

**Guidelines for General
Development Assistance to
Central, Deemed and State
Universities during the X Plan
2002-2007**



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
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UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR GENERAL DEVELOPMENT ASSISTANCE TO CENTRAL, DEEMED AND STATE UNIVERSITIES DURING X PLAN

1. INTRODUCTION

The Tenth Plan is being launched at a time when the country is in the process of major economic and technological changes based on the policy of liberalisation and privatisation and at the same time, when emphasis is laid on rural development. In the changed scenario, the educated human resource, having the latest knowledge and skill will be in greater demand for participation in the social and economic development of the country. This, in turn, will build up pressure on universities and colleges for providing trained human resource by introducing career oriented courses and ensuring the quality and relevance of education. Information technology is further contributing to this change and will have a major impact on the structure, management and mode of delivery of the education system.

If we accept that our national goal is sustainable development with equity and social justice in a pluralistic and democratic social order, the context of education and its relevance must be derived from it and, in turn, education must become a very important area of national planning and facilitated to promote these goals. As we have already stepped in to twenty first century, we need to re-examine the relation of education with the social and economic order and its relationship to the immediate community in which it operates. It has to provide access to assure equity, at the same time, develop a qualitative education in which the products of the system are to develop knowledge, skills, appropriate values and attitudes, not only for immediate tasks as adults but also has the ability for flexibility and innovation, as the new century will usher in developments not known to us today. Life long education will have to become a reality to enable the people to meet the constantly emerging newer demands.

- 1.1. In the X Plan, emphasis is laid to reduce disparities between urban/rural, forward/backward, by supporting universities located in backward areas. However, these supports have to be supplemented by the proper utilization of available resources in a planned manner and by maximising the co-operative use of resources. Also to increase the access and equity for marginalised groups like women, SC/ST, backward and minority groups.
- 1.2 Majority of universities, although facing very serious problems in their development, have neither a reliable information base nor a mechanism for analysis. Many universities have a lack of information for planning a decision making process. It is therefore, warranted that universities attach greater importance to setting up management information system (MIS) in more meaningful manner to ensure efficient and effective academic, administrative and financial management which is relevant to the needs of the students and the country for its development.

2. OBJECTIVES

The objective of Development Assistance Scheme is to improve the infrastructure and basic facilities in Universities so as to achieve at least the threshold level besides bringing the qualitative development.

3. ELIGIBILITY/TARGET

The UGC provides general development assistance to all eligible Central Universities, some of the Deemed Universities, and State Universities which are included under Section 2(f) and 12 (B) of the UGC Act, within the frame work of norms and broad outlays specified by the UGC.

4. NATURE OF ASSISTANCE

The UGC has decided that general development assistance to the individual university would be available during the X plan on the basis of the outlays determined and communicated to the universities. Two-thirds of the outlay would be released based on the procedure indicated in the subsequent paragraphs. However, one-third of the outlay will be finally decided on the basis of performance of the individual university during IX plan development radar. The outlays determined and communicated to Universities, shall be in operation for the period 1.4.2002 to 31.3.2007. It may please be noted that the scheme will end with the plan period.

Development assistance may be utilised for the consolidation of existing infrastructure and for modernising teaching, research and administration as also for extension and field outreach activities to meet the changing needs of the Universities and to respond appropriately to the demands of the society.

Under Development Assistance, the UGC will assist each eligible university for the following items:

- (i) Staff-Both teaching and non-teaching/ technical staff.(This is only for appointments above the scale of pay of Rs.8000 to 13500).
- (ii) Equipment for laboratories, special office equipment (excluding furniture, fixtures and typewriters) and modern teaching aids, and for the repair of major equipment.
- (iii) Books and Journals.
- (iv) Buildings-Construction of new buildings and major repairs/renovation of old buildings. The buildings may be academic building, administrative block, staff quarters, men's hostels, guest house, etc. For women hostel a separate scheme is available and hence assistance for women's hostel is not included under General Development Assistance.
- (v) Campus development-for construction of roads, electricity, water and sewerage lines, plantation, and development of the land etc.

