

**GUIDELINES FOR GENERAL DEVELOPMENT
ASSISTANCE TO CENTRAL, STATE
UNIVERSITIES AND INSTITUTIONS DEEMED
TO BE UNIVERSITIES DURING XII PLAN**



**UNIVERSITY GRANTS COMMISSION
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“GUIDELINES FOR GENERAL DEVELOPMENT ASSISTANCE TO CENTRAL, STATE UNIVERSITIES AND INSTITUTIONS DEEMED TO BE UNIVERSITIES DURING XII PLAN”

I INTRODUCTION

Education is recognized as one of the critical elements of the national development effort and Higher education, in particular, is of vital importance for the nation, as it is a powerful tool to build knowledge-based society of the 21st century. The main focus during XII Plan is to develop India as a knowledge society and to improve and expand education in all sectors, with a view to eliminate disparities in access and lay greater emphasis on the improvement in the quality and relevance of education at all levels. The role of UGC, therefore, includes policy formulation, programme implementation, coordination with stakeholders, knowledge management, research and innovation, creation of intellectual property, training and capacity building, reaching out to disadvantaged sections, women and minorities, in the higher education sector. The Government of India has also established a number of premier institutions which have come to acquire a reputation for excellence and national importance. Improvement of access along with equity and excellence, the adoption of state specific strategies, enhancing the relevance of higher education through curriculum reforms, vocationalisation, information technology, networking and distance education are some of the main policy initiatives of the higher education sector. The other important policy initiatives in higher education are programmes for general development of universities and colleges; special grants for the construction of hostels for women; scholarships to students, scheme to provide interest subsidy on educational loans for professional courses to ensure that nobody is denied professional education because he or she is poor and making interventions to attract and retain talent in the teaching profession in the higher and technical education. Emphasis has been laid on expansion with equity, use of ICT and promotion of quality education.

1.2 In the XII Plan, greater emphasis has been laid to expand the higher education sector in all its modes of delivery to progressively increase the Gross Enrolment Ratio (GER) in higher education so as to achieve the target of 30% GER by 2020. This will be achieved to remove regional imbalances in access to higher education by setting up of institutions in unserved and underserved areas. This will be supplemented by enhancing

plan support for infrastructure and faculty development in the institutions of higher education and to attract talent towards careers in teaching and research, to create conditions for knowledge generation through improved research, 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 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.

1.3 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

2.1 The objective of General 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

3.1 The UGC may provide general development assistance to all eligible Central Universities, State Universities and Deemed to be Universities under the purview of UGC.

4. NATURE OF ASSISTANCE

A. GENERAL DEVELOPMENT ASSISTANCE

4.1 The XII Plan General Development Assistance to universities will be provided in the form of Plan Block Grant. For universities, it will include construction/renovation of building (including renovation of heritage buildings), campus development, staff, books & journals, laboratory, equipment and infrastructure, annual maintenance contract, innovative research activities, university industry linkages, extension activities, cultural activities, development of ICT, health care, student amenities including hostels, Non-NET Fellowships to students, Travel Grant, Conferences/Seminars/Symposia /Workshops, Publication Grant, Appointment of Visiting Professor/Visiting Fellow and Establishment of Career & Counselling Cell, Day Care Centres, basic facilities for women and Faculty Development Programme, etc. The scheme called ENCORE which was initiated during XI Plan now will be a part of XII Plan General Development Assistance. No separate funding will be provided for this scheme.

4.2 An independent scheme of Internal Quality Assurance Cell will be implemented in all Universities and now will not be a part of merged scheme.

4.3 As per UGC (Mandatory Assessment and Accreditation of Higher Educational Institutions) Regulation, 2012, as amended from time to time, it shall be mandatory for each Higher Educational Institution to get accredited by the Accreditation Agency after passing out of two batches or six years whichever is earlier, in accordance with the norms and methodology prescribed by such agency or the Commission, as the case may be. Therefore, university may get accreditation if it has not been done so far failing which UGC will take appropriate action for withholding all grants. Reference in this regard is invited to UGC letter dated 27th December, 2013 (**Appendix-I**) regarding to apprise the university to undergo the accreditation process and its implication on grant of Universities by the UGC.

4.4 The General Development Assistance to the Universities may be determined on the basis of the XI Plan allocation and availability of funds from Government of India, as already communicated to all Universities.

4.5 The outlays determined and communicated to Universities shall be in operation for the period from **1.4.2012 to 31.3.2017**. The scheme will end with the plan period, i.e. on **31.3.2017**.

4.6 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.

4.7 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

4.8 In order to fulfill the above objectives, financial assistance to meet the requirements of the University in terms of infrastructure, staff, equipment, books and journals, library, etc. under the following heads may be provided by the UGC under the General Plan Development Grant during the **XII Plan** period

Infrastructure, Buildings:

4.9 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, hostels, guest house, etc.

Campus Development :

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

Staff :

4.11 Financial assistance under this head is for appointing teaching and non-teaching staff. Prior administrative approval of UGC for creation of posts of new teaching and non-teaching staff is necessary.

Central Library :

4.12 Funding for Books and Journals for the XII Plan period may be utilised.

Equipment:

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

Innovative Research Activities :

4.14 **XII Plan** allocation may be utilized for additional Research Activities including any path breaking, innovative research but excluding major and minor research projects and Special Assistance Programme (SAP) covered under separate schemes of UGC and those which do not fall under any other scheme of **XII Plan** of UGC.

New Extension Activities and Outreach Programmes:

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

ICT Requirements of the University:

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

Health Centre :

4.17 This could be in the nature of a dispensary. The staff, if needed will be provided if the teaching to non-teaching ratio is less than 1 : 1.1.

