

डॉ. के. पी. सिंह
संयुक्त सचिव

Dr. K. P. Singh
Joint Secretary



विश्वविद्यालय अनुदान आयोग
बहादुरशाह ज़फर मार्ग, नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI-110 002
दूरभाष/Phone : 011-2323 9597
फैक्स/Fax : 011-2323 6347

BY SPEED POST

D.O.No.F.1-40/2011 (XII Plan)

7th February, 2012

Dear Sir/Madam,

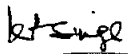
This has reference to the D.O. letter No. F.-1-1/2012(Cm) dated 5th January, 2012 from Prof. Ved Prakash, Chairman, UGC to the Vice-Chancellors of the Universities receiving Development Assistance from UGC, which is also posted on the UGC website.

As stated in the letter referred to above, a proforma has been developed for the use of the Universities for preparing their proposals for XII Plan Development Assistance which is enclosed herewith and is also posted on the UGC website. I am also to inform you that the last date for submitting the proposals to UGC has been extended from 15th March, 2012 to 10th April, 2012. You are requested to kindly adhere to the last date stipulated by UGC. The proposals in duplicate, may be submitted to the Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi -110 002.

Mr. M.S. Yadav, Chief Statistical Officer, UGC is sending a proforma separately for collecting vital statistics about the University. The proforma, duly filled in, should also be returned to Mr. Yadav within the stipulated time frame.

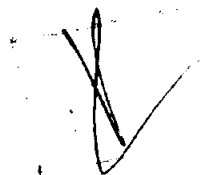
With regards,

Yours sincerely,


(K.P. Singh)

Encl. : As above.

To the Vice-Chancellors of Central Universities (39), Deemed Universities (15) and State Universities (144) as per list attached.





UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SOLICITING XII PLAN REQUIREMENTS OF THE UNIVERSITY

A. PROFILE OF THE UNIVERSITY

A.1 : Basic Details

1. Name of the University _____
2. (i) Postal Address:
- (ii) District:
- (iii) State:PIN
- (iv) Website:
3. Year of Establishment _____
4. Type of University: _____
. Central University (01), State University(02), Deemed University (03)
5. Location of the University : Urban / Rural/ Backward/ Small Town/ Tribal/ Hilly/ Border Area : _____/* _____
(* Please also indicate the total population of the town as per 2011 census)
6. Whether the University is exclusively meant for women [Yes /.No]_____
7. Total land Area: _____[In hectare]
Total Constructed area: _____[In sq m]
8. Whether accredited by NAAC or a similar body? Yes / No
If yes, Year of accreditation _____ & Ranking _____
9. Whether eligible for reaccreditation? Yes / No
If yes and reaccredited , Year of reaccreditation _____ & Ranking _____
10. Whether the University is identified under the Scheme of “University with Potential for Excellence (UPE)”:
Yes/No
If Yes Thrust Areas _____
11. Whether the University is supported under the scheme “ Centre with Potential for excellence in a Particular Area“ : Yes /No
If yes, name of the Centre / Area
.....
12. Details of Faculties / Schools , Departments / Centers along with courses offered
(Please provide details in **Annexure-I**)

13. Whether the University has off-Campuses / Constituent Colleges / University Colleges (under direct control of the University)? Yes / No

If yes, details thereof

Category	Yes/ No	Number	Remarks
Off-Campus (other than main campus)			
Constituent Colleges			
University Colleges			
Affiliated Colleges			
Autonomous Colleges			
Colleges with Potential for Excellence			

14. **Staff Quarters Available:** Yes/ No

If yes, details thereof .

