

SAP Interface Meetings

Instructions for Departments

A. For departments appearing for review : -

- I. Coordinator(Nominated by the Vice Chancellor) of the programme is requested to present their future proposals in the form of a presentation, along with 3 hard copies duly signed by Registrar of the University and one soft copy (in pen drive).
- II. The proposal for next phase & consolidated progress report for final review of the present phase should be strictly based on XII plan Guidelines (Annexure – I & Annexure - VII of UGC SAP guidelines) – Three hard copies.
- III. Separate copies of Consolidated statement of expenditure and Utilization Certificate for Non recurring, Recurring and Project Fellow grant (Year-wise/item wise/person wise) duly audited and signed by the Registrar, F.O. and Coordinator for the previous phase (as per the enclosed format).
- IV. Completion documents in case of renovation of the building/lab.
- V. Mandate Form as per the enclosed format. (Duly signed by the Registrar).
- VI. Copy of 2(f)/12(B) certificate duly attested by the Registrar/Vice Chancellor.
- VII. A certificate from the Registrar of the University that the department is not self financed and is eligible to receive the UGC financial assistance under SAP.

B. For departments appearing for fresh induction : -

- I. Coordinator(Nominated by the Vice Chancellor) of the programme is requested to present their future proposals in the form of a presentation, along with 3 hard copies duly signed by Registrar of the University and one soft copy (in pen drive).
- II. The future proposal should be strictly based on XII plan guidelines (Annexure – I of UGC SAP guidelines) & in accordance with the proposal that was submitted initially through the online mode for screening – Three hard copies.
- III. Mandate Form as per the enclosed format. (Duly signed by the Registrar).
- IV. Copy of 2(f)/12(B) certificate duly attested by the Registrar/Vice Chancellor.
- V. A certificate from the Registrar of the University that the department is not self financed and is eligible to receive the UGC financial assistance under SAP.

Schedule for SAP interface meeting

Venue: University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 110002.

Reporting Time: 9 AM

18.05.15	Chemistry	ISM, Dhanbad
	Chemistry	M.S. University of Baroda
	Chemistry	Burdwan University
	Chemistry	Hyderabad University
	Chemistry	Anna University
	Chemistry	Assam University, Silchar
	Chemistry	Bharathiar University
	Chemistry	Cochin University Of Sci. & Tech.
	Chemistry	Devi Ahilya Vishvidyalaya University
	Chemistry	Dr. B.A. Marathwada University
	Chemistry	H.N.B.G. University
	Chemistry	Himachal Pradesh University
	Chemistry	Jai Narain Vyas University
	Chemistry	Jammu University
	Chemistry	Pondicherry University
	Chemistry	Pt. Ravishankar Shukla University
	Chemistry	Andhra University
	Chemistry	Bangalore Univ
	Chemistry	Calicut University
	Chemistry	Dr. H.S. Gaur University
	Sociology/Cooperation	Dibrugarh University
	Sociology/Cooperation	Tezpur University
	Sociology/Cooperation	Periyar University
	Sociology/Cooperation	Gandhigram Rural Institute
	Tamil	Gandhigram Rural Institute
	Telugu	Osmania University

19.05.15	Chemistry	Gulbarga University
	Chemistry	Karnataka University
	Chemistry	Kuvempu University
	Chemistry	Lucknow University
	Chemistry	Mysore University
	Chemistry	North Orissa University
	Chemistry	Pune University
	Chemistry	S.K. Devaraya University
	Chemistry	Sri Satyasai Institute of Higher Technology
	Chemistry	Veer Surendrasai University of Technology
	Chemistry	Kerala University
	Chemistry	Dibrugarh University
	Chemistry	Kashmir University
	Chemistry	Madras University
	Chemistry	MD University, Rohtak
	Chemistry	Andhra University
	Chemistry	RTM Nagpur University
	Chemistry	Ravenshaw University
	Chemistry	Periyar University
	Chemistry	Manonmaniam Surdaranar University
	Hindi	University of Hyderabad
	Kannada	Karnatak University
	Kannada	Mangalore University
	Law	Osmania University
	Physical Education	Devi Ahilya Vishwavidyalaya
	Physical Education	Gulbarga University
	Political Science	Jamia Millia Islamia
	Political Science	Delhi University