Student amenities:

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

Jubilee Grants:

4.19 In respect of Central Universities/Institutions Deemed to be Universities, 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 XII Plan period. Reference is invited to quantum of assistance under this scheme under para 5.26.1 of this guideline.

Assistance for overcoming damages caused by natural Calamities/ Disasters

4.20 Assistance to Universities for overcoming damages caused by Natural Calamities/ Disasters (if any) will be part of XII Plan General Development Assistance to Universities. However, additional assistance will be provided to the University subject to availability of funds from Government of India.

4.21 The XI Plan grants, as paid on 31.3.2012 to the Universities for the following components, could be utilized during XII Plan in the following manner:

4.22 Extension has been allowed to utilize the grant already paid by the UGC for a period of three years from **01-04-2012 to 31-03-2015** where grant has already been sanctioned or construction of buildings have already started on or before **31st March, 2012**. All other grants already released, (except faculty positions) could be utilized upto **30-09-2012** only. Reference is invited to UGC letter

No.F.22-42/2012 (CU) dated 16th March, 2012 (**Appendix-II**), 4th August, 2014 and 13th August, 2014 (**Appendix-II A and Appendix-II B**)

4.23 In respect of Central Universities, for filling up of XI Plan faculty positions - extension to filling up the faculty position during XII Plan has already been permitted and conveyed. Reference is invited to UGC letter No.F.62-6/2010 (CU) dated 24th November, 2011 (**Appendix-III**)

5 Items for which assistance is available:

5.1 Infrastructure: Buildings

5.2 100% grants will be provided by UGC for all building projects, but within the limit of total financial outlay for plan period. 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, all efforts need be made to ensure the completion of building projects before the plan period ends.

5.3 The guidelines for construction of all building projects during the **XII Plan** period are given below:-

5.4 Building Committee, its composition and functions:-

5.5 Each University shall have a Building Committee consisting of the Vice-Chancellor (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.

5.6 The Building Committee should be responsible for finalizing the plans and estimates of the various building projects proposed to the UGC 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 UGC, the Government, and from the University's own resources.

5.7 Procedure for preparation of plans and estimates for various building projects:-

5.8 For preparation of plans and estimates for various building projects, the following norms and procedures are suggested.

5.9 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 persons.

5.10 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.

5.11 After the approval by the Building Committee, the University may place the proposal for the building project, before Finance Committee for its approval along with a certificate that the plans and estimates are in conformity with the norms as suggested by the UGC. **There is no need to send the building proposals to UGC.**

5.12 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.

5.13 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.

5.14 It may be noted that the Architect engaged by the University should be registered with the Council of Architecture.

5.15 While preparing the estimates, the Architect/Engineer should ensure 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.

5.16 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.

5.17 Campus Development

5.17.1 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 (item-wise). 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.

5.18 Staff

Teaching Staff

5.18.1 Under this item, sanction would be given for the creation of posts of Professors, Associate Professor, Assistant Professors during the XII 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 replacement of 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 31.3.2017 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 UGC Regulation on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 are strictly followed and sanctioned posts are filled up within one year of approval of UGC.

5.18.2 In respect of State Universities, the following conditions also need to be fulfilled:-

- (a) Assurance/undertaking may be obtained from the State Government for taking over the liability of these posts after the XII Plan period.
- (b) Assurance/undertaking may be given by the University through a resolution of the Executive Council to bear the burden of these posts after the XII Plan period.
- (c) Appointment shall be made on contractual basis. The Universities shall follow conditions regarding qualifications etc. of the posts as prescribed under the UGC Regulations of 2010..

5.18.3 The University should submit the information in the prescribed proforma enclosed, (Annexure-I) about each appointment immediately after it is made :

Non-teaching / Technical Posts

5.18.4 New Non-Teaching posts will be considered with the prior approval of UGC if the teaching to non-teaching ratio is below 1 : 1.1. In case of non-teaching positions required for medical college/ hospital, it will be considered as per MCI/DCI/INC norms.

5.18.5 The University may strictly follow the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SCs, STs & OBCs) and horizontal (for persons with disability etc.)] in teaching and non-teaching posts.

5.18.6 In respect of State Universities, non-teaching/ technical posts below Assistant Professor or equivalent level will not be created/ sanctioned by the UGC.

5.19 Central Library

5.19.1 Under this item it is envisaged 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 furniture, equipment, computerization and automation of the Library.

5.20 Equipment

5.20.1 Under this item, assistance is available for procuring equipment for 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. AMC for costly equipment is permissible.

5.21 Additional / Innovative Research Activities

5.21.1 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 XII Plan period.

5.22 New Extension Activities and Outreach Programmes:

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

5.23 ICT Requirements of the University:

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

5.24 Health Centre

5.24.1 The assistance under this item is available for construction of building for the Health Centre and for purchase of non-expendable equipment.

5.25 Student Amenities

5.25.1 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, and for cultural activities.

5.25.2 Counselors for Educational, Vocational and Personal Counseling in the Universities/Colleges.

5.26 Jubilee Grants (Only for Central and Institutions Deemed to be Universities)

5.26.1 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

Sl. No.	Nature of Celebration	(Rs. in lakhs)
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

5.26.2 The universities which are completing their 25, 50, 60, 75 and 100 years during the XII Plan (1st April, 2012 to 31 March, 2017), 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 or the date of conferring the status of institution deemed to be university as the case may be, 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.

