GUIDELINES FOR

ESTABLISHMENT OF
UGC NETWORK RESOURCE CENTRE
(UGC-NRC) IN THE COLLEGES
DURING THE X PLAN
(2002 – 2007)

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UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002
Website : www.ugc.ac.in

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GUIDELINES FOR ESTABLISHMENT OF UGC NETWORK RESOURCE CENTRE (UGC-NRC) IN THE COLLEGES DURING THE X PLAN

1. INTRODUCTION

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

2. OBJECTIVE OF THE SCHEME

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

3. ELIGIBILITY/TARGET

All Colleges under UGC purview i.e. under section 2(f) and 12B of the UGC Act which are not having computer facility so far under this scheme.

Second time assistance would be provided to the Colleges for network connectivity and purchase of additional computers.

4. NATURE OF ASSISTANCE AND ITEMS FOR WHICH IT IS PROVIDED

First Time Assistance

The ceiling of assistance is given below:

NON-RECURRING - 1.50 LAKHS

A.	**Hardware**	
	i) Pentium PC (latest) with Color Monitor *(latest version of Software preloaded)*	2-3 Nos.
	ii) Printer	01 No.
	iii) CVT or UPS - 1 KVA	01 No.
B.	**Software**	
	MS Office or Smart Suite	One Set
	Anti Virus	One Set
C.	**Fax Modem (Internal or External)**	One

RECURRING   - Rs.10,000/- p.a.

A. NETWORK -Internet Connectivity	(Rs.10,000/- p.a. *till the end of the Plan period)*
Such facility will be provided by ERNET, India and Ministry of Information, Communication & Technology	

Second Time Assistance

A. The ceiling of assistance is given below:

NON RECURRING   —   Rs.50,000/-
(For the purchase/up-gradation of computers)

RECURRING (Internet Connectivity)   —   Rs.10,000/- p.a.
                                                                      (till the end of the plan period)

B. Colleges who have already availed second time assistance will only be supported for Internet Connectivity i.e. Rs.10,000/- p.a. till the end of the Plan period.

5.   PROCEDURE OF APPLYING FOR THE SCHEME

The Commission will invite the proposals in the prescribed format from the eligible colleges (**Annexure-I**).

6.   PROCEDURE FOR APPROVAL BY THE UGC

All the proposals received will be examined by an Expert Committee constituted by the Commission for this purpose. The recommendations of the Expert Committee would then be considered by the Commission for the final decision. All the selected colleges have to put a board outside the Centre prominently displaying "UGC NETWORK RESOURCE CENTRE".

7.   PROCEDURE FOR RELEASE OF GRANT BY THE UGC

Ninety per cent of the non-recurring grant and 100 per cent of recurring grant of first year 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.

Ten per cent of the non-recurring and a recurring grant for the subsequent years would be released on receipt of the detailed information (**Annexure - II**)and utilization certificate in the prescribed format (**Annexure - III**).

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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 section 2(f) and
   12B of the UGC Act

7. If yes, Date of such inclusion and :
   approval letter No. •

8. STATUS OF COLLEGE: (Please Tick)
   A Level   Under-graduate/Postgraduate
   B Type   ASC /T.Training/Professional
   C Category   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 Are   Yes/No

10. (a) Has the College received   :
         grant from UGC for
         purchase of Computers.

(b)   If yes, details thereof.   :

11.   Number of students in the College   :   **FIRST DEGREE COURSES**
coursewise (All years combined)
during the curent Academic Year.   B.A   BSc.   BCom   Any other
**(Please
specify)**

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————   ————   ————   ————

POST-GRADUATE COURSES

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

————   ————   ————   ————

**TOTAL NUMBER OF STUDENTS   :   MEN_____WOMEN_____TOTAL_____
ALL COURSES)**
(degree and above level)   :

12.   Pass percentage of students during
the last three years

FIRST DEGREE COURSES   **POST-GRADUATE COURSES**

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

————   ————   ————   ————   ————   ————   ————   ————

————   ————   ————   ————   ————   ————   ————   ————

————   ————   ————   ————   ————   ————   ————   ————

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

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 to the Extent of Rupees 20,000/- per annum?

17. List of members of the staff with : specific 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 are 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 is 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

DOCUMENTS TO BE PROVIDED FOR RELEASE OF SUBSEQUENT GRANT :

1. Details óf the selection of the computer system 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.

(Proforma for sending Utilization Certificate to the U.G.C.)
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 uti-
    lized as per details given below:

    Amount of grant received from UGC:

    Details of expenditure incurred

    i.   HARDWARE
    >   (A)   Computer
    >   (B)   Printer
    >   (C)   CVT/UPS

    ii. SOFTWARE

    iii. FAX MODEM CARD _____

    >   **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.

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Signature of the Principai   **Signature of the Chartered Accountant/Govt.Auditor**

(With Rubber Stamp)   **(With Rubber Stamp)**