Category	Number of Quarters
Teaching Staff	
Non-Teaching Staff	
Total	

15. **Does the University have Students' Hostel?** Yes/ No

If Yes, Number of Hostel(s)

Hostel Type	Number of Hostels	Intake Capacity	No. of Students residing
Boys			
Girls			
International Hostels			

16. **Contact details of the University officers:**

Details	Vice- Chancellor	Registrar	Finance Officer
Name			
Phone with STD Code (O)			
(R)			
Fax			
Mobile			
E-Mail			

17. Name of courses offered by the University during the year 2011-12:

Name of Course	No. of Courses
Under-Graduate Level	
Post-Graduate Level	
Research Degrees	

18. Whether the University is offering any degree(s) which is not specified by the UGC? Yes/No

If yes, indicate the degrees offered _____

A 2 : Statistical Indicators - at a Glance

S.No	Item	2006-07(as on 31.3.2007) ending year of X Plan	2011-12 (as on 31.3.2012) ending year of XI Plan
1	Number of Faculties / Schools		
2	Number of Departments / Centres		
3	Number of Departments / Centres getting support under SAP		
4	Number of Departments / Centres getting support from other organization like DST, DBT, ICSSR, ICMR etc.		
5	Number of Departments / Centres having collaboration / exchange programmes with other national and international institutions		
6	Total Students (Regular Courses including self-financing courses) (Excluding distance education programmes)		
7	Out of total students :		
	SC		
	ST		
	OBC/BC		
	Differently abled students		
8	Total Female Students (Regular Courses) (Out of total students (Coln 6)		
9	Percentage of Female Students		
10	Teaching Staff (Sanctioned)		
11	Teaching Staff (Existing) on regular basis		
12	Vacant Teaching Positions		
13	Adhoc / Contract Teachers		
14	Non-Teaching Staff (sanctioned)		
15	Non-teaching Staff (Existing)		
16	Vacant Non-Teaching Positions		
17	Teacher : Students Ratio (On Sanctioned Strength)		
18	Teacher : Students Ratio (On Existing Strength)		
19	Teaching : Non-Teaching Ratio (sanctioned Teaching Positions : Existing Non-Teaching Positions)		
20	Teaching : Non-Teaching Ratio (Existing Teaching Positions : Existing Non-Teaching Positions)		
21	Affiliated colleges, if any		
22	Number of Books in the Library		
23	Number of Journals subscribed (including e-journals)		

24	Number of Degrees awarded (during the academic year 2006-07 and 2011-12) Graduate Level Post-Graduate Level M. Phil. Ph.D.		
25	Whether the University is offering programmes through distance education : Yes/No		
26	If yes, number of such programmes		
27	Students enrolment in these programmes		

A 3 : Teaching staff and students enrolment for the year 2011-12 in University Department

1. Teaching Staff as on 31st March, 2012

S.No	Designation	Sanctioned Strength	Existing strength	Out of existing strength, number of teachers belonging to			
				SC	ST	OBC/BC	PWD
1	2	3	4	5	6	7	8
1	Professor						
2	Associate Professor						
3	Assistant Professor						
4	Part-Time/Adhoc/Temp./Contract Teachers	N.A					
Total (Teaching Staff)							

Note : The teaching positions in respect of off-campus(s) / Constituent College(s) / university College(s) under direct control of the University, if any, may be given separately in the same format.

2. Total Students Enrolment in University Departments during the academic Year 2011-12 (as on 30th Sept., 2011)

Level	Students Enrolment as on 30 th September, 2011							
	Total students enrolment		Out of total students belonging to					
			SC		ST		OBC/BC	
	Total	Women	Total	Women	Total	Women	Total	Women
Graduate								
Post-Graduate								
M.Phil								
Ph.D.								
Diploma								
Certificate								
Total								

Note : The students enrolment in respect of off-campus(s) / Constituent College(s) / university College(s) under direct control of the University, if any, may be given separately in the same format.

B. REVIEW OF THE XI FIVE-YEAR PLAN

1. Please give details of the Plan grant during the XI Plan period:

Sl. No.	Schemes	Grant Allocated by UGC	Grant Received from UGC	Grant utilized upto 31-03-2012*	Remarks, if any
(a)	General Development Assistance				
(b)	Merged Schemes				
(c)	Additional grant for OBC expansion (only for Central Universities and Deemed Universities maintained by UGC)				
(d)	Ph.D. and M.Phil. Fellowships for non-NET scholars (only for Central Universities)				
(e)	Any other				

*Please enclose the Utilization Certificate.

2. Whether the University has settled the accounts for X Plan : Yes/No

If No, reasons thereof.

