for differently-abled persons:**

In order to develop awareness in the higher education system and also to provide necessary guidance and counselling to differently-abled persons, it is proposed to establish resource units in colleges in the country, which will be called as Enabling Units. The functions of this Enabling Unit will be to:

1. facilitate admission of differently-abled persons in various courses;
2. provide guidance and counselling to differently-abled individuals;
3. create awareness about the needs of differently-abled persons, and other general issues concerning their learning; and
4. assist differently-abled graduates to gain successful employment in the public as well as private sectors.

The special unit will be coordinated by a faculty member to be nominated by the head of the institution. He/she will work as honorary coordinator for which a token honorarium of Rs. 4000/- per month will be paid.

The unit will also have a budgetary provision of Rs. 50,000/- per year towards general administration, stationery, contingencies, and to avail the services of experts and personnel for organising awareness programmes, counselling sessions, etc., for efficient and independent functioning in order to achieve its objectives.

The major functions of the Enabling Unit will be as follows:

- a. To provide counselling to differently-abled students on the types of courses they could study at the higher education institutions.
- b. To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
- c. To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled persons.
- d. To assess the educational needs of differently-abled persons enrolled in the higher education institutes to determine the types of assistive devices to be procured.
- e. To conduct awareness programmes for teachers of the institute about the approaches to teaching,

evaluation procedures, etc, which they should address in the case of differently-abled students.

- f. To study the aptitude of differently-abled students and assist them in getting appropriate employment when desired by them after their studies.
- g. To celebrate important days pertaining to disability such as the World Disabled Day, White Cane Day, etc., in the institute and also in the neighbourhood in order to create awareness about the capabilities of differently-abled persons.
- h. To ensure maintenance of special assistive devices procured by the higher education institute under the HEPSN scheme and encourage differently-abled persons to use them for enriching their learning experiences.
- i. To prepare annual reports with case histories of differently-abled persons who are benefited by the HEPSN scheme sanctioned to the higher education institute.

An expert team appointed by the University Grants Commission will carry out evaluation of the functioning of the Enabling Unit from time-to-time to enrich their services to differently-abled persons.

## **Component 2**

### **Providing Access to Differently-abled persons**

It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day-to-day functioning.

The colleges under this scheme are expected to address accessibility related issues as per the stipulations of the Persons with Disabilities Act 1995, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly.

The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. For this purpose, the UGC will

make a one-time grant of up to **Rs.5.00 lakh** per college during the Plan period. The construction plans should clearly address the accessibility issues pertaining to disability. Guidelines on accessibility laid out by the office of the Chief Commissioner of Disabilities, Government of India (website: [www.ccdisabilities.nic.in](http://www.ccdisabilities.nic.in)) may be followed in the case of construction and making the environment disability friendly.

### **Component 3**

#### **Providing Special Equipment to augment Educational Services for Differently-abled Persons**

Differently-abled persons require special aids and appliances for their daily functioning. These aids are available through various schemes of the Ministry of Social Justice and Empowerment. In addition to the procurement of assistive devices through these schemes, the higher education institute may also need special learning and assessment devices to help differently-abled students enrolled for higher education. In addition, visually challenged students need Readers.

Availability of devices such as computers with screen reading software, low-vision aids, scanners, mobility devices, etc., in the institutes would enrich the educational experiences of differently-abled persons. Therefore, colleges are encouraged to procure such devices and provide facility of Readers for visually challenged students. The UGC will provide an ad hoc one-time grant of up to **Rs. 1.50 lakh** per college during the Eleventh Plan period.

#### **How to Apply for the Scheme**

1. Application for specific projects should be sent in the prescribed proforma along with College Development proposal. (ANNEXURE-E)

#### Procedure for release of grant

- Component 1. Honorarium to coordinator and other budgetary provision @ Rs.50,000/- per year will be released for the 1<sup>st</sup> year after approval of the proposal. Subsequent grants will be released on the basis of audited utilization certificate and statement of expenditure [ANNEXURES-F(a) and F(b)]
- Component 2. Grant will be released on receipt of detailed plans and estimate as per UGC building guidelines.
- Component 3. 90% of the grant allocated will be released as 1<sup>st</sup> instalment and the remaining 10% on reimbursement basis, on receipt of audited statement of expenditure and utilization certificate.

(ii) **FINANCIAL ASSISTANCE TO VISUALLY CHALLENGED TEACHERS DURING XI PLAN**

**1. INTRODUCTION**

The Scheme has been formulated to help visually challenged permanent teachers to pursue teaching and research with the help of a Reader and by using teaching and learning aids by way of providing Reader's Allowance and funds for purchase of Braille books, recorded materials etc.

**2. OBJECTIVE**

To provide facility to help visually challenged permanent teachers to achieve self-dependence by using various aids for teaching, learning and research.

**3. ELIGIBILITY/ TARGET GROUP**

All the visually challenged teachers who are working in colleges of India, which are included under Sections 2(f) and 12B of the UGC Act, are covered under the scheme.

**4. NATURE OF ASSISTANCE**

Allowance to visually challenged permanent teachers will be **Rs.18000/- p.a.** The amount is to be utilized for the following purposes:

- (a) Payment to Reader
- (b) Purchase of Braille Books/ Material
- (c) Purchase of recorded materials
- (d) Any other related/ required material/ equipment for research, teaching and learning.

The amount payable to Reader shall not exceed Rs.50/- per hour. The College shall reimburse the amount to visually challenged teachers on receipt of the actual amount received by the Reader **and actual expenditure incurred by the visually challenged teacher subject to a maximum of Rs.18000/- per annum. Bills, in original, will be required to be submitted by the teacher to the college. However, these are not required to be**

**submitted to the UGC.** The scheme will end with the Plan period.

**5. PROCEDURE FOR APPLYING**

The proposal may be sent directly to the respective Regional Offices/ NRCB of the UGC along with the proposal for XI Plan General Development Grant showing the consolidated list of all the visually challenged teachers in the Institute.

**6. PROCEDURE FOR APPROVAL BY THE UGC**

The UGC would analyze and approve the proposal at its own level. Once the proposal is approved, the first instalment of the admissible grant will be released by the UGC.

**7. RELEASE OF GRANT BY THE UGC**

The first instalment will be released with the letter of approval. However, subsequent instalments would be paid on receipt of Utilization Certificate of the previous grant together with the Statement of Expenditure incurred in the previous year. Details pertaining to visually challenged teachers be appended with it.

**8. PROFORMA FOR SUBMITTING PROPOSAL**

The Colleges are requested to submit their proposal in the prescribed format only (ANNEXURE-G).

