

## **UNIVERSITY GRANTS COMMISSION**

### **“GUIDELINES FOR GENERAL DEVELOPMENT ASSISTANCE TO CENTRAL, DEEMED AND STATE UNIVERSITIES DURING XI PLAN”**

The Eleventh Plan is being launched at a time when the country is undergoing of major economic and technological changes based on the policy of liberalization, globalization and privatisation while ensuring the development of rural and backward classes. In the changed scenario, the educated human resource, equipped with latest knowledge and skills 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 while ensuring the quality and relevance of education. In this, information technology is contributing to this change in a big way and will have a major impact on the structure, management and mode of delivery of the education system.

#### **1. INTRODUCTION**

- 1.1 In the XI Plan, greater emphasis has been placed on reduction of disparities between urban/rural and developed / under developed areas by enhancing support to universities located in backward and rural areas. However, this support has to be supplemented by the proper utilization of available resources in a planned manner and by maximising the co-operative use of resources by introducing new departments in accordance with the societal needs of the area where the University is situated. There is also a need to increase the access and equity for marginalised groups like women, Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), minorities groups in order to make higher education inclusive.
- 1.2 Majority of universities, although facing serious problems in their development, have neither a reliable information base nor a mechanism for analysis. Many universities lack information for planning a decision making process. It is therefore, warranted that universities must attach greater importance to setting up of 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 help them achieve at least the threshold level and promote enhancement of quality.

### **3. ELIGIBILITY/ TARGET**

The UGC provides general development assistance to all eligible Central Universities, identified 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**

#### **A. GENERAL DEVELOPMENT GRANT**

The UGC has decided that General Plan Development Grant to the individual university would be made available during the XI plan on the basis of the outlays determined and communicated to the universities.

The outlays determined and communicated to Universities shall be in operation for the period from 1.4.2007 to 31.3.2012. The scheme will end with the plan period, i.e. on 31.3.2012.

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 General Plan Development Assistance, the UGC will assist each eligible university for the overall development covering the following aspects:

- i) Enhancing access
- ii) Ensuring equity
- iii) Imparting relevant education
- iv) Improving quality and excellence
- v) Making the University Administration more effective
- vi) Providing for Faculty Improvement Programmes
- vii) Enhancing Facilities for Students
- viii) Augmenting research facilities
- ix) Any other Plans of the University

In order to fulfill the above objectives, the financial assistance to meet the requirements of the University in terms of infrastructure, staff, equipment, books and journals, library, etc. under the following heads

can be provided by the UGC under the General Plan Development Grant during the XI Plan period:

**i. Infrastructure: Buildings:**

The financial assistance is for construction of new buildings and for major repairs/renovation of old buildings. The buildings may be academic building, library, administrative block, staff quarters, men's hostels, guest house, etc. (For women's hostel a separate special scheme is available which is in the list of enclosed schemes merged with XI Plan General Development Grant and hence assistance for women's hostel is not included under the General Plan Development Grant.

**ii. Campus Development :**

Campus development----for construction of roads, providing electricity, water, laying/renovating sewerage lines, plantation, and development of the land, etc.

**iii. Staff :**

Financial assistance under this head is only for appointing teaching non-teaching and technical staff who are above the scale of pay of Lecturer and equivalent. As regards Central/Deemed Universities funded on 100% basis by the UGC, creation of non-teaching staff can only be done for Central Universities created during and after X Plan.

**iv. Central Library :**

Funding for Books and Journals for the XI Plan period can be provided.

**v. Equipment:**

Equipment for laboratories, special office equipment (excluding furniture, fixtures and computers) and modern teaching aids, like Multimedia Projectors, Overhead projectors etc.can be provided.

**vi. Innovative Research Activities :**

Funds can be provided for additional Research Activities planned not covered under major and minor research projects and Special Assistance Programme (SAP) (any path breaking, innovative research), which the university proposes to initiate and which do not fall under any other scheme of XI Plan of UGC.

**vii. New Extension Activities and Outreach Programmes:**

New Extension Activities and Outreach Programmes for which the University needs funding.

**viii. ICT Requirements of the University:**

Information Communication and Technological (ICT) requirements, if any.

**ix. Health Centre :**

This could be in the nature of a dispensary. While basic facilities can be provided, the staff is not provided by the UGC.

**x. Student amenities:**

Such facilities may include Canteen, safe drinking water facility, Recreation Room, Common Room, Counseling Centres for students, etc.

**xi. Jubilee Grants:**

Jubilee Grants for completing 25, 50, 60, 75, and 100 years can also be sought, provided the University is attaining the completion of aforesaid Jubilee year during the XI Plan period.

**xii Assistance for overcoming damages caused by natural Calamities/ Disasters**

Assistance to Universities for overcoming damages caused by Natural Calamities/ Disasters (if any) will be part of XI Plan General Development Assistance to Universities.

**4.1 The UGC assistance for items (i) to (xi) is on 100% basis.**

**4.2** The development assistance, approved and conveyed by the UGC to the universities as the outlay for the XI Plan encompassing the time span 1-4-2007 to 31-3-2012, would include item Nos. (i) to (xi).

**4.3** The X Plan grants, as paid on 31.3.2007 to the Universities for the following components, could be utilized during XI Plan in the following manner:

- i. Extension has been allowed to utilize the grant already paid by the UGC for a period of two years from 01-04-2007 to 31-03-2009 where grant has already been sanctioned or construction of buildings have already started on or before 31<sup>st</sup> March, 2007.

- ii. All other grants already released, (except faculty positions) could be utilized upto 30-09-2007 only.
- iii. For filling up of X Plan faculty positions - **No extension is permissible.**

#### 4.4 Items for which assistance is available:

##### 4.4(i) Infrastructure: Buildings

The Commission has decided to provide 100% grants to the universities for all building projects, but within the limit of total financial outlay for plan period not excluding 50% of it. 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 building activity, the university should submit required documents completed in all respects for each approved building separately within a year from the date of approval of final XI plan General Development allocation and all efforts be made to ensure the completion of building projects before the plan period ends.

The guidelines for the construction of all building projects during the XI Plan period are:

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

- a. Each University should have a Building Committee consisting of the Vice-Chancellor the Chairperson of the committee a representative of the CPWD or PWD Undertaking not below the rank of Executive Engineer, a representative of the Planning Board, the Registrar, the Finance Officer, and a representative of the user Department along with two teachers of the university not below the rank of Professor nominated by the Vice Chancellor. 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 approved 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 for various building 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 recognized 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 challenged) persons.**
- b. Provision for services, (internal water supply and sanitary installation, internal electrification and external services), contingency, Architect fees, Structural Engineer/Consultant 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.
- c. While sending the proposal for the building project, the University should give a certificate that the plans and estimates are in conformity with the norms as suggested by the Commission in para a and b above.
- d. Where new construction is undertaken, a certificate is required that the land on which construction is proposed to be made 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 made 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 the department level by the University. OR
  - iii) The work relating to planning, architectural design, structural design and preparation of estimates and supervision of construction work may be entrusted to a firm of architects, or other government or semi-government agencies, and the actual execution of work may be entrusted to the University's Engineering department.
- 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 CPWD or PWD concerned.
- h. The plans and estimates for a construction project should be approved by the Building Committee of the University. 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**

1. The University should send the following documents in the prescribed proforma **Annexure-I** to the UGC with its proposal for the construction of each building separately approved under the General Development Plan Grant invariably duly countersigned by the Vice-Chancellor or Registrar and Executive Engineer/PWD Engineer as the case may be:
  - (a) Two copies of Blue Print of the proposed building duly signed by the Registrar, Executive Engineer/ Superintendent Engineer, as case may be.
  - (b) Approval of the Plans and estimates of the building by the Building Committee certifying that they are in conformity with the norms as suggested by the Commission and the rates are as per CSR of the Region.
  - (c) A certificate that the Land on which the proposed building is to be constructed is under the undisputed ownership and possession of the University, duly countersigned by the Vice Chancellor and Registrar.
  - (d) An undertaking that the proposed construction will be executed by the Construction Division of the University/Contract basis or Deposit Work by the P.W.D. (Strike out whichever is not applicable). In case the university does not have a civil / electric engineering department, the construction work should be given to competent authorized agency only following laid down procedure.
  - (e) An undertaking that the expenditure over and above the 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.
  - (f) A certificate stating that the existing structure is sound enough to bear the load of the proposed building, in case it is going to be constructed upon the existing building structure duly countersigned by the University Engineer, Registrar and Vice Chancellor.
  - (g) A certificate that the University has not availed of any grants for the proposed construction earlier.



- (h) An undertaking indicating the duration in which the project would be completed in a time bound manner.
- (i) A statement showing the avstract of cost (as per proforma attached) alongwith the details of each item indicating the expenditure to be incurred duly signed by the authority mentioned in the proforma.
- (j) The Composition and Resolution of the Building Committee duly signed by all the members with designation.

**Important Note :**

**Wherever in these guidelines hereinafter, a provision/allocation is made for a building project the aforesaid procedure for approval should be strictly followed, except for Central Universities and Deemed Universities maintained by UGC where the following procedure will be followed :**

- **The universities may place the building proposals before their Finance Committee and decision of the Finance Committee may be sent to this office alongwith duly filled in annexures.**
- **University may strictly follow the outlay for 'Buildings' under XI Plan allocation of the University. Deviation from the allocation will not be permitted by the UGC. However, if there is a need to re-appropriate the individual/building-wise allocation may be followed for the construction projects under 'Campus Development'.**
- **The recommendation/decision of the Finance Committee may be sent to this office for consideration and comments, if any**
- **After starting the construction work, the following information may be sent immediately to UGC :-**
  - A. Tender information**
  - B. Date of starting the work**
  - C. Likely time of completion of the work.**

2. On the basis of the above documents, the University Grants Commission will process the proposal and convey its approval or otherwise, to the institution.

3. No financial approval will be provided for such constructions which are started without obtaining the prior approval of the Commission.
4. On the receipt of the approval from the University Grants Commission, the University may invite tenders on item-rate basis. The tender information may be sent to the Commission within six month of the award of the work for its record.
5. The final installment, equal to 10% of the approved grant will be released only after:
  - a) the building is completed in all respects, checked, approved and handed over to the University for its ultimate use.
  - b) obtaining a completion certificate in the prescribed set of format (Annexure 1B) duly signed by the agency which prepared the plans and estimates and supervised the construction work, or the CPWD or PWD or Public Sector undertakings, as the case may be, and countersigned by the Vice-Chancellor or Registrar and Finance Officer. (These rules apply also to the deposit work of the CPWD or PWD).
6. The University must complete the approved building in accordance with the plans accepted by the Building Committee and within the period stipulated in the estimates. In case the expenditure on completion of the building exceeds the amount approved by the Commission, the excess expenditure will have to be met by the University from its own resources, or re-appropriation from item(s) approved to the University, with the prior approval of the Commission.

#### **Procedure for release of funds for building projects**

- a) On approval of the building proposal by UGC as above, the UGC will release funds as per schedule mentioned below:
  - i) 50% on approval of the construction work.
  - ii) 40% when 100% of the first installment is utilized and progress report of the expenditure submitted (**Annexure-II**).

- iii) Remaining 10% when the completion documents have been received. Completion documents would mean receiving the following documents:-
- Revised estimates reflecting the final cost.
  - Utilization Certificate for the total cost.
  - Assets Certificate.
  - Completion certificate signed by the Vice-Chancellor or Registrar and Finance Officer and University Engineer and/or Architect.
  - Completion cost proforma

#### **4.4 (ii) Campus Development**

Campus Development includes development of land, construction of fencing/boundary wall, laying of water, electricity, sewerage lines and their augmentation, construction and augmentation of water works, electricity sub-station/transformers, construction of roads, 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. However, any individual item of Campus Development would be considered and sanctioned by the UGC only on the basis of expert opinion and a copy of the estimates (itemwise). The rules for building projects would be applicable for Campus Development Projects where construction is involved. Provision will be drawn from the building allocation of 50% of the total financial outlay.

#### **4.4(iii) Staff**

##### **(a) Teaching Staff**

Under this item, sanction would be given for the creation of posts of Professors, Readers and Lecturers during the XI 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 **31.3.2012** 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 prescribed by the UGC for appointment of teachers are strictly followed and sanctioned posts 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 XI Plan Period, is enclosed. The University, may however appoint teaching staff on contract basis for the Plan period only as per UGC norms laid down for the purpose. 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 in the prescribed proforma enclosed, **(Annexure-III)** about each appointment immediately after it is made :

1. State Govt.'s or the 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. A certificate that the appointee fulfils the minimum qualifications as laid down by UGC regulations.
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. Action 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.

**(b) Non-teaching / Technical Posts**

Non-teaching/technical posts below the lecturer or equivalent level **will not be created/sanctioned** such post. However, Central Universities created in X Plan and afterwards will be exempted from this provision..

**4.4(iv) Central Library**

Under this item the Commission expects that each University should have a well stacked and comprehensive, automated digitized Central Library. As such, efforts may be made by the University to not only enrich the Central Library, but also to make it fully computerized. The amount upto 10% of the grant allocated under this item is for providing stacking facilities including furnitures, equipment, computerization and automation in the Library.

**4.4(v) 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 and storage of equipment.

**4.4(vi) Additional / Innovative Research Activities**

New Research Activities planned - any path breaking, innovative schemes, which the University proposes to

initiate and which does not fall under any other UGC scheme of XI Plan period.

#### **4.4(vii) New Extension Activities and Outreach Programmes:**

New Extension Activities and Outreach Programmes planned for which the University needs funding.

#### **4.4(viii) ICT Requirements of the University:**

Information Communication and Technological (ICT) requirement, such as creating a data base, automation of administrative, accounts and examination system.

#### **4.4(ix) Health Centre**

The assistance under this item is available for construction of building for the Health Centre and for purchase of non-expendable equipment. No assistance for any post is permissible under this item (except for Central universities and UGC maintained deemed to be universities).; and the university has to make arrangements under maintenance grant or from the user or some other source, for purchase of medicines and expendable equipment. The procedure for sanction and disbursement of assistance under this item would be the same as for items under Campus Development.

#### **4.4(x) Student Amenities**

- a) Student amenities include constructing and equipping safe drinking water (including furniture and utensils) of canteen as well as recreation rooms and outdoor recreation amenities or any other amenity as per the needs of the students on the campus. The procedure for sanction and for disbursement of UGC assistance under this item would be the same as for items under the construction of building or Campus Development.
  
- b) Counselors for Educational, Vocational and Personal Counseling in the Universities/Colleges.

#### 4.4(xi) Jubilee Grants

Universities which are completing anniversaries of 25, 50, 60, 75 and 100 years will be assisted for undertaking any activity requiring capital expenditure, such as renovation of old buildings and construction of new buildings which may be monumental and worth the occasion. The amount available will be as follows:

##### Quantum of Assistance

<u>S.No.</u>	<u>Nature of Celebration</u>	<u>(Rs. in lakhs)</u>
1.	Centenary year (100 years)	100.00
2.	Platinum Jubilee (75 years)	75.00
3.	Diamond Jubilee (60 years)	60.00
4.	Golden Jubilee (50 years)	50.00
5.	Silver Jubilee (25 years)	25.00

The universities which are completing their 25, 50, 60, 75 and 100 years during the XI Plan (1st April, 2007 to 31 March, 2012), and are eligible to receive Jubilee Grants and willing to avail of this grant under the scheme, are required to submit a proposal to UGC with proof of the date of establishment of the University (the date of conferring the status of deemed to be university and date of passing the Act in case of a State University may be taken for this purpose), completion of their existence for the duration for which assistance is sought, details of plans and estimates for renovation/construction of buildings or other activities of a capital nature, 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(xii) Assistance for overcoming damages caused by Natural Calamities/Disasters.