- (vi) Health Centre-This should be in the nature of dispensary. It should have basic facilities but specialist facility should not be attempted at the Centre.
- (vii) Student amenities-such facilities may include canteen, recreation room, counselling centres for student, etc.
- (viii) Jubilee Grants (for completing 25, 50, 75, 100 and 150 years) is provided over and above the X Plan allocation.
- (ix) Programme Development.
- (x) As regard the Central universities and UGC maintained deemed to be universities, they must seek prior approval of the UGC for introduction of new courses self financing or other wise. They may also ensure that the degree proposed to be awarded is one among the specified degrees duly approved by the UGC vide circular No.F.1-52/97(CPP-II) dated July 07, 1999.(Annexure-I)

4.1 The UGC assistance for items (i) to (ix) is on 100% basis. During earlier plan periods the UGC assistance for various building projects was on sharing basis except for Girls Hostel and Library Buildings where UGC assistance was on 100% basis. In case of building projects the Universities faced lots of difficulties in obtaining State Government's concurrence to meet the expenditure over and above UGC share. Many building projects were not completed as the University had no funds to meet the expenditure over and above UGC share. **Under X Plan Development Schemes, the Commission has decided to provide 100% assistance on all type of building projects so as to enable the Universities to complete these projects within stipulated time.**

4.2 The development assistance, approved and conveyed by the UGC to the universities as the outlay for the X Plan encompassing the time span 1-4-2002 to 31-3-2007, would include item Nos. (i) to (vii). Flexibility would be available to the Universities to reallocate the financial provision for different components, viz., equipment, books and journals, and building within the overall X Plan allocations with prior approval of the UGC. However, it is desirable to allocate proportionate amount to different components and all constituents of the University.

4.3 **The IX Plan grants, as paid on 31.3.2002 to the Universities for the following components, could be utilized during X Plan in the following manner:**

- (i) **For Building already started only before 31st March, 2002 are to be completed in 2 years i.e. from 1.4.2002 to 31st March, 2004.**
- (ii) **For others except faculty position extension for utilising the grant upto 31st March. 2003.**
- (iii) **To fill up the vacant position-No extension is permissible.**

4.4 **items for which assistance is available**

4.4.(i) Staff

(a) Teaching Staff

Under this item, sanction would be given for the creation of posts of Professors, Readers and Lecturers during the X plan in various subject areas. However, during the Plan Period, if found essential, it is permissible for the university to review and seek the approval of the UGC for giving up any post in one subject area and creating post(s) within the allocation in another subject area. UGC assistance for the posts created under this item would be available only for the plan period of 5 years and not beyond 31.3.2007 i.e. the end of the plan period, irrespective of the date of appointment. Therefore, in order to claim assistance from the UGC under staff salary item, the University should ensure that the minimum qualifications proscribed by the UGC for the appointment of teachers are strictly followed and sanctioned post are filled up within one year of approval of UGC. However, it is a necessary condition for the release of UGC assistance against any post approved by UGC that a copy of the concurrence accorded by the State Government/ **an under taking by the concerned University, based on the resolution of the Executive Council in respect of maintenance of the posts after the X Plan Period**, be enclosed. Such concurrence is not necessary for Central Universities and UGC maintained Deemed Universities for which the UGC gives 100% maintenance grant.

The University should submit the following information immediately after the appointments are made by the University.

1. State Govt.'s or university's own assurance to bear the liability towards the salary of the said post after the Commission's assistance ceases.
2. Name of the person appointed.
3. Including NET qualification Academic qualifications and experience.
4. Post held by the incumbent prior to his/her appointment against the said post and the name of the Institution where he/she was working.
5. Date of joining the new post.
6. Minutes of the Selection Committee.
7. Details of the monthly pay offered including allowances in the scale of pay.
8. Amount payable up to the end of the financial year.
9. Number of increments, if any, to be given.
10. Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same University?
11. A certificate to the effect that the appointment has been made in accordance with the procedure and norms prescribed as per University rules. (Annexure-II)

(b) Non-teaching/Technical Posts

Non-teaching/technical posts will not be created/sanctioned in any case except newly created Central universities.