**n. Career and Counseling Cell in Colleges**

**1. INTRODUCTION**

The scheme of establishing a Career and Counselling Cell in Colleges has been formulated to address the diverse socio-economic challenges and geographic backgrounds of the heterogeneous population of students coming to the Colleges vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information. Linguistic differences and cultural gaps among students also call for the setting up of placement cells. Availability of relevant and accessible information coupled with professional guidance to utilize the same can result in better career

achievements outside the classrooms and help in the healthy progression of students.

In each College, curricular inputs are important. Relevant information on courses and combinations on offer with freedom of choice is generally available and counselling is informally given as a support service. The conventional information system comprises a copy of prospectus that contains a list of courses and combinations, entry rules, fee structure, examination schedule etc. in a routine repetitive manner year after year. But now with the change in scenario, not only the academic content and its rules have become oriented towards the market needs but one has also to address social disparities and career opportunities that education has to offer. The conventional information system is now to be supplemented with active guidance and information technology that is fast replacing the print media with a system that can quickly retrieve information details for the benefit of all concerned. Now it is important to institutionalize this support to enhance the reach and scope of available opportunities for the students and prepare them for the future challenges.

To implement the above, Counselling Services are to be formalized which will enable the students to get over their social institutions and exclusivity, which are attributed to their socio-economic and cultural diversities and linguistic barriers. The career and counselling support that an institution offers to its students makes them confident to perform better. Counselling thus addresses both the academic and the career concerns and opportunities. The inculcation of guidance about market patterns and employability can help the institution in building a base for its students. This exercise will result in their socio-economic integration.

Career and Counselling Cell would help the students with appropriate guidance to establish linkages with the world of work and locate career opportunities vis-à-vis the realities and job profiles in the context of highly competitive emerging occupational patterns. The gap in perception about the market demands and individual expectations could be bridged through psychological and confidence building measures.

Vocational guidance and campus based interviews have become a common practice. These could be taken care of through the active liaison of the Career and Counselling Cell with the recruiting agencies and HR

personnel of reputed firms. The active participation of institutional experts from these could give greater on site experience in search of suitable candidates. In this exercise, the institutions, for positive help, could also involve their alumni. They could also undertake an affordable training programme to acquaint the students with the high demand market areas and invoke industry-institution linkages.

## **2. OBJECTIVE**

Along with the academic and administrative processes in a College, Career and Counselling Cell has to be a dispensation of well-informed and interested teachers. It has to support the students in the development of soft skills and communication ability to challenge the rigors of competitive tests and on-job-training in add-on or vocational courses. As a purveyor of healthy inter and intra personal relations, it has to inculcate social values and ability to think independently for carrying out social responsibilities. There may be a team of teachers with different subjects and interests to create a homogeneous group to translate this vision and carry out its healthy functions as an institutional imperative.

The guidance and counselling cell in a College has to be a resource centre of information, guidance and counselling with free accessibility and internet based global connectivity and exchange of information on professional placements.

### **FUNCTIONS OF CAREER AND COUNSELLING CELLS**

- a) To gather information on job avenues and placements in different institutions and concerns related to the courses that the College offers.
- b) To analyse information in the local, regional and national contexts to explore its relevance and utility for the students in their placements and on-job training.
- c) To organise seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio-economic policies and to impart training in soft skills.



- d) To promote discipline, healthy outlook and positive attitudes towards national integration and removal of narrow provincial preferences and prejudices.

### **ELIGIBILITY / TARGET GROUP**

Financial assistance under the scheme will be available to such Colleges included in the list of institutions maintained under Section 2(f) and are entitled to draw UGC assistance under Section 12 B of the UGC Act, 1956. Application on the prescribed proforma (Annexure-H) may be submitted while applying for General Development grant, as a part of the merged schemes.

### **NATURE AND LEVEL OF ASSISTANCE AVAILABLE UNDER THE SCHEME.**

During the XI Plan period, the following financial assistance may be provided under the scheme:

- i) **Non-recurring: Rs.2.00 lakh** (Computers with internet for the entire period of the Plan, Laser Printer, Photocopier, FAX).
- ii) **Recurring: Rs.1.00 lakh p.a.** (Hiring charges, TA/DA for the services of a Counsellor, Resource persons, payment of Honorarium, Reading material, Contingency etc.)

**Note:** No regular teaching or non-teaching post under the scheme is permitted to be created or funded.

Hundred per cent non-recurring grant and recurring grant for the first year will be released with the sanction of the proposal by the UGC. Thereafter the grant will be released on the basis of the receipt of Utilization Certificate and the consideration thereof by the Commission.

### **PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME:**

At the end of each academic year, the Coordinator/In-charge of the Cell will submit an Appraisal Report, duly signed by the Principal, to the UGC, giving a consolidated

statement of the data, the progress achieved and the problems faced, if any, by the Cell. The College may send item-wise statement of expenditure as per format in Annexure-I and Audited Utilization Certificate at the end of every year to the UGC.

**PROCEDURE FOR RELEASE OF GRANTS IN THE SCHEMES WHERE IT IS NOT SPECIFIED:**

- a) 20% of the grants allocated shall be released in the first year under all heads except building. Subsequent grants will be released on receipt of audited Utilisation Certificates and Statements of Expenditure**
- b) Building grants will be released in accordance with the building guidelines laid down for the XI Plan**

**UNIVERSITY GRANTS COMMISSION**

**Proposal of the College for assistance from the University Grants Commission for general development in the Eleventh Plan (2007-2012)**

(Please read the Guidelines carefully before filling in the proposal form)

**Section 1. Basic information to determine the Eligibility of a College.**

(Please indicate the enclosure number against the relevant column in all such cases where the required information has been given on a separate sheet of paper).

1. (a) Name of the College, with complete address, Pin Code and State \_\_\_\_\_; Tel. No. with STD code \_\_\_\_\_; Fax No. \_\_\_\_\_; Telex No. \_\_\_\_\_; e-mail Id \_\_\_\_\_
- (b) Name of the District where the College is located:
- (c) Name of the Trust/ Society:
2. **College Bank Name, Address & Account Number (under which UGC funds are to be transacted)**
3. University to which affiliated \_\_\_\_\_
4. (i) Date of establishment \_\_\_\_\_
- (ii) Date of affiliation (permanent) \_\_\_\_\_
- (iii) If temporary, date up to which affiliation is granted \_\_\_\_\_
- (iv) Date of inclusion under \_\_\_\_\_
  - (a) Section 2(f) of the UGC Act
  - (b) Section 12 B of the UGC Act, if established on or after 17<sup>th</sup> June, 1972. (Please attach copy)
5. Nature of management Government/Private/University
6. Location
  - (i) Whether situated in urban/ small town/ rural/ remote/ hill/ border/tribal area (Please attach certificate from BDO/ SDO/ SDM)
  - (ii) Whether situated in educationally backward area.