##### Quantum of Assistance

The Quantum of assistance would depend on the nature of calamity and availability of funds. The damages/ losses will be ascertained based on the recommendation of the District Magistrate/ Commissioner of the affected District in respect of each such University separately. The financial assistance would be on sharing basis in the ratio of 75%(UGC) and 25% State Government.

## 5. PROCEDURE FOR RELEASE OF GRANT 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) 1<sup>st</sup> installment of 20% of allocation may be released for all items except building for which University is eligible and appropriate grant is allocated for under the XI General Plan Development. The second and subsequent instalments of grants will be released on receipt of progress report, statement of expenditure/ utilization certificate of previous grants (**Annexure-IV**).
- ii) No grant under staff salary head would be released till the UGC receives the assurance from State Govt. 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.
- iii) If the University fails to fill up the approved posts before the end of the XI Plan period, the UGC allocation will lapse. No re-appropriation will be allowed from staff salary to other approved items.

**B. GRANTS UNDER SCHEMES MERGED WITH GENERAL DEVELOPMENT GRANT OVER AND ABOVE GENERAL DEVELOPMENT GRANT**

During the XI Plan, the UGC proposes to merge the following schemes with General Development Grant. The allocation for these schemes would be made at the beginning of the XI Plan based on the recommendations of the Visiting Committee. No application during the Plan period would be considered for funding under these schemes. The University may indicate separately the funds required under each of these schemes as per the guidelines for each scheme given below :

1. Travel Grant
2. Conferences/Semiars/Symposia/Workshops
3. Publication Grant
4. Appointment of Visiting Professor/Visiting Fellow
5. Day Care Centre
6. Adventure sports alongwith new schemes for 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. Construction of Women's Hostels
11. Basic facilities for Women
12. Faculty Improvement Programme. (Teacher Fellowship for doing M.Phil/Ph.D.)
13. Equal opportunity Cell
14. Coaching Schemes for Scheduled Caste, Scheduled Tribes, OBC (non-creamy layer), Minorities.
15. Establishment of Career and Counselling Cell in Universities
16. Facilities for differently abled (Physically Challenged) persons .

## 1.

- 1.1 For this scheme the financial assistance will be on the basis of following criteria:

Permanent Faculty Strength as on 1 <sup>st</sup> April of the previous year	UGC support per year (Rs. in lakh)
Up to 50	3.00
51-100	5.00
101-300	8.00
Above 300	12.00

➤ **Objectives**

- a. To provide for Support to Teachers/ Scientific/ Technical Officers/ Administrative Staff, all Administrative Officers of University from Administration, Finance and Examination viz., Pro Vice-Chancellor /Rector Registrars, Finance Officer, Controller of Examination, Librarians, and Director Physical Education and other group 'A' Officers in these cadres for participating in international conferences/seminars/ symposia/ workshops held abroad.
- b. International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.
- c. International travel grant to teachers and officers for attending training programmes.
- d. Support to teachers/ scientific/ technical officers and administrative staff, viz., Registrars/ Librarians/ Director/ Physical Education for visiting centers of research or to attend academic conferences/ seminars/ symposia/ workshops held in India
- e. Academic Exchange Programme between Universities within India.

➤ **Eligibility for Travel Grant**

- a. Those invited to attend international academic conferences/ seminars/ symposia/workshops. The level of the programme and the standing of the institution organising the event should also be truly international

/national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

- b. Financial assistance may be provided in the following order of preference:-
  - i. Teachers delivering key-note addresses/ plenary lectures.
  - ii. Those contributing a paper.
  - iii. Those invited to Chair a session.
  - iv. Those invited under International Collaboration Exchange programmes.
  - v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.
- c. Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.
- d. The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities candidates may be given preference while considering applications under the scheme.
- e. The travel grant **is not to be utilized** for Vice-Chancellor of the University and teachers of affiliated colleges for which a separate scheme exists with the UGC.

➤ **Procedure of applying for Travel Grant**

An application for grant may be sent by teachers/ officers concerned to the appropriate University authority through the head of the department at least 60 days before the date of the programme along with the following documents.

- a). Three copies of the full text of documents/ papers prepared by the teachers/ officers for presentation at the international conferences/ seminars/ symposia/ workshops. The details of a training programme, even if of short duration, should be supplied.
- b). Brief details of the organizers, title of the programme, place and duration of the conference, etc. in which the paper is proposed to be presented or participation is desired.

- c). A copy of the letter of invitation from the organizers of the conference/seminar/ symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers/officers to chair a session/ section and mentioning details of the financial support offered, etc. should be enclosed.
- d). In case of seminars / symposia/ workshops / training programmes of short duration, the invitation or other relevant documents should be attached.

➤ **Pattern of Assistance**

- a). The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of Unassigned Grant, provided the remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.
- b). Persons selected for participation should travel by excursion category tickets in sectors wherever applicable.
- c). Daily Allowance may be paid at the rates admissible in Government of India. In addition, the charges for accommodation shall be reimbursed on actual basis as per Govt. of India orders.
- d). Such of the Teachers/ Officers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with the proposal to the University.

**1.2. International Travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other Governmental agencies.**

Teachers going under the International Collaboration Exchange Programme with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other agencies, may be provided assistance to the extent of 50% of their travel expenses under this scheme. (The universities are advised not to provide remaining 50% of the travel expenses from their maintenance grant, as the same will not be reimbursed by the UGC). Other rules and conditions are

the same as those governing the travel of teachers for attending programmes abroad as detailed under Group 1.1 heading.

**1.3. International travel grant to teachers and officers for attending training programmes, seminars and workshops.**

The rules and conditions are the same as those governing the travel abroad of teachers under this Travel Grant Scheme. The University/ its Selection Committee may consider the standing/ international reputation of the organizer and decide each case on its merits.

**1.4 Travel grant to teachers/ research scholars/ Registrars and equivalent position, Librarians, Physical Education Directors for visiting centres of research or to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India.**

The teachers, scholars and officers mentioned above be permitted to avail of this facility once in six months, so as the benefit can be extended to more and more people.

TA/ DA as per University rules and Registration fee, subject to a maximum of **Rs.10,000/-** may be paid on 100% basis, to the teachers, scholars and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

**1.5 Travel Grant for Academic Exchange of Teachers within India**

For visits of teachers/ experts/ scientists within the country the following norms shall be followed :

- i. Free accommodation and board to be provided by the host university from its own sources.
- ii. Traveling expenses of the visiting teachers/ experts may be met out of the grant under this scheme according to the rates prescribed by the host institution including air-fare (wherever necessary), with the approval of the Vice-Chancellor.
- iii. The visiting teacher/ expert may be paid an honorarium upto **Rs.1000/-** per lecture/ seminar. A maximum amount of **Rs.3000/-** would be admissible for an assignment of not less than two weeks duration.

## MONITORING AND EVALUATION

Every year the University must send to the UGC, the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma enclosed as **Annexure V**.

### 2. CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIA/SHORT-TERM TRAINING PROGRAMMES

For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 <sup>st</sup> April of the previous year	UGC support per year (Rs. in lakh)
Up to 50	3.00
51-100	4.00
101-300	5.00
Above 300	7.00

The long-term programmes like summer institutes, refresher courses are organized by the Academic Staff Colleges (ASC) and recognized Departments of Universities. Therefore, support under 'Unassigned Grant' will be available only for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/ symposia and International/ National/ Regional /State level conferences. Such programmes may be organized by the university without referring them to the UGC. The following criteria may be followed for organizing them.

- i). Schools or Departments, which organized none or fewer programmes, should be given preference.
- ii). Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
- iii). Programmes in areas of research in which there is considerable activity or thrust/ emerging areas may be given preference.
  - Traveling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.

- Secretarial / clerical, including Class IV assistance, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the university concerned.
- Honorarium to the Director of the Programme and the resource persons should not exceed **Rs.1500/--** each.

### **International, National, Regional and State Level Conferences**

Assistance for International / National/ Regional / State Level Conferences may be provided as under:

- International Level Conference upto Rs.3.00 lakh
- National Level Conference up to Rs.2.00 lakh
- Regional/State Level Conference up to Rs.1.00 lakh

The quantum of support may be determined depending on the number of participants and the status of the Conference.

Proforma for submitting the statement of expenditure incurred at **Annexure-VI**.

### **3. PUBLICATION GRANT**

For this scheme the financial assistance will be as follows:

<b>Permanent Faculty Strength as on 1<sup>st</sup> April of the previous year</b>	<b>UGC support per year (Rs. in lakh)</b>
Up to 50	3.00
51-100	4.00
101-300	5.00
Above 300	7.00

I. The UGC support to Universities under publication grants is for publication of:

- Doctoral thesis
- High Quality research papers
- Lectures delivered such as National Lectures of UGC or lectures instituted in the name of leading personalities
- Scholarly contributions of the faculty (not text-book)
- Seminar or conference papers.

This support should be given mainly by way of supplementing the work of private publishers. In case of publication of articles in

refereed journals, full support may be extended by the Universities. However, for publications other than doctoral thesis, the quantum of assistance to be provided for publication may be considered with the help of an Expert Committee to be constituted by universities for this purpose.

- II. Proposals from the college teachers who wish to get their Ph.D. thesis/ high quality research work published may also be considered by the respective universities. The University may get such work/ thesis evaluated by two experts, other than the examiners. The University may pay honorarium up to Rs.500/- to each of the experts, for evaluating a thesis/ research work out of the allocation made by the UGC.
- III. The expenditure on publication of proceedings of international or national conferences or seminars, hosted by a University, could also be considered by the university under the scheme.
- IV. The university may provide a maximum of **Rs.30,000/-** per annum for continuing the publication of quality journals identified by the UGC, on the advice of various panels, initially for a period of 3 years, under the scheme. Quantum of assistance to a particular journal may be determined on the merits of the case, such as the circulation of the journal, the number of printed pages each year, the number of copies printed and sold during the past 3 years, the rate of subscription and income, including subsidy from various sources, and expenditure.
- V. Repetitive publication of books should not be considered under this scheme. Assistance would be available only once for the first publication. The publication should be printed in India only.
- VI. The university may either publish the work under its supervision and control or get it published through reputed publishers. Payments towards the cost of a publication should not be made to the author, but directly to the publisher by the university. The author could be consulted regarding the publisher, if it is not done through the university press.
- VII. The authors should not be permitted to make any financial contribution towards publication of their work under this scheme.
- VIII. The university may follow the Indian Copyrights Act for deciding the question of Copyright of the work approved for the publication under this scheme.
- IX. With a view to ensuring high academic standards, the universities should take utmost care in making proper selection of the research work and thesis for publication. The manuscripts



should be assessed normally by two experts (other than the examiner) of the area concerned.

- X. The university may avail of the services of professional people for editing, referencing, spacing of the manuscripts from the point of view of quality and presentation, and may meet expenditure from the grant allocated for the purpose.
- XI. Besides seeking the advice of commercial publishers/distributors while selecting a manuscript for publication, the universities may consider the desirability of appointing State and/ or regional selling agents/ distributors for the published work.
- XII. The amount of subsidy for publication of a thesis should not exceed **Rs.20,000/-** unless the university is publishing the thesis on its own, in such case it may meet actual expenses on publication.
- XIII. Where assistance to a publication is substantial, the university should undertake it as its own publication and a major part of the money realized through the sale (after making provision of royalty to the author, commission to retailers, etc.) should be credited to the fund for publication, so that it can support publication of other books. The money obtained through sales of books, published with the UGC support, should not be used by the universities as revenue.
- XIV. There should be proper coordination among the agencies providing financial assistance for similar purposes, i.e. ICHR, ICSSR, NBT, Indian Institute of Advanced Study, Simla, etc. To avoid duplication of assistance, the universities should add a column in the application form for inviting such proposals, whether any other organization has been approached for the same publication and if so, with what result. Proforma for submitting the Statement of Expenditure at **Annexure-VII**.

#### 4. Appointment of Visiting Professors/Fellows

For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 <sup>st</sup> April of the previous year	UGC support per year (Rs. in lakh)
Up to 50	2.00
51-100	3.00
101-300	4.00

Above 300	6.00
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**a. Visiting Professor:**

1. A Visiting Professor should be an eminent scholar in his/ her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the university sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor is two years and the minimum - not less than three months. The university may appoint a person up to the age of 70 years as a Visiting Professor.
3. A Professor should not be appointed as a Visiting Professor in the same university in which he/ she holds a post immediately before or after superannuation.
4. If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed **Rs.15,000/-** p.m. excluding any superannuation benefits.
5. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to **Rs.20,000/-** p.m.
6. In case a person serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible ( except conveyance allowance, if any) as per the rates of the parent university. The receiving university would also contribute towards pensionary benefits or CPF/GPF as per usual rules.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent university would give him/ her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the university may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the university.

9. Guest House accommodation is expected to be provided free of charge by the host university, but food charges would be paid for by the Visiting Professor.

**b. Visiting Fellow:**

1. A Visiting Fellow should be a scholar of eminence in his/her subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum - up to three months.
2. The Visiting Fellow may be paid daily allowance not exceeding **Rs.600/-** per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
3. Travel expenses may be met in accordance with the rules of the university.
4. It is expected that the parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
5. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.
6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be spilt up as desired by the University within the period of one year.

**MONITORING and EVALUATION**

Every year the University must send the Utilization Certificate, the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma enclosed as **Annexure-VIII**.

**5. DAY CARE CENTRE**

**OBJECTIVES**

To help the working parents in pursuing their job and / or academic career, the UGC provides Day Care facilities on payment basis at universities for children of teachers / University's employees upto six years of age. It includes male employees/scholars/students also whose wives are working elsewhere.

## **NATURE OF ASSISTANCE**

The Day Care Centre should be given adequate indoor space of approximately 800 to 1200 sq.ft. for 25 to 30 children. If the number of children increases, there should be corresponding increase in space and staff, as also equipment. There should be separate space for activities, rest and meals and also preferably a separate room for infants. The University should have proper facilities, resources and personnel to implement the scheme.

The Day Care Centre must have a child-friendly environment of large colourful displays and activity centres with play materials that a child can take and play on his/her own, besides the guided activity. It should be located in a safe place away from hazards such as traffic, staircases and lifts, and should not be too close to general toilets

A one time lump-sum grant of Rs.5.00 lakhs will be provided by the Commission to Day Care Centre of the University which comes under section 12(B) of the UGC Act. Thereafter, the UGC shall not support the scheme. The grant should be utilized for acquiring essential facilities. The day to day and operational expenses may be met from the payment to be collected from parents. The Day Care Centre is not required to be run for profit to any individual or organization during the plan.

Proforma for submitting the proposal is at **Annexure-IX**.