4.4.(ii) Equipment

Under this item, assistance is available for procuring equipment in the library/laboratories, for teaching aids research and for office work.. It is advisable that a committee be constituted, involving beneficiary departments, to plan and purchase equipment. A logbook must be maintained for the utilization of the equipment costing more than rupees five lakhs. The logbook must be made available for the mid-term or subsequent reviews. The amount upto 10% of the allocated grant under this item may also be used for the repairs of the existing equipment.

4.4. (iii) Books and Journals

Under this item, assistance from the UGC is available for procuring books and journals in the library. 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 individual books and journals. Care may be taken not to purchase "Second hand" or remainder books. The amount up to 10 percent under this item may be utilized for providing stacking facilities including furniture and equipment in the library.

4.4. (iv) Construction of Buildings

The construction of buildings takes 2 to 4 years and many universities were not able to draw full assistance from the UGC in the earlier plans. Generally the delays are caused by various factors in the university and some by the very process for construction required by the UGC. To complete all the building projects within the plan period, and enabling the universities to draw full assistance under this items and to avoid tremendous cost escalation, there is a change in the procedure required by the UGC.

The Commission has decided to provide 100% grants to the universities for all building projects but limited to UGC share only, which means that under the revised procedure the university concerned is not required to wait for the matching share from respective State Government. However, no escalation cost over and above the allocation will be provided

Additionally, it is also suggested that to avoid delay and to streamline the activity, the university should submit required documents completed in all respects within a year from the date of approval of final X plan allocation and all out efforts be made to ensure the completion of building project in penalty made time.

The guidelines for the construction of the building projects during the X Plan are :

- **Building Committee and its composition and functions:-**

- a. Each University should have a Building Committee consisting of the Vice-Chancellor or his/her nominee not below the rank of a Professor, representative of the CPWD or PWD Undertaking not below the rank of Executive Engineer, representative of the Planning Board, Registrar, Finance Officer, and the representative from the user Department. The Building Committee may also associate the Head, Department of Civil Engineering, (where it exists), Head, Department of Electrical Engineering (where it exists), or The Principal of the Engineering College in the University (where it exists). If there is no Engineering Department or College of the University, it may associate a person from the nearby University, the University Engineer, or the University Architect or a Government Architect. The Registrar will act as the Member Secretary of the Building Committee.
- b. The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.
- c. The Building Committee should be responsible for finalizing the plans and estimates of the various building projects proposed to the Commission and for ensuring the completion of the buildings in accordance with the accepted plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government, and from the University's own resources.

- **Procedure for preparation of plans and estimates for various building projects:-**

For preparation of plans and estimates of various buildings projects, the following norms and procedures are suggested :

- a. The estimates of the building projects should conform to the norms laid down by the PWD, or CPWD or the local municipal authority, or similar construction agencies recognised by the Government. Provision for ramps and toilets on the ground floor may be made in the buildings, wherever necessary, to enable the use of the building for the differently abled (physically handicapped) persons.
- b. Provision for services, (internal water supply and sanitary installation, internal electrification and external services), contingency, Architect fees, Structural Engineer/Consultancy fees, may be made in the estimates as per the norms laid down by the PWD or CPWD or the Council of Architecture for the various types of buildings. (pi.see Annexure-III).
- c. While sending the proposal for the building project, the institution should give a certificate that the plans and estimates are in conformity with the norms as suggested by the Commission in para a & b above.
- d. Where new construction is undertaken a certificate is required that the land on which construction is proposed to be done is under undisputed ownership and possession of the University. In such cases where the building is proposed to be constructed on an existing building, a certificate may be enclosed from the Structural Engineer/Consultant that the structure on which the construction is proposed to be done is structurally sound to bear the load of the proposed construction.
- e. The University 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:
 - i) The work relating to planning, architectural design, structural design, preparation of estimates and execution of construction work may be assigned to the CPWD or the State PWD as the case may be in toto as deposit work.

OR

- ii) The architects may prepare the architectural design and the rest of the work, viz., structural design, preparation of estimates and execution of the work may be entrusted with the CPWD or the State PWD or a State or Central Public Sector Undertaking or the work may be undertaken at department level by the University.

