

**GUIDELINES FOR THE SPECIAL SCHEME  
OF  
CONSTRUCTION OF WOMEN'S HOSTEL  
FOR COLLEGES  
DURING THE TWELFTH PLAN (2012-2017)**



**UNIVERSITY GRANTS COMMISSION**

**BAHADUR SHAH ZAFAR MARG**

**NEW DELHI – 110 002**

**Website : [www.ugc.ac.in](http://www.ugc.ac.in)**

## **UNIVERSITY GRANTS COMMISSION**

### **XII Plan Guidelines for the Special Scheme of Construction of Women's Hostel for Colleges (2012-2017)**

#### **1 INTRODUCTION**

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 would, then, need not have to live alone, or even in small groups, in strange cities. There is a great dearth of women's hostels, not only in the institutions exclusively serving women but 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 the total enrolment, in fact, their enrolment, is growing at a faster rate in several states of the country. However, there has not been a commensurate growth of hostel facilities for women to pursue higher studies.

With a view to provide hostels and other infrastructural facilities to achieve the goal of enhancing the status of women and harness 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 Twelfth Plan Period.

#### **2 OBJECTIVES**

To support all eligible colleges for Construction of Women's Hostels for providing a residential place for women students/researchers/teachers and other staff.

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

Colleges which have been included under Section 2(f) and declared fit to receive central assistance under Section 12 B of the UGC Act, will be eligible to receive financial assistance under this scheme. 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.

#### 4 NATURE OF ASSISTANCE

Assistance from the UGC under the scheme to colleges will be on 100% basis subject to the **ceiling** given below:

Women Enrolment (average of three academic sessions <sup>+</sup> )	Amount (Rs.in lakh)	Amount (Rs. in lakh) in respect of Metropolitan cities* Jammu & Kashmir, North Eastern Region and Sikkim
Up to 250	40.00	80.00
251 - 500	60.00	100.00
More than 500	80.00	120.00

<sup>+</sup> 'Current session', when the proposal is submitted and two sessions preceding the same.

\* Those cities which are declared metropolitan by Govt. of India (Delhi, Mumbai, Bengaluru, Hyderabad, Chennai and Kolkatta).

Expenditure, over and above the UGC allocation, will have to be met by the institution from its own resources, for which, clear indication and assurance should be given by the concerned institution while submitting a proposal. The UGC will not provide any escalation cost over and above the allocation.

#### 5. GENERAL CONDITIONS

1. XII Plan guidelines for 'Construction of Building' prescribed by the UGC will be applicable
2. Building should be 'friendly' for the disabled with barrier free access for persons with disability
3. The norms prescribed by UGC (**Annexure II**) for the construction of women's hostel may be followed by the grantee institution
4. In case the college has received financial assistance for the construction of Women's Hostel in the earlier Plans, the grant under the revised scheme shall be released only on completion of the earlier project.
5. Those colleges which have already received the grant are also eligible to apply for grant again, for construction/ extension of hostel.

## 6 PROCEDURE FOR APPLYING FOR THE SCHEME

Each institution seeking grant under this scheme may submit its proposal in the prescribed proforma at **Annexure-I along with plan and estimates**, as and when applications are invited by the UGC.

An Expert Committee will scrutinize the proposals and decide on the quantum of assistance based on the merit of the proposal and the justification for the need of a women's hostel. Based on the recommendations of the Expert Committee, the UGC conveys its approval or otherwise to the college. After receiving the approval from the UGC, the College should constitute a Building Committee as given in the guidelines (XII Plan) for construction of building. Approval of plan, estimate, execution of the work, and utilization of fund etc. will be the responsibility of the Building Committee. The Building Committee may refer the XII Plan guidelines for the 'Construction of buildings' for approving women's hostel project and for the implementation of the project. The building committee will meet not less than three times in a year.

## 7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC:

- (a) 50% of the approved grant will be released after receiving the Building Committee's resolution intimating the approval of plan and estimate, along with other documents mentioned at Section 6.7 in the XII Plan guidelines for 'Construction of Building'.
- (b) 40% of the approved grant will be released on receipt of satisfactory report from the physical verification committee on the progress of construction and progress report indicating the stage of construction, audited Statement of Income and Expenditure and audited utilization certificate of the first installment (**Annexure III, IV & V**).
- (c) Remaining 10% of the grant will be released on receipt of the Completion documents. Completion documents will include the following:
  - 1. Revised estimates reflecting the final cost
  - 2. Audited Utilization Certificate for the total cost; (**Annexure-V**).
  - 3. Audited Income & Expenditure Statement (**Annexure-IV**).
  - 4. Audited Assets Certificate (**Annexure –VI**).
  - 5. Completion Certificate/Documents signed by the Principal (or Teacher-in-Charge or Vice-Principal) and Qualified Engineer and/or Registered Architect. (**Annexure-VII**).
  - 6. Completion cost Proforma (**Annexure-VIII**).