## **MONITORING and EVALUATION**

Every year the University must send the Utilization Certificate/ the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma.

## **6. ADVENTURE SPORTS AND DEVELOPMENT OF SPORTS INFRASTRUCTURE AND EQUIPMENTS**

### **OBJECTIVE**

The objective of the Scheme is to create an enabling environment for sports in the universities and to foster amongst the students of Universities a spirit of cooperative team work, the capacity to face and effectively deal with challenging situations with courage and determination. This, thus, provides the youth with a positive and healthy channelisation for their abundant energy, enthusiasm and imagination as also an opportunity for them to take their rightful place

as the future leaders of the country in myriad spheres of activity.

Keeping the above objective in view, the Scheme is designed to fulfill the following aims:-

- a. While all young students should get an opportunity to avail themselves of adventure sports facilities, this Scheme specially aims to serve the first generation learners and young students, both in urban and rural areas.
- b. Some students, depending upon their level of "attainment" in a particular discipline, may be offered opportunities to participate in more advanced level of adventure activity in the same or related discipline.
- c. Adventure Sports Infrastructure, where already available, has to be further improved/ strengthened. At other places, Universities will assist in creation of such minimum facilities so as to facilitate the conduct of such activities for their students.

#### **Pattern of Financial Assistance from the UGC**

The UGC would be providing grant upto Rs. 50.00 lakhs for creation of sports infrastructure, equipment and for conducting Adventure Sports.

#### **Sports Infrastructure:**

The UGC would provide a "one time" grant for creating sports infrastructure in universities which will include gymnasium, developing fields for various sports and related equipment and for conducting/organizing Adventure Sports, within the ceiling amount of Rs.25.00 lakhs.

#### **Adventure Activities**

(i) On Land	FOR EACH PROGRAMME		Remarks
	Duration (days)	No. of Participants	
( a ) Snow Skiing	5	50	
( b ) Trekking	10	30	
( c ) High Alt Trekking	10	30	
( d ) Rock Climbing	5	30	
(e) Cycle Safari in cycles to be arranged in different terrains by participants	10	30	

themselves

(f) Desert Safari /Trekking 10 30

**(ii) In Sea/ Lakes**

(a) Wind Surfing in Lakes 5 30

(b) Sea Awareness 5 30

**(iii) In the River**

(a) White Water Rafting. 3 days and 2 nights 32

(b) Kayaking and Canoeing 3 days and 2 nights 32

**(iv) In the Sky**

(a) Para Sailing. 5 50

(b) Para Gliding. 5 30

(c) Micro Lite Flying 5 30

(d) Powered Hang Gliding 5 30

(e) Ballooning 2 50

**(v) Other Activities Including Advanced Adventure Sports.** To be decided on merit of each adventure proposal.

**A University will be eligible to choose 2(Two) events/ programmes.**

Norms for the conduct of the programmes: payable to the Conducting Agency through the University for conduct, overall management, coordination, control and monitoring of the programmes:

<u>Activity</u>	<u>Permissible Expenditure</u>
(a) Board and Lodging	Rs.200/- per day per head for the duration of the Adventure Sports programme
(b) Traveling Expenses by Bus from Base Camp to Camp Site and back.	Rs.2500/- per Bus.
(c) Hiring of Equipment	Actual cost of hiring charges subject to a maximum of Rs.8,000/- for each programme

except Mountaineering and Snow Skiing, for which the amount should not exceed Rs.16,000/- per programme.

- (d) Special Allowance Rs.50/- per day per head for the period of Adventure Sports Programme to take care of special needs like porter charges, medical aid, etc.
- (e) Honorarium to Instructors (2 to 4 per Programme) accompanying the Group Not exceeding Rs.5,000/- per programme.
- (f) Contingent Expenditure(related to the programme) Rs.5,000/- per programme.
- (g) Institutional Charges per programme. 10% of the sum of (a), (b), (c), (d) and (e) above.

TA /DA to Experts nominated by the University /College to monitor the conduct of the programmes: as per the University/ College norms subject to a minimum of Rs.200/- per day of the programme.

### **Financial Liabilities of Participants**

Transportation to Base Camp and Back shall be arranged by the participants themselves.

**Payment of “Commitment Money”:** Universities/ Colleges will collect “Commitment Money” from each participating student at the rate given below, at the time of planning and finalizing a programme and include the same in overall expenditure of the Programme. These rates will be subject to review by the UGC : -

<b>( a ) On Land</b>	<b>Amount per Programme (Rs.)</b>
Snow Skiing	400.00
Trekking	300.00
High Alt Trekking	400.00
Rock Climbing	100.00
Cycle Safari	100.00
Desert Safari/ Trekking	300.00

**( b ) In Sea/ Lakes**

Wind Surfing in Lakes	200.00
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Sea Awareness	200.00
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**( c ) In the River**

White Water Rafting	100.00
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Kayaking and Canoeing.	100.00
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**( d ) In the Sky**

Para Sailing	100.00
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Para Gliding.	100.00
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Micro Lite Flying	100.00
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Powered Hang Gliding	100.00
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Ballooning	100.00
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**Insurance:** Each participating student will have an insurance for a minimum amount of Rs.25000/- at his /her cost, before the commencement of the Programme.

**Criteria for selection of the participating students and their escorts**

**Participating students**

- a) **Age Range:**The Age range of participating students under various Adventure Sports programmes under the scheme will be 17-35 years.
- b) **Priorities for Allotment of Vacancies.** First Year and Second Year adventure-loving students belonging to the weaker sections of society may be given preference over the Final Year students.
- c) **Medical Fitness Certificate.** Participating students should be mentally and physically fit to undergo the adventure sports programme. Production of a Medical Fitness Certificate by a participating students duly signed by a qualified Medical Practitioner and stating that the student is mentally and physically fit to undergo the programme, would be mandatory.
- d) **Each student will be allowed to participate only in one programme in an Academic Year,** so as to enable maximum number of students to benefit from the Scheme.



- e) **Students pursuing academic studies through Correspondence Courses will also be eligible** to participate in the adventure sports programmes/events.

**Deputation of escorts from among the Staff Members.**

- a. Generally, there will be separate programmes/events for boys and girls, in which case, two physical education teachers will be deputed as escorts.
- b. Where the same programme / event is to be attended by both boys and girls, a lady physical education teacher will invariably be deputed to join the group of participants as escort, as also to assist in administering the programme.

**Execution of proposals / Conducting of Programmes by Universities/Colleges.**

The UGC Visiting Committees will recommend grants under the scheme during the visit. The University shall create admissible sports infrastructure as approved by the UGC. For adventure sports, the university shall identify an agency to conduct the programmes. Preferably an NGO which, by their nature, normally functions on Non Commercial basis may be given preference as against going to a Commercial Adventure Organisation. An NGO to be entrusted with the responsibilities of executing programmes should be selected based on its strength keeping in view the following desirable criteria: -

- a. The NGO should have a wide spread presence in the country so that it can organise and conduct adventure activities for the students of College/University at multi-locations.
- b. It should have due versatility by way of the capability of conducting programmes in maximum Adventure Disciplines within itself or through affiliate Adventure Organisations.
- c. It should have been working actively in the field for at least a period of 10 years and, thus, should have developed the necessary infrastructure and expertise to credibly conduct programmes.
- d. It should have the capability of mobilizing its resources at other selected places in the country by moving the equipment and teams, as necessary, for conducting the programmes for the students of the affiliated college of a university.
- e. The selected Conducting Agency, whether it organizes Adventure Sports programmes/events for the students of Universities/Colleges itself or gets them executed from other

professional organisations in the field, shall be capable of taking on the responsibility, for competent and safe conduct of the Adventure Sports programmes/events assigned to it, based on its past record and credibility.

- f. It should have the capacity to make arrangements for boarding and lodging for the participants during the programme/ event particularly where overnight stay is involved.

Even before the receipt of approval and release of grants from the UGC, the Universities/ Colleges should shortlist agency/ agencies based on the guidelines given above which can conduct the programmes. Immediately on receipt of the approval of the UGC, the entire details by way of preparation of Nominal Rolls of participating students, completion of application forms, timely nomination, getting the participating students insured for Rs.25,000/-, collection of "Commitment Money", deciding the Conducting Agency, fixing of Venue/ Base Camp location, dates of the programme, conduct modalities and so on, should be taken in hand and fully coordinated/ firmed up.

### **Monitoring and Evaluation**

Every year the University must send the Utilisation Certificate, the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma.

## **7. SPECIAL DEVELOPMENT GRANT FOR UNIVERSITIES IN BACKWARD/RURAL/ REMOTE/BORDER AREAS**

### **OBJECTIVE**

It is observed that there is a visible disparity between the universities situated in metropolitan cities and urban and semi-urban areas, and the universities located in backward/rural/remote/border areas. This disparity is a major weakness of our higher education system and requires immediate attention. One of the priorities of the XI Plan is to identify such weaknesses and strengths of the higher education institutions and then extend focused funding to remove weaknesses and fortify strengths. In order to partially overcome disparities and to improve the higher education scenario presently prevailing in the backward areas of the country, the Commission has initiated a scheme entitled "Special Development Grant for Universities in Backward Areas". Beneficiary universities under this scheme will be able to strengthen their available infrastructure and create essentially required additional basic infrastructure.

The objective of the scheme is to focus attention on universities located in backward/ rural/remote/border areas and to improve infrastructure, to achieve optimum teaching, equity and access at least to the

threshold level. This will help the universities to evolve to a level where they are able to introduce innovations in academics and meet the challenges of globalization. By doing so the students of these areas will come up to the level of other urban and semi-urban areas of the country. This will also stem the migration from backward/ rural/ remote/border areas to Metropolitan and Urban Areas. Additional Job opportunities will also emerge in the particular areas by opening up opportunities for self employment in these areas.

### **Eligibility/Target**

All eligible universities under section 2(f) and 12 (B) of the UGC Act of 1956 and physically located in backward/rural/remote/border areas will be considered under this scheme. A university which has received grant under the scheme in the X Plan and is also eligible in the XI Plan will also be considered for funding under the scheme. All Central and Deemed to be Universities, getting 100% non-plan grant are excluded from the purview of this scheme.

Norms for identifying the university as one located in Backward/ Rural/Remote/Border areas:

#### **a) Backward**

All the universities physically located in the districts with GER less than the national average and with no. of colleges less than 5 per lac of population would be considered as those located in backward area district.

#### **b) Rural**

Any university located in an area where village panchayat exists would be a rural university.

#### **c) Remote Area**

Any university which is not connected by a metalled road upto 5 km. will be considered as one located in a remote area. This may be certified by the District Magistrate.

#### **d) Border Area**

The districts whose boundary touches the border of a neighbouring country will be treated as border area districts. Any university located in these districts would be eligible under this scheme . This may be certified by the District Magistrate.

### **Nature of Assistance**

Eligible universities under this scheme will be provided up to Rs. **100.00 Lakh (One Hundred Lakh)** as one time grant during the XI Plan if it falls under one of the above categories. The grant would be Rs. 1.25 crore if it falls under two of the above categories and Rs. 1.50 crore if it falls under more than two categories. This grant can be utilized exclusively for creating/ upgrading/ augmenting infrastructural projects of capital nature, such as central facilities like library, staff quarters, classrooms, laboratories, hostels, conference hall, etc.

Proforma for submitting the proposal is at **Annexure – X**.

### **Procedure for Monitoring**

The scheme will be monitored by obtaining an annual progress report and the submission of a statement of account, audited utilisation certificate and completion documents (infrastructure projects) from the university concerned. However, the Commission reserves its right of sending an expert committee for an on-the-spot-monitoring, if deemed necessary.

## **8. SPECIAL DEVELOPMENT GRANT FOR YOUNG UNIVERSITIES AND REJUVENATION GRANT FOR OLD UNIVERSITIES.**

### **OBJECTIVE**

At present the biggest challenge before the nation is to meet the diametrically opposite demands of quality education and an increasing number of students aspiring for higher education. The need for both quality and quantity in higher education demands better academic and physical infrastructure, greater financial resources and an increasing number of educational institutions. To match this increased demand, new universities are being established every year. These new universities need to develop their infrastructure, which requires substantial funding since they are new and are normally devoid of such infrastructure at the time of their establishment. Similarly, the universities which are more than 100 years old require refurbishing of infrastructure to maintain the quality. Therefore, one of the thrust areas identified by the UGC during the XI Plan is to strengthen these newly created universities and old universities by providing them additional grant.

### **ELIGIBILITY/ TARGET**

The universities which have been included under Section 2(f) and declared eligible for central assistance under 12 (B) of the UGC Act, 1956 and are not above ten years of age as on 1<sup>st</sup> April, 2007 are eligible to receive grant from UGC under this scheme of Special Development Grants for Young Universities. A university which has received grants under the scheme in the X Plan and is also eligible in the XI Plan will also be considered for funding under the scheme.

Rejuvenation Grant for old universities will be given to those which have already completed more than 50 years of their establishment.

### **NATURE OF ASSISTANCE**

The eligible universities will get assistance as a one time grant during the XI Plan maximum limit for the same being:

- |     |  |   |                |
|-----|--|---|----------------|
| i)  | Young Universities                         | - | Rs. 1.00 crore |
| ii) | Rejuvenation grant<br>for old universities | - | Rs. 1.00 crore |

Under this component, the University can make use of grant available for augmenting/ improving/extending their physical infrastructure.

This grant can be utilised exclusively for creating infrastructure facilities of a capital nature such as libraries, hostels, staff quarters, class rooms, laboratories, canteens, auditoria, guest houses, play grounds, repairs and renovation of buildings/infrastructure, etc.

### **MONITORING and EVALUATION**

Every year the University must send to the UGC, the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma enclosed as Annexure. Proforma for submitting the proposal is at **Annexure-XI**.

## **9. INSTRUMENTATION MAINTENANCE FACILITY (IMF)**

### **OBJECTIVES**

- i). The primary objective of the IMF is to provide effective and economical services in the repair and maintenance of scientific instruments and electronic hardware.
- ii). The IMF shall strive to satisfy the users of instruments and electronic hardware regarding the quality of the service.
- iii). The IMF shall provide facilities for staff development through training and opportunities to exchange experience with other IMFs and centres providing similar services around the country

### **ELIGIBILITY**

Central/ State Universities, and Deemed to be Universities, which are under section 2(f) and 12 (B) of the UGC Act, 1956, are eligible to receive financial support to establish IMF in their institutions **for PG**

**Science Departments** under this scheme. A University/Deemed University having USIC Programme **will not be eligible** for IMF Unit. All State Universities which have been approved by the UGC for implementing this scheme during Xth Plan period **will also be eligible** for Instrumentation Maintenance Faculty (IMF) during XIth Plan Period.