5.27 Assistance for overcoming damages caused by Natural calamities/Disasters.

Quantum of Assistance

5.27.1 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 100% basis from UGC.

6 PROCEDURE FOR RELEASE OF GRANT BY UGC AND UTILISATION OF FUNDS BY UNIVERSITY

A. CENTRAL UNIVERSITIES/ UGC FUNDED INSTITUTIONS DEEMED TO BE UNIVERSITIES

6.1 In order to streamline the flow of UGC funds to Central Universities, it has been decided to simplify the existing procedure of releasing funds. The grants will be released on the basis of the progress of expenditure to the extent of 70% of earlier grant.

6.2 Expenditure on construction and renovation of buildings should not exceed 50% of the total allocation of the Plan Block Grant. No building proposals in case of the universities be sent to UGC for approval. The building proposals be approved at the University level itself. However, the university may place the building proposal before the Finance Committee for its approval after obtaining the approval from the Building Committee. The Building Committee should be constituted as per UGC guidelines. University may send the completion documents to UGC after completion of building projects.

6.3 In case of newly established Central Universities excluding converted Central Universities (established during 2009) and including Sikkim University and Indira Gandhi National Tribal University, the restriction of utilization of allocation on building projects to the extent of 50% is not applicable.

6.4 University may not initiate the work / project i.e. approach road, water pipe line, electric sub-station etc. which are the responsibility of the State Government. University may take up the matter with State Government or Central Government as the case may be.

6.5 The procedure for submission of Utilisation Certificate for Plan Grant for recurring and non-recurring grants is as under:-

- (a) For non-recurring grants (Creation of Capital Assets)-35) : The Utilisation Certificates are to be submitted within twelve months of the closure of the financial year by the institution or Organisation concerned.
- (b) For recurring grants (Grant-in-Aid General – 31 & 36 (Recurring expenditure and salary expenditure) : The grants will be released by UGC for any amount sanctioned to the subsequent financial years only after Utilisation Certificates on provisional basis in respect of grants of the preceding financial year is submitted. Release of grants-in-aid in excess of 75% of the total amount sanctioned for the subsequent financial year shall be done only after the Utilisation Certificates and the Annual Audited Statement relating to grants-in-aid released in the preceding year are submitted to the satisfaction of the UGC.

6.6 Documents to be placed before the Building Committee and Finance Committee and formats of Utilisation Certificate to be submitted to UGC for release of further grant and completion certificate documents to be submitted at the time of finalization of XII Plan is annexed at Annexure-II, II A, II B, II C, II D, II E, II F, II G, II H, II I, II J, II K, II L.

B. STATE UNIVERSITIES

6.7 1st instalment of 20% of allocation may be released for all items including building for which university is eligible and appropriate grant is allocated for under the XII 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 in GFR 19 A format Annexure-II M)

7. MONITORING AND EVALUATION-

7.1 The Central Vigilance Commission (CVC) vide its letter No.011/VGL/014 dated 11th February, 2011 has circulated the instructions on "Transparency in Tendering System" and No.01-11-CTE-SH-100 dated 17.02.2011 (Appendix-IV) regarding "Mobilization – Advance". Therefore, the construction work should be as per General Financial Rules, 2005 (GFR) and CVC instructions issued from time to time.

7.2 University may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on

financial procedures may adopt the provisions of GFRs, 2005 and instructions/guideline there under from time to time.

7.3 University may maintain a separate account under plan schemes for creation of capital assets (Non-Recurring), Grant-in-Aid General (Recurring) and salary head and furnish the year wise information to UGC for each item of expenditure incurred under Plan Grant indicating General, SC and ST components separately.

7.4 The University may also place before the Finance Committee the status of building projects along-with the brief note furnishing the progress of the overall construction of the building projects in the format as below:-

Sl. No.	Name of the Building	Source of funding	Allocation	Plan Estimates & Estimates	Estimated date of construction	Expected date of construction	Progress so far	Remarks
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8. GRANTS UNDER SCHEMES MERGED WITH GENERAL DEVELOPMENT ASSISTANCE

8.1 The concept of Merged Schemes introduced during the XI Plan has been done away with and no separate grant under the Merged Schemes will be provided during the XII Plan.

8.2 The following schemes which were earlier Part of merged Scheme now will be implemented independently by a dedicated cell of UGC and separate grant will be provided by UGC under these schemes.

- (i) Equal Opportunity Cell
- (ii) Remedial Coaching for SC/ST/OBC (non-creamy layer) and minority community students
- (iii) Coaching for NET for SC/ST/OBC (non-creamy layer) and minority community students
- (iv) Coaching Classes for entry into services for SC/ST/OBC (non-creamy layer) and minority students.
- (v) Scheme for persons with disabilities

8.3 During the XII Plan, the UGC has merged the following schemes with General Development Assistance. The allocation for these schemes now would be a part of XII Plan as a Block Grant. Accordingly, no application for grant of central assistance for these components may be sent to UGC,

1. Travel Grant
2. Conferences/Seminars/Symposia/Workshops
3. Publication Grant
4. Appointment of Visiting Professor/Visiting Fellow
5. Day Care Centre
6. Instrumentation Maintenance Facility (IMF).
7. Basic facilities for Women
8. Faculty Development Programme. (Teacher Fellowship for doing M.Phil/Ph.D.)
9. Establishment of Career and Counselling Cell in Universities

9. Travel Grant

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

Permanent Faculty Strength as on 1 st April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	8.00
Above 300	12.00

Objectives

9.2 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.

9.3 International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.

9.4 International travel grant to teachers and officers for attending training programmes.

9.5 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

9.6 Academic Exchange Programme between Universities within India.

Eligibility for Travel Grant

9.7 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.