3. Teaching posts approved by UGC during the XI Plan period, if any.

3.1 Central Universities/State Universities/Deemed to be Universities (under general development grant):

Post	No. of posts approved by UGC	Posts filled up by the University	Whether appointment made on regular/contract basis
Professor			
Associate Professor. / Reader			
Assistant Professor /Lecturer			

3.2 Central Universities/UGC maintained Deemed to be Universities (for OBC capacity expansion):

Post	No. of posts approved by UGC	Post filled up by the University	Whether appointment made on regular/contract basis
Professor			
Associate Professor.			
Assistant Professor			

4. Academic achievements during the XI Plan period:

4.1 Books/Publications:

Year	Books published	Papers published in Journals		No. & names of Prestigious Awards received by the faculty
		National	International	
2007-08				
2008-09				
2009-10				
2010-11				
2011-12				

4.2 National /International Conferences/Seminars organized by the University:

Year	National	International
2007-08		
2008-09		
2009-10		
2010-11		
2011-12		

4.3 Research projects awarded by the UGC and other funding agencies:

Year	No. of Projects awarded by the UGC	No. of Projects awarded by other agencies	Funds approved (in lakhs)
2007-08			
2008-09			
2009-10			
2010-11			
2011-12			

4.4 Patents awarded during the XI Plan period:

4.5 Any other major achievement(s) during the XI Plan period :

5. New Department(s)/Centres (s) started during the XI Plan period:

Sl.No.	Name of the Department/ Centre	UGC aided/other organization aided / self-financing

6. New programmes started during the XI Plan period:

Sl.No.	Name of the programme	UGC aided/other organization aided / self-financing

7. UGC Schemes (other than those covered under development grants) availed by the University during the XI Plan period:

Sl.No.	Name of the scheme(s)	Funds approved by the UGC

8. Faculty strength (department-wise) as on 31-03-2012
(Please give details as per *Annexure-II*)

C. DEVELOPMENT PLANS OF THE UNIVERSITY DURING THE XII PLAN PERIOD:

1. The University is advised to prepare a comprehensive note on its future development plans to achieve the objectives of higher education as stipulated in the 12th Five Year Plan (FYP) document of the UGC :“*Inclusive and Qualitative Expansion of Higher Education*”. This document provides the present trends, prevailing issues and challenges, projected goals and some strategies proposed for the 12th FYP. The University may use it as a reference document while formulating its proposals for General Development Assistance during the XII Plan period. The University while undertaking this exercise should formulate its programmes under the following major heads namely:

- (i) Access and Expansion
- (ii) Equity and Inclusion
- (iii) Quality and Excellence

These are interlaced with components of relevance value education, creativity, e-initiatives, structural and systemic reforms for good governance etc. The University may also like to seek General Development Assistance covering the following aspects.

- i) Making the University Administration more effective
- ii) Providing for Faculty Improvement Programmes
- iii) Enhancing Facilities for Students
- iv) Augmenting research facilities
- v) Any other Plans of the University.

2. In order to fulfill the above objectives, the University may summarise its financial requirements in terms of infrastructure, Staff, Equipment, Books and Journals, Library, ICT, Research and Extension activities etc. which can be provided by the UGC under the general development assistance during the XII Plan period:

As requested vide D.O. No. 1-1/2012(Cm) from Prof. Ved Prakash, Chairman, UGC to the Vice-Chancellors of Universities, University is requested to develop two parallel scenarios as far as the requirement of the Development Assistance is concerned, one with a hike of upto 3 times and another with a hike of upto 5 times to the XI FYP allocation. The University may indicate their activities specifically to be covered under Scenario-1 or Scenario-2 and indicate the amount of funds required under two scenarios separately.

SCENARIO-1

2.1 Buildings:

Building grant will be available on 100% basis for construction of new buildings, extension of existing buildings and for major repairs/renovation of old buildings like academic block, administrative block, library, staff quarters, boys' hostels, guest house etc. The funds requirement generally for building projects may be within the 50% limit of total financial outlay of XII Plan period. The guidelines for the construction of all building projects will be as per XI Plan guidelines till these are further revised by the Commission.