**Nature of Assistance and Duration**

Under this scheme the Commission will provide financial assistance **for the XI Plan period** under the following heads:

**a. Recurring**

	Rs.(p.a.) in lakh
Staff : Technical Officer-1 @ Rs. 15000/- per month on contractual basis for the XI Plan period.  <b>Minimum Qualification:</b> B.E./B.Tech. or equivalent in Instrumentation/ Electronics with at least 3 years experience in repairs and maintenance of instruments.  One of them could be for computer lab for which the qualification would be - MCA with adequate knowledge of Hardware	1.80
Technician-2 @ Rs. 10,000/- per month on contractual basis for the XI Plan period.  <b>Minimum Qualification :</b> Diploma or equivalent (in Instrumentation/ Electronics) with 3 years experience or ITI or equivalent (Instrumentation/ Electronics) with 5 years experience in repairs and maintenance of instruments.	2.40
Essential spares, components, contingencies for instrument repair and maintenance	1.00
Training programmes	0.50

**b. Non-recurring (as “One Time” Grant for the entire XI Plan period).**

Test and measuring instruments like CRO, multimedia, DVMs, signal generator, etc.	Rs.2.00 lakhs
Personal computer including software	Rs.2.00 lakhs

<b>Total</b>	<b>Rs. 4.00 Lakh</b>
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**Admissible grant under this scheme will be given provided the following norms for appointment are adequately adhered to by the respective Universities.**

The staff salary will be admitted on receipt of the following documents:

- (i) Documentary evidence for advertising the post(s)
- (ii) Minutes of the meeting of the Selection Committee duly signed by the all members.
- (iii) Documentary proof of educational and professional qualifications of the persons selected for the post of Technical Officer and Technicians.
- (iv) A copy of the Notification/offer of appointment issued by the University.
- (v) Joining Reports

Proforma for submitting the proposal is at **Annexure-XII**

#### **10. SPECIAL SCHEME FOR CONSTRUCTION OF WOMEN'S HOSTELS OBJECTIVE**

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 unfamiliar cities. There is a great dearth of women hostels not only in the institutions exclusively serving women, but also 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, their enrolment is growing at a faster rate in several states of the country. However, there has not been a proportionate growth of women's hostel facilities for pursuing higher studies. With a view to providing hostels and other infrastructure facilities to achieve the goal of enhancing the status of women and harnessing 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 the **XI** Plan Period.

## ELIGIBILITY/ TARGET

Universities 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. However, Universities who have received enhanced grant during the X Plan **are not eligible** under the scheme.

## PREFERENCE:

Preference may be given to the construction of Women's Hostels in Universities primarily catering to the Minorities in areas where there is a concentration of such Minorities especially Muslims.

## NATURE OF ASSISTANCE

Central/State Universities and Deemed Universities getting 100% Plan and Non Plan grant will be eligible to get assistance from the UGC under this scheme on 100% basis subject to the ceiling given below and as per the Women enrollment for the last 3 years, Proforma for submitting the proposal is enclosed (**Annexure-XIII**).

Women Enrollment	Amount( Rs.in lakh)	
	Non-Metro	Metro
Upto 250	Rs. 60.00	Rs. 120.00
Upto 251-500	Rs. 80.00	Rs. 160.00
More then 500	Rs.100.00	Rs. 200.00

## PROCEDURE FOR ADMITTING THE GRANT UNDER THIS UNIT

1. The procedure prescribed for admitting grant-in-aid for construction projects under this component may be strictly followed by the grantee University.
2. **No financial assistance will be admitted under this scheme** for such construction works, which are started without obtaining the prior approval of the Commission for the plan and estimates of the proposed project as envisaged for the Building Project as per the XI Plan General Development Scheme.

## MONITORING and EVALUATION



Every year the University must send to the UGC the Utilization Certificate, the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma.

## **11. BASIC FACILITIES FOR WOMEN**

### **OBJECTIVE**

To provide assistance for creating and strengthening infrastructure for women students, teachers, researchers and non-teaching staff members in universities.

### **ELIGIBILITY/ TARGET GROUP**

All universities that are included in sections 2(f) and 12(B) of the UGC Act of 1956 are eligible to receive grant under this scheme. The target group is women students, teachers, researchers and non-teaching staff of all eligible universities.

### **NATURE OF ASSISTANCE**

Under the scheme, a sum of upto Rs. 50.00 lakh will be provided to universities for creation, maintenance and upgradation of infrastructure under any one or all of them, as given below :

- (a) Ladies toilets
- (b) Ladies Common Room/Cyber Café
- (c) Gymnasium
- (d) Medical Room

### **Monitoring and Evaluation**

Every year the University must send to the UGC, the Expenditure Statement and the Progress Report for Physical performance in the prescribed proforma enclosed as **Annexure-XIV**.

## **12. FACULTY IMPROVEMENT PROGRAMME (FIP)**

### **INTRODUCTION**

The Commission will provide financial assistance under the scheme for teachers, who are employed in the eligible universities and who intend to pursue their academic/research activities leading to the award of M.Phil./Ph.D. degree as per the following pattern:

The parameters for selecting the teachers under FIP are given below:

<b>Permanent Faculty Strength</b>		<b>Financial Assistance (Rs. in lakh)</b>
Upto 50	-	10.00
51-100	-	15.00
101-300	-	20.00
Above 300	-	25.00

### **OBJECTIVE**

The objective of the "Teacher Fellowship" under Faculty Improvement Programme is to provide an opportunity to the teachers of the Universities to pursue research leading to award of M.Phil./ Ph.D.

### **ELIGIBILITY/TARGET GROUP**

- The Commission will provide assistance to teachers of those universities which are included in the list maintained by the UGC under section 2(f) and 12(B) of the UGC Act, 1956.
- The teachers should be permanent/confirmed.
- The teacher should not be more than 50 years of age (relaxable by 5 years in the case of women teachers and teachers belonging to Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities category on the date of application).
- The teacher should have at least a second class Master's degree with minimum 50% marks (45% marks for Scheduled Castes, Scheduled Tribes, OBC [non-creamy layer] teachers). In case of a teacher appointed after 19<sup>th</sup> September, 1991, he/she should have at least 55% marks (50% marks in case of Scheduled Castes, Scheduled Tribes, OBC [non-creamy layer] teachers) at Master's level or equivalent in the seven point grading scale with letter grades O, A, B, C, D, E and F.
- The teacher should have at least 3 years of teaching experience on the date of submitting the application for award of teacher fellowship.
- The teacher who did not avail himself/ herself of any teacher fellowship from the UGC or any other agencies may be given preference.
- The teacher fellow will register for the M.Phil. in a College/ University/ Institution, which offers the M.Phil. programme in the subject concerned. A teacher seeking Teacher Fellowship for completion of Ph.D. should have completed his/her registration process in a recognized college/University/institution having a well developed Post-graduate department in the subject concerned with adequate research facilities.

- The teacher will continue to receive full salary from the parent university during the period of Teacher Fellowship.
- The scheme will also be applicable to the teachers who are entitled to Study Leave with full pay. However, it would be open to them either to opt for the Teacher Fellowship under Faculty Improvement Programme or Study leave given by the Universities.
- RESERVATION : 15%, 7.5% and 27% out of the total fellowships allocated to a University/College will be reserved for SC /ST/ OBC [non-creamy layer] candidates respectively.

The Teacher fellowship for the Ph.D. programme would be for a period of two years. Extension of one year could be granted based on the justification and merits of the case. **The Teacher Fellowship for M.Phil. programme would be for one year extendable for another six months if necessary and justified.**

#### **NATURE OF ASSISTANCE:**

##### **Contingency Grants**

A Teacher Fellow will be eligible for reimbursement of actual contingency expenditure subject to a maximum of Rs. 15,000/- per year. The accounts for contingency grant and audited Utilization Certificate in the usual prescribed proforma may be submitted to the respective State Universities and Central Universities and Bureau of the UGC. The documents should be duly countersigned by the Registrar/Head of the University/Research institute/Principal of the College concerned where the Teacher Fellow is conducting research work. Rules for Leave and Utilization of Contingency Grant under the scheme of Teacher Fellowship are attached.

##### **Travel Allowance**

The Teacher fellow will be entitled to reimbursement of actual train fare or bus fare as per his/her entitlement according to University rules for joining the research centre and also for return to his/her parent institution after completing the tenure of his/her award, if the distance between the University (parent institution) and the **research centre is above twenty kilometers and the research centre and the parent institution are not located in the same city.** The expenditure to be incurred in this regard is to be met out of the contingency grant.

##### **Salary of the Substitute Teacher**

The salary of the substitute teacher, appointed by the University in place of a teacher selected for award of teacher fellowship, will be reimbursed by the UGC. The University/College will make a fresh

appointment of a substitute teacher in accordance with the prescribed procedure of the UGC, on the minimum Pay Scale prescribed for a Lecturer. If the substitute teacher is appointed on a pay scale higher than the minimum pay scale of a Lecturer, the grant towards reimbursement of the salary of the substitute teacher will be restricted by the UGC to the minimum scale and the balance amount will be met by the respective University/Institute/College or by the respective State Government. If the post vacated by the Teacher fellow is filled by transfer or deputation, such a substitute's salary will not be reimbursed. The substitute teacher must be appointed on a full time basis. The Commission will not pay the salary of the substitute teacher if appointed on a part-time basis, unless there are substantial reasons for the same. The substitute teachers will not be entitled to yearly increments. The substitute teacher would also be entitled for salary for the extended period of the Teacher Fellow.

The grant will be paid to the University/College for the salary of the substitute teacher on receipt of the joining report of the Teacher Fellow along with the following information relating to the substitute teacher :

- i) Name of the substitute teacher;
- ii) Date of Birth;
- iii) Qualifications;
- iv) Experience;
- v) Date of joining;
- vi) Details of pay including allowances payable per month in the approved pay scale;
- vii) Amount payable up to the end of the tenure of fellowship;
- viii) A certificate from the Registrar/Principal of University/College that the appointment of the substitute has been made in accordance with the procedure prescribed by the University/State Government; and
- ix) Specific approval letter of the affiliating University/State Government regarding the appointment of the substitute.

In case it is not possible to appoint a substitute at the initial stage, or, if the appointment of a substitute is delayed, then lectures may be arranged on the basis of honorarium with **Rs.250/-** per lecture subject to a **maximum of Rs.10,000/-** per month. All efforts should be made for an early appointment of a substitute teacher.

#### **PROCEDURE FOR APPLYING FOR THE SCHEME.**

Application for award of Teacher Fellowship under 'Faculty Improvement Programme' will not be considered unless it is

recommended by a Selection Committee to be constituted with the following as Members :

- Nominee of the Vice-Chancellor of University.
- Head of the Department/a Senior Teacher in the subject concerned.
- A nominee of the affiliating University, preferably the Director of the College Development Council/Dean in case of University.
- A subject expert from a teaching Department other than the institution concerned.
- In case of selection of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities candidate, a Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities person, preferably an academician in the University, should also be present.

The Selection Committee will scrutinize the applications submitted in prescribed proforma **Annexure-XV**. By the applicants and ensure that the applicants satisfy all the conditions laid down by the Commission for the award of Teacher Fellowship. A Certificate to this effect will be furnished in the proceedings of the Selection Committee, which will be signed by all the members.

The Selection Committee will prepare a panel of names of teaches to be awarded Teacher Fellowships in order of merit. While preparing the panel, care must be taken to select teachers from various disciplines. Separate panels will be preferred for Humanities, Social Sciences and Sciences respectively. The number of candidates to be included in the panel should not exceed 20% of the number of permanent teachers, who satisfy the eligibility conditions and do not possess M.Phil. and/or Ph.D. degree. If there are less than 20% of permanent teachers in a University who satisfy eligibility conditions, some or all may be considered for award of Teacher Fellowship.

#### **PROCEDURE FOR APPROVAL BY THE UGC.**

The teachers to be awarded Teacher Fellowships, along with duration of the fellowship in each case, will be communicated by the State Universities/Deemed Universities/ Central University Bureau concerned of the UGC and will also release the grants towards Teacher Fellowship.

#### **PROCEDURE FOR RELEASE OF GRANTS BY UGC :**

Grants towards Contingency for the Teacher Fellowship for the first year will be paid to the research Centre/place of research of the

Teacher Fellow on receipt of the Joining Report duly signed by Registrar/Research Guide/Principal of the Institution. The 2<sup>nd</sup> year's Contingency grant will be paid on receipt of Utilization Certificate for the 1<sup>st</sup> installment of grant duly signed by the Registrar/Research Guide/Principal of the Institution and item-wise statement of expenditure for the 2<sup>nd</sup> year.

Grant towards salary of the substitute teacher (if appointed) will be paid to the University where the Teacher Fellow was working (parent institution) immediately before joining Teacher Fellowship on receipt of the month-wise detail salary statement.

### **PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME**

The supervisor/guide of the Teacher Fellow must give a 'Progress Report' in the mid-month of the period for which the fellowship is awarded. In case of negative report given by the supervisor/Guide, the fellowship to the Teacher Fellow may be withdrawn by the UGC.

A Teacher Fellow may be permitted to do M.Phil. in the University in which he/she is employed provided that the University is running the M.Phil. courses in the concerned subject. Also, a teacher fellow will be permitted to do research work leading to the Ph.D. in the University/College where he/she is employed, provided that the University/College has post-graduate teaching in the subject concerned with adequate facilities for conducting research.

If a Teacher Fellow fails to complete his/her Ph.D./M.Phil. programme and leaves it midway, he/she has to refund the entire amount paid to him by the UGC during his/her Teacher Fellowship (contingency grant + salary paid to the substitute teacher during the tenure of fellowship).

### **MONITORING and EVALUATION**

Every year the University must send to the UGC, the Expenditure Statement and the Progress Report for Physical performance in the usual prescribed proforma.

### **13. EQUAL OPPORTUNITY CELL**

Emphasis to the deprived groups for learning and creating space for them to mainstream themselves will be the job of Equal Opportunity Cell which will run specific scheme of coaching for Scheduled Castes, Scheduled Tribes, OBC(non-creamy layer), Minorities in order to enhance the employability and success. One time grant of Rs.2.00 lakhs for establishing office of Equal Opportunity Cell may be provided under the scheme.

## **14. COACHING SCHEMES FOR SCHEDULED CASTES, SCHEDULED TRIBES , OBC (NON-CREAMY LAYER) , MINORITIES**

### **INTRODUCTION**

Scheduled Castes and Scheduled Tribes have been identified as the most depressed and oppressed groups of Indian society constituting about 15 and 7.5 percent, respectively, of the total Indian population. In order to safeguard their interests in independent democratic India, specific provisions have been made to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of the society. Despite all constitutional safeguards and measures initiated by the UGC, the position of reservation for Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities is far below the expected level in the universities even after more than 50 years of Independence. The Commission has been contributing towards social equity and socio-economic mobility of the under-privileged sections of the society through various special schemes.

The well being and the development of the Minorities are important indicators of the strength and success of a democratic society. Democracy being the rule of the majority in numbers, it is necessary to protect and foster the interests and needs of the minority groups, not only in terms of their numbers but also in a preferential manner, with a certain amount of reverse discrimination. Sometimes rights and privileges which are not available to the majority have to be given to the minority groups to bring them up to a viable level of development. The UGC has decided to make special allocations for promoting higher education for the Minorities during the Eleventh Five Year Plan. The Government of India has declared Muslims, Christians, Sikhs, Buddhists and Parsis as religious Minorities. Altogether they constitute about 19% of the Indian population. Their educational development is generally low with wide variations in different states and levels of education.

