

**GUIDELINES FOR DEVELOPMENT GRANT TO
COLLEGES DURING THE TWELFTH PLAN
(2012-2017)**



UNIVERSITY GRANTS COMMISSION

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UNIVERSITY GRANTS COMMISSION
GUIDELINES FOR GENERAL DEVELOPMENT ASSISTANCE TO COLLEGES
DURING THE TWELFTH PLAN PERIOD

A. Introduction

1. Development of colleges, which are responsible in a major way for undergraduate education and to a great extent even for postgraduate education, is an important area in higher education, from the point of view of maintenance of proper standards, ensuring optimum utilization of facilities, promoting innovation and change, linking education to emerging career patterns, equalization of educational opportunities for the weaker sections of the society, particularly the Scheduled Castes/Scheduled Tribes and those belonging to the educationally backward areas. The development assistance to colleges should be focused to support the teaching-learning process by upgrading basic infrastructure like library, laboratory, connectivity etc.
2. The developmental needs of the colleges will have to be carefully identified so that the resources are mainly utilized for such programmes which can make an appreciable impact on the improvement of standards through modernization and rationalization as well as the diversification of undergraduate courses in Humanities and Social Sciences, Sciences, Commerce etc. in the colleges, especially to relate them to career opportunities
3. However, the emphasis should be on the expansion and consolidation of facilities in the existing institutions. The State Governments must try to bring non-viable colleges with low enrolment and inadequate facilities into one conglomeration so that their developmental needs can be addressed by the Commission. New Colleges may be set up in educationally backward areas where adequate facilities for higher education do not exist.
4. Sufficient opportunities should be made available to the students to choose the course best suited to their interest and capability
5. Grants under General Development Assistance will be provided as a Block Grant, with the flexibility to incur expenditure as per the needs of colleges. Percentage allocation under Grant-in-Aid General (31) and Capital Assets (35) will be in the ratio of 20:80 basis. General Development Assistance covers expenditure for the development of undergraduate & postgraduate education, and building construction.

B. Objectives:

1. To provide grants to the colleges for strengthening basic infrastructure and meet their basic needs like books & journals including book banks, scientific equipment, campus development, teaching aids and sports facilities.
2. To provide assistance for extension/ renovation of existing buildings and construction of new buildings.
3. To provide assistance to the colleges catering to the needs of the students belonging to the SC, ST, OBC(non-creamy layer)/ Minority communities as well as Physically Challenged and economically deprived students coming from families Below Poverty Line (BPL) as per definition adopted by the State Government/ UT /Central Government concerned
4. To encourage outreach activities, adult and continuing education in the neighbouring areas so that the society as a whole, where the college is located, is benefited

5. To provide facilities for women.
6. To support competence building initiatives and promote multicultural activities in colleges, especially for teachers.
7. To accommodate innovative ideas to influence teaching, research, academic excellence and societal growth.

C. Eligibility Conditions

It shall be mandatory for every college to get accredited by the Accreditation Agency, after passing out of two batches or six years, whichever is earlier. The assistance under this scheme will be provided to only those colleges which have been included under Section 2(f) and have been declared eligible to receive central assistance under Section 12B of the UGC Act, 1956 and fulfill the eligibility conditions as given hereunder

1. Assistance for Development of Undergraduate Education

The University Grants Commission will provide assistance for the development of undergraduate education only to such colleges which fulfill the conditions as indicated below:

The Colleges must have at least a minimum number of sanctioned full-time permanent/regular posts including the Principal and the Physical Training Instructor/Director of Physical Education. The Librarian may also be included, in case he/she is involved in teaching. The college (except for Single faculty colleges) must have at least three teaching departments in a faculty (excluding the compulsory courses)

- i. Arts/Commerce Colleges:** The College should have sanctioned positions of a minimum of 8 full-time teachers (relax-able to 6 positions in case of Government Colleges)
- ii. Science/Multi-faculty Colleges**
The College should have sanctioned positions of a minimum of 12 full-time teaching positions (relax-able to 10 positions in case of Government Colleges)
- iii. Single Faculty colleges offering undergraduate courses leading to Bachelor's degree, like Law, Physical Education, Social work, Management, Home Science, Music and Dance, Fine Arts, Sanskrit, Teacher Education etc.**
The College should have sanctioned positions of a minimum of 5 (five) full-time permanent / regular teaching positions.
- iv. Colleges of Education offering B.Ed./M.Ed./ B.P.Ed./M.P.Ed. courses (General / Special)**