7. (a) Whether the college is aided, i.e., receiving salary grant from the State/ Central Government (Yes/No) \_\_\_\_\_

If yes, amount of Non-Plan (Maintenance) Grant received from the State/ Central Govt. \_\_\_\_\_ (during the Tenth Plan)

Amount of Plan Grant received from the State/Central Govt. \_\_\_\_\_ (during the Tenth Plan)

Percentage of expenditure reimbursed \_\_\_\_\_ (during the Tenth Plan)

- (b) Resources generated by the college through Fees \_\_\_\_\_  
Other internal sources \_\_\_\_\_ External sources \_\_\_\_\_  
(apart from Govt./UGC)

Total : \_\_\_\_\_ Plan Grants received from the State/ Central Government in the Tenth Plan (Capital expenditure, new posts, books, equipment)

**S.No.            Item            Amount**

- 1.
- 2.
- 3.
- 4.

**Total :**

Plan Grants received from the UGC, during Tenth Plan. (Copy of 'No Objection Certificate' received against X Plan College Grants be enclosed)

Item	Amount Approved	Amount Received	Statement of Expenditure submitted till 31 <sup>st</sup> March, 2007	Statement of Expenditure submitted till 31 <sup>st</sup> March, 2008
1.				
2.				
3.				
4.				
<b>Total :</b>				

8. **Please give the category under which the College falls:**

- i. Arts/Commerce Colleges
- ii. Science/ Multi-faculty Colleges
- iii. Single faculty UG Colleges
- iv. Single faculty PG College
- v. Colleges of Education offering B.Ed./M.Ed/B.P.Ed./M.P.Ed. courses (General/Special)

vi. Whether the college has postgraduate departments Yes/No  
 If yes, give the names of PG departments:

- 1.
- 2.
- 3.

vii. Autonomous College

viii. College with Potential for Excellence Yes/No

9. **Courses for which affiliation has been granted by the University at undergraduate and postgraduate levels (indicate if field/laboratory work involved). Letter of affiliation may be attached.**

Programme	Name of Course	Field/Laboratory Work involved	Intake Capacity	Students enrolled (as on 31.03.2007)*	Number of Teachers
Undergraduate					
Postgraduate					
<b>Total :</b>					

\* Give the current enrolment status also.

10. (a) Total number of permanent teachers (or teachers appointed on regular basis in case of Government Colleges) and temporary/ ad-hoc (full-time) teachers, part-time/guest/visiting teachers.

Permanent \_\_\_\_\_  
 Temporary/ Ad-hoc (full-time) \_\_\_\_\_  
 Part- time/guest/visiting \_\_\_\_\_

Total : \_\_\_\_\_

(Details indicating the name, designation, qualifications, class/division/grade obtained at the Master's degree level, M.Phil/ Ph.D., date of appointment and date of confirmation (for permanent teachers only) of each teacher to be given separately for permanent, temporary/ad-hoc(full-timers) and part-time/ guest/ visiting teachers)

(b) Number of teachers from SC/ST and other categories required to be reserved and their percentage in the total number of teachers.

Sl. No.	Category	Number required to	Number in position	% of total
---------	----------	--------------------	--------------------	------------

**be reserved**

- 1.
- 2.
- 3.
- 4.

**11. Profile of Student enrolment in degree classes and above (beyond+2stage) as on 31<sup>st</sup> March, 2007**

S. No.	Courses	Men	%	Women	%	Total *	SC			ST			OBC (non-creamy layer)			Minorities			Financially Weak**			Physically Challenged		
							Men	Women	%	Men	Women	%	Men	Women	%	Men	Women	%	Men	Women	%	Men	Women	%
1.	B.A																							
2.	B.Sc.																							
3.	B.Com.																							
4.	M.A.																							
5.	M.Sc.																							
6.	M.Com.																							
7.	Any other course (list each course)																							

\* % indicates percentage of total enrolment

\*\* Students coming from families with income below the poverty line (as guided by the State/UT/Central Government)

**12. NAAC Grade (with supporting document) :**

**Section 2. Proposals for Development of Undergraduate Education.**

1. Ceiling of assistance for which the College is eligible (Basic Development Grant) as per the Eleventh Plan Guidelines Rs.\_\_\_\_\_.
2. Proposals for assistance required during the Eleventh Plan for College development.

S.No.	Item	Amount proposed by the College	Detailed Justification (Please attach enclosures)
	<b>Basic Development Grant (A)</b>		
a.	Books & Journals		
b.	Equipment		
c.	Maintenance of Equipment		
d.	Construction/extension/renovation of building :		

	Classrooms Laboratory Library Building Workshop shed Animal House Men's Hostel Women's Hostel Staff Quarters/ Teachers' Hostel Seminar hall Committee room Counselling Cell Auditorium Tutorial room Canteen Building Non-resident Students' Centre Health Centre Sports facility Others		
e.	Improvement of facilities in existing premises		
f.	Competence building initiatives in Colleges		
g.	Examination reform		
h.	Educational Innovation		
i.	Field Work/Study Tours		
j.	Extension Activities		
	<b>Total (A) :</b>		
	<b>Additional Grant (B)</b>		
	Improvement of facilities in existing premises - common room and toilet facilities for women		
	<b>Schemes merged with Development grant during the XI Plan</b>		
a.	Rejuvenation of Infrastructure in Old Colleges		
b.	'Catch-up' grant for Young Colleges		
c.	Colleges located in Rural/Remote/Border/Hill/Tribal Areas		
d.	Colleges with relatively higher proportion of SC/ST & Minorities		
e.	Special grant for Enhancement of Intake Capacity in Colleges (initiative for capacity building)		



f.	Establishment of Day Care Centres in Colleges		
g.	Colleges in Backward Areas		
h.	Establishment of UGC Network Resource Centre		
i.	Equal Opportunity Centre in Colleges		
j.	Remedial Coaching for SC/ST/OBC (non-creamy layer) & Minorities		
k.	Coaching for NET for SC/ST/OBC (non-creamy layer) & Minorities		
l.	Coaching class for entry in services for SC/ST/OBC (non-creamy layer) & Minorities		
m.	Schemes for Persons with Disabilities		
n.	Career and Counselling Cell		
	<b>Total (B) :</b>		
	<b>Grand Total (A+B) :</b>		

N.B. The College should give details and justification in support of each item on a separate sheet of paper. The facilities available at present, the extent to which they are being put to use and the specific reasons for proposing further expansion may be indicated. For building proposals, the college should indicate the total estimated cost including services viz. Electrification, Sanitary fittings, Architect's Fee, Contingency etc. The proposal for the construction of building would be considered only if the present accommodation is being put to optimum use.