**UNIVERSITY GRANTS COMMISSION****PROFORMA FOR SUBMISSION OF PROPOSAL FOR THE CONSTRUCTION OF  
WOMEN'S HOSTEL**

1. A. Name of College with Complete Address:
- B. (i) Name of DISTRICT where College is located:  
(ii) Name of CITY/TOWN/VILLAGE where College is located :  
(iii) Is the College located in RURAL or URBAN Area ? -----
- C. (i) Whether College is self-financing: Yes/ No  
(ii) Names of self-financing faculties, if any:
- D. Name of affiliating University :
- E: Date of Establishment of the College :
- F: Date of Inclusion of College in UGC List under Section 2(f):
- G: Date of Inclusion of College in UGC List under Section 12B:
- H: Number of Students as on July 15, of the 'Current session' when the proposal is submitted :

No. of SC Students		No. of ST Students		No. of OBC (non-creamy layer) Students		No. of Students from Minority Communities+		No. of General Category Economically Deprived* and/or Physically Challenged Students		No. of General Category Students who are not Economically Deprived/Physically Challenged		Total number of Students		
M	W	M	W	M	W	M	W	M	W	M	W	M	W	Total

M: Men

W: Women

\* For Economically Deprived, BPL (Below Poverty Line) Card Holder of the concerned State/UT

H(a). Some details about Women Students +

- (i) Number of Women as on July 15, of the 'Current session' when the proposal is submitted:
- (ii) Number of Women from Minority Communities **other than Muslims\*** :
- (iii) Percentage of (ii) with reference to total number of Women as reported at (i):
- (iv) Number of Women from **Muslim Community**:
- (v) Percentage of (iv) with reference to total number of Women as reported at (i):

- Give specific numbers for Christians, Jews, Sikhs, Parsis, Jains and Buddhists.

- 2.. Name of the Trust/ Society :  
 3. Enrolment in various classes:

Year of Enrollment	Men						Women						Total student strength
	UG	PG	M.Phil	Others	%	Total Strength	UG	PG	M.Phil	Others	%	Total Strength	

\* 'Current session', when the proposal is submitted and two sessions preceding the same.

4. Total number of students provided MEN \_\_\_\_\_  
 with hostel accommodation WOMEN \_\_\_\_\_

5. a) Additional number of students to be accommodated in the proposed hostel:

- b) Whether it is extension of existing hostel or proposal for a new hostel \_\_\_\_\_

(The funds sanctioned for this scheme may not be diverted to the construction of building approved under the XI Plan Development Scheme)

- c) Whether the Institution has submitted any such proposal for consideration during the earlier Plans. A certificate to this effect may please be submitted along with present status of the project and funds received, below:

No.	Plan	Funds received	Present status
1.	IX		
2.	X		
3.	XI		

6. Need and justification for the proposed hostel \_\_\_\_\_

(A brief note may be attached)

Signature of Principal  
 with seal

Sl.No Item	Admissible area As per UGC norms in the plans	Area provided
------------	--	---------------

- |    |                               |                             |
|----|-------------------------------|-----------------------------|
| 1. | Living Rooms:                 | (Please fill up)            |
|    | (a) Single Seater             | 8-9 Sq. M. per student      |
|    | (b) Double seater             | 7.5 to 8 Sq. M. per student |
|    | (c) Three seater              | 7 to 7.5 Sq. M. per student |
|    | (d) For PG/Research scholars/ |                             |

Teachers/ Other staff not exceeding 10 Sq. M. per head

- |    |   |  |
|----|---|--|
| 2. | Common Room @ 2 Sq. M. per user for 25% of the hostel strength, subject to maximum of 60 Sq. M. |  |
| 3. | Dining Room @ 1 Sq. M. per user for 50% of the hostel strength, subject to maximum of 40 Sq. M. |  |
| 4. | Kitchen & Pantry @ 0.5 Sq. M. per diner subject to maximum of 60 Sq. M.                         |  |
| 5. | Toilet blocks   |  |
|    | i) Water closet   | @ 1 for 8 women                                |
|    | ii) Bathroom  | @ 1 for 6 women                                |
|    | iii) Urinal   | @ 1 for 8 women                                |
|    | iv) Wash basin  | @ 1 for 8 to 10 students                       |
| 6. | Kitchen servants  | One room of 9.60 Sq. M. with WC and bathrooms. |
| 7. | Visitors' rooms   | One room of 9.60 Sq. M.                        |
| 8. | Sick room   | One room of 9.60 Sq. M.                        |
| 9. | Reading Room  | Two reading rooms                              |