9.8 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.

9.9 Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.

9.10 The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities candidates may be given preference while considering applications under the scheme.

9.11 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

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

9.13 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.

9.14 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.

9.15 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.

9.16 In case of seminars / symposia / workshops / training programmes of short duration, the invitation or other relevant documents should be attached.

Pattern of Assistance

9.17 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.

9.18 Persons selected for participation should travel by excursion category tickets in sectors wherever applicable.

9.19 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.

9.20 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.

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

9.21 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.

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

9.22 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.

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.

9.23 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.

9.24 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.

Travel Grant for Academic Exchange of Teachers within India

9.25 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.

CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIA/SHORT-TERM TRAINING PROGRAMMES

9.26 For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April of the previous year .	UGC support per year (Rs. in lakh)
Up to 300	5.00
Above 300	7.00

9.27 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

9.28 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.

10. PUBLICATION GRANT

For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April	UGC support per year (Rs. in lakh)
Up to 300	5.00
Above 300	7.00

10.1 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.

10.2 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.

10.3 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.

10.4 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.

10.5 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.

10.6 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.

10.7 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.

10.8 The authors should not be permitted to make any financial contribution towards publication of their work under this scheme.

10.9 The university may follow the Indian Copyrights Act for deciding the question of Copyright of the work approved for the publication under this scheme.

10.10 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.

10.11 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.

10.12 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.

10.13 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.

10.14 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.

10.15 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.

11. Appointment of Visiting Professors/Fellows

11.1 For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	4.00
Above 300	6.00

11.2 Visiting Professor:

11.2.1 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.

11.2.2 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.

11.2.3 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.

11.2.4 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.

11.2.5 A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to **Rs.20,000/-** p.m.

11.2.6 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.

11.2.7 It is expected that when a serving person is appointed as Visiting Professor, the parent university would give him/ her duty leave without pay.

11.2.8 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.

11.2.9 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.

11.3 Visiting Fellow:

11.3.1 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.

11.3.2 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.

11.3.3 Travel expenses may be met in accordance with the rules of the university.

11.3.4 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.

11.3.5 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.

11.3.6 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 split up as desired by the University within the period of one year.

12. DAY CARE CENTRE

12.1 OBJECTIVES

12.1.1 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.

12.2 NATURE OF ASSISTANCE

12.2.1 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.

12.2.2 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

12.2.3 A one time lump-sum grant of Rs.5.00 lakhs can be utilized by the university for 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.

13 BASIC FACILITIES FOR WOMEN OBJECTIVE

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

13.2 ELIGIBILITY/ TARGET GROUP

13.2.1 All Central universities under the purview of UGC are eligible to incur expenditure under this scheme. The target group is women students, teachers, researchers and non-teaching staff of all eligible universities.

13.3 NATURE OF ASSISTANCE

13.3.1 Under the scheme, a sum of upto Rs. 50.00 lakh can be utilized by 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

14 FACULTY DEVELOPMENT PROGRAMME (FDP)

14.1 INTRODUCTION

14.1.1 Under this scheme, Universities are eligible to incur expenditure 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:

14.1.2 The parameters for selecting the teachers under FDP are given below:

Permanent Faculty Strength		Financial Assistance (Rs.in Lakhs)
Upto 300	-	20.00
Above 300		25.00

14.2 OBJECTIVE

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

14.3 ELIGIBILITY/TARGET GROUP

14.3.1 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.

14.3.2 The teachers should be permanent/confirmed.

14.3.3 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).

14.3.4 The teacher should have at least a second class Master's degree with minimum 50% marks (45% marks for Scheduled Castes, Scheduled Tribes,

14.3.5 OBC [non-creamy layer] teachers). In case of a teacher appointed after 19th 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

14.3.6 The teacher should have at least 3 years of teaching experience on the date of submitting the application for award of teacher fellowship.

14.3.7 The teacher who did not avail himself/ herself of any teacher fellowship from the UGC or any other agencies may be given preference.

14.3.8 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.

14.3.9 The teacher will continue to receive full salary from the parent university during the period of Teacher Fellowship.

14.3.10 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.

14.3.11 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.

14.3.12 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.**

14.4 NATURE OF ASSISTANCE:

14.4.1 Contingency Grants

14.4.2 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 prescribed proforma may be submitted to the respective State Universities, Institutions deemed to be universities and Central Universities. 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.

14.5 Travel Allowance

14.5.1 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.

14.6 Salary of the Substitute Teacher

14.6.1 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.

14.6.2 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.

14.7 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.1000/-** per lecture subject to a **maximum of Rs.25,000/-** per month. All efforts should be made for an early appointment of a substitute teacher.

14.8 PROCEDURE FOR APPLYING FOR THE SCHEME.

14.8.1 Application for award of Teacher Fellowship under 'Faculty Development Programme' will not be considered unless it is recommended by a Selection Committee to be constituted with the following as Members :

14.8.2 Nominee of the Vice-Chancellor of University.

14.8.3 Head of the Department/a Senior Teacher in the subject concerned.

14.8.4 A nominee of the affiliating University, preferably the Director of the College Development Council/Dean in case of University.

14.8.5 A subject expert from a teaching Department other than the institution concerned.

14.8.6 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.

14.8.7 The Selection Committee will scrutinize the applications submitted in the prescribed format (**Annexure-IV A to D**) 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.

14.8.8 The Selection Committee will prepare a panel of names of teachers 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.

15 PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

15.1 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 University.

15.2 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.

15.3 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).