The Expert Committees to be constituted by the Commission will look into the justification for seeking assistance by the colleges and will recommend to the Commission the quantum of grant, accordingly. The decision of the Commission in this regard will be final.

It is certified that the proposal for development of undergraduate education has been formulated by the Planning Board of the college in which faculty members have been associated. The college has the necessary financial resources and managerial ability to meet the expenditure over and above the UGC grant, if required, to complete the projects within the Eleventh Plan period in accordance with the terms and conditions prescribed for the purpose and submit necessary statement of accounts and other documents including Utilization

Certificate as required by the Commission. The assistance sought from the Commission is not for the purpose of fulfilling the conditions of affiliation laid down by the University.

It is also certified that the \_\_\_\_\_ College is affiliated to the University of \_\_\_\_\_ and is included under Sections 2(f) and 12 B of the UGC Act and fulfills the eligibility conditions as laid down by the UGC. The college undertakes to utilize the grants for the purpose for which they are sanctioned and would furnish all necessary documents as required in the conditions of grants laid down by the UGC.

Signature \_\_\_\_\_  
Principal  
Seal  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Registrar/ Coordinator/ Director, College Development Council  
Seal  
Date \_\_\_\_\_

### **CERTIFICATE**

(Only for colleges catering to the needs of SC/ST/OBC(non-creamy layer) and Students belonging to Minority Communities)

It is certified that \_\_\_\_\_ College is catering to the needs of Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer) / Minority Community students and has the required number of students belonging to SC/ST/OBC (non-creamy layer) /Minority Communities in the degree classes and fulfills the conditions laid down for receiving the UGC assistance under this programme. The educational developments proposed by the College are such as would help the SC/ST/OBC(non-creamy layer) /Minority Community students in their higher education. The College has the necessary managerial ability to successfully implement the development programmes, as per conditions laid down and submit all necessary accounts and documents etc. as may be required by the UGC.

Place: Principal \_\_\_\_\_  
Date: Seal

Registrar/ Coordinator/  
Director, College Development Council  
Date: Seal

\*\* Strike out whichever is not applicable

**UNIVERSITY GRANTS COMMISSION**  
**Proposal for Assistance for Development of Postgraduate Courses in**  
**the College during Eleventh Plan period (2007-2012)**

(Please read the Guidelines carefully before filling in the proposal form. Proposals should be made only in respect of departments eligible, as per norms indicated).

**Section 1.**

1. (a) Name of the College , with complete address , Pin Code and State \_\_\_\_\_Tel. No. with STD Code \_\_\_\_\_; Fax No. \_\_\_\_\_; Telex No. \_\_\_\_\_; e-mail Id \_\_\_\_\_  
(b) Name of the Trust/ Society
2. College Bank Name, Address & Account Number (under which UGC funds to be transacted)
3. University to which affiliated \_\_\_\_\_
4. Date of establishment \_\_\_\_\_
5. Nature of management Government/Private/University
6. Has the College fulfilled the prescribed conditions of affiliation of Postgraduate course?
7. Names of those departments in the College offering Postgraduate courses which satisfy the eligibility conditions as laid down in the Guidelines.

**SECTION - 2**

Information relating to the department for which development assistance is proposed. A separate sheet is to be given for each such department

1. Name of the Department \_\_\_\_\_
2. Year from which postgraduate courses were started \_\_\_\_\_
3. Whether the PG course for which assistance is sought is self-financing or not : Yes/No
4. Total number of students (current session) in 2 years of M.A./M.Sc./M.Com., etc. as on ..... (Please indicate the date.)  
Enrolment  
M.A.  
M.Sc.

M.Com.  
Any Other

5. Total number of teachers in the department on the date of application  
i. with Ph.D. degree \_\_\_\_\_  
ii with M. Phil degree only \_\_\_\_\_  
iii with Masters degree only \_\_\_\_\_

Please attach list with names, date of joining, qualifications, etc.

6. Number of journals subscribed with titles and amount of subscription per annum.
7. Details of major research projects and minor research projects undertaken by faculty members in the department during the past three years, giving details, such as sponsoring agency, funds, duration etc. How many of them have been completed?
8. Details of research publications by the staff in the past three years, giving details, such as titles of the research papers, journals in which published/accepted for publication, year of publication etc. **Copies of the publications are required to be presented before the Committee at the time of interface meeting with college Principals.**
9. Details of professional journal published

### SECTION-3

Proposal for assistance required for development of postgraduate education during the Eleventh Plan period.

#### Name of the Department:

Sl. No.	Item	Amount proposed by the College	Detailed justification (please attach encl.)
1.			
2.			
3.			
4.			

Total :

**It is certified that** the \_\_\_\_\_ College is affiliated to the University of \_\_\_\_\_ and is included under Section 2(f) and 12 B of the UGC Act and fulfills the eligibility conditions as laid down by the UGC in its Guidelines and is, therefore, eligible to receive financial assistance for development of postgraduate courses as per the UGC norms. The college undertakes to utilize the grants for the purposes for which they are sanctioned and would

furnish all necessary documents as required in the conditions of grants by UGC.

It is also certified that the College has the necessary resources and managerial ability to implement the programme to be approved by UGC in accordance with the conditions prescribed. The development programme would help in the improvements of standards of post-graduate education in the College.

Place and Date :

Head of Department

Principal of the College

(Seal)

Registrar/ Coordinator/ Director, College Development Council

(Seal)

### **CERTIFICATE**

The college imparting education at UG/PG level is not self-financing. The following PG department(s) [name of department(s)] is(are) also not self-financing :

- 1.
- 2.
- 3.

The following courses at UG and PG level are self-financed :

- 1.
- 2.
- 3.

Place and Date:

Principal of the College

**ANNEXURE - III**

**PROFORMA FOR SUBMISSION OF UTILIZATION CERTIFICATE AND  
STATEMENT OF INCOME & EXPENDITURE  
UTILIZATION CERTIFICATE**

Certified that the grant of Rs...../(Rupees.....)  
sanctioned to .....**(here mention name of the College)**  
by the University Grants Commission vide UGC letter No.....  
dated ..... towards ..... **(here mention  
name of the item)** has been utilized 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 regularize the objected amount. 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 of, encumbered or utilized for any other purpose.