20.05.15	Geology	Aligarh Muslim University
	Geology	RTM Nagpur University
	Geology	Swami Ramanand Teerth Marathwada University, Nanded
	Geology	Anna University
	Geology	Banaras Hindu University
	Geology	Patna University
	Geology	Rajasthan University
	Geology	Jammu University
	Geology	Periyar University
	Geology	Andhra University
	Geology	Annamalai University
	Marine Geology	Mangalore University
	Environmental Science	Kashmir University
	Environmental Science	Manonmaniam Sundarnar University
	Environmental Science	Babasaheb Bhimrao Ambedkar University
	Environmental Science	Doon University
	Environmental Science	Bharathidasan University
	Environmental Science	Tezpur University
	Forestry	Mizoram University
	Comparative Literature	Jadavpur University
	Fine Arts	Indira Kala Sangit Vishwavidyalaya
	Fine Arts	Dayalbagh Educational Institute
	Fine Arts	Indira Kala Sangit Vishwavidyalaya

21.05.15	Geography	Patna University
	Geography	University of Kashmir
	Geography	JNU
	Geography	North Bengal University
	Geography	Utkal University
	Geography	Jamia Milia Islamia
	Geography	Mizoram University
	Geography	Ravenshaw University
	Geography	Tata Institute of Social Science
	Population Studies	Sri Venkateswara University
	Home Science	The M.S. University of Baroda
	Home Science	Rajasthan University
	Home Science	Tezpur University
	Home Science	Sardar Patel University
	Computer Science/ Computer Application/ Computer Technology	Bharathiar University
	Computer Science/ Computer Application/ Computer Technology	Andhra University
	Computer Science/ Computer Application/ Computer Technology	Gandhigram Rural Institute
	Computer Science/ Computer Application/ Computer Technology	Guru Jambheshwar University
	Computer Science/ Computer Application/ Computer Technology	Jamia Millia Islamia
	Computer Science/ Computer Application/ Computer Technology	Anna University
	Anthropology	Vidya Sagar University
	Anthropology	Gauhati University
	Anthropology	Ranchi University
	Arabic	The English & Foreign language University

22.05.15	Mathematics	Panjab University
	Mathematics	Banaras Hindu University
	Mathematics	Pune University
	Mathematics	Karnataka University
	Applied Mathematics	Banaras Hindu University
	Mathematics	Bangalore University
	Mathematics	Bharathiar University
	Mathematics	NEHU University
	Mathematics	Periyar University
	Mathematics	Shivaji University
	Mathematics	Kashmir University
	Mathematics	Alagappa University
	Mathematics	Andhra University
	Mathematics	Rajasthan University
	Zoology/Animal Biology	Vidya Sagar University
	Zoology/Animal Biology	Maharaja Sayajirao University Of Baroda
	Zoology/Animal Biology	Bharathiar University
	Zoology/Animal Biology	Guru Nanak Dev University
	Zoology/Animal Biology	Kurukshetra University
	Zoology/Animal Biology	Kashmir University
	Zoology/Animal Biology	University Of Hyderabad
	Zoology/Animal Biology	Allhabad University
	Zoology/Animal Biology	Pune University
	Zoology/Animal Biology	H.N.B. Garhwal University
	Zoology/Animal Biology	Gurukul Kangri

25.05.15	Statistics	Acharya Nagarjuna University
	Statistics	Aligarh Muslim University
	Statistics	Cochin University of Science & Technology
	Statistics	Gauhati University, Guwahati
	Statistics	M.D. University, Rohtak
	Statistics	Monomania Sundarnar University
	Statistics	Sri Venkateswara University
	Statistics	Panjab University
	Statistics	Shivaji University
	Statistics	Annamalai University
	Statistics	Bharathiar University
	Statistics	Pondicherry University
	Architecture	Jadavpur University
	Architecture	Anna University
	Electrical Engineering & Electronics Science and Technology	Jadavpur University
	Electrical Engineering & Electronics Science and Technology	University Of Hyderabad
	Electrical Engineering & Electronics Science and Technology	Andhra University
	Electrical Engineering & Electronics Science and Technology	Indian Institute Of Science

