

UNIVERSITY GRANTS COMMISSION

GUIDELINES ON SPECIAL SCHEME FOR CONSTRUCTION OF WOMEN'S HOSTELS DURING X PLAN PERIOD.

1. INTRODUCTION

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

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

The Commission in its meeting held on 11th and 23rd June, 2006 took a historical decision of substantially raising the amount from Rs.25.00 lakhs to Rs.1.00 crore for non-metro cities and to Rs.2.00 crore for metro cities in order to facilitate and support women education in a big way. Those colleges and universities which have received the grant from 8th plan onwards once are also eligible to receive grant again for extension of Hostel subject to the condition that they will be eligible only for balance grant payable to them.

2. OBJECTIVES

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

3. ELIGIBILITY/ TARGET

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

4. NATURE OF ASSISTANCE

Assistance from the UGC under the scheme to colleges/universities and deemed universities will be on 100% basis subject to the ceiling given below.

Women Enrolment	Amount (in lakhs) In respect of Non-metropolitan cities	Amount (in lakhs) In respect of Metropolitan cities*
Upto 250	60.00	120.00
251-500	80.00	160.00
More than 500	100.00	200.00

*Those cities which are declared metropolitan by Govt. of India (Chennai, Mumbai, Delhi & Kolkata)

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

5. PROCEDURE FOR APPLYING FOR THE SCHEME

Each institution seeking grant under this scheme may submit its proposal in the prescribed proforma Annexure-I on or before 15th December, 2006 along with relevant documents.

6. PROCEDURE FOR APPROVAL

On receipt of the proposal with required documents from eligible universities/colleges, the duly constituted Standing Committee on Women's Hostel would evaluate the proposals at Delhi Office. It shall consider all the proposals received by the Delhi Office (in respect of Central Universities/Deemed Universities/State Universities and Delhi Colleges) as well as by the Regional offices (in respect of colleges other than colleges of Delhi). A meeting of the Standing Committee on Women's Hostel shall be held to consider all the proposals received both by the Delhi Office and by the Regional Offices. In respect of colleges, the proposals shall be received by the concerned regional office of the UGC.

7. PROCEDURE FOR RELEASE OF GRANTS

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

8. PROCEDURE FOR MONITORING

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

9. PROFORMAS FOR APPLYING UNDER THE SCHEME

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

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

- A Progress report for building projects
- B Utilization Certificate
- C Completion Certificate
- D Asset Certificate

- E Statement of Income and Expenditure
- F Utilization Certificate alongwith Completion Certificate
- G Completion Cost proforma

10. ANNEXURES

- Annexure I Proforma for submission of proposal for the Construction of Women's Hostels.
- Annexure IA List of information/documents required for submitting various Building projects and Campus development
- Annexure IB Norms for Services for Various Building Projects

11. PROFORMAS

- Proforma-A Progress report for the release of funds for building project (s)
- Proforma-B Utilisation Certificate
- Proforma-C Completion Certificate
- Proforma-D Asset Certificate
- Proforma-E Statement of income and expenditure
- Proforma-F Utilisation Certificate
- Proforma-G Completion cost proforma

S.No	Item	Admissible area As per UGC norms	Area provided in the plans
1.	Living Rooms:	Maximum 250 rooms.*	
	(a) Single seater	8-9 Sq. M per student	
	(b) Double seater	7.5 to 8 Sq. M. per student.	
	(c) Three seater	7 to 7.5 Sq.M. per student.	
	(d) For PG/Research student.	Not exceeding 10 Sq. M.	
2.	Common Room	@ 2 Sq. M. per user for 25% of the hostel strength, subject to maximum of 60 sq. M.	
3.	Dining Room	@ 1 Sq. M. per user for 50% of the hostel strength, subject to maximum of 40 sq. M.	
4.	Kitchen, Pantry &	@ 0.5 Sq. M. per diner subject to maximum of 60 sq. M.	
5.	Toilet blocks		
	i) Water closets	@ 1 for 8 women	
	ii) Bath Rooms	@ 1 for 6 women	
	iii) Urinals	@1 for 8 women	
	iv) Wash Basins	@1 for 8 to 10 students	
6.	Kitchen servants	One room of 9.60 Sq. M. with WC and bath rooms.	
7.	Visitors rooms	One room of 9.60 Sq.M.	
8.	Sick room	One room of 9.60 Sq.M.	
9.	Reading Room	Two reading rooms (Average minimum area should be @ 2.33 Sq. M. per Reader)	
10	Boundary wall	Around the hostel, if necessary.	
11.	Floor height	3.40 Mt.	
12.	Total built up area :	2.5 times of the total living area. (Circulation space may be @ 25% of the plinth area)	
13.	Warden	One Warden assisted by an Assistant Warden for 100 students or so. Two single rooms in the hostel for single warden. For the married Warden not more than 115.32 Sq. M.	

*In metros, the maximum number of rooms could be 300.

The above norms are suggestive and the universities/colleges could revise it to suit the local needs and capacity of the Hostel

Abstract of Cost

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

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

(SEAL)

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

Certified that :-

1. The land on which the proposed building is to be Constructed is under the undisputed ownership and possession of the university/college.
2. The expenditure over and above the UGC share will be.