The College should have sanctioned positions of a minimum of 5 full-time permanent / regular teaching positions. Approval document of NCTE is *mandatory*

2. Assistance for Development of Postgraduate Education

2.1 Single Faculty Colleges offering Post-graduate Course

The college should have sanctioned positions of a minimum of 5 full time permanent / regular teachers.

2.2 A College which has postgraduate department and which satisfies the following conditions will be *eligible* for assistance for the development of postgraduate education:

2.2 (i) Humanities and Social Science departments must have sanctioned positions of a minimum of 4 teachers.

2.2 (ii) Science departments and departments with Practicals/Field work must have sanctioned positions of a minimum of 5 teachers.

2.2 (iii) The department must subscribe to at least 3 standard academic journals in the subject.

2.2. (iv) The department should have shown sufficient potential for research in the three preceding years which may be assessed by at least one of the following or a combination thereof:

- a. At least one Major Research Project
- b. At least three Minor Research Project
- c. At least five Research Papers published or accepted for publication in standard academic journals

Besides, professional journals published by the department, if any, number of students who have cleared NET/SET and different competitive exams may be given due consideration by the Planning Board while finalizing allocation for the department.

D. Preparation of Proposal by the Colleges for Development Assistance

The XII Plan General Development Assistance (GDA) will be provided in the form of Plan Block Grant (PBG)

Planning Board

The College may set up a Planning Board to approve the proposal for development of undergraduate and postgraduate education, after identifying its needs and deciding on its priorities. Besides the Principal, Coordinator IQAC, and senior teachers, Librarian, the Bursar or a senior person from the Accounts Department may be a members of the Planning Board. After finalizing the budget allocation for UG & PG education, the planning board should submit the details as per Annexure I and Annexure II to UGC.

The Planning Board of the college will be responsible for approving the proposal for development during the Twelfth Plan period for improving the standards of teaching and research at various levels, which include the items given below. The object head i.e. Grant-in-Aid General '31' and Capital Assets '35' under which the expenditure may be booked is given in parenthesis at the end of each of the item given below:

Item for which, expenditure can be incurred by the college under GDA includes renovation/addition/alteration of building (including renovation of heritage buildings), book & journals, laboratory, connectivity, career and counselling cell, cultural activities, day care centre, annual maintenance contract, and development of ICT, etc.

1) Books & Journals

Books & journals (including e journals), CDs, Microfilms, including setting up of book bank and / or strengthening of the existing book banks in order to augment the facilities and improve reading

habits among the students. The library grant may be utilized equitably over the plan period to procure the latest publications. Care may be taken not to purchase “second hand” or “remainder” books. The amount up to **15%** under this item may be utilized for stacking purposes. This will be within the amount allocated under this head **(Capital Assets 35)**

2) Equipment

Equipment which may include, among others, laboratory equipment including refrigerator, water purifier, fax, audio-visual equipment including digital camera, LCD/TV and other teaching aids, computer and accessories, software (including that for automation of Office and Library), CCTV, generator/inverter and reprographic facilities, public address system, networking and internet connection. It will not include typewriters, office furniture or fixtures. Any equipment other than those mentioned in this para needs adequate justification and may be procured only after getting specific approval of the Commission. The amount up to **15%** under this item may be utilized for storage purpose. This will be within the amount allocated under this head.