16 ESTABLISHMENT OF CAREER AND COUNSELING CELL IN UNIVERSITIES

16.1 INTRODUCTION

16.2 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.

16.3 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.

16.4 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.

16.5 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.

16.6 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.

16.7 OBJECTIVE

16.8 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.

16.9 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.

16.10 FUNCTIONS OF CAREER AND COUNSELLING CELLS

16.10.1 To gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers.

16.10.2 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.

16.10.3 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.

16.10.4 To promote discipline, healthy outlook and positive attitudes towards national integration and removal of narrow provincial preferences and prejudices.

16.11 ELIGIBILITY/TARGET GROUP

16.11.1 Financial assistance under the Scheme will be available to all Central Universities under the purview of UGC.

NATURE AND LEVEL OF ASSISTANCE AVAILABLE UNDER THE SCHEME.

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

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

Note: No regular teaching or non-teaching post under the scheme is permitted to be created or full/partially funded.

16.11.2 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.

16.12 PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

16.12.1 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 University giving a consolidated statement of the data, the progress achieved and the problems faced, if any, by the Cell.

17. SCHEME FOR FELLOWSHIP OF FULL TIME M.PHIL./PH.D. SCHOLARS IN CENTRAL UNIVERSITIES WHO ARE NOT IN RECEIPT OF ANY OTHER FELLOWSHIP.

17.1 During the XI Plan under a separate scheme UGC was financing Fellowship to full time M.Phil./Ph.D. scholars in Central Universities, and in respect of those Institutions Deemed to be Universities and State Universities for which allocation has been made for this purpose, who are not NET qualified and are not receiving fellowship grant under any

other scheme is included as part of General Development Assistance to such scholars eligible for financial assistance as under:-

Fellowship for full time Ph.D.	Rs.8000/- per month
Fellowship for full time M.Phil.	Rs.5000/- per month
Contingency	Rs.10000/- per annum for Science subjects and Rs.8000/- per annum for Humanities & Social Sciences

17.2 The date of implementation of fellowship to such scholars is 1st April, 2012 to 31st March, 2017. While awarding this fellowship, University has to adhere the "UGC (Minimum standards and procedures for awards of M.Phil./Ph.D. Degree) Regulation, 2009" to maintain uniformity to award fellowship to full time M.Phil students, the Non-NET fellowship to M.Phil. Students may be provided for the duration of the course OR for 18 months whichever is less. The duration of the fellowship for Ph.D. students would be three years and extendable by one year.

ANNEXURE-I

UNIVERSITY GRANTS COMMISSION

Details for appointment of Teaching Staff

Name of the University:

Department:

Post(s) approved under XII Plan Period:

UGC Approval letter No. and date

1	Name of Teacher appointed against XII Plan allocation	
2.	Academic Qualifications and Experience	
3.	Whether NET qualified (if yes a copy of NET Certificate)	
4.	Post held by the incumbent prior to his appointment against the Plan post, and the name of the Institute where he/she was working.	
5.	Date of Joining the new post.	
6.	Scale of pay and Grade Pay.	
7.	Number of increments, if any, to be given	
8.	Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same university? If not, the reason thereof.	
9.	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 UGC Regulation 2010..

DOCUMENTS TO BE PLACED BEFORE THE BUILDING COMMITTEE AND
FINANCE COMMITTEE

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:

<u>S.No.</u>	<u>Item</u>	<u>Amount(Rs.)</u>
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.	Total amount	_____
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	_____
	Total-estimated cost	_____

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 1/2% of Civil Cost	10% of Civil cost (without fans) 12 1/2% of Civil cost (with fans)	Actual cost
2.	Residential Quarters	12 1/2% of Civil cost	10% of Civil cost (without fans) 12 1/2% of Civil cost (with fans)	--
3.	Arts Block	5% of Civil cost	10% of Civil cost (without fans) 12 1/2% 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 1/2% of Civil cost (with fans)	20% of civil cost
6.	Guest House	12 1/2% of Civil cost	10% of Civil cost (without fans), 12 1/2% 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-II-A

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 has been placed before the Finance Committee.
- (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)

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 through Building Committee and Finance Committee. The site has been properly cleared.

Signature of Engineer/Architect

Signature of the Registrar

Seal of University

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

(Whichever is applicable)

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

.....

Signature

Designation: Registrar

Date

Signature

Designation: Finance Officer

Date

ANNEXURE-II F

GFR 19 – A

**Form of Utilisation Certificate
(XII Plan Additional Grant)
(For each project /purpose separately)**

Sl. No.	Letter No. and Date	Amount
	Total	

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide* No. _____, dated _____)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred			Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	
2012-13								
2013-14								
2014-15								
2015-16								
2016-17								
Total								

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.

Signature

Designation: Registrar

Date

Signature

Designation: Finance Officer

Date

ANNEXURE-II G

GFR 19 – A

**Form of Audited Utilisation Certificate(2012-13)
(XII Plan General Development Assistance)**

Sl. No.	Letter No. and Date	Amount
Total		

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide No. _____, dated _____*)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred			Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	
2012-13								

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation: Registrar

Date

Signature

Designation: Finance Officer

Date

ANNEXURE-II H

GFR 19 – A

**Form of Audited Utilisation Certificate(2013-14)
(XII Plan General Development Assistance)**

Sl. No.	Letter No. and Date	Amount
Total		

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide No. _____, dated _____*)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred			Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	
2013-14								

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation: Registrar

Date

Signature

Designation: Finance Officer

Date

ANNEXURE-II I**Form of Audited Utilisation Certificate(2014-15)
(XII Plan General Development Assistance)**

