

**GUIDELINES FOR THE SCHEME OF  
DEVELOPMENT ASSISTANCE TO  
COLLEGES FOR THE CONSTRUCTION  
OF BUILDINGS DURING THE  
TWELFTH PLAN**

**(2012-2017)**



**UNIVERSITY GRANTS COMMISSION**

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## **UNIVERSITY GRANTS COMMISSION**

### **GUIDELINES FOR THE SCHEME OF DEVELOPMENT ASSISTANCE TO COLLEGES FOR THE CONSTRUCTION OF BUILDINGS FOR THE TWELFTH PLAN (2012 – 2017)**

#### **1. INTRODUCTION:**

The quality of education in any institution depends to a large extent on the availability of infrastructure, primarily buildings. With limited resources, the Colleges find it difficult to add new buildings or renovate the existing ones. In order to help the Colleges in the construction/renovation of various types of buildings, the UGC provides grants to the Colleges in every Plan period as a part of the General Development Assistance. The College may use upto 50% of General Development Assistance for the construction of building.

#### **2. OBJECTIVE:**

The objective of the scheme is to provide financial assistance to Colleges for construction as well as renovation/extension (of existing buildings) viz. classrooms, library, laboratories, administrative block, staff quarters, hostels and other buildings, etc. under the scheme of 'Development Assistance' to the Colleges. The aim is to help Colleges in the consolidation and expansion of infrastructure.

#### **3. ELIGIBILITY/TARGET GROUP:**

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. Those Colleges which are included in the list of Colleges maintained by the UGC under Sections 2(f) and 12B of the UGC Act, 1956 are eligible for assistance.

#### **4. NATURE OF ASSISTANCE AVAILABLE UNDER THIS SCHEME:**

The UGC will provide financial assistance for the construction / renovation /extension (of existing buildings) of buildings on 100% basis within the ceiling of assistance approved under 'Capital Assets' (35).

Colleges should ensure creation of special facilities such as ramps, rails and special toilets and make other necessary changes to suit the special needs of differently abled persons.

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

- 5.1 Building Committee and its Composition: The College should constitute a Building Committee with the following members:-
- a. The Principal/Teacher- in -Charge of the College.
  - b. The Vice-Principal (if appointed).
  - c. A representative of the affiliating University.
  - d. A representative of the CPWD/PWD/ Zilla Parishad / Corporations, etc. (not below the rank of Assistant Engineer).
  - e. Two representatives from the teachers of the College. In case of staff quarters, a representative of non- teaching staff should also be included.
  - f. A representative from user- teaching department (s).
  - g. A representative each from Administration and Accounts Division.
  - h. The Architect engaged by the College. The person should be registered with the Council of Architecture.

The presence of either the Engineer or the Architect may be ensured during the Building Committee meeting.

- 5.2 The Building Committee will be responsible for finalizing the plan and estimates and scrutinizing documents as prescribed in Annexure I, II & III of the buildings to be constructed by the College and also for ensuring the completion of the construction of buildings in accordance with the finalized plan and estimates. Besides, it will also be responsible for proper utilization of the funds received from the UGC, the Government and from the College, out of its own resources.

## **6. PROCEDURE FOR APPROVAL OF BUILDING PROJECTS**

Before approving the building projects, the Building Committee should verify the following documents.

- 6.1 Building Plan and Detailed Estimates of the proposed building project duly prepared and signed by a Qualified Engineer /Registered Architect and countersigned by the Principal / Teacher – in- Charge of the College. Provision for ramps and toilets on the ground floor may be made in the buildings to enable the use of the building by the differently - abled (physically-handicapped) persons.

- 6.2 Abstract of total estimates and Rate conformity certificate duly signed by the Principal and Qualified Engineer / Registered Architect (**Annexure – I**).
- 6.3 Approval of plan by local authorities.
- 6.4 Building Project Certificates (**Annexure- II**)
- 6.5 On the basis of the above documents, the Building Committee will process the proposal and approve the building project.
- 6.6 After the Building Committee has resolved to take up the building projects with UGC assistance, the College should submit the following information to the UGC:
- Resolution of the Building Committee indicating name of the building project, type of building, the area covered in sq meters, cost per square meter, basis of estimates, latest schedule of rates, period for completion of the project, likely date of starting the construction and mode of construction [deposit work with State PWD/CPWD or by College or through /Contractor/Private Construction Agencies].
  - Certificate from the Building Committee that the approved plan and estimates of the building is in conformity with the norms as prescribed by the Commission and the rates are as per CSR of the region, and undertakes to carry out the construction as per the provisions of the guidelines and in adherence to the financial rules of the State Government.
  - The resolution and certificate of the Building Committee shall bear the signatures of all the members of the Committee

## **7. MODE OF CONSTRUCTION**

- 7.1 The College may adopt one of the following alternatives for undertaking the building projects approved by the **Building Committee** 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.