The Commission has been providing separate assistance to the universities (i) for remedial coaching at UG and PG level (ii) coaching for entry into services (iii) coaching for NET to Scheduled Castes , Scheduled Tribes and Minority candidates . The Commission has decided to merge this scheme with the General Developmental Assistance scheme of the universities and assistance for this component will be over and above the ceiling of General Developmental Assistance.

### **Eligibility**

Financial assistance under the scheme is available to such universities and colleges which come within the purview of section 2(f) and are fit to receive central assistance under Section 12(B) of the UGC Act, 1956. Institutions having sufficient number of Scheduled Castes, Scheduled Tribes and Minority Communities students will be considered for financial assistance. General candidates holding BPL Cards (Below Poverty Line ) issued by the Central Government /State Government may also be allowed for such coaching classes. The percentage of OBC (non-creamy layer) and poor general candidates may be increased up to 40% if sufficient number of Scheduled Castes, Scheduled Tribes and Minority Communities students are not available.

### **OBJECTIVES OF THE SCHEMES**

#### **A) Scheme of Remedial Coaching at Undergraduate and Postgraduate Level for Scheduled Castes, Scheduled Tribes and Minority Communities Students**

Remedial Coaching is to be organized at Undergraduate and /or Postgraduate level with an objective to :

- a. Improve the academic skills and linguistic proficiency of the students in various subjects.
- b. To raise their level of comprehension of basic subjects to provide a stronger foundation for further academic work.
- c. To strengthen their knowledge, skills and attitudes in such subjects, where quantitative and qualitative techniques and laboratory activities are involved , so that, the necessary guidance and training provided under the programme may enable the students to come up to the level necessary for pursuing higher studies efficiently and to reduce their failure and drop out rate.
- d. To provide career guidance and psychological counseling for capacity building to those who are in need of such counseling.

#### **B. COACHING SCHEME FOR ENTRY INTO SERVICES FOR SCHEDULED CASTES, SCHEDULED TRIBES AND MINORITY COMMUNITIES STUDENTS**

Coaching scheme for entry into services is to be organized with an objective to :



- (i) Prepare students to gain useful employment in Group 'A', 'B' and 'C' in Central services, State services and equivalent positions in private sector.
- (ii) To orient students for particular examination conducted for selection to services such as IAS, State Public Services, Bank recruitment etc.
- (iii) To focus on the specific requirements of a particular competitive examination.

The University may develop Employment Information Cell for providing information about various competitive examinations in the area of their operation.

**C. SCHEME FOR COACHING SCHEDULED CASTES, SCHEDULED TRIBES AND MINORITY COMMUNITIES CANDIDATES TO PREPARE FOR NATIONAL ELIGIBILITY TEST (NET) OR STATE ELIGIBILITY TEST (SET) FOR LECTURESHIP.**

The main objective of the scheme is to prepare Scheduled Castes, Scheduled Tribes and Minority Communities candidates for appearing in NET or SET so that sufficient number of candidates become available for selection as Lecturers in the university system.

**NATURE OF FINANCIAL ASSISTANCE AVAILABLE UNDER THE SCHEMES**

The institutions can apply for one or more components of the scheme according to the number of enrolment of Scheduled Castes, Scheduled Tribes, OBC (Non Creamy Layer), Minorities Communities Students. If the number of students in a particular class is more, additional section(s) may be included. The financial assistance is available for the following items:

**Non-recurring items: A "one time" grant up to Rs. 5.00 lakhs for each scheme during the XI Plan period for the following items:**

1. Books and Journals
2. Audio-visual and teaching/ learning aid material
3. Computers with Printer
4. Photocopier
5. Generator or Inverter
6. Language Library
7. Any other (to be specified)

**Recurring Items:** Rs.7.00 lakh for universities for each scheme for expenditure on the following items:

1. Honorarium to the Coordinator of the schemes @ Rs.2000/- per month
  2. Remuneration to teachers and scholars\*
  3. Part-time staff with computer knowledge (on contract basis) @ Rs.6000/- p.m.
  4. Part time Peon/Attendant @ Rs.1000 p.m.
  5. Contingency - Rs.50,000/- per annum
- \* Remuneration at the rate of Rs.300/- per hour per subject to the teachers and Rs.200/- per hour to postgraduate students/ Research Scholars could be paid for theory classes and Rs.150/- per hour respectively for practicals. Generally, a faculty member should not teach for more than 2 hours a day.
- \* However, in exceptional cases where an eminent educationist is invited for **Special lecture**, the remuneration @ Rs.500/- per hour and **admissible T.A.** could be paid with the approval of the Head of the Institution. **The payment of remuneration to the participating teachers, PG students and research scholars may be paid regularly every month without waiting for the pending grant from the UGC.**

The final amount of grant to be allocated would depend upon the number of schemes, the number of students enrolled for the schemes in the proposal, and the decision of the Committee appointed for serving the applicants for these schemes.

### **ORGANIZATION OF COACHING CLASSES**

The scheme of Remedial Coaching for Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities Community Students may be implemented by the universities. The scheme of coaching for entry into services may be conducted by the universities. The eligible university may avail of any one or all the schemes depending on their compatibility.

### **GROUPING OF STUDENTS:**

Coaching may be organized by dividing the candidates into various groups, each consisting of not more than 25 candidates in each paper, and each group may be placed under the charge of one faculty member so that the responsibility could be fixed and the faculty members are in a position to develop rapport with the assigned group and monitor the progress of the students.

### **DEPLOYMENT OF FACULTY MEMBERS:**

The University may engage the services of motivated teachers in service and retired faculty members from the university or post-

graduate departments of universities who volunteer to teach in the subjects or papers concerned.

#### **CO-ORDINATOR:**

One of the senior faculty members with high motivation and dedication may be appointed as Co-ordinator. He/She will be responsible for maintaining co-ordination between different groups and faculty members to ensure effective implementation of the coaching programme.

#### **CLASSES AND METHOD OF INSTRUCTION**

- i. Applications may be invited and selection of candidates for providing coaching will be done from the regular as well as dropped out students.
- ii. Coaching classes may be organized at different times such as during working days, or on holidays, or in vacations, depending on the convenience of the candidates as well as faculty members. Vacations may be utilized for admitting candidates from other universities. The timetable of coaching classes should be announced in the beginning of the classes.
- iii. The method of instruction should be through class work, tutorials, work assignments followed by discussion and face to face interactions. Candidates should be encouraged to form study groups to help one another. Audio-video aids should be used wherever possible. A great deal of voluntary effort should be promoted.
- iv. At least 50 clock hours of teaching should be organized for each subject or paper of 100 marks. After every 10 hours of teaching an examination should be conducted and evaluation report may be discussed with student/candidate concerned.

#### **ATTENDANCE**

The University will be required to maintain attendance registers for all candidates enrolled for the coaching classes as well as subject-wise results of tests, or other evaluation. The students/candidates remaining absent for more than 2 times may be suitably advised to maintain regular attendance.

#### **INFRASTRUCTURE**

The University will provide adequate furniture, classrooms, library facilities, study material and other necessary infrastructure from its own resources for conducting coaching classes.

The UGC conducts NET in 88 subjects, which cover Arts, Humanities (including languages), Social Sciences, Computer Application and Electronics Sciences. In Science subjects, the CSIR conducts NET on behalf of the UGC. NET is conducted twice a year, i.e. in June and December for Junior Research Fellowship and Eligibility for Lectureship.

The detailed information regarding the NET, about subject, curriculum, model test papers etc. may be obtained from the **Joint Secretary, NET Division, University Grants Commission, South Campus, Benito Juarez Marg, New Delhi-21. Telephone No.011-24115419, Fax :011-24112276/24115326** or may be accessed on the UGC website [www.ugc.ac.in](http://www.ugc.ac.in).

## PERIOD OF ASSISTANCE

The scheme is for XI plan period only and assistance will be available to the University upto the end of XI<sup>th</sup> plan. The performance of the programme will be monitored with the help of a Standing Committee or an Expert Committee.

## MONITORING

- (a) At the end of each academic year, the Coordinator of the programme will submit, through the Registrar an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate:
  - (i) The duration for which the coaching was organized, classes /periods, and the number of the candidates who actually participated in the programme.
  - (ii) The number of candidates who actually appeared in the examination.
  - (iii) The number of successful candidates in each paper along with the problems faced by the university in the implementation of the scheme.

- (iv) The subjects in which they were tutored, the names of the teacher and their subject discipline.
  - (v) Overall comments of the Coordinator.
- (b) The performance of all the schemes will be monitored by the UGC Standing Committee through its visits to the centres by constituting Sub Committees.

### **ADVISORY COMMITTEE**

The University will constitute an Advisory Committee. The Vice-Chancellor will be the Chairman of the Advisory Committee, besides there will be five other members at the level of Professor at least one each from Scheduled Castes, Scheduled Tribes and Minority Communities. The Coordinator of the Programme will be the Member Secretary of the Advisory Committee. It is expected that Advisory Committee will meet at least twice a year.

## **15. ESTABLISHMENT OF CAREER AND COUNSELING CELL IN UNIVERSITIES**

### **INTRODUCTION**

The scheme of establishing a Career and Counselling Cell in Universities has been cast to address the diverse socio-economic handicaps and geographic backgrounds of the heterogeneous population of students coming to the Universities vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information. Linguistic differences and cultural gaps among students also call for the setting up of such a dispensation for suitable guidance and support in this age of globalization and competitive placements. Availability of relevant and accessible information coupled with professional guidance to utilize the same can result into better career achievements outside the classrooms and help in their healthy progression of our students.

In each University curricular inputs are important. Relevant information on courses and combinations on the offer with freedom of choice is generally available and counseling is informally given as a support service. The conventional information system comprises a copy of prospectus that contains a listing of courses and combinations, entry rules, fee structure, examination schedule etc. in a routine repetitive manner year after year. But now with the change in scenario not only the academic content and its rules have become oriented towards the market needs but have also to address social disparities and career opportunities that education has to offer. This is now to be supplemented with active guidance and information technology that is fast replacing the print media with a system that can quickly retrieve information details for the benefit of all concerned. Now it is important

to institutionalize this support to enhance the reach and scope of available opportunities for the students and prepare them for the future challenges.

To implement the above, Counseling Service are to be formalized which will enable the students to get over their social institutions and exclusivity, which are attributed to their socio-economic and cultural diversities and linguistic barriers. The career and counseling support that an institution offers to its students makes them confident to perform better. Counseling thus addresses both the academic and the career concerns and opportunities. The inculcation of a positive attitude is a value added service that an institution has to provide. The spirit of offering guidance on sharing resources, availability of opportunities and facilities, information and guidance about market patterns and employability can help the institution in building a base for its students. This exercise will result in their socio-economic integration.

Career and Counseling cell would help the students with appropriate guidance to establish linkages with the world of work and locate career opportunities vis-à-vis the realities and job profiles in the context of highly competitive emerging occupational patterns. The gaps in perception about the market demands and individual expectations could be bridged through psychological and confidence building measures.

Vocational guidance and campus based interviews have become a common practice. These could be taken care of through the active liaison of the Career and Counselling Cell with the recruiting agencies and HR personnel of reputed firms. The active participation of institutional experts from these could give greater on site experience in search of suitable candidates. In this exercise, the institutions, for positive help, could also involve their Alumni. They could also undertake an affordable training programme to acquaint the students with the high demand market areas and invoke industry-institution linkages.

## **OBJECTIVE**

Along with the academic and administrative processes in a University, Career and Counselling Cell has to be a dispensation of well-informed and interested teachers. It has to support the students in the development of soft skills and communication ability to challenge the rigors of competitive tests and on-job-training in add-on or vocational courses. As a purveyor of healthy inter and intra personal relations, it has to inculcate social values and ability to think independently for carrying out social responsibilities. There may be a team of teachers with different subjects and interests to create a homogeneous group to translate this vision and carry out its healthy functions as an institutional imperative.

The guidance and counseling cell in a University has to be a resource centre of information, guidance and counseling with free accessibility and internet based global connectivity and exchange of information on professional placements.

### **FUNCTIONS OF CAREER AND COUNSELLING CELLS**

- a) To gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers.
- b) To analyze information in the local, regional and national contexts to explore its relevance and utility for the students in their placements and on job-training.
- c) To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio-economic policies and to impart training in soft skills.
- d) To promote discipline, healthy outlook and positive attitudes towards national integration and removal of narrow provincial preferences and prejudices.

### **ELIGIBILITY/TARGET GROUP**

Financial assistance under the Scheme will be available to such Universities included in the list of institutions maintained under Section 2(f) and are entitled to draw UGC assistance under Section 12(B) of its UGC Act, 1956. The Commission may invite applications on the prescribed proforma (**Annexure XVII**) and get the same scrutinized with the help of a Committee of experts constituted by it for the purpose.

### **NATURE AND LEVEL OF ASSISTANCE AVAILABLE UNDER THE SCHEME.**

During the XI Plan period, the following financial assistance may be provided under the scheme :

i)	<b>Non-recurring Rs.2.00 lakhs</b>	(Computers with internet for the entire period of the Plan), Laser Printer, Photocopier, FAX
ii)	<b>Recurring Rs.5.00 lakh p.a.</b>	Salary of counselor (Hiring charges, TA/DA for services of Resource persons, payment of Honorarium,

	Reading material, Contingency etc.).
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**Note:** No regular teaching or non-teaching post under the scheme is permitted to be created or full/partially funded.

Hundred per cent non-recurring grant and first year recurring will be released with the sanction of the proposal by the UGC. Thereafter the grant will be released on the basis of the receipt of utilization certificates and the consideration thereof by the Commission.

#### **PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME :**

At the end of each academic year, the Coordinator/In-charge of the Cell will submit an Appraisal Report duly signed by the Registrar/Principal to the UGC giving a consolidated statement of the data, the progress achieved and the problems faced, if any, by the Cell. The University may send item-wise statement of expenditure in **Annexure XVIII** and Audited Utilization Certificate in **Annexure XIX** at the end of every year to the UGC.

#### **16. FACILITIES FOR DIFFERENTLY-ABLED PERSONS**

- A. Teacher Preparation in Special Education (TEPSE)
- B. Higher Education for Persons with Special Needs (HEPSN)
- C. Visually-handicapped Teachers

#### **INTRODUCTION**

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting universities in the country to involve in special education activities to empower differently-abled persons.

The UGC had started the scheme of assistance to universities to facilitate Teacher Preparation in Special Education (TEPSE) and Higher Education for Persons with Special Needs (Differently-abled Persons) (HEPSN) during the Ninth Five-Year Plan, which continued in the Tenth Plan. Keeping in view the need to provide special education programmes as well as infrastructure to differently-abled persons in higher education institutions, the scheme is extended to the Eleventh Plan too. The details of both the schemes are enumerated as follows:

#### **A) Teacher Preparation in Special Education (TEPSE) Scheme**



The Teacher Preparation in Special Education (TEPSE) scheme is meant for assisting Departments of Education to launch special education teacher preparation programmes to prepare special teachers to teach children with disabilities in both special and inclusive settings. The scheme provides financial assistance to offer B.Ed. and M.Ed. degree courses with specialization in one of the disability areas.

### **Specific Objectives of TEPSE**

The specific objectives of the TEPSE scheme are as follows:

To encourage Universities to start M.Ed. special education courses to prepare teacher educators to serve in higher education institutions offering special education teacher preparation courses.