Sl. No.	Letter and Date	No.	Amount
Total			

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide* No. _____, dated _____)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred				Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	Total	
2014-15									

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation: Registrar

Date

Signature

Designation: Finance Officer

Date

ANNEXURE-II J

GFR 19 – A

**Form of Audited Utilisation Certificate(2015-16)
(XII Plan General Development Assistance)**

Sl. No.	Letter and Date	No.	Amount
	Total		

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide No. _____, dated _____*)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred				Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	Total	
2015-16									

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature

Designation: Registrar

Date

Signature

Designation: Finance Officer

Date _____

ANNEXURE-II K

GFR 19 – A

**Form of Audited Utilisation Certificate(2016-17)
(XII Plan General Development Assistance)**

Sl. No.	Letter and Date	No.	Amount
Total			

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide* No. _____, dated _____)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred			Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	
2016-17								

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature
Designation: Registrar
Date

Signature
Designation: Finance Officer
Date

UNIVERSITY GRANTS COMMISSION

COMPLETION COST PROFORMA

Name of University Scheme
 Total built up area
 of the Project.....

S. No.	Nature of work	Value of estimates	Value of accepted tender	Completion	Reason for increase/ decrease in completion cost over estimates/accepted tender
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)				

Signature
 Designation: Registrar
 Date

Signature
 Designation: Finance Officer
 Date

GFR 19 – A

**Form of Audited Utilisation Certificate(2016-17)
(XII Plan General Development Assistance)**

Sl. No.	Letter No. and Date	Amount
Total		

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide* No. _____, dated _____)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred			Total	Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)		
2016-17									

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature
Designation: Registrar
Date

Signature
Designation: Finance Officer
Date

UNIVERSITY GRANTS COMMISSION

Progress Report for releasing 2nd and subsequent instalment of grants approved by the Commission for development other than building projects during XII Plan period to the State University

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 commitment 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 projects, the University should give brief description of construction work so far accomplished on a separate sheet of paper alongwith a certificate that the constructions 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 being kept upto date.	

14	<p>It is further certified that an 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.</p>	
----	---	--

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 regularise the objected amount.

Signature

Designation: Registrar

Date

Seal of University

Signature

Designation: Finance Officer

Date -----

Seal of University

GFR 19 – A

**Form of Audited Utilisation Certificate)
(XII Plan General Development Assistance)**

Sl. No.	Letter and Date	No.	Amount
Total			

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (*vide* No. _____, dated _____)/will be adjusted towards the grants-in-aid payable during the next year _____.

Details of funds received and expenditure incurred so far

(Rs. in lakhs)

Year	Grants Received	Interest earned	Academic Receipts/ Fees/ other receipts etc.	Total funds available	Expenditure incurred			Unspent Balances at the end of year as on 1 st April
					Grants in aid General (31)	Grants in aid Salary (36)	Creation of Capital Assets (35)	

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature
 Designation: Registrar
 Date

Signature
 Designation: Finance Officer
 Date

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 :

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 : _____

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)

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 as 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 may be 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.

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.)

विक्रम सहाय
Vikram Sahay

निदेशक (प्रशा.)
Director (Admin.)



SPEED POST

दूरभाष PHONE : कार्यालय OFF : 011 23230405
फैक्स FAX : 011-23231055

विश्वविद्यालय अनुदान आयोग
बहादुर शाह ज़ाफर मार्ग, नई दिल्ली - 110 002
UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg, New Delhi-110 002
E-mail : vikramisahay7@gmail.com
Website : www.ugc.ac.in

No.F.1-1/2012 (CU)

26th December, 2013

The Vice-Chancellors
All Central Universities (39)
Principal, UCMS

27 DEC 2013

Sir/Madam,

Subject: Mandatory accreditation under the UGC (Mandatory Assessment and Accreditation of Higher Educational Institutions) Regulation, 2012.

Attention is invited to the UGC (Mandatory Assessment and Accreditation of Higher Educational Institutions) Regulation, 2012, which under Clause 7.1 specifies that financial assistance by the UGC to Institutions of Higher Education shall be given only to those institutions which have undergone assessment and accreditation process stipulated under the Regulations. The matter was considered by the Commission in its 496th meeting held on 29th November, 2013 in which the Commission, after deliberating the matter decided that in the interest of survival and day-to-day functioning of Universities/Institutions dependent on UGC, funds may continue to be disbursed to such Universities/Institutions under the existing schemes. However, all such Universities/Institutions referred to in Regulation 4 of the aforesaid Regulations and receiving financial assistance from the UGC must apply to the recognized Accreditation Agency latest by 1st June, 2014; failure to do so may lead to discontinuation of financial assistance by the UGC to such Universities/Institutions from 1st April, 2015 onwards.

2. The above decision of the UGC may be noted for necessary compliance by your University.

(Vikram Sahay)
Director (Admin.)
Tel: 011-23230405
Fax: 011-23231055

ISSUED

je

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UNIVERSITY GRANTS COMMISSION
EDUCATIONAL POLICY AND RESEARCH
NEW DELHI-110002



UNIVERSITY GRANTS COMMISSION
EDUCATIONAL POLICY AND RESEARCH
NEW DELHI-110002

All contents carry the responsibility of the author and not of the University by designation and not of the author.

F.No. 24-42/2012 (CU)

March, 2012

The Registrar
All Central Universities (39)

16 MAR 2012

Sub:- To consider the issue of granting extension beyond 31st March, 2012 for utilization of various component of UGC XI Plan Development Grant and other plan grants including Merged Schemes to State / Central / Deemed Universities and Colleges.