OR

- iii) The work relating to planning, architectural design, structural design and preparation of estimates may be entrusted to a firm of architects, or other government or semi-government agencies, and the execution of work may be entrusted to the University department. The services of a firm of architects or other Government or Semi-Government agencies may be utilised for planning architectural design, structural design, preparation of estimates and supervision of the construction work.
- f. It may be noted that the Architect engaged by the University should be registered with the Council of Architecture.
- g. 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 concerned CPWD or PWD.
- h. The plans and estimates for a construction project should be approved by the Building Committee of the institution and, in the meeting of the Building Committee at least two members with Engineering and Architectural background should invariably be present.
- **Procedure for approval of building projects by the UGC**
 - (a) The University should send the following documents to the UGC with its proposals for the construction of the building, duly countersigned by the Vice-Chancellor or Registrar and Finance Officer.
 - i) A copy of detailed estimates duly signed by the Engineer/Architect and approved by the Building Committee.
 - ii) A certificate from the Vice-Chancellor or Registrar to the effect that the plan of the building has been approved by the Building Committee.
 - iii) A copy of the Building Committee resolution indicating the covered area, plinth area in sq. meters, cost per sq. meter, basis of estimates on the latest schedule of rates, period for the completion of the project and the likely date of starting the construction.
 - iv) Land ownership certificate.
 - v) Structural soundness certificate in respect of the existing building.
 - vi) Two copies of the building plans (blue prints) duly signed by the Registrar/Vice-Chancellor of the University.
 - vii) Abstract of the estimates.
 - viii) PWD rate reasonableness certificate.

- b) Counsellors for Educational, Vocational and Personal Counselling in the Universities/Colleges.

4.4. (viii) Jubilee Grants

Universities which are completing anniversaries of 25, 50, 75, 100 and 150 years will be assisted for undertaking any activity requiring capital expenditure such as the renovation of their old buildings and construction of new buildings. The amount available will be as follows:

Quantum of Assistance

S.No.	Nature of Celebration	Level of Assistance (Rs. in lakhs)
1.	To celebrate 150 years	100.00
2.	To celebrate Centenary year (100 years)	75.00
3.	To celebrate Platinum Jubilee (75 years)	50.00
4.	To celebrate Golden Jubilee (50 years)	25.00
5.	Silver Jubilee (25 years)	10.00

The universities which are completing their 25, 50, 75, 100 and 150 years during the X plan (1st April, 2002 to 31 March, 2007), and are willing to avail of the grant under the scheme, are required to submit a proposal to UGC with proof of the foundation day of the institution. The date of conferring the status of deemed to be universities and date of passing the act in case of state universities be taken for this purpose, and the completion of their existence for the duration for which assistance is sought, along with the details of plans and estimates for renovation/construction of buildings or other activities of a capital nature desired. The Universities, which are eligible to receive jubilee grants during the X plan period, may submit their proposal, along with the development proposal, for which additional grants over and above development grants outlay, will be made available. No grants will be given retrospectively.

4.4. (ix) Programme Development

Under this head the University can incur expenditure on — continuing education, introduction of the applied component in the course, better management of institutions, career oriented courses, faculty development, short-term courses, publication, etc., which do not directly fall under the laid down schemes of the UGC. In addition, assistance will also be available under this head for “Quality Assurance”-to reimburse the National Assessment and Accreditation Council to have the universities/ departments assessed by the NAAC for accreditation. For this purpose, the UGC will retain the amount required for payment to NAAC from the total grant and release the same to NAAC when the activity is undertaken by the University. The

fee charged by NAAC shall include TA/DA of the Expert Committee visiting the university. The hospitality shall be borne by the university concerned.

5. **PROCEDURE FOR RELEASE OF GRANTS BY UGC**

In order to streamline the flow of UGC funds to Universities, it has been decided to simplify the existing procedure of releasing funds. After the proposal of the University is finalised the grants will be released as under:

- (i) First instalment of 20% of allocation may be released for Books & Journals & Equipment. The second and subsequent instalments of grants will be released on receipt of progress report, statement of expenditure/utilization certificate of previous grants.
- (ii) No grant under staff salary head would be released till assurance from State Government or from the Executive Council of the University itself, to take over the liability of the approved teaching positions after the end of the plan period, is received by UGC.
- (iii) If the University fails to fill up the approved posts before the end of plan period, the UGC allocation will lapse. **No re-appropriation will be allowed from staff salary to other approved items.**

6. **PROCEDURE FOR MONITORING**

A mid-term Review Committee, consisting of 2 or 3 members, may be sent to all the Universities in the year 2004-2005, to evaluate the performance.