The UGC will not insist on a permission letter from the State Government when Government colleges purchase Equipment/Books under any scheme of the UGC, provided that the purchase is strictly as per laid-down norms and do not violate standard financial rules. However, colleges should submit a list of Equipments/Books purchased from UGC funds to the State Government at the end of each financial year with a copy marked to the concerned Regional office of the UGC Regional Office at the end of each financial year **(Capital Assets 35)**

3) Instrumentation Maintenance Facility

The Colleges, under Equipment grant, build up a sizeable pool of instruments and modern electronic hardware, which increase with time and therefore need proper maintenance. To this end expenditure may be incurred towards:

- Essential spares, components, for instrument repair and maintenance **(Capital Assets 35)**
- Contingencies for instrument repair and maintenance **(General 31)**
- Training for teachers, technicians and students of concerned departments in the use, maintenance, repair of instruments **(General 31)**
- Annual Maintenance Contract **(General 31)**
- Remuneration to technical staff hired **(General 31)**

For details Instrumentation Maintenance Facility XI plan guidelines may be referred.

4) Construction/Extension/Renovation of building

The College can construct / extend / renovate various types of building such as library, laboratory, class rooms, workshop shed, animal house, men’s hostel, women’s hostel, staff quarters, teachers hostel (transit/temporary), seminar hall, committee room, counselling cell, auditorium, tutorial room, canteen building, non-resident students’ centre, health centre, sports facility and others. An evening college will receive assistance for building projects provided it has land of its own and does not function in a day college building. While making a proposal for the construction of hostel for students, the college should keep in view the need for reserving seats for students belonging to the Scheduled Caste, Scheduled Tribe and OBC (non-creamy layer), 15%, 7.5% and 27.5% respectively, in centrally supported institutions, or the required percentage at the State level, which could be given to other students only if the requisite number of SC/ST students is not available.

Building grant will be available on 100% basis. However, expenditure on construction, extension and renovation of building should not exceed 50% of the total grant under General Development Assistance. Colleges need not submit any proposal to the UGC for its approval. Instead, a Building Committee, with members as given in the Guidelines for the construction of building (XII Plan) must be formed and the Committee will be responsible for the execution of the project in accordance with the provisions given in the Guidelines for the Construction of Building (XII Plan) and in adherence to the rules of the State Government. The Building Committee will also be responsible for the utilization of funds received from the UGC (Capital Assets 35)

5) Improvement of existing premises

Expenditure may be incurred on minor repairs and maintenance but there should be no major construction. Grant may be used for tapping alternative energy sources (including installation of solar energy systems), Rain water harvesting, tree plantation, electrification and sanitary work, acquiring facilities such as aqua-guard, cooking gas and other kitchen amenities, fitting/amenities for washrooms/toilets, simple items of furniture standby lighting arrangements etc. **(Capital Assets 35)**

6) Competence building initiatives in colleges

Special competence is needed to be built and nurtured among staff and students. Expenditure may be booked under Grant-in-Aid General (31) on activities related to competence building such as:

- i) Motivating teachers for acquiring classroom skills (only for Lectures having less than five years teaching experience)
- ii) Developing administrative skills for the Principal, Heads of Departments and Office staff
- iii) Teaching-learning and evaluation (for all teachers)
- iv) Promotion of skill development and learning of soft skills, viz. methodology of studying/research/ use of library facilities/ persuasive writing/confidence building/ personal and group interviews/ leadership skills/entrepreneurship/ organizing students' seminars and sports and cultural activities (for students)
- v) Participation in workshop/Training programmes (at other Institutions within India) for Students, the Principal and other Faculty Members, Librarians, Physical Education Instructors and Office staff
- vi) Workshop/Training programmes for multi tasking staff

7) Educational Innovation

In order to accommodate innovative proposals to influence teaching, research, academic excellence and societal growth, colleges may submit a work plan, laying emphasis on the novelty of the proposal which are locale specific, may also be implemented under educational innovation.

The college may think of introducing innovative ideas to make the syllabus more alive. For example, under History, the Conservation of Heritage takes one to history but makes one also aware of the present reality. There may be an emphasis on field orientation, preferably interdisciplinary in nature. More than one department may be involved, for an interdisciplinary approach. Details of involvement of active researchers, scientists, social scientists, technologists, industrialists, academicians, organizations, where applicable may be given

Expenditure may be incurred on:

- Books and Journals (**Capital Assets 35**)
- Equipment (**Capital Assets 35**)
- Field related activities (**General 31**)
- Contingencies including special needs (**General 31**)
- Local hospitality, TA/DA and honorarium for Resource persons (**General 31**)

8) Field Work / Study Tours

Wherever the curriculum involves field work or necessity to undertake study tours, grant may be sought under this head. The grant may be utilized for transportation, conveyance, board, lodging of students and accompanying teachers (**General 31**).