### **Eligibility**

Higher education institutes offering special education course at B.Ed. and/or M.Ed. level will be given assistance under the following conditions.

1. The university department should have the approval of the Rehabilitation Council of India for starting the concerned teacher preparation course in special education.
2. The university should have a model school where differently-abled children are admitted. In the absence of its own model school, university should produce in writing the acceptance of a special/integrated school in the vicinity to function as a model school.
3. The university should have a minimum of five years of experience in running B.Ed. level teacher preparation courses.
4. The university should have constituted an expert committee involving faculty members from the university, experts in the field and differently-abled persons themselves. The committee should meet at least once a year to review the activities related to the scheme(s) concerned.
5. University applying for the scheme should have been approved by the UGC under sections 2(f) and 12(B).

### **Financial Assistance**

Financial assistance to the university departments of education will be given by the UGC as per the following norms:

1. The university departments will be sanctioned one professor or one reader and two lecturers to run a B.Ed. course; and one professor, one reader and three lecturers when the university offers an M.Ed. course too in special education in any one of the specific disability areas with a minimum of 20 students and a maximum of 30. In the case of University departments desirous of offering M.Ed. special education courses only, provided one of its constituent/ affiliating colleges offers B.Ed. special education in the same specialisation, one professor, one reader, and one lecturer will be sanctioned. The staff appointed for special education courses should have necessary educational qualifications prescribed by the Rehabilitation Council of India.
2. Assistance from the UGC will be for the Eleventh Plan period and the implementing university should give an undertaking that it will continue the course with the assistance of the state government or generate its own resources to meet the expenditure of the course after the Plan period.
3. The implementing University should also provide extension services to the special schools and integrated schools to strengthen the quality of special education in those settings.
4. In addition to the salary grant, the UGC will provide a maximum of Rs. 2,00,000/- per institute towards purchase of books, journals, use of services from collaborating institutions, special aids and appliances for its special education teacher preparation courses when it runs a B.Ed. special education or M.Ed. special education course only and provides an assistance of Rs. 4,00,000/- when it runs both B.Ed. and M.Ed. special education courses. However, this grant will be sanctioned only after the staffs approved have been appointed by the university.
5. The continuation of the grant to the institute is contingent upon the demonstration of satisfactory performance during the mid-term evaluation to be carried out by the UGC.

**PROFORMA A**

1. Name and address of university
2. Year of establishment
3. Does the institute come under sections 2(f) and 12(B) of the UGC Act?
4. Teacher preparation courses currently offered by the university
5. Special education courses, if any, offered by the university
6. Is the university recognised by the Rehabilitation Council of India to offer special education courses?
7. Name of the course for which assistance from the UGC is sought
8. How many students will be admitted to the course?
9. What will be the requirement of staff for running the new course?
10. Does the university provide any extension services to differently-abled individuals or schools or both?
11. Brief history of the university
12. Annual expenditure of the course (recurring and non-recurring)
13. Undertaking from the University that it will meet the expenditure of the course after the completion of the XI plan period.

Date

Signature of Head of university department

## **B) HIGHER EDUCATION FOR PERSONS WITH SPECIAL NEEDS (HEPSN) SCHEME**

The HEPSN scheme is basically meant for creating an environment at the higher education institutions including Universities to enrich higher education learning experiences of differently-abled persons. Creating awareness about the capabilities of differently-abled persons, constructing facilities aimed at improving accessibility, purchase of equipment to enrich learning, etc., are the broad categories of assistance under this scheme.

### **Specific Objectives of HEPSN**

The specific objectives of the HEPSN Scheme are as follows:

1. To provide equal educational opportunities to differently-abled persons in higher education institutions.
2. To create awareness among the functionaries of higher education about the specific educational needs of differently-abled persons.
3. To equip higher education institutions with the facilities to provide access to differently-abled persons.
4. To provide special devices to higher education institutions that will augment the learning experiences of differently-abled persons.
5. To monitor the implementation of all existing and future legislation and policies, which are pertaining to higher education of differently-abled persons.

### **Eligibility**

Higher education institutes will be provided assistance under the HEPSN scheme when they fulfill the following conditions.

1. The university should have enrolled a minimum of 10 disabled persons, including persons with visual impairment, hearing impairment, and locomotors disability, etc., in its various courses. The definitions of disability are in accordance with the Persons with Disabilities Act 1995.
2. The university applying for the scheme should have been approved by the UGC under sections 2(f) and 12(B).

3. The university should have constituted an expert committee involving faculty members from the university, experts in the field and differently-abled persons themselves. The committee should meet at least once a year to review the activities related to the scheme(s) concerned.

### **Provision of Facilities and Financial assistance**

The HEPSN scheme has three components. They are enumerated below:

#### **Component 1**

##### **Establishment of Enabling Units for differently-abled persons:**

In order to develop awareness in the higher education system and also to provide necessary guidance and counseling to differently-abled persons, it is proposed to establish resource units in universities in the country, which will be called as Enabling Units. The functions of this Enabling Units will be to:

1. facilitate admission of differently-abled persons in various courses;
2. provide guidance and counseling to differently-abled individuals;
3. create awareness about the needs of differently-abled persons, and other general issues concerning their learning; and
4. assist differently-abled graduates to gain successful employment in the public as well as private sectors.

The special unit will be coordinated by a faculty member to be nominated by the head of the institution. He/she will work as honorary coordinator for which a token honorarium of Rs. 4000/- per month will be paid. There is also a provision for appointment of a honorary counselor-cum-placement officer for the Enabling Unit from amongst the faculty members of the university and he/she will be paid a token honorarium of Rs.3000/- per month. Honorarium will be paid from the date of joining.

The coordinator and the placement officer can avail the services of experts and personnel for organising awareness programmes, counseling sessions, etc., and for this purpose a provision of Rs.4,000/- per month will be available. The unit will also have a

budgetary provision of Rs.30,000/- per year towards general administration, stationery, contingencies, etc., for efficient and independent functioning in order to achieve its objectives. The Enabling Unit will also be involved in arranging awareness programmes on disabilities within the university and also in other higher education institutions in the university area/district. A budgetary provision of Rs.40,000/- per unit per year will be made by the UGC for this purpose. The higher education institution availing of assistance for Enabling Unit should make adequate space available for this unit.

The major functions of the Enabling Unit will be as follows:

- a. To provide counseling to differently-abled students on the types of courses they could study at the higher education institutions.
- b. To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
- c. To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled persons.
- d. To assess the educational needs of differently-abled persons enrolled in the higher education institutions to determine the types of assistive devices to be procured.
- e. To conduct awareness programmes for teachers of the institution about the approaches to teaching, evaluation procedures, etc, which they should address in the case of differently-abled students.
- f. To study the aptitude of differently-abled students and assist them in getting appropriate employment when desired by them after their studies.
- g. To celebrate important days pertaining to disability such as the World Disabled Day, White Cane Day, etc., in the institution and also in the neighbourhood in order to create awareness about the capabilities of differently-abled persons.
- h. To ensure maintenance of special assistive devices procured by the higher education institution under the HEPSN scheme and encourage differently-abled persons to use them for enriching their learning experiences.

- i. To prepare annual reports with case histories of differently-abled persons who are benefitted by the HEPSN scheme sanctioned to the higher education institution.

An expert team appointed by the University Grants Commission will carry out evaluation of the functioning of the Enabling Unit from time-to-time to enrich their services to differently-abled persons

## **Component 2**

### **Providing Access to Differently-abled persons**

It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutions have architectural barriers that disabled persons find difficult for their day-to-day functioning.

Under this scheme the universities are expected to address accessibility related issues as per the stipulations of the Persons with Disabilities Act 1995, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly.

The institutions should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. For this purpose, the UGC will make a one-time grant of up to Rs. 10 lakhs per university during the plan period. The construction plans should clearly address the accessibility issues pertaining to disability. Guidelines on accessibility laid out by the office of the Chief Commissioner of Disabilities, Government of India (website: [www.ccdisabilities.nic.in](http://www.ccdisabilities.nic.in)) may be followed in the case of construction and making the environment disabled friendly.

## **Component 3**

### **Providing Special Equipment to augment Educational Services for Differently-abled Persons**

Differently-abled persons require special aids and appliances for their daily functioning. These aids are available through various schemes of the Ministry of Social Justice and Empowerment. In addition to the procurement of assistive devices through these schemes, the higher

education institution may also need special learning and assessment devices to help differently-abled students enrolled for higher education.

Availability of devices such as computers with screen reading software, low-vision aids, scanners, mobility devices, etc., in the institutions would enrich the educational experiences of differently-abled persons. Therefore, universities are encouraged to procure such devices. The UGC will provide an ad hoc one-time grant of up to Rs. 8.0 lakhs per university/college during the Eleventh Plan period.

### **How to Apply for the Scheme**

1. Application for specific projects should be sent in the prescribed proforma in triplicate (Proforma B)
2. Each proposal should have been scrutinised and recommended by the expert committee to be formed by the implementing institutions.



**PROFORMA-B**

1. Name and address of university
2. Year of establishment
3. Does the university come under sections 2(f) and 12(B) of the UGC Act?
4. Nature of services currently offered by the university for the welfare of disabled persons
5. How many disabled persons are currently enrolled in the university?
6. Name of the component(s) of HEPSN for which assistance from the UGC is sought
7. How the scheme will be implemented?
8. Whether the proposal has been forwarded through the University?
9. Brief history of the university
10. List of the managing committee members of the university
11. Annual expenditure of the course (recurring and non-recurring)
12. Any other relevant information supporting the proposal

Date

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

## **C) Visually- Challenged Teachers**

### **INTRODUCTION**

The Scheme has been formulated to help visually challenged permanent teachers to pursue teaching and research with the help of a reader and by using teaching and learning aids by way of providing Reader's Allowance and funds for purchase of Braille books, recorded materials, etc.

### **OBJECTIVES**

To provide facility to help visually challenged permanent teachers to achieve self dependence by using various aids for teaching, learning and research.

### **ELIGIBILITY/TARGET**

All the visually challenged teachers who are working in universities, which are included under Section 2(f) and 12(B) of the UGC Act, are covered under the scheme.

### **NATURE OF ASSISTANCE**

The Commission proposes to enhance the existing ceiling allowance to visually challenged permanent teachers to Rs.18,000/- p.a. The amount is to be utilized for the following purposes:

- (a) Payment to reader.
- (b) Purchase of Braille Books/Material
- (c) Purchase of recorded materials
- (d) Any other related/required material/equipment for research, teaching and learning.

The amount payable to reader shall not exceed Rs.50/- per hour. The University shall reimburse the amount to visually challenged teachers on receipt of actual bills, duly countersigned by the teachers, and on receipt of the actual amount received by the reader. The scheme will end with the plan period.

### **PROCEDURE FOR APPLYING FOR THE SCHEME**

The applications with respect to Universities may be sent to the main office of UGC. The University should prepare a consolidated list of all the visually challenged teachers in their Institution and send the same to the University Grants Commission for the first instalment of the grant.

UGC will make an yearly review.

UNIVERSITY GRANTS COMMISSION**DOCUMENTS REQUIRED FOR APPROVAL OF A BUILDING PROJECT XI  
PLAN PERIOD**

1. **Name of the University:**  
**Name of the Building Project:**

**ABSTRACT OF COST**

- (a) Total plinth area provided in the plans:  
(b) Total built up area provided in the plans:  
(c) Cost per sq. meter:

<b>S.No.</b>	<b>Item</b>	<b>Amount (Rs.)</b>
1.	Cost of Civil Works (as per current schedule of PWD rates)	_____
2.	Internal Water Supply and Sanitation (as prescribed at *)	_____
3.	Internal Electrification (as prescribed at *)	_____
4.	External Services @ 5% of Civil Cost	_____
5.	<b>Total amount</b>	_____
6.	Contingencies @ 3% of 5 above	_____
7.	Architect fees (as prescribed at **)	_____
8.	Clerk of works, if appointed	_____
9.	Furniture (as prescribed at *)	_____
10.	Centage Charges as claimed by the State/Central Govt. agencies entrusted with construction work	_____
11.	Anti termite treatment as claimed , if any	_____
	<b>Total estimated cost</b>	_____

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrar  
(Seal)Engineer/Architect  
(Seal)

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

**\* Provision for Internal Water Supply and Sanitation, Internal Electrification and furniture for various Buildings**

S.No.	Name of the building	Water supply and sanitation	Electrification	Furniture
1.	Hostels	7 <sup>1/2</sup> % of Civil Cost	10% of Civil cost (without fans) 12 <sup>1/2</sup> % of Civil cost (with fans)	Actual cost
2.	Residential Quarters	12 <sup>1/2</sup> % of Civil cost	10% of Civil cost (without fans) 12 <sup>1/2</sup> % of Civil cost (with fans)	--
3.	Arts Block	5% of Civil cost	10% of Civil cost (without fans) 12 <sup>1/2</sup> % of Civil cost (with fans)	10% of Civil cost
4.	Library	5% of Civil cost	15% of civil cost with fans	20% of civil cost
5.	Laboratory Building	5% of civil cost	12 <sup>1/2</sup> % of Civil cost (with fans)	20% of civil cost
6.	Guest House	12 <sup>1/2</sup> % of Civil cost	10% of Civil cost (without fans) 12 <sup>1/2</sup> % of Civil cost (with fans)	10% of civil cost

**\*\* Provision for Architect fees**

1. **4% of Civil cost** will be paid if Architect/Engineer who prepares drawings and estimates and also supervise the construction work (instead of University engineer).
2. **2.6% of civil cost** will be paid if Architect/Engineer prepares only drawings and estimates ( instead of University Engineer)
3. In case the University does not engage the services of architects and the drawings and estimates are prepared by University engineer an amount of **1.4% of civil cost** will be paid.

2. Name of the University :

Annexure-IA

**Rate Conformity Certificate**

This is to certify that the estimates for the proposed construction of \_\_\_\_\_ during XI plan period is based on current schedule of PWD Rates of the Region for the year \_\_\_\_\_.

Signature: \_\_\_\_\_  
Registrar  
(Seal)

Signature: \_\_\_\_\_  
PWD Engineer/University Engineer  
(Seal)

3. Certified that:

- (a) Two copies of the Blue Print of the proposed building duly signed by the Registrar, Executive Engineer/Superintendent Engineer as the case may be enclosed.
- (b) The plan and estimates of the building has been approved by the Building committee and are in conformity with the norms as suggested by the Commission and the rates are as per CSR of the Region.
- (c) The land on which the proposed building is to be constructed is under the undisputed ownership and possession of the University.
- (d) The proposed construction will be executed by the Construction Division of the University/ Contract basis/ Deposit work by the PWD. (Strike out whichever is not applicable)
- (e) The expenditure over and above UGC grant, if any will be met by the University from its own resources or by the State Govt. and the construction will not be delayed for want of funds (copy of assurance, if any, received from the State Govt. to be enclosed).
- (f) 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.
- (g) The University has not availed any grant for the proposed construction earlier.
- (h) The project would be completed in a time bound manner **(Please indicate the duration)**.
- (i) The Composition and Resolution of the Building Committee duly signed by all the members with designation (be enclosed).