Signature \_\_\_\_\_  
Principal (with seal)

Signature \_\_\_\_\_  
Chartered Accountant/  
Government Auditor (with seal)

**N.B. The Utilization Certificate should be accompanied by audited  
statement of accounts indicating expenditure on various items.**

**ANNEXURE - IV**

**STATEMENT OF INCOME & EXPENDITURE**

Audited statement of Income & Expenditure in respect of \_\_\_\_\_ approved by the University Grants Commission vide letter No.F. \_\_\_\_\_ dated \_\_\_\_\_

<b>Income (Rs.)</b>	<b>Expenditure (Rs.)</b>
1. Grant from UGC _____	(here mention name of the item)
2. Grants from State Govt. _____	
3. College Contribution _____	
4. Internal sources, if any _____	
5.. Others, if any _____	
Total : _____	Total : _____

Signature \_\_\_\_\_  
Principal (with seal)

Signature \_\_\_\_\_  
Chartered Accountant/  
Government Auditor (with seal)

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

**ANNEXURE- A**

**Proforma containing detailed information of the College requesting Grant under the scheme of "Establishment of UGC NETWORK RESOURCE CENTRE"**

1. Name of the College:
2. Full Address of the College:
3. Name of the District in which the College is located:
4. University to which the College is affiliated:
5. Year of Establishment of College:
6. Whether the College is included under Sections 2(f) and 12B of the UGC Act:
7. If yes, Date of such inclusion, Approval Letter No.:
8. STATUS OF COLLEGE: (Please Tick):

**A** Level  
**B** Type  
**C** Category

Undergraduate/Postgraduate  
ASC/T.Training/Professional  
Men/Women/Co-education

9. Location:

Whether located in Rural Area	Yes/No.
Whether located in Backward Area	Yes/No.
Whether located in Tribal Area	Yes/No.
Whether located in Hilly Area	Yes/No.

10. a) Has the College received grant from UGC for purchase of Computers in earlier Plans: Yes/No.
- b) If yes, details thereof:



11. Number of students in the College Coursewise (all years combined) during the current Academic Year :

**FIRST DEGREE COURSES**

**B.A. B.Sc. B.Com Any other (Please specify)**

-----

**POSTGRADUATE COURSES**

**M.A. M.Sc. M.Com Any other (Please specify)**

-----

**TOTAL NUMBER OF STUDENTS COURSES)** **MEN----- WOMEN ----- TOTAL----- (ALL**  
(degree and above level) :

12. Pass percentage of students during the last three years

**First Degree Courses**

**Postgraduate Courses**

**B.A. B.Sc. B.Com Any other (Please specify)**

**M.A. M.Sc. M.Com Any other (Please specify)**

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13 Teaching Staff strength during the Current Academic Year : (a) Permanent\_\_\_\_\_ (b) Temporary\_\_\_\_\_ (c) Total\_\_\_\_\_

14. Existing Computer facilities in the College, if any, details thereof :

15. Whether the College has Accommodation (of about 150-200 sq. feet) for installation of Computer System :

16. Whether the College is in a position to meet the Maintenance Expenditure : Yes/No

17. List of members of the staff with special Computer based Qualifications, training or experience of working on Computers :
18. Whether the College is running any Computer Courses? :
19. Fee charged for the above courses :
20. Whether facilities being availed by the teachers at the neighbouring Computer Centers? If so, time and expenditure incurred thereon. :

**Certified that above mentioned facts are correct.**

**Dated : -----**

**(Signature of the Principal)**

Statistics provided by the College are verified and found correct. The College is recommended/not recommended for grant from the University Grants Commission for Computer Facilities.

**Dated: -----**

**Registrar or  
Director, College Development Council**

## **ANNEXURE - B**

### **DOCUMENTS TO BE PROVIDED FOR RELEASE OF SUBSEQUENT GRANT:**

- 1 Details of the Computer system purchased along with the item-wise cost thereof.
- 2 The date of the installation of the computer system along with the installation report.
3. The working report of the installed Computer system.
- 4 Copy of the agreement entered/order placed with the firm for the purchase of Computer system, along with comparative statement of quotation.
- 5 Utilization Certificate duly signed by the Chartered Accountant and the Principal.

**ANNEXURE - C**

**(Proforma for sending Utilization Certificate to the UGC)**

**UTILIZATION CERTIFICATE**

1. It is certified that the grant of Rs. \_\_\_\_\_ (Rupees. \_\_\_\_\_) Approved by the UGC for Installation of Personal Computer at the College has been utilized as per details given below:-

Amount of grant received from UGC Details of expenditure incurred, item-wise:

Total: \_\_\_\_\_

2. Unspent balance refunded/ refundable to the UGC: \_\_\_\_\_
3. Balance grant payable by UGC: \_\_\_\_\_
4. Certified that all the terms and conditions laid down in the UGC letter No. \_\_\_\_\_ Dated \_\_\_\_\_ have been fulfilled by the College and the grant has been utilized for the purpose for which it was sanctioned.
5. It is further certified that inventories of permanent or semi permanent assets created/ acquired wholly or mainly out of the grants given by the UGC as indicating 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 utilized for any other purpose

Signature of the Principal

**(With seal)**

Signature of the Chartered  
Accountant/ Govt. Auditor

**(With seal)**

**ANNEXURE - D(a)**

**REMEDIAL COACHING / COACHING FOR NET / COACHING FOR ENTRY  
IN SERVICES IN COLLEGES**

FOR STUDENTS BELONGING TO SC, ST, OBC (NON-CREAMY LAYER)  
AND MINORITY COMMUNITIES  
**ANNUAL PROGRESS REPORT**

Name of the College : \_\_\_\_\_

Scheme approved in the year : \_\_\_\_\_

Actual date of implementation : \_\_\_\_\_

Total no. of students benefited: \_\_\_\_\_

	SC Students	ST Students	Students from OBC (non- creamy layer) and Minority Communities	Teachers engaged	No. of periods taken	No. of tests held	No. of pages/ typed material given to students	Results of Examinations (Indicate performance- No. of students appeared/Pas sed/Failed)
Undergraduate: Subjects								
1								
2								
3								
4								
Postgraduate : Subjects								
1								
2								
3								
4								
Coaching for NET								
1								
2								
3								
4								
Coaching for Entry in Services								
1								
2								
3								
4								

**ANNEXURE - D(b)**

**PROFORMA FOR STATEMENT OF EXPENDITURE FOR THE SCHEMES OF  
REMEDIAL COACHING/ COACHING FOR NET / COACHING FOR ENTRY IN  
SERVICES IN COLLEGES FOR THE STUDENTS BELONGING TO SC, ST, OBC  
(NON-CREAMY LAYER) AND MINORITY COMMUNITIES**