Sl. No.	Name of the Building / approx. area	Funds requirement (Rs. in lakhs)	Remarks
a)	New buildings proposed (Details of the buildings may be provided)		
b)	Buildings proposed for renovation		
c)	Extension of existing buildings		
Total			

2.2 Campus Development:

Campus development may include activities like construction of internal roads, fencing/ boundary walls of the land, providing electricity/waters, laying/renovating sewerage lines, plantation and landscaping etc. Any other item which the University can justify on the basis of expert opinion can also be considered under Campus Development.

S.No.	Activity Proposed (Details may be provided)	Estimated Cost (Rs. in lakhs)
1.		
2.		
3.		
Total		

2.3 New teaching departments/programmes proposed during the XII Plan period:

Sl. No.	Department	Name of the programme(s) proposed	Proposed Intake	Remarks
Total				

2.4 Staff :

UGC assistance for the posts created under this item would be available only for the XII Plan period. In case of State Universities, the post will be filled up only after obtaining concurrence of the State Government or after a resolution of the Executive Council of the University to maintain any particular post after the XII Plan period. In case of Central Universities and Deemed Universities getting 100% maintenance grant from the UGC, the UGC will consider merging these posts with the maintenance grant of the University after the XII Plan period. However, the Central Universities may send their proposals for creation of non-teaching positions separately to the UGC, which will be decided as per the Government of India norms in this regard.

(A) Teaching Posts

(Please include the teaching staff required for strengthening the existing departments and to support newly proposed departments/courses):

Name of the Department	Professor				Associate Professor				Assistant Professor				Grant Total			
	Already Sanctioned	Existing	Vacant	Addl. reqd.	Already Sanctioned	Existing	Vacant	Addl. reqd.	Already Sanctioned	Existing	Vacant	Addl. reqd.	Already Sanctioned	Existing	Vacant	Addl. reqd.
(a) Existing Dept.																
(i)																
(ii)																
(iii)																
(b) Proposed Dept.																
Name of the Department		Professor		Associate Professor		Assistant Professor		Grand Total								
(i)																
(ii)																
(iii)																
Total Funds Required for Staff –																

(B) Technical Posts:

Name of the Post alongwith A,B,C grade	Existing Dept. (s)		New Dept. (s)	Total funds required for additional posts	
	Sanctioned	Filled-up		Existing Dept. (s)	New Dept.(s)
Group A					
Group B					
Group C					
TOTAL					

Total funds required for Additional staff:

- (A) Teaching post(s) : _____
- (B) Technical post(s) : _____
- Total** : _____

2.5 Library Facilities

UGC assistance will be available for purchasing books and journals including e-books and e-journals, stacking facilities including furniture, equipment, computerization and automation in the library.

- (a) Central Library: Total funds required :
- (b) Departmental Libraries Total funds required :

2.6 Equipment:

Equipment may be provided for teaching and research labs., special office equipment and modern teaching aids like multimedia projectors and overhead projects etc.

- (a) Grant required for equipment for teaching :
- (b) Grant required for equipment for research :
- Total funds required for equipment** :

2.7 Health Centre:

UGC assistance under the schemes will be available for construction of the building for the Health Centre and purchase of major equipment. Assistance for staff will be available only for the Central and UGC maintained Deemed to be Universities.

Sl.No.	Activities	Funds required	Justification

2.8 Student Amenities:

UGC assistance will be available for constructing and equipping safe drinking water, recreation room and outdoor recreation facilities.

Sl.No.	Activities	Funds required	Justification

2.9 Jubilee Grants:

Jubilee grants will be provided to the Universities completing 25, 50, 75, 100 and 150 years of their existence during the XII Plan period. The assistance will be available for capital expenditure like renovation of old buildings and construction of new buildings.