Signature: \_\_\_\_\_  
Engineer  
(Seal)

Signature: \_\_\_\_\_  
Vice-Chancellor/Registrar  
(Seal)

**ANNEXURE-I B****UNIVERSITY GRANTS COMMISSION****COMPLETION CERTIFICATE**

It is certified that the construction of \_\_\_\_\_ approved by the University Grants Commission under its 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**

**ANNEXURE-I C****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  
(with his seal)**

**Government Auditor/Chartered Accountant**

**ANNEXURE-I D****UNIVERSITY GRANTS COMMISSION****STATEMENT OF INCOME and EXPENDITURE**

Audited statement of Income and 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 Govt.	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)



**ANNEXURE-I E****UNIVERSITY GRANTS COMMISSION****UTILISATION CERTIFICATE  
(to be submitted along with the completion document)**

Certified that the grant of Rs. ....(Rupees.....)  
sanctioned to by the University Grants Commission vide its letter No.  
.....dated.....towards.....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.

Registrar  
(with his seal)

Chartered Accountant/  
Government Auditor

**ANNEXURE-I F****UNIVERSITY GRANTS COMMISSION****COMPLETION COST PROFORMA**

Name of University .....

Scheme .....

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

<b>S. No.</b>	<b>Nature of work</b>	<b>Value of estimates</b>	<b>Value of accepted tender</b>	<b>Completion</b>	<b>Reason for increase/decrease in completion cost over estimates/accepted tender</b>
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 AccountantSignature of Engineer/  
ArchitectUniversity Engineer  
(with his seal)

**UNIVERSITY GRANTS COMMISSION  
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
4. Total tendered cost accepted
5. Date of starting the construction work
6. Total amount received
7. Total expenditure actually incurred i.e. Bills paid for work done or supplies received
8. Balance, if any, in hand from amount received.
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 it is as per 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 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 regularize the objected amount.

**Registrar  
(University)**

**Engineer/Architect**

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.

**ANNEXURE-III****UNIVERSITY GRANTS COMMISSION****Qualifications for appointment of Teaching Staff**

1.	Name of the University					
2.	Department					
3.	Post(s) approved under XI Plan period	Professor	Reader	Lecturers	Other	Total
4.	UGC allocation/approval No.F. Dated No.F. Dated					
5.	Total amount approved including University's share, if any					
6.	Academic Qualifications and Experience					
7.	Whether NET qualified (if yes a copy of NET Certificate)					
8.	Post held by the incumbent prior to his appointment against the Plan post, and the name of the Institute where he/she was working.					
9.	Date of Joining the new post.					
10.	Details of the monthly pay including allowances in the scale of pay offered.					
11.	Amount payable up to the end of the financial year.					

12.	Number of increments, if any, to be given	
13.	Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same university? If not, the reason thereof.	
14.	Unambiguous written assurance to be given to the effect that the University will take over the liability after the XI Plan ceases i.e. 31.3.2012.	
15.	Minutes of the Selection Committee where the selection was held (copy of the same).	

Certified that the above appointment has been made in accordance with the procedure prescribed as per University rules.

Signature of Registrar  
(with his seal)

**UNIVERSITY GRANTS COMMISSION****Progress report for releasing 2<sup>nd</sup> and subsequent instalment of grants approved by the Commission for development other than Building Projects during the XI 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 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 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 the 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 along with 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 Col. 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 regularize the objected amount.

Signature of the Finance Officer

Signature of Registrar

Seal of University

**ANNEXURE-V****UNIVERSITY GRANTS COMMISSION****STATEMENT OF EXPENDITURE FOR TRAVEL GRANT UNDER XI PLAN  
GENERAL DEVELOPMENT DURING THE YEAR \_\_\_\_\_**

1. Travel grant to teachers/scientific and technical officers for participation in international conferences/seminars/symposia held abroad.

Name and Designation	Department	Name of Conference etc. attended with dates/duration	Total expenditure incurred	Amount paid out of Travel grant	Source for the balance, if any	Whether availed grant once in 3 years

2. Travel grant to individual teachers selected under the scheme

Name and Designation	Department	Name of programme attended with dates/duration	Expenditure incurred	Amount paid out of Travel Grant	Source for the balance, if any	Date of conference last attended under the scheme

3. Travel grant to teachers/administrative officer/scientific/technical officers for visiting centres of research or to attend academic conferences/ seminars within India.

Name and Designation	Department	Name of conference etc. attended with dates/duration	Expenditure incurred	Amount paid out of Travel grant	Source for the balance, if any.



## 4. Academic Exchange of teachers within India

Name and Designation of the expert invited	Department	Expenditure incurred

It is certified that an expenditure of Rs. \_\_\_\_\_ under the scheme of Travel grant has been incurred during the year as per details given above in accordance with the guidelines laid down by the UGC and that all the terms and conditions of the grant have been fulfilled. If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or adjust the objected amount.

Dated:

Signature of the Registrar or Finance Officer  
Seal of the University

**ANNEXURE-VI****UNIVERSITY GRANTS COMMISSION****STATEMENT OF EXPENDITURE FOR ORGANISATION OF CONFERENCES/ SEMINARS/SYMPOSIA/ WORKSHOPS / SHORT TERM TRAINING PROGRAMMES/ (INTERNATION / NATIONAL / STATE LEVEL)  
(Strike out items not applicable/Add what is relevant)**

1. Name of the Programme :
2. Duration:
 

Opening Date:	Close Date :
---------------	--------------
3. Number of participations
  - a) Outstation
  - b) Local
  - c) Total
4. Name of the Director:
5. Items of expenditure incurred:
 

i) Boarding and lodging charges for _____Outstation participants/resource persons.	Rs.
ii) Hospitality to _____local participants/resource persons	Rs.
iii) TA and Incidental charges to outstation participants_____ including resource person _____etc.	Rs.
iv) DA to foreign participants ( if any)	Rs.
v) Internal Travel to foreign participants (if any)	Rs.
vi) Honorarium to Director and resource persons	Rs.
vii) Misc. and Contingencies	Rs.
Total expenditure incurred	Rs.
Grant received from the UGC	Rs.
Income from any other source (please indicate the source and amount)	Rs.

Total	Rs.
Income	Rs.
Expenditure	Rs.
Balance	Rs.

Certified that an amount of Rs. \_\_\_\_\_ against the grant of Rs. \_\_\_\_\_ has been spent for organization of \_\_\_\_\_ as per UGC guidelines. If as a result of check or audit some irregularity is brought to the attention of the University, action will be taken to regularize the same as per rules of the audit.

Signature of the  
Director of Programme

Signature of the Registrar

Signature of  
Finance Officer

**ANNEXURE-VII****UNIVERSITY GRANTS COMMISSION**

STATEMENT OF DETAILS OF EXPENDITURE ON PUBLICATION OF RESEARCH/LEARNED WORK INCLUDING DOCTORAL THESIS FOR THE YEAR \_\_\_\_\_

S.No.	a) Title of thesis/work and b) Name and designation of the author	a) Name and designation of the experts on whose recommendations the publication was approved and b) date of approval	a) Total estimated cost on publication b) Assistance subsidy approved c) cost of the book and d) Number of copies printed	Total expenditure incurred including honorarium if any, paid to experts
1.	2.	3.	4.	5.

In case where no assistance was approved, indicate number of such cases \_\_\_\_\_

Total : Rs. \_\_\_\_\_

Certified that an expenditure of Rs. \_\_\_\_\_ as per details given above was incurred by the University on publication of research/learned work including doctoral thesis in accordance with the guidelines. It is also certified that the grant was utilized for the purpose for which it was sanctioned. If as a result of check or audit objection some irregularity is noticed at a later stage action will be taken to refund or adjust the objected amount.

Signature of the Registrar & Finance Officer  
Seal of the University

**ANNEXURE-VIII****UNIVERSITY GRANTS COMMISSION**

YEAR-WISE STATEMENT OF ACCOUNTS FOR THE GRANT SANCTIONED TO THE UNIVERSITY VISITING FELLOW/VISITING PROFESSOR FOR THE YEAR \_\_\_\_\_

S. No.	Name and Designation of the Visiting Fellow/Visiting Professor	Date of Birth	Duration of the visit with dates	Amount paid as honorarium	Amount paid for travel and DA	Total

2. Brief report of the benefits accrued to the University in respect of each Visiting Professor(s)/Fellow(s) is enclosed.
3. Certified that expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) under the scheme of Visiting Professor/Visiting Fellows had been incurred against the allocation for the XI Plan period as per details given above which is in accordance with the guidelines limit laid down by the Commission. All the terms and conditions of the grant have been fulfilled.
4. If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund or adjust or regularize the objected amount.

Signature of Finance Officer

Signature of Registrar  
Seal of the University

Dated:

**ANNEXURE-IX****UNIVERSITY GRANTS COMMISSION**

Format for submitting proposal for Day Care Centers in Universities during XI Plan

1. Name of the University : .....
2. Address of the University : .....
- .....
- Phone No.....
- Fax No. ....
- E-mail .....
3. Whether comes under Section 2(f) and 12(B) of the UGC Act : (YES/NO)
4. Whether receiving Non-plan/Plan : .....  
Grant from UGC/State Govt.  
(please indicate)
5. Justification for starting Day Care : .....  
Centre  
(Attach a separate sheet if needed)
6. Number of Children proposed to : .....  
avail Day Care facilities
7. Location and area identified for  
Day Care Centre : .....
1. List of safety measures taken care  
as per UGC norms : .....
2. Name and educational qualification  
of Assistant provided by the University  
for Centre : .....
10. Facilities provided at the Centre for  
Children : .....

Signature of Registrar  
( with his seal)

**ANNEXURE-IX- A****UNIVERSITY GRANTS COMMISSION****UTILISATION CERTIFICATE**

Certified that the grant of Rs. ....(Rupees.....)  
sanctioned to .....by the University  
Grants Commission vide their letter No. ...dated.....towards.....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.

**Chartered Accountant/Government Auditor**

**Registrar  
(with his seal)**

**ANNEXURE-X****UNIVERSITY GRANTS COMMISSION**

Prescribed format for submitting the proposal under Special Development Grant for Universities in Backward/Rural/Remote/Border Areas during the XI Plan period.

1. Name of the University .....
2. Address of the University.....  
.....  
Phone Numbers.....  
Fax Number.....  
E-mail.....
3. Date of establishment of the University  
(with documentary proof) : .....
4. Whether the University is declared fit  
Under 2(f) and 12(B) of the UGC Act, 1956.....
5. If yes, the date of eligibility:.....  
  
(a copy of UGC approval letter be attached)
6. XI Plan General Development allocation made by the UGC:
7. Whether comes under notified backward area. Attach a copy of the Government's notification and a certificate from the District Magistrate indicating clearly to what extent the university is support under the scheme.....
8. Details of the items requiring  
(attach separate sheets if required).....
9. Details of the University:

	Male	Percentage	Female	Percentage	Total
Students' Enrolment					
Number of Teachers					

**( Signature of Registrar with seal )**



- Please note UGC's norms and conditions for buildings (infrastructural projects) will apply. All required documents are to be enclosed with the proposal in respect of projects to be undertaken.
- Prescribed UGC formats of Utilisation Certificate, Statement of Expenditure, Progress Report should be used for submitting the progress of the building project(s) and details of expenditure incurred.

**ANNEXURE-XI****UNIVERSITY GRANTS COMMISSION**

Prescribed format for submitting the proposal under Special Development Grant for Young Universities and Rejuvenation Grant for old Universities during XI Plan period.

1. Name of the University : \_\_\_\_\_
2. Address of the University : \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 E-mail \_\_\_\_\_
3. Whether comes under rural/  
 Metropolitan/urban/semi-urban  
 Category : \_\_\_\_\_
4. Date of establishment of the  
 University (with documentary proof): \_\_\_\_\_
5. Whether included under 2(f) and  
 12 (B) of the UGC Act : \_\_\_\_\_
6. If yes, the date of inclusion : \_\_\_\_\_  
 under Sec.12(B) of the UGC Act  
 ( a copy of UGC approval letter be attached)
7. Details of the items to be supported  
 under the scheme (attach separate  
 sheet if required) : \_\_\_\_\_
8. Details of students and teachers:

	Male	Percentage	Female	Percentage	Total
Students' Enrolment					
Number of Teachers					

**University Undertaking**

1. University undertakes that the proposal under submission in this scheme has not been submitted for approval under the XI plan, General Development Scheme.

2. It is further certified that the university has not sought/claimed any grant for the projects under submission from any other Central Govt./State Govt. sources.

(Signature of Registrar with seal)

- ❖ Please note UGC's norms and conditions for buildings (infrastructural projects) will apply. All required documents are to be enclosed with the proposal in respect of building projects to be undertaken under this scheme.

UGC formats of Utilisation Certificate, Statement of Expenditure and Progress Report must be used for submitting the progress of the building project(s) and details of expenditure incurred.

Annexure –XII**UNIVERSITY GRANTS COMMISSION****PERFORMA TO SUBMIT PROPOSAL UNDER THE SCHEME  
INSTRUMENT MAINTENANCE FACILITY**

1. Name of the university :
2. Full address of the university :  
with E-mail Id, Fax No. and Phone No.
3. Number of departments of the university :  
to be serviced by IMF
4. Number of research projects :  
Currently operating in the  
Departments of the university
5. Profile of technical staff (who provide instrumentation service support in  
the departments of the university)

Name of the department/centre	No. of technicians or equivalent	No. of technical officers or equivalent
TOTAL NO.		

- 6a. Do you have a USIC in your University :
- b. If yes, what is the level of your USIC :
7. Profile of Instruments to be brought under the care of IMF
  - a. Instruments costing more than Rs. 1.00 lakh
 

Name of the instrument	Number of instruments	
------------------------	-----------------------	--
  - b. Instruments costing less than Rs. 1.00 lakh
 

Name of the Instrument	Number of Instruments	Number of instruments working satisfactorily
------------------------	-----------------------	--

- c. Number of personal computers and associated gadgets to be brought under the care of IMF
8. Justification for the establishment of an IMF in your university, if needed.
9. Do you have spare space of minimum 20 sq. mtrs. to establish the IMF?
10. Do you have Annual Maintenance Contract (jthis facility.

A Non-recurring (one-time grant during the first year)

Test/measuring instruments	Amount required(Rs.)
TOTAL	

B. Recurring

	Item of expenditure	Amount required (Rs.)
	Technical staff	
I	Instrument spares,	
II	components and consumables	
III	Training programmes	
	TOTAL	

Grand total of recurring & non-recurring expenditure

18. Any other information the university may wish to furnish.

PLACE :

Registrar

DATE :

(Seal)

**ANNEXURE – XII-A****PROGRESS REPOST OF EXPENDITURE**

University \_\_\_\_\_

Sanction Letter No. &amp; Date \_\_\_\_\_

Statement of Actual Expenditure during \_\_\_\_\_

Non recurring :

Sl. NO.	Item(s)	Grant approved by UGC	Grant released by UGC so far	Actual expenditure as on ____ (Date)	Unspent balance	Remarks
1.	Test and measuring instrument					
2.	Personal computer including software					
	Total					

Recurring :

Sl. NO.	Item(s)	Grant approved by UGC	Grant released by UGC so far	Actual expenditure as on ____ (Date)	Unspent balance	Remarks justification for unspent balance lying with the Univ.
1.	Staff Salary a. Technical officer-1 @ Rs.10,000/- p.m. b. Technician-2 @ Rs.8,000/- p.m.					
2.	Essential spares, components contingencies for instruments repair and maintenance					
3.	Training programme					
	Total					

**Certificate**

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 a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature \_\_\_\_\_  
Signature \_\_\_\_\_  
(Finance Officer )  
(Registrar)

\_\_\_\_\_

N.B. This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount for specific items likely to be obtained.