9) Extension Activities

Extension Activities for the benefit of the weaker sections of society in the form of specific programmes like: Adult literacy, literacy for children, activities related to women empowerment, human rights, protection of environment, health awareness, etc. Grant may be utilized for conducting educational activities on remuneration, transportation, hospitality and contingency (**General 31**)

10) ICT in Education

Grant may be utilized for the purchase /up-gradation of computers (with accessories), internet connectivity, Wi-Fi router and LAN/WAN connections (**Capital Assets 35**)

11) Improvement of facilities in existing premises- common room and toilet facilities for women

It is mandatory for the institution to provide adequate common room and toilet facilities for women (students and staff). The expenditure may be booked under **Capital Assets (35)**

12) Day Care Centre

Grant may be utilized for acquiring essential facilities at indoor space to provide a secure place and environment during working hours for children of staff and students (**Capital Assets 35**)

13) Human Rights & Duties Education

Human Right Education is acquiring greater importance in the changing national and global scenario in the wake of globalization. In order to strengthen Human Rights awareness among students, colleges can organize special lectures and seminars on Human Rights. The expenditure may be booked under **Grant-in-aid General (31)**

14) Career and Counselling Cell

The Career and Counselling cell in a college has to be a resource centre of information, guidance and counselling with free accessibility, internet based global connectivity and exchange of information on professional placements. A coordinator may be identified by the Head of the Institution

The grant may be used for purchasing computers, laser printer, photocopier, FAX. It may also be used for internet facility, hiring charges, TA/DA for the services of a Counselor and other Resource Persons, payment of honorarium to Counsellor, Resource Persons and Coordinator, reading material, contingency and so forth. Expenditure on equipment may be booked under **Capital Assets (35)**. Other items like honorarium, hiring charges and so forth may be booked under **General (31)**.

E) Basis of Grant

The pattern of assistance will be 100% for all items approved by the Planning Board within the ceiling of Plan Block Grant.

F) Procedure for release of grant

XII Plan allocation will be finalized and approved by the competent authority of the UGC by taking into consideration XI Plan allocation and availability of funds. The grants will be released as Plan Block Grant (PBG) under two object heads, Grant-in-Aid General '31' (20% of GDA) and Capital Assets '35' (80% of GDA). Capital Assets (35) include expenditure on Books & Journals, Equipment, Furniture, Fixtures, Software, Construction/Renovation/ extension of Building. All other items will come under Grant-in-Aid General (31). Care may be taken to ensure that the expenditure on construction/renovation of building should not exceed 50% of General Development Assistance.

Subject to fulfillment of the eligibility conditions, grants under General Development Assistance, excluding building, will be released in installments to cover 20% of PBG for every year. The release of subsequent installments of grant will be subject to the submission of audited utilization certificate (Annexure III) and audited statement of expenditure (Annexure IV) and related documents pertaining to the earlier grants.

For buildings, grant will be released in accordance with the procedure laid down in the XII Plan Guidelines for the construction of building.

Note

The categories/ceiling for eligible colleges which could not receive assistance during XI Plan including new colleges under the scheme of General Development Assistance to Colleges (PBG) will be as under:

(Rs. in lakhs)

S. No.	Student Enrolment	Single Faculty/ B.Ed./ M.Ed./B.P.Ed./M.P.Ed.	Arts/Commerce	Sc./Multi Faculty
1	Up to 1000	30.00	35.00	40.00
2	1001 to 2000	35.00 (1001- and above)	40.00	45.00
3	2001 to 3000	----	45.00	50.00
4	3001 and above	-----	50.00	55.00

From the ceiling of PBG, admissible grant will be calculated based on their date of inclusion under Section 2(f) and 12 B of the UGC Act, 1956, as given below:

- Those colleges which have been included in the list of colleges under Section 2(f) and 12B of the UGC Act, as on March 31, 2012, will be entitled to receive assistance up to 100% of the ceiling
- Those colleges which are included in the said list after March 31, 2012 and on or before March 31, 2013 will be entitled to receive assistance up to 80% of the ceiling