Sir,

The Commission in its 483th meeting held on 13.02.2012 considered the issue of granting extension beyond 31st March, 2012 for utilization of various component of UGC XI Plan Development Grant and other plan grants including Merged Schemes to State / Central / Deemed Universities and Colleges and resolved as under:-

"The Commission considered the issue of granting extension beyond 31st March, 2012 for utilization of various components of UGC XI Plan Development Grant and other plan grants including Merged Schemes to State / Central / Deemed Universities and Colleges and decided that two years extension up to 31st March, 2014 may be given for completion of buildings where building construction has started on or before 31st March, 2012. Extension upto 31st September, 2012 was approved for incurring expenditure on other items, excluding faculty positions".

The above decision of the Commission is brought to the notice of all concerned Central Universities accordingly.

Yours faithfully,

(A. K. Saroya)

Under Secretary

O/C

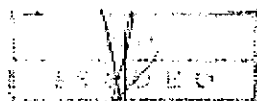
Copy to:

SO (Meeting) CUI, University Grants Commission, New Delhi.

(Dr. Mahender Kumar)
Section Officer

O/C

Vijay
15-3-12



121200310 121200310 121200310 121200310 23237721 23237721 23237721 23237721 UGC Website- www.ugc.ac.in		UNIVERSITY GRANTS COMMISSION BHADURSHAH ZAFAR MARG NEW DELHI-110002 विश्वविद्यालय अनुदान आयोग बहादुरशाह जफर मार्ग नई दिल्ली - 110 002
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F.No.41-5/2012 (CU) 1st August, 2014

The Registrar
 Old Central Universities
 (As per list attached)

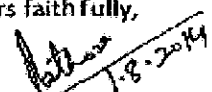
4 AUG 2014

Sub: To consider the issue of granting extension of time limit for completion of building projects for utilizing the XI Plan Development Grant in Central / Deemed / State Universities and Colleges upto 31st March, 2015.

Sir,
 The Commission in its 502nd Meeting held on 22.07.2014 considered the issue of granting extension of time limit for completion of building projects,utilizing the XI Plan Grants sanctioned under General Development to Central / Deemed / State Universities and Colleges from March, 2014 upto 31st March, 2015 and resolved as under:-

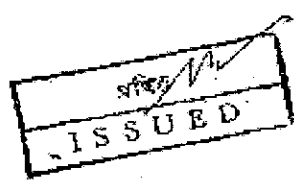
"The Commission approved the proposal to allow extension of time for completion of projects approved during the XI Plan and allow institution to utilize the unspent amount out of the allocation made during the XI Plan for such projects upto 31st March, 2015 for completion of the project".

The above decision of the commission is brought to the notice of all concerned Central Universities accordingly.

o/c
 Yours faith fully,

 (Sushma Rathore)
 Under Secretary

- Copy to:
1. SO (Deemed Universities) Section.
 2. SO (State Universities) Section.
 3. SO (Colleges) Section.
 4. SO (Meeting) Cell, UGC.
 5. SO (RO)

Handwritten notes and signatures:
 Sushma Rathore
 01/08/2014
 01/08/2014
 01/08/2014
 01/08/2014

o/c
 1/8/2014


23232739 23232739 23232739 23232739 23232739 23232739 23232739 23232739		UNIVERSITY GRANTS COMMISSION BHABHURSHAH ZAFAR MARG NEW DELHI-110002
UGC website: www.ugc.ac.in		विश्वविद्यालय अनुदान आयोग भारतीय राजधानी नई दिल्ली - 110002
All communications should be addressed to the Secretary by designation and not by name		

F.No.41-6/2012 (OU)

August, 2014

The Registrar
 Old Central Universities
 (As per list attached)

13 AUG 2014

Sub: To consider the issue of granting extension of time limit for completion of building projects for utilizing the XI Plan Development Grant in Central / Deemed / State Universities and Colleges upto 31st March, 2015.

Sir,

In continuation to this office letter of even no. dated 04th August, 2014 (copy enclosed) on the above subject, the undersigned is directed to inform you that the Commission in its 502nd Meeting held on 22.07.2014 considered the issue of granting extension of time limit for completion of building projects utilizing the XI Plan Grants sanctioned under General Development to Central / Deemed / State Universities and Colleges from March, 2014 upto 31st March, 2015 and this applies to building projects approved during the XI Plan where building construction has started on or before 31st March, 2012 and allow Institution to utilize the unspent amount out of the allocation made during the XI Plan for such projects upto 31st March, 2015 for completion of the project.

The above decision of the Commission is brought to the notice of all concerned Universities / Colleges accordingly.

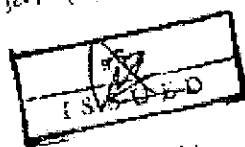
End: As Above

Yours faithfully,

(Sushma Kathore)
 Under Secretary

Copy to:

1. SO (Deemed Universities) Section.
2. SO (State Universities) Section.
3. SO (Colleges) Section.
4. SO (Meeting) Cell, UGC.
5. SO (RO).
6. Publication Office.



डॉ. (श्रीमती) रेणु बत्रा
Dr. (Mrs.) Renu Batra

संयुक्त सचिव
Joint Secretary



श्री गुरुो नमो

S.No. 56

दूरभाष PHONE कार्यालय OFF : 23238576
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विश्वविद्यालय अनुदान आयोग
बहादुर शाह जफर मार्ग,
नई दिल्ली-110 002 (भारत)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002 (INDIA)

F. No. 52-6/2010 (CU)

16th November, 2011

The Vice-Chancellor
23 Central Universities as per list attached
and Principal, UCMS

24 NOV 2011

Subject : Extension for filling up of the XI Plan sanctioned teaching positions as a first charge of XII Plan.