26.05.15	Applied Physics	Aligarh Muslim University
	Physics	Kashmir University
	Physics	I.I. Science
	Physics	Bharathiar University
	Physics	Gujarat University
	Physics	Manomaniam Sundaranar University
	Physical Science	North Maharashtra University
	Physics	RTM Nagpur University
	Physics	Sri Krishnadevaraya University
	Physics	Tezpur University
	Physics	Shivaji University
	Physics	Allahabad University
	Physics	Andhra University
	Physics	Bangalore Univ
	Physics	Barkatullah University
	Physics	Gauhati University
	Microbiology	Bharathidasan University
	Microbiology	Punjab University
	Microbiology	Sri Krishnadevaraya University
	Instrument Technology	Andhra University
	Instrument Technology	Anna University

27.05.15	Physics	Gulbarga University
	Physics	Jai Narain Vyas University
	Physics	Mahatma Gandhi University
	Physics	NEHU University
	Physics	Sambalpur University
	Physics	Kurukshetra University
	Physics	Tezpur University, Assam
	Physics	Gandhigram Rural Instt.
	Physics	Annamalai University
	Physics	Dr. Babasaheb Amdekar Marathwada University
	Physics	Devi Ahilya Vishvidyalaya University
	Physics	Yogi Vemana University
	Physics	Periyar University
	Physics	Delhi University
	Basic Science	Jamia Milia Islamia
	Marine Science/ Oceangraphy and Coastal Area Studies	Bharathidasan University
	Marine Science/ Oceangraphy and Coastal Area Studies	Cochin University
	Marine Science/ Oceangraphy and Coastal Area Studies	Alagappa University
	History	Maharaja Sayajirao University of Baroda
	History	Allahabad University
	History	Calicut University
	History	Berhampur University
	History	Bangalore University
	History	Sambalpur University
	History	Kashmir University
	History	Delhi University

28.05.15	Commerce & Management	Kashmir University
	Commerce & Management	Guru Nanak Dev University
	Commerce & Management	Banasthali Vidyapeeth
	Commerce & Management	Indian School of Mines
	Commerce & Management	Bharathiar Unniversity
	Commerce & Management	Dibrugarh University
	Commerce & Management	Calcutta University
	Commerce & Management	Lucknow University
	Commerce & Management	Acharay Nagarjun University
	Commerce & Management	Andhra University
	Food Engineering	I.C.T. Mumbai
	Material Science	Sardar Patel University
	Energy	Tezpur University
	Energy	Madurai Kamaraj University
	Metallurgy Engineering	Indian Institute Of Science
	Chemical Technology/ Chemical Engineering/	Calcutta University
	Chemical Techology/ Chemical Engineering/	Andhra University
	Chemical Techology/ Chemical Engineering/	Indian Institute Of Science, Bangalore
	Rubber and PlasticTechnology	Anna University

29.05.15	Life Science	Jawaharlal Nehru University
	Life Science	Manipur University
	Life Science	Mumbai University
	Life Science	Pt. Ravi Shankar Shukla University
	Molecular Reproduction Development	Indian Institute Of Science
	Biosciences	Mangalore University
	Biosciences	Sri Sathya Sai Institute
	Biochemistry	University Of Allahabad
	Biochemistry	Sri Venkateswara University
	Biochemistry	University Of Hyderabad
	Biochemistry	Delhi University
	Biochemistry	Kerala University
	Economics	Dayalbagh Educational Institute
	Economics	Lucknow University
	Economics	Andhra University
	Economics	Vidya Sagar University
	Economics	Delhi Univerity
	Economics	Jawaharlal Nehru University
	Economics	Gokhale Institute of Politics & Economics
	Economics	Utkal University
	Economics	Punjabi University
	Economics	Jadavpur University

01.06.15	Production Engineering/	Jadavpur University
	Mechanical Engineering	Jadavpur University
	Mechanical Engineering	Andhra University
	Aerospace Engineering	Indian Institute Of Science
	Automobile	Anna University
	Pharmaceutical Sciences/Pharmaceutical Technology	Dibrugarh University
	Pharmaceutical Sciences/Pharmaceutical Technology	Jadavpur University
	Medical Elementology & Toxicology	Jamia Hamdard
	Education	Visva Bharati
	Education	Revenshaw University
	Education	Banasthali Vidyapeeth
	Education	Dayalbagh Educational Institute
	Education	Maulana Azad National Urdu University
	Education	The M.S. University of Baroda
	English	Sri Venkateswara University
	English	Hyderabad University
	English	Jadavpur University
	Gujarati	Sardar Patel University
	Gujarati	Vir Narmad South Gujarat University