Name of the College \_\_\_\_\_

Letter No. & date of UGC's approval: \_\_\_\_\_

Period to which the accounts relates to: \_\_\_\_\_ to \_\_\_\_\_

Details of actual expenditure incurred

Sl. No.	Items	Allocation Approved	Expenditure Incurred
<b><u>Non-recurring</u></b>			
1	Equipment		
2	Books & Journals and Study Materials		
<b><u>Recurring</u></b> - (per annum)			
1	Honorarium to Coordinator		
2	Remuneration to Teachers*		
3	Remuneration to postgraduate students / research scholars*		
4	Remuneration to eminent educationists (including TA)*		
5	Payment to Part-time LDC		
6	Contingency		

\* Details of remuneration paid to teachers, postgraduate students, research scholars, eminent educationists may be given on separate sheets indicating the number of periods taken and subjects taught.

## **ANNEXURE-E**

Proforma for Financial Assistance under the Scheme to assist Colleges to facilitate Higher Education of Persons with Special Needs (HEPSN)

Filled-in Proforma to be sent to appropriate Regional Office of the UGC/NRCB, New Delhi.

1. Name and address of College
2. Name of the affiliating University.
3. Year of establishment
4. Does the institute come under Sections 2(f) and 12 B of the UGC Act?
5. Nature of services currently offered by the College for the welfare of disabled persons
6. How many disabled persons are currently enrolled in the College?
7. Name of the component(s) of HEPSN for which assistance from the UGC is sought
8. How the scheme will be implemented?
9. Any other relevant information supporting the proposal

Date

Signature of Head/Authorised Signatory of College  
(with seal)

**ANNEXURE-F (a)**

UNIVERSITY GRANTS COMMISSION

**UTILIZATION CERTIFICATE**

It is certified that the amount of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

out of the total grant of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_)

sanctioned to

by the University Grants Commission vide its letter No. \_\_\_\_\_

dated \_\_\_\_\_ towards \_\_\_\_\_

under \_\_\_\_\_

scheme has been utilized 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 irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

Signature of the Coordinator of the  
programme/ Head of the Department

Signature of Principal  
(With seal)



**ANNEXURE-F (b)**

UNIVERSITY GRANTS COMMISSION

**STATEMENT OF EXPENDITURE**

Name of Institution \_\_\_\_\_

Allocation letter No. & date \_\_\_\_\_

Sanction letter No. & date \_\_\_\_\_

Non- Recurring

Item	Grant allocated	Grant sanctioned	Expenditure incurred
------	-----------------	------------------	----------------------

Recurring

Item	Grant allocated	Grant sanctioned	Year-wise Expenditure incurred (from 1st April to 31st March)
------	-----------------	------------------	---

In case of disability unit, the institute should send the following information

1. The joining report of the person appointed as Coordinator.
2. Month-wise honorarium paid to each person.
3. Separate details of expenditure incurred on Awareness Programme and Stationery/ Contingency.

Signature of the Coordinator

Signature of Principal  
(With seal)

**UNIVERSITY GRANTS COMMISSION**

Prescribed format for getting financial assistance towards Visually Challenged Teachers of Colleges during XIth Plan.

1. Name of the College : \_\_\_\_\_

2. Address of the College : \_\_\_\_\_

\_\_\_\_\_

3. Name of the affiliating University: \_\_\_\_\_

4. Address of the University : \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

5. Whether the College falls under Sections

2(f) and 12B of the UGC Act : \_\_\_\_\_

6. Whether receiving Non-plan/

Plan Grant from UGC/

State Govt. (Please indicate) : \_\_\_\_\_

7. Name of the person : \_\_\_\_\_

8. \* Nature of Blindness : \_\_\_\_\_

Fully Blind : \_\_\_\_\_

Low vision : \_\_\_\_\_

(A certificate from a Govt. Hospital be attached to this effect)

9. Name of the Department : \_\_\_\_\_

10. Date of appointment in the

Department : \_\_\_\_\_

11. Name of the Reader : \_\_\_\_\_

12. Educational Qualification of

Reader : \_\_\_\_\_

13. Honorarium to be paid to the

Reader : @ Rs. \_\_\_\_\_ Per month

14. Total Amount to be paid : \_\_\_\_\_

(Attach a receipt from the Reader with revenue stamp)

Reader

Concerned Teacher

Principal (with seal)

## ANNEXURE-H

### PROFORMA FOR SUBMITTING PROPOSAL FOR SETTING UP SPECIAL CELL FOR CAREER & COUNSELLING IN COLLEGES.

#### BASIC INFORMATION

1. Name of the College. :
2. Whether the College is fit to receive Central assistance under Section 12B of the UGC Act, 1956? : YES / NO
3. Faculty-wise enrolment in degree classes during the current academic year :
4. Faculty Strength :  
  
Professors (where applicable)  
Readers  
Lecturers  
Others  
TOTAL:
6. Financial implication (Item-wise)
7. It is certified that:
  - a) The College will follow the instructions and guidelines issued by the UGC from time to time for providing the reference information to the students.
  - b) Proposed Special Cell for Career & Counselling will perform the functions as prescribed by the UGC.
  - c) The College will maintain the special Cell for Career & Counselling on permanent basis from its resources after the cessation of the UGC financial assistance under the scheme.

Date:

(Signature of the Principal)  
College Seal

**ANNEXURE-I**

**UNIVERSITY GRANTS COMMISSION**

**PROFORMA FOR SUBMITTING STATEMENT OF EXPENDITURE INCURRED**

1. Name of the College : \_\_\_\_\_
2. No. & date of UGC's approval : No. F. \_\_\_\_\_ dt. \_\_\_\_\_
3. Period to which the accounts relates to: \_\_\_\_\_
4. Details of actual expenditure incurred  
(Item-wise) :

Signature of Principal

With seal

Signature

Govt. Auditor/Chartered Accountant  
With seal

## **ANNEXURE-J**

### **GUIDELINES FOR THE SCHEME OF DEVELOPMENT ASSISTANCE TO COLLEGES FOR THE CONSTRUCTION OF BUILDINGS FOR THE ELEVENTH PLAN (2007 – 2012)**

#### **1. INTRODUCTION:**

The quality of education in any institution depends to a large extent on the availability of infrastructure, primarily buildings. With limited resources, the Colleges find it difficult to add new buildings or renovate the existing ones. In order to help the Colleges in the construction/renovation of various types of buildings, the UGC provides grants to the Colleges in every Plan period as a part of the General Development Assistance. The Colleges may seek assistance up to 50% of the total grants allocated under General Development Assistance in a Plan period for the construction of buildings.