- c. Those colleges which will be included in the said list after March 31, 2013, and on or before March 31, 2014 will be entitled to receive assistance up to 60% of the ceiling
- d. Those colleges which will be included in the said list after March 31, 2014 and on or before March 31, 2015 will be entitled to receive assistance up to 40% of the ceiling
- e. Those colleges which will be included in the said list after March 31, 2015 and on or before March 31, 2016 will be entitled to receive assistance up to 20% of the ceiling. Thereafter, colleges will not be entitled to receive any grant during the XII Plan.

ANNEXURE-I

Section 1. Basic information about the College.

(Please indicate the enclosure number against the relevant column in all such cases where the required information has been given on a separate sheet of paper).

1. (a) Name of the College, with complete address, Pin Code and State _____ Tel. No. with STD code _____; Fax No. _____; Telex No. _____; e-mail Id _____

(b) Name of the District where the College is located:

(c) Name of the Trust/ Society:

2. College Bank Name, Address & Account Number (under which UGC funds are to be transacted)

1. University to which affiliated _____

4. (i) Date of establishment _____

(ii) Date of affiliation (permanent) _____

(iii) If temporary, date up to which affiliation is granted _____

(iv) Date of inclusion under _____

(a) Section 2(f) of the UGC Act

(b) Section 12 B of the UGC Act, if established on or after 17th June, 1972. (Please attach copy)

5. Nature of management Government/Private/University

6. Location

(i) Whether situated in urban/ small town/ rural/ remote/ hill/ border/tribal area (Please attach certificate from BDO/ SDO/SDM)

(ii) Whether situated in educationally backward area.

7. (a) Whether the college is aided, i.e., receiving salary grant from the State/ Central Government (Yes/No) _____

If yes, amount of Non-Plan (Maintenance) Grant received from the State/ Central Govt._____ (during the Eleventh Plan)

Amount of Plan Grant received from the State/Central Govt._____ (during the Eleventh Plan)

Percentage of expenditure reimbursed _____ (during the Eleventh Plan)

(b) Resources generated by the college through Fees _____
other internal sources _____

External sources _____ (apart from Govt. /UGC)

Total: _____Plan Grants received from the State/ Central Government in the Eleventh Plan (Capital expenditure, new posts, books, equipment)

S. No.	Item	Amount
--------	------	--------

- 1.
- 2.
- 3.
- 4.

Total:

Plan Grants received from the UGC, during Eleventh Plan.

Item	Amount Approved	Amount Received	Statement of Expenditure submitted till 31st March, 2012	Statement of Expenditure submitted till 31st March, 2013
1.				
2.				
3.				
4.				
Total :				

8. Please give the category under which the College falls:

i. Arts/Commerce Colleges

ii. Science/ Multi-faculty Colleges

iii. Single faculty UG Colleges

iv. Single faculty PG College

v. Colleges of Education offering B.Ed./M.Ed/B.P.Ed./M.P.Ed. Courses (General/Special)

vi. Whether the college has postgraduate departments Yes/No

If yes, give the names of PG departments:

1.

2.

3.

vii. Autonomous College

viii. College with Potential for Excellence Yes/No

9. Courses for which affiliation has been granted by the University at undergraduate and postgraduate levels (indicate if field/laboratory work involved). Letter of affiliation may be attached.

Programme	Name of Course	Field/ Laboratory Work involved	Intake Capacity	Students enrolled (as on 31.03.2012)*	Number of Teachers
Undergraduate					
Postgraduate					
Total :					

* Give the current enrolment status also.

10. (a) Total number of permanent teachers (or teachers appointed on regular basis in case of Government Colleges) and temporary/ ad-hoc (full-time) teachers, part time/ guest/visiting teachers.

Permanent _____

Temporary/ Ad-hoc (full-time)_____

Part- time/guest/visiting _____

Total: _____

(Details indicating the name, designation, qualifications, class/division/grade obtained at the Master's degree level, M.Phil/ Ph.D., date of appointment and date of confirmation (for permanent teachers only) of each teacher to be given separately for permanent, temporary/ad-hoc(full-timers) and part-time/ guest/ visiting teachers)

(b) Number of teachers from SC/ST and other categories required to be reserved and their percentage in the total number of teachers.

