M.S.Yadav
Chief Statistical Officer

(O)   :   011-23386128
(Fax) :   011-23073281

ज्ञान-विज्ञान विमुक्तये

No.F.100-7/2013 (XII Plan/NRCB)   **16th April, 2013**

The Principal
(colleges covered under 2(f) & 12(B)
Of UGC Act in the states of U.P., Punjab,
Chandigarh, Haryana, J & K, H.P. and
Uttarakhand)

College Code:_____

Sir/Madam,

As you are well aware that UGC in every Plan period calls for proposals from the colleges which are covered under Section 2(f) and 12 (B) of the UGC Act, 1956 for allocation of funds during the Plan period.   In this regard, a **Proforma** has been developed for the use of colleges for preparing their proposals comprising requirements of development assistance during XII Plan period.   A copy of the **Proforma** is enclosed herewith.

Kind attention is invited towards UGC letter dated June-July, 2012 and 1st October, 2012 (Ref. D.O.No.F.100-1/2012 (Misc./NRCB)) informing the colleges about the Commission's decision which states as under:

> "For the present, UGC will not be considering giving grants to
> un-aided /self financing colleges even if they are included
> under Section 12(B) of the UGC Act, 1956"

Therefore, the college may ensure that it fulfils the above condition before submitting its proposal to the UGC.

It is requested that the proposal of the college duly completed in all respects in duplicate may be submitted to the **Northern Regional College Bureau (NRCB), University Grants Commission, 35, Feroze Shah Road, New Delhi-110 001 (within 60 days)*** from the date of issue of this letter.

Please ensure to mention **college code** on the top of Proforma.

Yours faithfully,

(M.S. Yadav)

Encls.: As above.

Note: *Due to typographical error not mentioned in the original letter

Copy to:

    JS (XII Plan)/JS(RO), UGC - for information please.   (M.S. Yadav)

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SOLICITING XII PLAN REQUIREMENTS OF THE COLLEGE*

*(*Under Section 2(f) & 12(B) of the UGC Act – 1956 and Government or aided colleges getting salary grants from state / central Government)*

Section 1. Profile of the College:

Basic Details

(Note:- Please indicate the No. of Annexure Page No. against the relevant column in all such cases where the required information has been given on separate sheet of paper).

1.01.   *Name of the College:…………………………………………………

1.02.   (a)   Postal Address: …………………………………………………
            (With Pin code)
        (b)   District: ……………………………………………………….
        (c)   State: ……………………………………………………………

        (d)   Website: ……………………………………………………

1.03.   Contact details:

        (a) College   (i) Telephone number (s) with STD code:…………

                      (ii) Fax:…………………………….

                      (iii)E-Mail:………………………

        (b) Principal   (i) Telephone number (s) with STD code (O):

                      (ii):Telephone number (s) with STD code (R)……

                      (ii) Fax number with STD code (o) :…………………………….

                      (iii) E-Mail:………………………
                      (iv) Mobile:…………………………

1.04.   (a) Name of the Registered Society / Trust running the College: ……………
        (b) University to which affiliated: …………………………………………………

1.05.   (a) Date & year of establishment : ……………………………………..

        (b) Date & year of affiliation (permanent): ……………………………

        (c) Date & year of recognition under:

            i) Section 2(f) of the UGC Act:……………………………

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

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*In case the name of the college differ from the name given in UGC letter of 2(f) & 12(B), the college is requested to get revised the college name by approaching the CPP Section of the UGC

1.06 : Whether the colleges is:

Please tick (√)

Government	
Government Aided (getting salary grants form Government)	
Non-Government Self Financing – Private College	

1.07. Location of the College: Urban/ Rural/ Backward/ Small Town/ Tribal/ Hilly/ Border Area (within 20 kilometers from the national border)[#]: ……/…………..
(Please also indicate the total population of the town/ village as per 2011 census).
A Certificate regarding location from BDO/ SDO/ SDM may be attached.

1.08. (a) Total land area: _____ [in acre]
(Undisputed ownership and under possession of college)

(b) Total constructed area: _____ [in sq.m]

1.09. (a) Whether Staff Quarters available [Yes/No]
If Yes, details thereof.

Category	Number of Quarters
Teaching Staff	
Non-teaching Staff	
Total	

(b) Whether Students' Hostel available [Yes/No]:_____
If yes, number of Hostel(s).

Hostel Type	Number of Hostels	Intake Capacity	No. of Students residing
Boys			
Girls			
Total			

1.10. Type of the College

Please tick (√)

(a)	College affiliated to university (01)	
(b)	Constituent college of university (02)	
(c)	Autonomous college (03)	
(d)	College with Potential for Excellence (04)	
(e)	Women College (05)	

1.11. Category of the College according to level of courses:

Please tick (√)

Faculty	UG Level	PG Level
Arts		
Science		
Home Science		
Commerce		
Teaching Education		
Management		
Physical Education		
Social Work		
Music & Dance		
Fine Arts		
Others		

1.12. Whether the College has Postgraduate departments………………….(Yes/No)
    If yes,

Name of the Department	Whether Self Financing / Government

1.13. Autonomous College……...….………………………………………......(Yes/No)
    If yes, year of conferment: …………..

1.14. College with Potential for Excellence………...….............……………......(Yes/No)
    If Yes, year of conferment: …………..