Sl.No.	Activities	Funds required	Justification

2.10 New Research Activities Planned: (Any path-breaking, innovative schemes, University proposes to launch which does not fall under any scheme of UGC)

Activity	Funds Required	Justification

2.11 New Extension Activities and Outreach Programmes Planned:

Activity	Funds Required	Justification

2.12 ICT Requirements of the University:

Activity	Funds Required	Justification

2.13 Internal Quality Assurance Cell (IQAC) :

Activity	Funds Required	Justification

SCENARIO-2

2.1 Buildings:

Building grant will be available on 100% basis for construction of new buildings, extension of existing buildings and for major repairs/renovation of old buildings like academic block, administrative block, library, staff quarters, boys' hostels, guest house etc. The funds requirement generally for building projects may be within the 50% limit of total financial outlay of XII Plan period. The guidelines for the construction of all building projects will be as per XI Plan guidelines till these are further revised by the Commission.

Sl. No.	Name of the Building / approx. area	Funds requirement (Rs. in lakhs)	Remarks
a)	New buildings proposed (Details of the buildings may be provided)		
b)	Buildings proposed for renovation		
c)	Extension of existing buildings		
Total			

2.2 Campus Development:

Campus development may include activities like construction of internal roads, fencing/ boundary walls of the land, providing electricity/waters, laying/renovating sewerage lines, plantation and landscaping etc. Any other item which the University can justify on the basis of expert opinion can also be considered under Campus Development.

S.No.	Activity Proposed (Details may be provided)	Estimated Cost (Rs. in lakhs)
1.		
2.		
3.		
Total		

2.3 New teaching departments/programmes proposed during the XII Plan period:

Sl. No.	Department	Name of the programme(s) proposed	Proposed Intake	Remarks
Total				

2.4 Staff :

UGC assistance for the posts created under this item would be available only for the XII Plan period. In case of State Universities, the post will be filled up only after obtaining concurrence of the State Government or after a resolution of the Executive Council of the University to maintain any particular post after the XII Plan period. In case of Central Universities and Deemed Universities getting 100% maintenance grant from the UGC, the UGC will consider merging these posts with the maintenance grant of the University after the XII Plan period. However, the Central Universities may send their proposals for creation of non-teaching positions separately to the UGC, which will be decided as per the Government of India norms in this regard.

(B) Teaching Posts

(Please include the teaching staff required for strengthening the existing departments and to support newly proposed departments/courses):

Name of the Department	Professor				Associate Professor				Assistant Professor				Grant Total			
	Already Sanctioned	Existing	Vacant	Addl. reqd.	Already Sanctioned	Existing	Vacant	Addl. reqd.	Already Sanctioned	Existing	Vacant	Addl. reqd.	Already Sanctioned	Existing	Vacant	Addl. reqd.
(a) Existing Dept.																
(i)																
(ii)																
(iii)																
(b) Proposed Dept.																
Name of the Department		Professor		Associate Professor		Assistant Professor		Grand Total								
(i)																
(ii)																
(iii)																
Total Funds Required for Staff –																

(B) Technical Posts:

Name of the Post alongwith A,B,C grade	Existing Dept. (s)		New Dept. (s)	Total funds required for additional posts	
	Sanctioned	Filled-up		Existing Dept. (s)	New Dept.(s)
Group A					
Group B					
Group C					
TOTAL					

Total funds required for Additional staff:

(A) Teaching post(s) : _____
(B) Technical post(s) : _____
Total : _____

2.5 Library Facilities

UGC assistance will be available for purchasing books and journals including e-books and e-journals, stacking facilities including furniture, equipment, computerization and automation in the library.

(a) Central Library: Total funds required :
(b) Departmental Libraries Total funds required :

2.6 Equipment:

Equipment may be provided for teaching and research labs., special office equipment and modern teaching aids like multimedia projectors and overhead projects etc.

(a) Grant required for equipment for teaching :
(b) Grant required for equipment for research :
Total funds required for equipment :

2.7 Health Centre:

UGC assistance under the schemes will be available for construction of the building for the Health Centre and purchase of major equipment. Assistance for staff will be available only for the Central and UGC maintained Deemed to be Universities.

Sl.No.	Activities	Funds required	Justification

2.8 Student Amenities:

UGC assistance will be available for constructing and equipping safe drinking water, recreation room and outdoor recreation facilities.