7. **PROFORMAS FOR SUBMITTING PROPOSALS, PROGRESS REPORT, UTILISATION CERTIFICATE ETC.**

The universities are requested to submit their proposals in the prescribed format only and to follow the formats for submitting the Progress Report, Statement of Expenditure, Utilisation Certificate etc. The prescribed formats are appended as annexure as follows:-

- I. Progress report for releasing of 2nd and subsequent instalment other than the building projects.
- II. Qualification for appointment of teaching staff.
- III. List of documents required for building projects.
- IV. Norms for services for building projects.

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

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

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Progress report for releasing 2nd and subsequent instalment of grants approved by the Commission for development other than Building Projects during the Xth Plan period to the universities.

1. Name of the University _____
2. Period to which the report relates _____
3. Name of the approved Item _____
4. No. and date of the UGC approval letter _____
5. Total amount approved including University's share, if any: _____
6. UGC's share of approved amount: _____
7. Total expenditure actually incurred so far including bills paid for work done or supplies received excluding the amount for which orders have been placed or commitments entered into. _____
8. UGC's share of expenditure _____
9. Amount received from the UGC _____
10. Balance amount available with the university
 - (a) Total _____
 - (b) Out of UGC grant _____
11. Amount needed to meet expenditure likely to be incurred in the next six months. _____

12. Brief account of the steps taken by the University to implement the approved scheme and progress achieved so far. In case of a building project, the University should give brief description of construction work so far accomplished on a separate sheet of paper alongwith a certificate that the construction of the building is being carried out in accordance with the plans and estimates accepted by the Commission duly signed by the Engineer/Architect and the Registrar.

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

14. It is further certified that amount of Rs. _____ as indicated in Column 7 has been spent for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down in the Commission's letter No. _____ dated _____ and that all the terms and conditions have been fulfilled.

If as a result of Check or Audit objection, some irregularity is noticed at a later stage, action will be taken by the university to refund/adjust or regularise the objected amount.

Signature of Finance Officer

Signature of Registrar

Seal of University

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1	Name of the University					
2	Department					
3	Post(s) approved under 9 th plan period	Professor	Reader	Lecturers	Other	Total
4	UGC allocation/approval No. F. Dated No. F. Dated					
a)	Name of the person appointed					
b)	Academic Qualifications and Experience					
c)	Whether NET qualified (if yes a copy of NET Certificate)					
d)	Post held by the incumbent prior to his appointment against the plan post, and the name of the Institute where he/she was working.					
e)	Date of Joining the new post.					
f)	Details of the monthly pay including allowances in the scale of pay offered.					
g)	Amount payable upto the end of the financial year.					
h)	Number of increments, if any, to be given.					

i)	Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same university? If not, the reason therefor.	
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Certified that the above appointment has been made in accordance with the procedure prescribed as per University rules.

**Signature of Registrar
(with seal)**

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

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

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NORMS FOR SERVICES FOR VARIOUS BUILDING PROJECTS

(A) Scope of services

1. Internal water supply and sanitary installations.

Internal fittings – internal piping and over-head tanks, if any.

2. Internal Electrification

All fittings inside the building including fans.

3. External services to the extent of 5% of civil cost.

The provision for this shall include the service connections (water, electricity, sewer) from the main building to the existing mains all preparation and development of the plot area allocated to the building.

4. Contingencies

To the extent of 3% of civil works cost, Internal services and External services. This provision should provide for exigencies including advertisement and about 1% for staff to be appointed for petty supervision. The expenditure on work charge establishment if any not exceeding 1% of the civil cost may be met from the provision of 3% made for contingencies.

5. Architect fee to the extent of 4% of the civil cost

An amount upto 4% of the civil cost would be admissible to Architect/ Engineer who prepares drawings and estimates in addition to supervising the construction work. In case Architect/Engineer prepares only drawings and estimates an amount upto 2, 3/5 % of the civil cost would only be admissible to him. In case, the university does not engage the services of the architect and drawings and estimates are prepared by the university engineering staff, an amount not exceeding 3, 2/5 % of the civil cost would only be admissible. In case the university appoints clerk of works, an amount upto 1% of the civil cost would be admissible for meeting his salary in addition to Architect fee as indicated above.