#### **2. OBJECTIVE:**

The objective of the scheme is to provide financial assistance to Colleges for construction as well as renovation/extension (of existing buildings) viz. classrooms, library, laboratories, administrative block, staff quarters, hostels and other buildings, etc. under the scheme of 'Development Assistance' to the Colleges. The aim is to help Colleges in the consolidation and expansion of infrastructure.

#### **3. ELIGIBILITY/TARGET GROUP:**

Those Colleges which are included in the list of Colleges maintained by the UGC under Sections 2(f) and 12B of the UGC Act, 1956 are eligible for this grant.

#### **4. NATURE OF ASSISTANCE AVAILABLE UNDER THIS SCHEME:**

The UGC will provide financial assistance for the construction and renovation /extension (of existing buildings) of buildings on 100% basis within the approved ceiling.

## 5. PROCEDURE FOR APPLYING UNDER THE SCHEME

5.1 Building Committee and its Composition: Before applying for assistance for the building project, the College should constitute a Building Committee with the following members:-

- a. The Principal/Teacher- in -Charge of the College.
- b. The Vice-Principal (if appointed).
- c. A representative of the affiliating University.
- d. A representative of the CPWD/PWD/ Zilla Parishad / Corporations, etc. (not below the rank of Assistant Engineer).
- e. Two representatives from the teachers of the College. In case of staff quarters, a representative of non- teaching staff should also be included.
- f. A representative from user- teaching department (s).
- g. A representative each from Administration and Accounts Division.
- h. The Architect engaged by the College. The person should be registered with the Council of Architecture.

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

5.3 After the Building Committee has resolved to take up the building projects with UGC assistance, the College should submit the following information to the UGC for final approval:

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

1. Composition of the Building Committee as per UGC Guidelines.
2. A copy of the Building Committee resolution indicating name of the College, name of the building project, type of building, the area covered in sq 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 [deposit work with State PWD/CPWD (Section 7a) or by College (Section 7c) or through Contractor/Private Construction Agencies (Sections 7b, 8.2 and Annexure-II)]. 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 College.
3. Rate Conformity Certificate and Abstract of Total Cost duly signed by PWD/ CPWD/ Qualified Engineer from any Government department/Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation) / University (ANNEXURE -J-A).
4. Detailed Estimates duly signed by the Principal and Qualified Engineer /Architect (ANNEXURE – J-B).

5. Building Plan of the proposed building project duly prepared and signed by a Qualified Engineer /Registered Architect and countersigned by the Principal / Teacher – in-Charge of the College. Provision for ramps and toilets on the ground floor may be made in the buildings to enable the use of the building by the differently - abled (physically- handicapped) persons.

6. Building Project Certificates (ANNEXURE J-C)

## 7. PROCEDURAL DETAILS

The College may adopt one of the following alternatives for undertaking the building projects approved by the Commission including their planning, architectural design, structural design, preparation of estimates and construction work, but it may be ensured that not more than two agencies are involved in the planning and execution of the work.

a. The work relating to planning, architectural design, structural design, preparation of estimates and execution of construction work may be assigned to the CPWD, the State PWD or any other Government agency/ Public Sector Undertaking, as the case may be, as a deposit work, in toto.

Or

b. The Architect (registered with the Council of Architecture) may prepare the architectural design. For selecting the Architect, applications may be invited through advertisement in one national daily and one local daily. The Building Committee will make the final selection. The rest of the work, viz., structural design, preparation of estimates and execution of the work may be given to the contractor by inviting tenders.

The College may give tender information in one national daily and one daily for initiating the construction project. Generally, the lowest one would be allowed and if the lowest tender is not agreed to, the reasons thereof may be explained by the College.

Or

c. The execution of the work may be carried out by the College itself provided it appoints competent, authorized persons to supervise the work. While preparing the estimates, the Architect/Engineer should see that these are based on the specifications and schedule of the rates of the CPWD or PWD. Estimates should indicate the relevant item number in the CPWD or PWD schedule on the basis of which the estimates have been prepared and the registered Architect/Engineer who prepared the estimates should certify that they are in accordance with the schedule of rates of the CPWD or PWD concerned.



## 8. PROCEDURE FOR APPROVAL BY THE UGC:

- 8.1 On the basis of the above documents, the UGC will process the proposal and convey its approval or otherwise, to the institution.
- 8.2 On receipt of the approval from the UGC, the College may invite tenders on item-rate basis. The College will invite tenders, if need be, from interested parties through a Notice published in at least one national daily and one local daily. The information may be sent to the Commission within three months of the award of the work, and it should contain the following:

1. Value of the estimates for which tenders were invited.
2. Number of tenders received
3. Value of the lowest tender
4. Value of the tender accepted and
5. Specific reasons if the lowest tender has not been accepted.

The detailed estimates and the acceptance of tender may be finalized with the approval of the Building Committee in the meeting where at least two representatives with Engineering and Architectural background should invariably be present. The Head of the concerned institution should also certify this and send to the UGC.

- 8.3 Tender information is not required in case the construction work is undertaken by the CPWD or the State PWD or equivalent Government agency or Public Sector Undertaking as deposit work or by the College itself.

## 9. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC:

- (a) 50% of the approved grant will be released while conveying UGC's final approval to the Plan and Estimates.
- (b) 40% of the approved grant will be released on receipt of the audited Utilisation Certificate and audited Statement of Income and Expenditure along with progress report of the first instalment indicating the stage of construction (Annexure-J-D & J-E).

(c) Remaining 10% of the grant will be released on receipt of the Completion documents. Completion documents will include the following:

1. Revised estimates, if any, reflecting the final cost;
2. Audited Utilisation Certificate for the total cost; (ANNEXURE-J-D).
3. Audited Income & Expenditure Statement (ANNEXURE-J-D).
4. Audited Asset Certificate (ANNEXURE –J-F).
5. Completion Certificate/Documents signed by the Principal (or Teacher-in-Charge or Vice-Principal) and Qualified Engineer and/or Registered Architect. (ANNEXURE-J-G).
6. Photographs showing outer & inner view (s).