Sl. No. required to be reserved	Category in position	Number of total	Number	%
1.				
2.				
3.				
4.				

11. Profile of Student enrolment in degree classes and above (beyond+2stage) as on 31st March, 2012

Sl. No.	Courses	Men		Women		Total *	SC				ST				OBC (non creamy Layer)				Minorities				Financially Weak**				Physically Challenged			
		%		%			Men		Women		Men		Women		Men		Women		Men		Women		Men		Women		Men		Women	
1	B.A.																													
2	B.Sc.																													
3	B.Com.																													
4	M.A.																													
5	M. Sc.																													
6	M.Com.																													
7	Any other course (like advance course)																													

* % indicates percentage of total enrolment

** Students coming from families with income below the poverty line (as guided by the State/UT/Central Government)

12. NAAC Grade (with supporting document):

Section 2. Funds approved by Planning Board for Undergraduate Education.

S. No	Item	Amount Approved by Planning Board
	Basic Development Grant	
a	Books & Journals	
b	Equipment	
c	Instrumentation Maintenance Facility	
d	Construction/extension/ renovation of building : Classrooms Laboratory Library Building Workshop shed Animal House Men's Hostel Staff Quarters/ Teachers' Hostel Seminar hall Committee room Counseling Cell Auditorium Tutorial room Canteen Building Non-resident Students' Centre Health Centre Others	
e	Improvement of existing premises	
f	Competence building initiatives in Colleges	
g	Cultural Activities	
h	Educational Innovation	
i	Field Work/Study Tours	
j	Extension Activities	
k	Improvement of facilities in existing premises - common room and toilet facilities for women	
l	Establishment of Day Care Centres in Colleges	
m	Human Rights & Duties Education	
n	Career and Counseling Cell	
o	ICT in Education	
	Total	

Certificate to be given by Planning Board.

It is certified that the proposal of the College for development of undergraduate education has been finalized by the Planning Board of the college. The college has the necessary financial resources and managerial ability to meet the expenditure over and above the UGC grant, if required, to complete the projects within the Twelfth Plan period in accordance with the terms and conditions prescribed for the purpose and submit necessary statement of accounts and other documents including Utilization Certificate as required by the Commission. The assistance sought from the Commission is not for the purpose of fulfilling the conditions of affiliation laid down by the University.

It is also certified that the_____ College is affiliated to the University of _____and is included under Sections 2(f) and 12 B of the UGC Act and fulfills the eligibility conditions as laid down by the UGC. The college undertakes to utilize the grants for the purpose for which they are sanctioned and would furnish all necessary documents as required in the conditions of grants laid down by the UGC.

Signature of Chairman and Members of Planning Board _____

Principal

Seal

Date_____

Signature_____

Registrar/ Coordinator/ Director, College Development Council

Seal

Date_____

CERTIFICATE

(Only for colleges catering to the needs of SC/ST/OBC (non-creamy layer) and Students belonging to Minority Communities)

It is certified that _____College is catering to the needs of Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer) / Minority Community students and has the required number of students belonging to SC/ST/OBC (non-creamy layer) /Minority Communities in the degree classes and fulfills the conditions laid down for receiving the UGC assistance under this programme. The educational developments proposed by the College are such as would help the SC/ST/OBC(non-creamy layer) /Minority Community students in their higher education. The College has the necessary managerial ability to successfully implement the development programmes, as per conditions laid down and submit all necessary accounts and documents etc. as may be required by the UGC.

Place:
Date:

Principal _____
Seal

Registrar/ Coordinator/
Director, College Development Council
Seal

Date:
** Strike out whichever is not applicable

UNIVERSITY GRANTS COMMISSION

Funds Approved for Postgraduate Courses in the College during Twelfth Plan period (2012-2017)

(Please read the Guidelines carefully before filling in the proposal form. Proposals should be made only in respect of departments eligible, as per norms indicated).

SECTION 1.