Sir,

In the meeting of the Vice Chancellors of Central Universities held on 9th 10th June, 2011 in the UGC Office, the issue of filling up of the faculty position approved during XI Plan was discussed. It was observed that most of the universities are still in the process of filling up of the teaching positions and may not be in a position to fill up the positions by 31st March, 2012 i.e. the end of XI plan. The matter was placed before the Commission at its meeting held on 18th October, 2011. The Commission considered the request of the Central Universities and resolved as under :

"The Commission considered the request of Central Universities to give extension for filling up of the XI Plan sanctioned teaching positions as a first charge of XII Plan and approved the same".

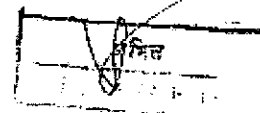
However, with reference to re appropriation from salary savings to recurring and non-recurring expenses, it was decided that the MHRD may be requested to grant approval for re-appropriation of the savings made under the salary head to other recurring and non-recurring items, as a special case, keeping in view the serious difficulties faced by the universities in implementation of the 6th Commission recommendations and lack of clarity on the part of the institutions in implementing the same. Accordingly, matter has been referred to MHRD for its concurrence.

In view of decision taken by the Commission it is informed that no re-appropriation is permitted from savings of budget allocated for salary for other purpose till MHRD concurrence is received.

Yours faithfully,

R. Batra
(Renu Batra)

Dr. V. Satish Kumar
Joint Secretary



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SATARKTA, New Delhi

E-Mail Address:
cenvigil@nic.in

Website:
www.cvc.mca.nic.in

EPARX
24651001 - 03

फैक्स / Fax : 24616286



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.डी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

No.011/YGL/014

पं / No.

दिनांक / Dated: 11th February, 2011

Circular No.01/02/11

Sub: Transparency in Tendering System

There have been instances where the equipment/plant to be procured is of complex nature and the procuring organization may not possess the full knowledge of the various technical solutions available in the market to meet the desired objectives of a transparent procurement that ensures value for money spent simultaneously ensuring upgradation of technology & capacity building.

2. The Commission advises that in such procurement cases where technical specifications need to be iterated more than once, it would be prudent to invite expression of interest and proceed to finalise specifications based on technical discussions/presentations with the experienced manufacturers/suppliers in a transparent manner. In such cases, two stage tendering process may be useful and be preferred. During the first stage of tendering, acceptable technical solutions can be evaluated after calling for the Expression of Interest (EOI) from the leading experienced and knowledgeable manufacturers/suppliers in the field of the proposed procurement. The broad objectives, constraints etc. could be published while calling for EOI. On receipt of the Expressions of Interest, technical discussions/presentations may be held with the short-listed manufacturers/suppliers, who are prima facie considered technically and financially capable of supplying the material or executing the proposed work. During these technical discussions stage the procurement agency may also add those other stake holders in the discussions who could add value to the decision making on the various technical aspects and evaluation criteria. Based on the discussions/presentations so held, one or more acceptable technical solutions could be decided upon laying down detailed technical specifications for each acceptable technical solution, quality bench marks, warranty requirements, delivery milestones etc. in a manner that is consistent with the objectives of the transparent procurement. At the same time care should be taken to make the specifications generic in nature so as to provide equitable opportunities to the prospective bidders. Proper record of discussions/presentations and the process of decision making should be kept.

3. Once the technical specifications and evaluation criteria are finalized, the second stage of tendering could consist of calling for techno-commercial bids as per the usual tendering system under single bid or two bid system, as per the requirement of each case. Final selection at this stage would depend upon the quoted financial bids and the evaluation matrix decided upon.

4. Commission desires that organizations formulate specific guidelines and circulate the same to all concerned before going ahead with such procurements.


(Anil Singha)
Chief Technical Examiner

To

All Secretaries of Ministries/Departments
All CEOs/Heads of Organisations
All Chief Vigilance Officers

No. 41-11-C17-344-100
Central Vigilance Commission

Satendra Bhawan, Block 'A'
CPD Complex, I.N.A.,
New Delhi-110023
Dated the 17th Feb, 2011

Circular No. 02/211

Subj: Mobilization Advance

Commission had earlier issued guidelines on granting of 'Mobilisation Advance' vide OM No. UEPOL/18 dated 08.12.1997, OM No. ACC-1-CFE-2 dated 08.06.2004 and OM No. ACC-1-CFE-2 dated 16.04.2007.

2. The matter has been further reviewed and it has decided by the Commission that following additional guidelines may be followed in case of grant of Mobilisation Advance.

- (i) The Bank Guarantee etc. taken towards security of 'Mobilisation Advance' should be at least 110% of the advance so as to enable recovery of not only principal amount but also the interest portion, if so required.
- (ii) The mobilisation advance should not be paid in less than two instalments except in special circumstances for the reasons to be recorded. This will keep check on contractor misutilizing the full utilisation advance when the work is delayed considerably.
- (iii) A clause in the tender enquiry and the contract of-works providing for interest free mobilisation advance may be stipulated that if the contract is terminated due to default of the contractor, the 'Mobilisation Advance' would be deemed as interest bearing advance at an interest rate of _____% (to be stipulated depending on the prevailing rate at the time of issue of NIT) to be compounded quarterly.

(And Singhal)
Chief Technical Examiner

To

All Chief Vigilance Officers