**Rate Conformity Certificate and Abstract of Cost**

This is to certify that the estimates for the proposed Construction of (Name of the Building)\_\_\_\_\_at (Name of the College) \_\_\_\_\_during Eleventh Plan period is prepared based on Current Schedule of PWD/CPWD Rates of the Region for the year\_\_\_\_\_

**ABSTRACT OF COST**

Total plinth area provided in the plans:

Total built – up area provided in the plans:

Cost per sq. meter:

	Amount
Cost of Civil Works	Rs. _____
(As per current schedule of PWD/CPWD rates)	
Others [including Electrification, Water supply and Sanitation (Internal Services), External Services, Contingency, Architect's fees (Supervision Charges), PWD/CPWD Verification Charges]	Rs. _____
Total Estimated Cost (A)	Rs. _____
Furniture (B)	Rs. _____
Grand Total (A + B)	Rs. _____

Signature with seal  
Principal

Signature with seal  
Qualified Engineer\* /Registered Architect\*\*  
Name & complete Address  
(IN BLOCK LETTERS)

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

\*\* In case of Architect, Registration Number with Council of Architecture may be given with his/her complete address.

**ANNEXURE –J-B**

**Detailed Estimates**

1. A Certificate to the effect that the estimate of the building project conforms to the rates laid down by the PWD/ CPWD / the local municipal authority/ similar construction agencies recognized by the Government.
  
2. Provision for Services (internal water supply and sanitary installation, internal electrification and external services), contingency, Architect's fees, Structural Engineer/Consultant fees, PWD/CPWD Verification Charges, may be made as per details given below :

a) Water supply & Sanitary installation (@ 7.5% of the civil work cost)	Rs. _____
b) Electrification @10% (without fans) or 12.5% [(with fans), 15% for Library (with fans)] of the civil work cost	Rs. _____
c) External Services (@5% of the civil work cost)	Rs. _____
d) PWD/CPWD Verification Charges (0.5% of civil cost) provided plan & estimates have not been prepared by PWD/CPWD Engineers	Rs. _____ Rs. _____
e) Contingencies [@3% of the civil work cost (including services)]	Rs. _____
f) Architect's fees / Supervision Charges [@5% of the total estimated cost of the building (including services, contingencies, but excluding cost of furniture)]	Rs. _____
g) Total estimated cost (A)	Rs. _____
h) Furniture (B) (Actual cost of 1 cot, 1 reading table and a chair per seat, for hostels)	Rs. _____
GRAND TOTAL (A + B)	Rs. _____

3. The provision under external services shall include the service connections (water, electricity, sewer) 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 Building Committee and are in conformity with the norms as prescribed by the Commission and the rates are as per CSR of the Region
- (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 proposed construction will be executed by either Deposit work with the State PWD /CPWD or by the College/ Tender.(Strike out whichever is not applicable)
- (d) the expenditure over and above the UGC grant, if any, will be met by College from its own resources and the construction will not be delayed for want of funds
- (e) the structural soundness (of structure) to bear the load of the proposed building, in case, it is going to be constructed/(or extended) upon an existing building structure. #
- (f) the College has not availed itself of any grant for the proposed construction earlier
- (g) the Project would be completed in a time - bound manner in \_\_\_\_\_ months.

Signature with seal

Principal

# Certificate from a Qualified Engineer \*/ Registered Architect\*\* may be attached.

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

\*\* In case of Architect, Registration Number with Council of Architecture may be given with his/her complete address.

**ANNEXURE-J-D**

**AUDITED UTILIZATION CERTIFICATE & STATEMENT OF INCOME & EXPENDITURE**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) sanctioned to \_\_\_\_\_ by the University Grants Commission vide their letter no. \_\_\_\_\_ dated \_\_\_\_\_ towards \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

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

\_\_\_\_\_  
Signature with seal  
Principal

\_\_\_\_\_  
Signature with seal  
Chartered Accountant/ Govt. Auditor

\_\_\_\_\_

Audited Statement of Income and Expenditure in respect of (Name of the building project)  
\_\_\_\_\_ approved by the UGC vide letter  
no. \_\_\_\_\_ dated \_\_\_\_\_

Income

Expenditure

- \_\_\_\_\_
1. Grants from UGC
  2. Grants from State/  
Central Government
  3. Contribution of the College
  4. Others, if any

- \_\_\_\_\_
- 1) Civil works cost including contingency
  - 2) Water supply & Installation
  - 3) Electrification \_\_\_\_\_
  - 4) External Services \_\_\_\_\_
  - 5) Architect's fees \_\_\_\_\_
  - 6) Furniture, if any \_\_\_\_\_
  - 7) PWD/CPWD Verification charges, if any \_\_\_\_\_

Total \_\_\_\_\_

Total \_\_\_\_\_

Dated \_\_\_\_\_

Signature with seal  
Principal

\_\_\_\_\_  
Signature with seal  
Chartered Accountant/ Govt. Auditor



**PROGRESS REPORT FOR THE RELEASE OF FUNDS**

1. Name of the Scheme:
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 College/State /Central Government
4. Total tendered cost accepted.
5. Total amount received.
  - a. From UGC
  - b. From College/State/ Central Government against 3 above.
6. Total expenditure actually incurred i.e. bills paid for work done or supplies received.
  - a. Against UGC share
  - b. Against College/State/ Central Government share.
7. Balance, if any, in hand from amount received.
  - a. From UGC share
  - b. From College/State/ Central Government 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 Commission.
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  
Qualified Engineer\* /Registered Architect\*\*

Signature with seal  
Principal (College)

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

\*\* In case of Architect, Registration Number with Council of Architecture may be given with his/her complete address.

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 (Section 6).

**ASSETS CERTIFICATE**

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant given by the University Grants Commission for \_\_\_\_\_

\_\_\_\_\_ are being

(mention the purpose)

maintained in the prescribed form and are being kept up to date.

\_\_\_\_\_  
Signature with seal  
Principal

\_\_\_\_\_  
Signature with seal  
Govt. Auditor / Chartered Accountant

**ANNEXURE-J-G**

**COMPLETION CERTIFICATE**

Certified that the \_\_\_\_\_

(Name of the building)

at \_\_\_\_\_

(Name of the college)

has been satisfactorily completed at a cost of Rs. \_\_\_\_\_ which is fully in accordance with plans accepted by the University Grants Commission and found complete without any change. The site has also been found properly cleared.

\_\_\_\_\_  
Signature with seal  
Principal

\_\_\_\_\_  
Signature with seal  
Qualified Engineer\* / Registered  
Architect\*\*

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

\*\* In case of Architect, Registration Number with Council of Architecture may be given with his/her complete address.

Note: The above certificate should indicate the total completion cost of the building project.

This would be subject to adjustment of the funds already received. Reasons for variation in completion cost in relation to estimates/tender accepted may be furnished, to justify the increase / decrease, if any.