(Average minimum area should be @ 2.33 Sq. M. per Reader)

- |     |                      |  |
|-----|----------------------|--|
| 10. | Boundary wall        | around the hostel, if necessary  |
| 11. | Floor height         | 3.40 Mt.   |
| 12. | Total built up area: | 2.5 times of the total living area (Circulation space may be @ 25% of the plinth area)   |
| 13. | Warden _____         | One Warden assisted by an Assistant Warden for 100 students or so. Two single rooms in the hostel for single Warden. For married Warden, not more than 115.32 Sq. M. |

The above norms are suggestive and the colleges could revise it to suit the local needs.

**UNIVERSITY GRANTS COMMISSION**

**PROGRESS REPORT FOR THE RELEASE OF GRANT FOR  
BUILDING PROJECT**

1. Name of the Institution:
2. No. and date of the Sanction Letter of UGC approving the scheme:
3. Total cost approved
  - a. Share of the UGC:
  - b. Share of Institution/State/Central Government:
4. Total tender cost accepted:
5. Date of starting the construction work:
6. Total amount received
  - a. from UGC and
  - b. from Institution/State/Central Governmentagainst 3 above
7. Total expenditure actually incurred
  - i.e. bills paid for work done or supplies received
    - a. against UGC share:
    - b. against Institution/State/ Central Government share:
8. Balance, if any, in hand from amount received
  - a. from UGC and
  - b. from Institution/State/Central Government:against 3 above
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 the plan has been 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 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 check or audit objections, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

**Signature (with seal)  
Principal**

**Signature (with seal)  
Qualified Engineer\*/ Registered Architect**

In case of Architect, Registration Number with Council of Architecture may be given, with his/her complete address.

\* Not below the rank of Assistant Engineer employed in Govt. Department/ Undertaking/ Autonomous body (Zilla Parishad/ Corporation etc.)/ University

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(Section 7).

**UNIVERSITY GRANTS COMMISSION****STATEMENT OF INCOME & EXPENDITURE**

Audited statement of Income &amp; 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/Central Government	_____	2.	Water supply and Sanitary Installation	_____
3.	Contribution of the Institution	_____	3.	Electrification	_____
4.	Others, if any	_____	4.	External Services	_____
5.	Interest earned out of the UGC grant		5.	Architect's fee	_____
			6.	Furniture, if any	_____
			7.	PWD/CPWD Verification Charges, if any	

**Total: ----- Total: -----****Signature (with seal)  
Principal****Signature (with seal)  
Chartered Accountant/Government Auditor**

**UNIVERSITY GRANTS COMMISSION**

**UTILIZATION CERTIFICATE**

**(To be submitted along with the completion document)**

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.

**Signature (with seal)  
Principal**

**Signature (with seal)  
Chartered Accountant/Government Auditor**

**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.

**Signature (with seal)  
Principal**

**Signature (with seal)  
Chartered Accountant/Government Auditor**

**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 (with seal)  
Principal**

**Signature (with seal)  
Qualified Engineer\*/Registered Architect**

In case of Architect, Registration Number with Council of Architecture may be given, with his/her complete address.

\* Not below the rank of Assistant Engineer employed in Govt. Department/ Undertaking/ Autonomous body (Zilla Parishad/ Corporation etc.)/ University

**UNIVERSITY GRANTS COMMISSION****COMPLETION COST PROFORMA**

Name of Institution.....

Scheme .....

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

Sl. No.	Nature of work	Value of estimates	Value of accepted tender	Completion cost	Reason for increase/ decrease in completion cost as compared to the estimates/accepted tender
1.	Civil work (value of estimates should be as approved by the PWD/CPWD)				
2.	Internal water supply and sanitation				
3.	Internal Electrification				
4.	External Services				
5.	Furniture				
(i)	Architect's fees paid (including supervision charges)	<b>Total:</b>			
<b>Total Completion cost:</b>					
(ii)	Please attach a completion certificate signed by the Principal (specimen enclosed - Annexure - V)				

**Signature (with seal)**  
**Finance Officer/Chartered Accountant**

**Signature (with seal)**  
**Qualified Engineer\*/Registered Architect**

In case of Architect, Registration Number with Council of Architecture may be given, with his/her complete address.

\*Not below the rank of Assistant Engineer employed in Govt. Department/ Undertaking/ Autonomous body (Zilla Parishad/ Corporation etc.)/ University