Sl.No.	Activities	Funds required	Justification

2.9 Jubilee Grants:

Jubilee grants will be provided to the Universities completing 25, 50, 75, 100 and 150 years of their existence during the XII Plan period. The assistance will be available for capital expenditure like renovation of old buildings and construction of new buildings.

Sl.No.	Activities	Funds required	Justification

2.10 New Research Activities Planned: (Any path-breaking, innovative schemes, University proposes to launch which does not fall under any scheme of UGC)

Activity	Funds Required	Justification

2.11 New Extension Activities and Outreach Programmes Planned:

Activity	Funds Required	Justification

2.12 ICT Requirements of the University:

Activity	Funds Required	Justification

2.13 Internal Quality Assurance Cell (IQAC) :

Activity	Funds Required	Justification

3. Other Development Schemes (Erstwhile Merged Schemes)

The schemes mentioned below have been implemented during XI Five Year Plan and details about the objectives and ceiling of assistance under the scheme is available on the UGC website (www.ugc.ac.in). University may prepare its proposals keeping in view the objectives and ceiling of assistance as laid down during the XI Plan. UGC will make actual allocation after the interface meeting based on the actual allocation to UGC from the Government of India.

Sl. No.	Name of the Scheme	Funds Required	Justification
1	Travel Grant		
2	Conference/Seminars/Workshops/Symposia/Short-term Courses.		
3	Publication Grant		
4	Appointment of Visiting Professors/Fellow		
5	Day Care Center		
6	Adventure Sports and Development of Sports Infrastructure and Equipments		
7	Special Development Grant for Universities in Backward/Rural/Remote/Border Areas		
8	Special Development Grant for Young Universities and Rejuvenation Grant for Old Universities		
9	Instrumentation Maintenance Facility (IMF)		
10	Special Scheme for Construction of Women's Hostel		
11	Basic Facilities for Women		
12	Faculty Improvement Programme (FIP) (Teacher Fellowship for doing M.Phil/Ph.D)		
13	Equal Opportunity Cell		
14	Coaching Schemes for SC,ST,OBC (non-creamy layer) & Minorities		
15	Establishment of Career and Counseling Cell in Universities		
16	Facilities for Differently-Abled Persons		

D. CONSOLIDATED REQUIREMENTS OF UNIVERSITY, FOR DEVELOPMENT ACTIVITIES: (Please indicate in two priorities)

Expenditure incurred for acquiring assets of permanent nature or for enhancing the utility of existing assets shall broadly be classified under Capital Head. Subsequent charges on maintenance, repair, upkeep and working expenses which are required to maintain the assets in running order and other expenses incurred for day to day running of the organization including the establishment and administrative expenses shall be classified under General Head. Salary of the employees including the salary of the substitute teachers shall be included under the Salary Head. Universities may kindly keep this broad classification in mind while projecting for the XII Plan financial requirements.

CAPITAL HEAD (Code 35)

(Rs. in Lakhs)

Sl. No.	Component	Funds required during XII Plan	
		Scenario-1	Scenario-2
1.			
2.			
3.			
4.			

GENERAL HEAD (Code 31)

(Rs. in Lakhs)

Sl. No.	Component	Funds required during XII Plan	
		Scenario-1	Scenario-2
1.			
2.			
3.			
4.			
5.			

SALARY HEAD (Code 36)

(Rs. in Lakhs)

Sl. No.	Component			Funds required during XII Plan	
				Scenario-1	Scenario-2
1.	(I)	Teaching Staff			
	a	Professor			
	b	Associate professor			
	c	Assistant Professor			
	(II)	Technical Staff			
2.					
3.					
4.					
5.					

Signature of the Vice-Chancellor

Signature of the Registrar

**Annexure-II
(to Item-8 of B)**

**FACULTY STRENGTH IN UNIVERSITY DEPARTMENTS-WISE
(AT THE END OF THE XI PLAN i.e. 31-03-2012)**

Name of the Department/ Centre/School	Sanctioned Strength			Working Strength		
	Professor	Associate Professor	Assistant Professor	Professor	Associate Professor	Assistant Professor
Total						