

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI – 1100 02**

**D.O.No.F.1-1/SAP/Induction/2009**

**December, 2009**

Dear Sir,

You are aware that UGC has been providing financial assistance to selected departments in the Universities under the scheme of Special Assistance Programme (SAP). The programme is intended to encourage the pursuit of excellence and team work in advanced teaching and research to accelerate the realization of international standards in specific fields.

It has been decided to invite new proposals from the Universities/Institutions for fresh induction under SAP scheme at DRS level. The university may submit the fresh proposal **(Five copies)** from the eligible departments, **(The department should have minimum 6 faculty members consisting of 1 Professor 2 Readers and 3 Lecturers)** as per guidelines for consideration so that it may reach the University Grants Commission Bahadur Shah Zafer Marg, New Delhi-110002 on or before 15<sup>th</sup> January, 2010. The guidelines of SAP are available on the UGC web site [www.ugc.ac.in](http://www.ugc.ac.in).

However, it will be appreciated if the following directives are strictly followed by the University at the time of forwarding the proposals for consideration:-

1. That the Commission will not accept any proposal which is not prepared with full information as per the guidelines. The format for sending the proposals for fresh induction under SAP at DRS level may be seen at Annexure – I in the guidelines. The Universities/Institutions which have been included under Section 2 (f) and 12B of the UGC Act are only eligible for the SAP.
2. The proposals received by the UGC will be placed before the Screening Committee. Only short-listed Departments will be called for presentation before the Expert Committee.

3. One / Two Senior faculty members of the Department will make power point presentation before the Expert Committee in UGC office New Delhi. **No TA/DA for representative(s) of university will be paid by the UGC.** Expenditure incurred on this account will be borne by the university.
4. The approved programme will be effective from 1st April of the current or the next financial year, depending upon Budget allocation for the programme.
5. The decision of Commission will be final.

The interested Departments may submit their proposal in the prescribed format (5 copies) to the UGC through the University latest by 15<sup>th</sup> January, 2010. The date and time for the interface meetings will be intimated subsequently.

With regards.

Yours Sincerely

**Sd/-**

**(Dr. P. Prakash)**  
**Joint Secretary**