6. Verification charges by the PWD

An amount upto ½% of the civil cost only be paid to the PWD concerned for verifying the detailed estimates in case those have been prepared by Architect/Engineer other than the PWD concerned.

(B) Provision for internal services/ and furniture for various buildings.

S. No.	Building	% of civil cost for internal water	% of civil cost for internal electrification	Furniture
1.	Hostels	7 ^{1/2} %	10% without fans	Actual cost of 1 cot, 1 reading table, 1 chair per seat.
2.	Residential quarters	12 ^{1/2} %	12 ^{1/2} % without fans or 10% without fans	—
3.	Arts block	5 %	12 ^{1/2} % without fans 10% without fans	10% of civil cost
4.	Library	5 %	15% with fans	20% of civil cost
5.	Laboratory building	5 %	12 ^{1/2} % without fans	20% of civil cost
6.	Guest house	12 ^{1/2} %	12 ^{1/2} % without fans 10% without fans	10% of civil cost

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

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

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PROGRESS REPORT FOR THE RELEASE OF FUNDS FOR BUILDING PROJECT(S)

_____ University

1. Name of the Building
2. No. and date of the Sanction
Letter of UGC approving the Scheme
3. Total cost approved
 - a) Share of the UGC
 - b) Share of University/
State Government
4. Total tendered cost accepted
5. Date of starting the construction work
6. Total amount received
 - a) from UGC and
 - b) from University /State
Government against 3 above
7. Total expenditure actually
incurred i.e. Bills paid for
work done or supplies received
 - a) against UGC share
 - b) against University/State
Government share
8. Balance, if any, in hand from
amount received.
 - a) from UGC share
 - b) from University/State
Government share
9. Amount required to be released to meet expenditure likely to be incurred in the next three/six
months:

10. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the plan is accepted by the Commission.
11. Deviation, if any, should be clearly indicated. Its impact on the cost of construction should be specified.

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

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

Engineer/Architect

Registrar (University)

NB/ 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.

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UTILISATION CERTIFICATE

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

The University has contributed its matching share of Rs. _____ for completing the above project. (In case assistance from the Commission is available on sharing basis).

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

Signature _____
Registrar

Signature _____
Auditor

SEAL

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

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COMPLETION CERTIFICATE

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

Signature of Engineer/Architect

Signature of the Registrar

Seal of University

UNIVERSITY GRANTS COMMISSION

{ASSET CERTIFICATE}

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

Government Auditor/Chartered Accountant

**Registrar
(With seal)**

UNIVERSITY GRANTS COMMISSION

STATEMENT OF INCOME & EXPENDITURE

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

<u>Income</u>	Rs.	<u>Expenditure</u>
1. Grants from UGC	_____	1. Civil works cost_____ including contingencies
2. Grants from State Government	_____ _____	2. Water supply and _____ sanitary Installation
3. College contribution	_____	3. Electrification_____
4. Others, if any	_____	4. External Services_____

		5. Architects fee_____
		6. Furniture, if any_____

Total:_____		
Total:_____		Total:_____

**Registrar
(with his seal)**

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

UNIVERSITY GRANTS COMMISSION

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

Certified that the grant of Rs.(Rupees.....)
sanctioned toby the University Grants Commission vide their
letter No..... dated towardshas
been utilised for the purpose for which it was sanctioned and in accordance with the terms and
conditions as laid down by the Commission.

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

**Registrar
(with his seal)**

Chartered Accountant/Government Auditor

UNIVERSITY GRANTS COMMISSION**COMPLETION COST PROFORMA**

Name of University.....

Scheme

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

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

Finance Officer/
Chartered AccountantSignature of Engineer/
ArchitectUniversity Engineer
(with his seal)

LIBRARY & DOCUMENTATION CENTRE
National Institute of Educational
Planning and Administration,
17-A, Ansari Ausole, Marg,
New Delhi-110016
DOC, No
Date

D-11863

55-06-2003

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