



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002

URGENT / By Speed Post / Courier

**Ms. Neelam Chopra**  
**Under Secretary,**  
**Ph: 011 23238872**  
**Mob: 9312371727**

NO.F 1-1/(FD/XI Plan)

19<sup>th</sup> May, 2009

**The Principal/Teacher In-Charge,**

**Sub: UGC Expert Committee Interface Meeting to decide allocation for Eleventh Plan Development Grant including Merged Schemes.**

Sir/Madam,

As you are aware, the UGC is providing Development Assistance under each plan period to Colleges, which are eligible to receive Central assistance in terms of Sections 2 (f) and 12B of the UGC Act, 1956.

The UGC has constituted Expert Committees which will hold Interface Meetings with Colleges to evaluate Eleventh Plan requirement. The allocation for College Development as well as Merged Schemes will be decided at the Interface Meetings.

A proforma related to Development Assistance to Colleges and Merged Schemes is attached which **may please be filled in and brought to the Interface Meeting**. You are requested not to send the same now.

The information may kindly be typewritten or filled in using computer. Please use extra sheets, if necessary. The columns, **other than those mentioned specifically for official use**, may be completed in all respects. The same, **with the appropriate Annexures from the Eleventh Plan Guidelines**, also complete in all respects, may be furnished in triplicate, at the time of the Interface Meeting for deciding the Eleventh Plan allocation for Development Assistance to Colleges including Merged Schemes. The following may be filled in,

per requirement and pattern of assistance available in XI Plan College Development Guidelines including Merged Schemes. The Guidelines are posted on UGC website [www.ugc.ac.in](http://www.ugc.ac.in).

Annexure – I, **b.** Annexure – II, **c.** Proforma containing detailed information of the College requesting Grant under the scheme of "Establishment of UGC Network Resource Centre", **d.** Proforma for Financial Assistance under the Scheme to assist Colleges to facilitate Higher Education of Persons with Special Needs (HEPSN), **e.** Prescribed format for getting financial assistance towards Visually Challenged Teachers of Colleges during XIth Plan, **f.** Proforma for submitting proposal for setting up Special Cell for Career & Counselling in Colleges. **Submission of Annexure – I, along with the proforma is mandatory. The rest are to be submitted, based on the requirements of the college.** The required proformae are attached with the UGC Guidelines and can be downloaded from UGC website.

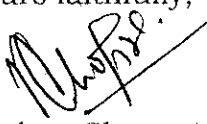
Copy each of statement of Expenditure and Utilization Certificate in respect of Tenth Plan Grants and Grants released in Eleventh Plan by you may also be brought while coming for attending this meeting. You are requested to attend the Interface Meeting as per following schedule:

<u>Venue</u>	<u>Time</u>
University of Mumbai	10:00 AM to 6:00 PM (1:00 PM to 2:00 PM Lunch Break)
<u>Date</u>	<u>Participant colleges</u>
15th June, 2009	Colleges located in Amravati District.
16th June, 2009	Colleges located Yavatmal and Washim Districts.
17th June, 2009	Colleges located in Akola and Buldhana Districts.

You may be accompanied by at most one senior teacher. Expenses towards your travel and accommodation may be borne by your institution.

You are also requested to bring a copy of the UGC letter notifying your college as eligible to receive central assistance under section 12B of the UGC Act, 1956.

Yours faithfully,

  
( Neelam Chopra )

**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					
Total :					

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

S. No.	Courses	Total *			SC			ST			OBC (non-creamy layer)			Minorities			Financially Weak**			Physically Challenged		
		Men	Women	%	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	Undergraduate/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 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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-----  
-----

-----  
-----  
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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-E**

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

This Proforma to be sent to appropriate Regional Office of the UGC/NRCB, New Delhi

Name and address of College

Name of the affiliating University.

Year of establishment

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

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

**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
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Recurring

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

**ANNEXURE-G**

**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 : \_\_\_\_\_

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

2. Educational Qualification of

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

3. Honorarium to be paid to the

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

4. 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**

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

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

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

Details of actual expenditure incurred

(Item-wise) :

Signature of Principal

With seal

Signature

Govt. Auditor/Chartered Account

With seal