- a. The work relating to planning, architectural design, structural design, preparation of estimates and execution of construction work may be assigned to the CPWD, the State PWD or any other Government agency/ Public Sector Undertaking, as the case may be, as a deposit work, in toto.

**OR**

- b. The Architect (registered with the Council of Architecture) may prepare the architectural design. For selecting the Architect, applications may be invited through advertisement in one national daily and one local daily. The Building Committee will make the final selection.

**OR**

- c. The execution of the work may be carried out by the College itself provided it appoints competent, authorized persons to supervise the work. 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.

- 7.2 If the College is planning to carry out the entire work or part of the work viz., structural design, preparation of estimates and execution through contractor, the same may be done by inviting tenders. The College may give tender information in one national daily and one local daily for initiating the construction project. Generally, the lowest one would be allowed and if the lowest tender is not agreed to, the reasons thereof may be explained by the College. The information may be sent to the Commission within three months of the award of the work, and it should contain the following:

1. Value of the estimates for which tenders were invited.
2. Number of tenders received
3. Value of the lowest tender
4. Value of the tender accepted and
5. Specific reasons if the lowest tender has not been accepted.

The detailed estimates and the acceptance of tender may be finalized with the approval of the Building Committee in the meeting where at least two representatives with Engineering and Architectural background should invariably be present. The Head of the concerned institution should also certify this and send to the UGC.

- 7.3 Tender information is not required in case the construction work is undertaken by the CPWD or the State PWD or equivalent Government agency or Public Sector Undertaking as deposit work or by the College Itself.

#### **8. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC:**

On receipt of documents as mentioned at Section 6.6, UGC will release 50% of grant as 1<sup>st</sup> installment.

After utilizing 50% of the grant ear marked for building the College should submit audited Utilization Certificate and audited statement of Expenditure along with progress report (Annexure III & IV)

After completing the building project, the College should submit completion documents which include the following:

1. Revised estimates reflecting the final cost, if any.
2. Audited Utilization Certificate for the total cost (Annexure III)
3. Audited income & Expenditure Statement (Annexure III)
4. Audited Assets Certificate (Annexure V)
5. Completion Certificate/Documents signed by the Principal (or Teacher-in-charge or Vice-Principal) and Qualified Engineer and/or Registered Architect (Annexure VI)
6. Photographs showing outer & inner view(s)

**Annexure – I**

**Rate Conformity Certificate and Abstract of Cost**

This is to certify that the estimates for the proposed Construction of  
(Name of the Building) \_\_\_\_\_  
at \_\_\_\_\_ (Name of the College) during Twelfth Plan  
period is prepared based on Current Schedule of PWD/CPWD Rates of the Region  
for the year \_\_\_\_\_

Signature with seal

Qualified Engineer\* /Registered Architect\*\*  
Name & complete Address  
(IN BLOCK LETTERS)

**ABSTRACT OF COST**

Total plinth area provided in the plans:

Total built – up area provided in the plans:

Cost per sq. meter:

	<b>Amount</b>
a) Cost of Civil Works	Rs.
(As per current schedule of PWD/CPWD rates)	
b) Water supply & Sanitary installation	Rs.
(@ 7.5% of the civil work cost)	
c) Electrification @10% (without fans) or 12.5% [(with fans), (15% for library (with fans) of the civil work cost)	Rs.
d) External Services ( <u>@5% of the civil work cost</u> )	Rs.
<b>Total</b>	
	Rs.
e) Contingencies ( <u>@3% of a to d above</u> )	Rs.
f) PWD/CPWD Verification Charges (0.5% of the civil cost) provided plan & estimates have not been prepared by PWD/CPWD Engineers)	Rs.

g) Architect's fees including Supervision Charges etc. (upto 5% of the Civil Cost)	Rs.
h) Furniture for hostels (Actual cost of 1 cot, 1 reading table and a chair per seat for hostels)	Rs.
Grand Total	Rs.