(a) borne by the college/university from its own resources.

(b) provided by the State Government.

(Strike out whichever is not applicable)

3. The structure on which the construction is proposed to be undertaken is structurally sound to bear the load of the proposed construction.
(Strike out this if not applicable)
4. The facility/grant asked for is not for fulfilling any condition of affiliation.
(This is applicable in case of college only)
5. The enrolment figures given above are as per office record and depict actual strength of students in that particular year.

Signature : _____
Principal/Registrar.

(Seal)

ANNEXURE-1(A)

UNIVERSITY GRANTS COMMISSION

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

- 1 Abstract of the estimates
- 2 PWD rate certificate
- 3 Two copies of the plan (blue print) and detailed estimates duly signed by the Engineer/Architect and countersigned by the Registrar /Principal
- 4 Composition of Building Committee
*A certificate from the Vice-Chancellor or Registrar/Principal to the effect that the plan and estimates of the building has been approved by the Building Committee.
- 5 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/Principal.
- 8 Mode of construction viz. Contract, Departmentally or Deposit work by the PWD.
- 9 A certificate from the competent authority (Vice-Chancellor and Registrar/Principal) that expenditure over and above UGC grant, if any, will be met by the University/College 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.

ANNEXURE-1(B)

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NORMS FOR SERVICES FOR VARIOUS BUILDING PROJECTS

(A) Scopes of services

1. Internal water supply and sanitary installations. Internal fittings - internal piping and over-head tanks, if any.
2. Internal Electrification
All fittings inside the building including fans.
3. **External services to the extent of 5% of civil cost.**
The provision for this shall include the service connections (water, electricity, sewer) from the main building to the existing mains all preparation and development of the plot area allocated to the building.
4. **Contingencies**
To the extent of 3% of civil works cost, Internal services and External services. This provision should provide for exigencies including advertisement and about 1% for staff to be appointed for petty supervision. The expenditure on work charge establishment if any not exceeding 1% of the civil cost may be met from the provision of 3% made for contingencies.
5. **Architect fee to the extent of 4% of the civil cost**
An amount upto 4% of the civil cost would be admissible to Architect/ Engineer who prepares drawings and estimates in addition to supervising the construction work. In case Architect/Engineer prepares only drawings and estimates an amount upto 2, 3/5 % of the civil cost would only be admissible to him. In case, the university does not engage the services of the architect and drawings and estimates are prepared by the university engineering staff, an amount not exceeding 3, 2/5 % of the civil cost would only be admissible. In case the university appoints clerk of works, an amount upto 1% of the civil cost would be admissible for meeting his salary in addition to Architect fee as indicated above.
6. **.Verification charges by the PWD**
An amount upto ½% of the civil cost any 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 supply and sanitation	% of civil cost for internal electrification	Furniture
1. Hostels	71/2 %	10% without fans	Actual cost of 1 cot, 1 reading table, 1 chair per seat.
2. Residential quarters	12.5 %	12.5% with fans or 10% without fans	-
3. Arts block	5 %	12.5% with fans 10% without fans	10% of civil cost
4. Library	5 %	15 % With fan	20 % of civil cost
5. Laboratory building	5 %	12.5 % with fan	20 % of civil cost
6. Guest house	12.5 %	12.5% with 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)	

Proforma-A

UNIVERSITY GRANTS COMMISSION

**PROGRESS REPORT FOR THE RELEASE OF FUNDS FOR
BUILDING PROJECT(s)**

_____ University

1. Name of the University :
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 supplied received
a. against UGC share :
b. against University/State Government share :
8. Balance, if any, in hand from amount received
a. from UGC and :
b. from University/State Government against 3 above :
9. Amount required to be released to meet expenditure likely to be incurred in the next three/six months.
10. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the plan accepted by the Commission.
11. Deviation, if any, should be clearly indicated. Its impact on the cost of construction should be specified.

Certified that the grant has been 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.

Engineer/Architect

Principal/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.

Proforma- B
UNIVERSITY GRANTS COMMISSION
UTILISATION CERTIFICATE

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

The University has contributed its matching share of Rs. _____ for completing the above project. (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.

Proforma- C

UNIVERSITY GRANTS COMMISSION

COMPLETION CERTIFICATE

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

Signature of the Registrar/Principal

Signature of Engineer/Architect

Seal of University/College

Proforma- D

UNIVERSITY GRANTS COMMISSION

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

**Registrar/Principal
(With his seal)**

Government Auditor/Chartered Accountant

Proforma- E

UNIVERSITY GRANTS COMMISSION

STATEMENT OF INCOME & EXPENDITURE

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

Income		Expenditure	
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/Principal
(With his seal)**

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

Proforma- F

UNIVERSITY GRANTS COMMISSION

UTILISATION CERTIFICATE

(to be submitted alongwith the completion document)

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

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

**Registrar/Principal
(with his seal)**

**Chartered Accountant/
Government Auditor**

Proforma- G

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.	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				
(i)	Architect's fee paid (including supervision charges)	Total:			

Total Completion cost:

- (ii) Please attach a completion certificate signed by the Registrar (specimen enclosed)

**Finance Officer/
Chartered Accountant**

**Signature of Engineer/
Architect**

**University Engineer
(with his seal)**