## UNIVERSITY GRANTS COMMISSION

### (Utilization Certificate)

Certify that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) out of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) sanctioned to \_\_\_\_\_ by the University Grants Commission vide their letter number \_\_\_\_\_ dated \_\_\_\_\_ 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. The university has also utilized the amount of Rs. \_\_\_\_\_ as interest earned on the University Grants Commission grant.

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

Signature \_\_\_\_\_      Signature \_\_\_\_\_      Signature \_\_\_\_\_  
**(Registrar)**                      **(Finance Officer)**                      **(C.A./Govt. Auditor)**

Seal \_\_\_\_\_      Seal \_\_\_\_\_      Seal \_\_\_\_\_



**UNIVERSITY GRANTS COMMISSION**

Proforma for submission of proposal for the construction of Women's Hostel

1. Name of the College/University :
2. Enrolment in Degree/PG and Post PG course for the last three years in the University :

Course	Men	%	Women	%	Total
UG					
PG					
M.Phil					
Others					
<hr/>					
Total					

3. Total number of students provided with hostel accommodation:
 

Men	_____
Women	_____
4. a) Additional number of students to be Accommodated in the proposed hostel: \_\_\_\_\_
- b) Whether it is extension of existing hostel or New ? (The funds sanctioned for this scheme may not be diverted to construction of building approved under the XI Plan Development Scheme) \_\_\_\_\_
- c) Whether the University has submitted any such proposal for consideration during the XI Plan development scheme, a certificate To this effect may please be submitted. (Strike out whichever is not applicable) : \_\_\_\_\_
5. Need and justification for the proposed Construction (A brief note may be attached) : \_\_\_\_\_

## 6. 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 building construction projects is to be followed by the grantee institution.
3. No financial assistance will be provided for such construction which are started without obtaining the formal approval of the Commission for the plan and estimates of the proposed project.

## 8. PROCEDURE FOR MONITORING

In XI 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 ascertain the proper utilization of funds, quality of construction and timely completion of the project.

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

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

**ANNEXURE-XIV**

**UNIVERSITY GRANTS COMMISSION**

Proforma for submitting the proposal under the scheme 'Basic Facilities for Women under General Development Grant XI Plan period.

1. (a) Name of the Institution .....
- (b) Whether included under Section 2(f) and 12(B) of the UGC Act of 1956.....
- (c) Whether falls under backward/rural/semi-urban area.....  
(A certificate from the District Magistrate to this effect is required to be attached)

2. Address of the University.....  
.....  
Phone Numbers.....  
Fax Number.....  
E-mail.....

3. Required details of university /institution:

	<b>Category Actual Number of Women Percentage (as on 1<sup>st</sup> Sept. of the year) of Women</b>	<b>Actual Number of Men (as on 1<sup>st</sup> Sept. of the year)</b>
--	---	--

**Students**

**Teachers**

**Non-teaching  
Staff**

**Total**

4. Number of toilets already existing in the University.....

5. Details of existing infrastructure for women students/teachers/non-teaching staff in the University .....

(Attach separate sheet if required)

6. Justification for asking additional

'Infrastructural facilities for women students/faculty/non-teaching staff.....

(Attach separate sheet if required)

**( Signature of Registrar with seal )**

- Please note – UGC's norms and conditions for buildings (infrastructural projects) will apply. All required documents are to be enclosed with the proposal in respect of infrastructural projects to be undertaken.
- Prescribed UGC formats of Utilisation Certificate, Statement of Expenditure, Progress Report be used for submitting the progress of the building project(s) and details of expenditure incurred.

**ANNEXURE-XV****UNIVERSITY GRANTS COMMISSION**

Application form for Teacher Fellowship under the Scheme of 'Faculty Improvement Programme (The form must be filled carefully. An incomplete form is liable to be rejected)

1. Name (IN BLOCK LETTER) with Surname underlined Shri/Smt./Kumari : \_\_\_\_\_
2. Name of the College and address Where employed at present : \_\_\_\_\_  
 Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Permanent Home Address : \_\_\_\_\_
5. Whether the teacher wants to do : \_\_\_\_\_  
 M.Phil. or to complete Ph.D. \_\_\_\_\_
6. Service particulars :  
 i. Date of appointment : \_\_\_\_\_  
 ii. Date of confirmation : \_\_\_\_\_  
 (or appointment on regular basis in case of Govt. Colleges)
7. Name of the Institution(s) where : \_\_\_\_\_  
 Served as a teacher with dates and \_\_\_\_\_  
 Length of service in each case. \_\_\_\_\_
8. Category  
 (i) Male / Female  
 (ii) General / Scheduled Caste, Schedules Tribes, OBC (non-creamy layer), Minorities.
9. Particulars of Educational Qualifications starting with Matriculation or equivalent onwards (attested photocopy of the certificates may be enclosed)

Examination passed and the year of passing	School/College/ University	Subjects	Division/Grade	Percentage of marks/ cumulative Grade Point

9. i. Name of the College/University/ : \_\_\_\_\_

Research Centre where the admission to M.Phil. is sought/the research work \_\_\_\_\_ leading to Ph.D.degree is proposed to be undertaken.

Tel.No. \_\_\_\_\_ Fax \_\_\_\_\_

E -mail : \_\_\_\_\_

ii. Name of the Department : \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_

9. a. Subject/Area of M.Phil and/or research : \_\_\_\_\_

b Title of Research Problem (Brief abstract : \_\_\_\_\_ not exceeding 500 words on the proposed research work for M.Phil or Ph.D. method of approach etc. must be submitted to the university for record along with the application, However, this is not required to be sent to UGC.

Amount of Ph.D. research work already done : \_\_\_\_\_ and the time required to complete the rest

10. Name and designation of the : \_\_\_\_\_ supervisor with whom the research is proposed to be undertaken

11. Date of admission in M.Phil./ Registration for Ph.D. : \_\_\_\_\_

12. Any other information relevant to the Research work leading to Ph.D. Degree, including details of research papers.

---

Signature \_\_\_\_\_

Name in Block letters \_\_\_\_\_

Designation \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**DECLARATION**

I hereby declare :

That I have read the rules regarding the award of Teacher Fellowship under 'Faculty Improvement Programme' of the University Grants Commission and, in the event of the fellowship being awarded, I undertake to engage myself whole time for the work on the subject under the direction of the Research Supervisor/guide during the tenure of the fellowship.

I also undertake to refund the amount in full paid by UGC towards teachers fellowship in case I do not successfully complete M.Phil./Ph.D for which the fellowship has been awarded to me.

I further declare that, to the best of my knowledge and belief, the particulars given in the form are correct.

Place \_\_\_\_\_ SIGNATURE

Date \_\_\_\_\_ Teacher (Applicant)

Signature

Registrar/Principal  
(SEAL)Name of the University/ College :  
Address :

**ANNEXURE-XV-A****UNDERTAKING TO BE GIVEN BY THE COLLEGE***WHERE TEACHER IS EMPLOYED*

The University hereby undertakes to protect the total emoluments of the teacher for the period of his/her academic leave and also to give him/her necessary increments as and when due. The University further undertakes to protect the seniority and other benefits enjoyed previously by the teacher.

Certified that the applicant is a permanent teacher of the University/ College/appointed on a regular basis.

Certified that the applicant is not receiving any financial assistance /fellowship /scholarship from any other source (except salary allowances from the college)

Signature  
(SEAL)

Registrar  
University\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate to be given by the University/College where the teacher is registered for M.Phil. /Ph.D.

Certificate to be given by the Supervisor/Head of the Department in the concerned subject where the teacher is registered for the degree.

It is certified that necessary facilities will be provided to \_\_\_\_\_ (Name of the Teacher Fellow)in pursuit of his/her higher studies/research leading to M.Phil./Ph.D. Degree.

Signature of Supervisor /Research Guide

Signature of Head of the Deptt.  
Signature of Registrar/Principal

Name of the University/College:\_\_\_\_\_

Address:\_\_\_\_\_

Phone : \_\_\_\_\_

Fax : \_\_\_\_\_

**E-mail :** \_\_\_\_\_



**ANNEXURE-XV-B****UNIVERSITY GRANTS COMMISSION****Joining Report of Teacher Fellowship under  
'Faculty Improvement Programme'**

This is to certify that Shri/Smt/Km. \_\_\_\_\_ who has been working as Lecturer in \_\_\_\_\_ University/College \_\_\_\_\_ joined the Deptt. of \_\_\_\_\_ at \_\_\_\_\_ (FN/AN) and is working for his/her research under the guidance of \_\_\_\_\_. He/She has been admitted to/registered for M.Phil./Ph.D. course on \_\_\_\_\_.

The teacher concerned has incurred an actual expenditure of Rs. \_\_\_\_\_ as \_\_\_\_\_ Class Rail/Bus fare on travel from \_\_\_\_\_ to \_\_\_\_\_. University/Institute. The class in which he/she has traveled is admissible according to University/College/Institution rules. The distance between parent institution and research centre is \_\_\_\_\_ kilometers. The University/College/ institution needs an amount of Rs. \_\_\_\_\_ towards his/her contingent grant of Rs.10,000/- per annum for meeting contingency expenditure for one year from his/her date of joining.

Registrar/Principal

1. Signature of the Teacher Fellow  
Institution/(research centre)

2. Signature of the Research Guide  
(SEAL)

3. Signature of the Head of Deptt.  
(research centre)

**ANNEXURE-XV-C****UNIVERSITY GRANTS COMMISSION****Rules for Leave and Utilisation of Contingency Grant under the  
'Faculty Improvement Programme for Teacher Fellow'***A. Contingency Grant*

1. The Grant may be utilised on consumable materials, chemicals, equipment, books and journals, including Photostat copies and micro-films, typing, stationery, postage and field work , and travel needed by the Teacher Fellow in connection with the approved research project with the approval of the Research guide and the concerned institution.
2. The contingency grant is not intended for meeting expenditure on furniture, utensils, items normally provided by the College/University/Institution and payment of examination or other fees such admission/registration/tuition fees etc.
3. Travel Allowance for approved field work and travel in connection with the research work and for attending seminars, symposia, etc., connected with the research work undertaken by the teacher fellow, will be admissible according to the rules applicable to the teaching staff of University/Colleges. The expenditure in this regard will be debitable to the contingency grant. No additional grant will be provided for this purpose.

**B. Leave Rules**

The teacher fellow will be required to work during the vacation period, viz., summer, winter and puja vacations etc. when the library and laboratories remain open. Application for leave from Teacher Fellow maybe considered and decided by the College/University/ Institution concerned in accordance with the leave rules applicable to the teachers in the Institution where the teacher is employed.

**ANNEXURE-XV- D****UNIVERSITY GRANTS COMMISSION****Proforma for submitting Accounts of Contingency Grants and Utilisation Certificate.**

1. Name of the Teacher Fellow
2. Name of the University/Colleges where he/she is employed
3. No. and date of UGC letter under which award was made
4. Period to which the account of contingency grant relates

**5. Expenditure on each item Amount Date of Expenditure**

i.

ii.

**Total:-**

Certified that the expenditure of

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

as mentioned above out of the contingency grant of Rs.10,000/- sanctioned vide Commission's letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ in respect of \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission for utilization of contingency grant. If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to recover/adjust the objected amount.

(Signature of teacher fellow)

(Research Guide)

(Head of the Deptt.)

(Registrar/Principal)

(Research Centre)

(A copy of this Utilisation Certificate should be sent to the college where the teacher was working before joining as a Teacher Fellow for record.)

**UNIVERSITY GRANTS COMMISSION****Prescribed format for getting financial assistance towards Visually Handicapped Teachers of Universities/Colleges during XI Plan period.**

1. Name of the College / University : .....
2. Address of the College : .....
3. Name of the University its  
Affiliated to : .....
4. Address of the University : .....
- : Phone No. ....
- : Fax No. ....
- : E-Mail .....
5. Whether falls under Section  
2(f) and 12(B) 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 with to this effect)
9. Name of the Department : .....
10. Date of appointment in the  
Department : .....
11. Name of the Reader : .....
12. Educational Qualification of  
Reader : .....
13. Honorarium paid to the Reader  
@ Rs per month : @ Rs. P.m. spent @ Rs.50/- p.h.
14. Total amount paid :
- (Attach a receipt from the Reader : .....
- With revenue stamp)

**Reader****Concerned Teacher****Registrar**

## ANNEXURE XVII

**PROFORMA FOR SUBMITTED PROPOSAL FOR SETTING UP OF SPECIAL CELL FOR CAREER and COUNSELLING CELL IN THE UNIVERSITIES/DEEMED TO BE UNDERSITIES.**

**SECTION – 1 BASIC INFORMATION**

1. Name of the University.
2. Whether the Univ. is fit to receive Central assistance under Section 12(B) Of the UGC Act, 1956 ? YES/NO
3. Whether the Univ. is following the orders/ instructions and guidelines issued by State Govt./ Central Govt. and UGC for providing Admissions and hostel facilities ? YES/NO
4. Faculty-wise enrolment in degree classes during Current academic year : \_\_\_\_\_
5. Faculty Strength :
  - Professors
  - Readers
  - Lecturers
  - Others

**TOTAL :**
6. Financial implication (Item-wise)
7. It is certified that :

The University will follow the instructions and guidelines issued by the UGC from time to time for providing the reference information to the students.

Proposed Special Cell for Career and Counselling will perform the functions as prescribed by UGC.

The University/State Govt will maintain the Special Cell for Career and Counselling on permanent basis from its resources after the cessation of the UGC financial assistance under the scheme.

**Dated :**

**(Signature of the Registrar)  
University Seal.**

**ANNEXURE-XVIII****UNIVERSITY GRNTS COMMISSION****PROFORMA FOR SUBMITTING STATEMENT OF EXPENDITURE  
INCURRED .**

1. Name of the University ; \_\_\_\_\_
2. No. and date of UGC's approval : No. F. \_\_\_\_\_ dt. \_\_\_\_\_
3. Period to which the accounts : \_\_\_\_\_  
relates to.
4. Details of actual expenditure incurred (Item-wise) :

**Signature**  
**Govt. Auditor/Chartered Accountant/  
Examiner Local Fund Accounts**

**ANNEXURE-XIX**

**UTILISATION CERTIFICATE**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) sanctioned to \_\_\_\_\_ by University Grants Commission vide its letter No. \_\_\_\_\_ dated \_\_\_\_\_ towards establishment of Career and Counselling Cell 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.

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 utilized for any other purpose.

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.

**Signature :****Signature :****Registrar****Chartered Accountant/Govt. Auditor/  
Examiner Local Fund Accounts****(Seal)****(Seal)**