Signature with seal

Signature with seal

Principal

Qualified Engineer\* /Registered Architect\*\*  
Name & complete Address  
(IN BLOCK LETTERS)

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

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



**Building Project Certificates**

Certified that

- (a) the land on which the proposed building is to be constructed is under the undisputed ownership and possession of the College/Trust/Society. (Strike out if not applicable)
- (b) an irrevocable resolution , duly registered, that the land on which the building is to be constructed is earmarked for the exclusive use of the College, as the land is in the name of the society/trust (Strike out if not applicable)
- (c) the land on which the proposed building to be constructed is on lease, for a period of not less than 33 years (Strike out if not applicable)
- (d) the proposed construction will be executed by either Deposit work with the State PWD /CPWD or College/ Tender.(Strike out whichever is not applicable)
- (e) the expenditure over and above the UGC grant, if any, will be met by College from its own resources and the construction will not be delayed for want of funds.
- (f) the structural soundness (of structure) to bear the load of the proposed building, in case, it is going to be constructed/(or extended) upon the existing building structure. #
- (g) Soil report from a qualified engineer, in case it is a new construction from ground floor #
- (h) the College has not availed of any grant for the proposed construction earlier
- (i) the Project would be completed in a time - bound manner in ----- months.

Signature with seal  
Principal

# Certificate from a Qualified Engineer \*/ Registered Architect\*\* may be attached.

\* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation)/ University.  
\*\*In case of Architect, Registration Number with Council of Architecture may be given with his/her complete address.

**AUDITED UTILIZATION CERTIFICATE & STATEMENT OF INCOME & EXPENDITURE**

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.

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

Principal  
Signature with seal

Chartered Accountant/ Govt. Auditor  
Signature with seal

**Audited Statement of Income and Expenditure in respect of ( Name of the Building project) approved by the UGC vide letter no. \_\_\_\_\_ dated \_\_\_\_\_**

Income	Expenditure
_____	_____
1. Grants from UGC	1) Civil works
2. Grants from State/ Central Government	2) Water supply & Installation
3. Contribution of the College	3) Electrification _____
4. Others, if any	4) External Services _____
5. Interest earned out of the UGC grant	5) Contingency _____
	6) Architect's fees _____
	7) Furniture, if any _____
	8) PWD/CPWD Verification charges, if any
Total _____	Total _____

Dated \_\_\_\_\_

Principal  
Signature with seal

Chartered Accountant/ Govt. Auditor  
Signature with seal

**PROGRESS REPORT FOR THE RELEASE OF FUNDS**

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1. Name of the Scheme:
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 College/State/Central Government
4. Total tendered cost accepted.
5. Total amount received.
  - a. From UGC and
  - b. From College/State/Central Government against 3 above.
6. Total expenditure actually incurred i.e. Bills paid for work done or supplies received.
  - a. Against UGC share
  - b. Against College/State/Central Government share.
7. Balance, if any, in hand from amount received.
  - a. From UGC share
  - b. From College/State/Central Government share
8. Amount required to be released to meet expenditure likely to be incurred in the next three/six months.
9. 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 construction is being carried out in accordance with the Plan accepted by the Commission.

10. Deviation, if any, should be clearly indicated. 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

Signature with seal

Qualified Engineer\* /Registered Architect\*\* Principal (College)

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

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

N.B. 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 6).

**ASSETS 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 for \_\_\_\_\_are being  
(mention the purpose)

maintained in the prescribed form and are being kept up to date.

\_\_\_\_\_  
Signature with seal  
Principal

\_\_\_\_\_  
Signature with seal  
Govt. Auditor / Chartered Accountant

**COMPLETION CERTIFICATE**

Certified that the \_\_\_\_\_  
(Name of the building)

at \_\_\_\_\_  
(Name of the college)

has been satisfactorily completed at a cost of Rs. \_\_\_\_\_  
which is fully in accordance with plans accepted by the University Grants  
Commission and found complete without any change. The site has also been found  
properly cleared.

Signature with seal

Principal

Signature with seal

Qualified Engineer\* / Registered  
Architect\*\*

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

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

Note: The above certificate should indicate the total completion cost of the  
building project.

This would be subject to adjustment of the funds already received. Reasons for  
variation in completion cost in relation to estimates/tender accepted may be  
furnished, to justify the increase / decrease, if any.