1. (a) Name of the College , with complete address , Pin Code and State_____ Tel. No. with STD Code _____; Fax No. _____ ; Telex No. _____ ; e-mail Id _____

(b) Name of the Trust/ Society

2. College Bank Name, Address & Account Number (under which UGC funds to be transacted)

3. University to which affiliated _____

4. Date of establishment _____

5. Nature of management Government/Private/University _____

6. Has the College fulfilled the prescribed conditions of affiliation of Postgraduate course?

7. Names of those departments in the College offering Postgraduate courses which satisfy the eligibility conditions as laid down in the Guidelines.

SECTION – 2

Information relating to the department for which development assistance is proposed. A separate sheet is to be given for each such department

1. Name of the Department _____

2. Year from which postgraduate courses were started _____

3. Whether the PG course for which assistance is sought is self-financing or not :
Yes/No

4. Total number of students (current session) in 2 years of M.A. /M.Sc. /M.Com. etc. as on (Please indicate the date.) Enrolment

M.A.

M.Sc.

M.Com.

Any Other

5. Total number of teachers in the department on the date of application

i. with Ph.D. degree _____

ii with M. Phil degree only _____

iii with Masters degree only _____

Please attach list with names, date of joining, qualifications, etc.

6. Number of journals subscribed with titles and amount of subscription per annum.
7. Details of major research projects and minor research projects undertaken by faculty members in the department during the past three years, giving details, such as sponsoring agency, funds, duration etc. How many of them have been completed?
8. Details of research publications by the staff in the past three years, giving details, such as titles of the research papers, journals in which published/accepted for publication, year of publication etc.
9. Details of professional journal published.

SECTION-3

Funds approved by Planning Board for Post-graduate education during XII Plan.

Name of the Department:

Sl. No. by the Planning Board	Item (please attach encl.)	Amount approved	Detailed justification
1.			
2.			
3.			
4.			

Total:

Signature

Members of Planning Board

It is certified that the _____ College is affiliated to the University of _____ and is included under Section 2(f) and 12 B of the UGC Act and fulfills the eligibility conditions as laid down by the UGC in its Guidelines and is, therefore, eligible to receive financial assistance for development of postgraduate courses as per the UGC norms. The college undertakes to utilize the grants for the purposes for which they are sanctioned and would furnish all necessary documents as required in the conditions of grants by UGC.

It is also certified that the College has the necessary resources and managerial ability to implement the programme to be approved by UGC in accordance with the conditions prescribed. The development programme would help in the improvements of standards of postgraduate education in the College.

Place and Date:

Head of Department

Principal of the College

(Seal)

Registrar/ Coordinator/ Director, College Development Council

(Seal)

CERTIFICATE

The college imparting education at UG/PG level is not self-financing. The following PG department(s) [name of department(s)] is(are) also not self financing:

- 1.
- 2.
- 3.

The following courses at UG and PG level are self-financed:

- 1.
- 2.
- 3.

Place and Date:

Principal of the College

**PROFORMA FOR SUBMISSION OF UTILIZATION CERTIFICATE AND
STATEMENT OF INCOME & EXPENDITURE
UTILIZATION CERTIFICATE**

Certified that the grant of Rs..... /-(Rupees.....) sanctioned to **(here mention name of the College)** by the University Grants Commission vide UGC letter No..... dated towards **(here mention name of the item)** has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or regularize the objected amount. It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed of, encumbered or utilized for any other purpose.

Signature _____
Principal (with seal)

Signature _____
Chartered Accountant /
Government Auditor (with seal)

N.B. The Utilization Certificate should be accompanied by audited statement of accounts indicating expenditure on various items.

STATEMENT OF INCOME & EXPENDITURE

Audited statement of Income & Expenditure in respect of _____ approved by the University Grants Commission vide letter No.F. _____ dated _____

Income (Rs.)	Expenditure (Rs.)
1. Grant from UGC _____	(here mention name of the item)
2. Grants from State Govt. _____	
3. College Contribution _____	
4. Internal sources, if any _____	
5. Interest earned, if any _____	
6. Others, if any _____	
Total : _____	Total : _____

Signature _____
Principal (with seal)

Signature _____
Chartered Accountant/
Government Auditor (with seal)