02.06.15	Philosophy	Rabindra Bharati University
	Philosophy	Utkal University
	Philosophy	Magadh University
	Philosophy	Jadavpur University
	Linguistics	Delhi Univerity
	Linguistics	Annamalai University
	Mass Communication & Journalism	Periyar University
	Mass Communication & Journalism	Bangalore University
	Mass Communication & Journalism	Madras University
	Bio & Nano Technology/ Nano Science & Technology	Guru Jambheshwar University Of Science & Technology
	Bio & Nano Technology/ Nano Science & Technology	Bharathiar University
	Bio-Technology	Thiruvalluvar University
	Bio-Technology	Visva Bharati
	Bio-Technology	Jawaharlal Nehru University
	Bio-Technology	Periyar University
	Bio-Technology	Guru Ghasidas Vishwavidyalaya
	Bio-Technology	Acharya Nagarjuna University
	Bio-Technology	University Of Hyderabad
	Bio-Technology	North Eastern Hill University

03.06.15	Botany	Kuvempu University
	Botany	Kalyani University
	Botany	Bharathiar University
	Botany	Calicut University
	Botany	Dayalbagh Educational Institute
	Botany	Lalit Narayan Mithila University
	Botany	Yogi Vemana University
	Botany	Punjabi Univ
	Botany	Calcutta University
	Botany	Aligarh Muslim University
	Botany	Bangalore University
	Botany	Mohanlal Sukhadia University
	Botany	Dr. H.S. Gour Univ
	Botany	Lucknow Univ
	Plant Pathology/ Plant Sciences	Tamilnadu Agricultural University
	Plant Pathology/ Plant Sciences	University Of Hyderabad
	Psychology	Bharathiar University
	Psychology	Ranchi University
	Psychology	University of Delhi
	Psychology	Allahabad University
	Psychology	Osmania University
	Sanskrit	Dayalbagh Educational Institute
	Sanskrit	Banasthali Vidyapeeth
	Sanskrit	Pune University
	Social Work	Bharathidasan University
	Social Work	Sri Krishnadevaraya University
	Social Work	Jamia Millia Islamia
	Persian	Kashmir University

UNIVERSITY GRANTS COMMISSION

UTILIZATION CERTIFICATE

It is certified that the amount of Rs. _____
(Rupees _____)
_____)

out of the total grant of Rs. _____

(Rupees _____

_____ sanctioned to _____

by the University Grants Commission vide its letter No. _____

dated _____

towards _____

under _____

_____ scheme has been utilized for the purpose for which it was
sanctioned and in accordance with the terms and conditions as laid down by
the Commission.

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

Signature
Registrar with Seal

Signature:
Finance Officer with Seal

Signature
Coordinator of SAP

Signature, Chartered Accountant
with Seal and Registration No.
Prior to the audit of Statutory
Auditors)

Note: The University will submit an audited statement of accounts, duly audited by
the Statutory Auditors of the University as soon as the accounts of the
University are audited.

UNIVERSITY GRANTS COMMISSION

University _____

Sanction Letter No. & Date _____

Consolidated Statement of Expenditure incurred during _____ to _____ in the _____
Department of _____ University under Special Assistance Programme.

Item(s) of Expenditure	Total grant approved by the UGC	Grant released by the UGC so far					Actual Expenditure incurred	Total Expenditure incurred	Remarks
		YEAR (1st)	YEAR (2nd)	YEAR (3rd)	YEAR (4th)	YEAR (5th)			

A. Non-Recurring

1. _____
2. _____
3. _____
4. _____
5. _____

B. Recurring

1. _____
2. _____
3. _____
4. _____

Certificate

1. Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms & conditions attached to the grant.
2. 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.

Programme Co-ordinator

Finance Officer

Registrar

MANDATE FORM
Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)
facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

- 1. Please attach a photocopy of cheque along with the verification obtained from the bank.**
- 2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.**

NOTE:- Refund of Security Deposit/Hire Charges

Due to operation of E-payment w. e. f. 01/04/2012 the Mandate form may please be submitted, duly verified by the bank, to this office for claiming Refund of Security Deposit/ Hire Charges along with a photocopy of blank Cheque.