1.15. (a)Whether accredited by NAAC [Yes/No]: …………………
       If yes, Year of accreditation: …………
       Grade:………………..

    (b)Whether reaccredited [Yes/No]: ……………………
        If yes, Year of re-accreditation: ……………………..
        Grade: ……………………

1.16.Courses for which recognition has been granted by the University at Undergraduate, Postgraduate and M.Phil/Ph.D levels (indicate if field/laboratory work involved). Letter of recognition may be attached.

A. Course Details:

Name of course	Duration of the course	Level (UG/PG/Research)	Intake Capacity	Whether General / self-financing

B. Summary of Students Enrolment .
B.1. Student Enrolment.

Level	Total Students Enrolment	Women Enrolment
UG all courses combined		
PG all courses combined		
Diploma / Certificate		
M.Phil. / Ph.D.		
Grand Total		

B.2. Total Teaching Staff :

Sanctioned Strength:_____

Work Strength:_____

Working Strength

Permanent / Regular	
Temporary / Ad-hoc (full-time)	
Part-time / Guest/Visiting	

B.3. Total Non Teaching Staff :_____

1.17. **Profile of Student enrolment as on 31st March, 2012**

COURSE Code (For UGC)	COURSES Conduced by the College	Total Number of Students (Including all years) (1st yr+2nd yr+3rd yr)		Out of col. (3) & col. (4) students belonging to									
		Total	Women	SC		ST		OBC/BC		PWD		Minorities	
				Total	Women	Total	Women	Total	Women	Total	Women	Total	Women
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Level 1: GRADUATE LEVEL COURSES													
	B.A												
	B.Sc.												
	B.Com.												
	....												
	....												
	TOTAL (Level 1)												

Level 2:	POST-GRADUATE LEVEL COURSES														
	M.A														
	M.Sc.														
	M.Com.														
	……..														
	……..														
	TOTAL (LEVEL 2)														
Level 3 :	MPHIL LEVEL COURSES														
	……..														
	…….														
	TOTAL(LEVEL 3)														
Level 4 :	Ph.D/D.Sc/D.Litt LEVEL COURSES														
	……														
	…….														
	TOTAL (LEVEL 4)														
Level 5 :	DIPLOMA LEVEL COURSES														
	…….														
	TOTAL (LEVEL 5)														
Level6 :	CERTIFICATE LEVEL COURSES														
	……..														
	TOTAL (LEVEL 6)														
	GRAND TOTAL (ALL LEVEL)														

1.18. College Bank details – Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) Facility For Receiving Payments

A copy of 'Mandate Form' is enclosed. The college to submit the filled in 'Mandate Form' duly singed by Bank.

Section 2.   Review of the Eleventh Five Year Plan.

2.1. (a)   Amount of Non-Plan (Maintenance) Grant received by the College from the State/Central Govt./UGC (during the Eleventh Plan): Rs…………………… lakh

(b) Details of General Development Assistance including Merged Schemes received from UGC during XI Plan:-

Sl. No.	Scheme		Grant Allocated by the UGC (Rs. in lakh)	Grant Received (Rs. in lakh)	Grant utilized up to 31st March, 2012* (Rs. in lakh)	Remarks, if any
(a)	General Development Assistance	UG				
		PG				
		Professional				
(b)	Merged Scheme					
i.	Colleges with relatively higher proportion of SC/ST OBC (non-creamy layer) & Minorities					
ii.	Catch-up grant for young colleges					
iii.	Colleges located in Rural / Remote /Border / Hill / Tribal Areas					
iv.	Colleges in Educationally Backward Districts					
v.	Special grant for Enhancement of Intake Capacity in Colleges					
vi.	Remedial Coaching for SC/ST/ OBC (non-creamy layer) & Minorities					
vii.	Coaching for NET/SET for SC/ST/ OBC (non-creamy layer) & Minorities					
viii.	Coaching Classes forEntry in Services for SC/ST/ OBC (non- creamy layer) & Minorities					
ix.	Equal Opportunity Centre in Colleges					

x.	Establishment of UGC Network Resource Centre				
xi.	Career and Counseling Cell in Colleges				
xii.	Higher Education for Persons with Special Needs (HEPSN)				
	a) Establishment of enabling units				
	b) Special equipments for PwD				
	c) Assistance to visually challenged teachers				
	Total				

*Please enclose the Utilization Certificate.

(c)   Details of other Grants, if any, received from UGC during XI Plan (scheme wise):-

Name of the Scheme(s)	Grant allocated	Grant received	Expenditure incurred upto 31.03.12

(d)   Details of Grants received from sources other than UGC:-

Source of Grant	Amount Allocated	Amount Received	Expenditure made upto 31.03.12

2.2 Resources generated by the College through

(a)   Fees : Rs…………………………lakh

(b)   Other sources : Rs……...lakh

Total: Rs………………………lakh

2.3. Whether the College has settled the accounts for X Plan:……… Yes/No
    If No, Whether any unspent balance is still lying with the college (give details):….

2.4 : Statistical Indicators at a Glance

Item		2006-07 as on 31.3.2007	2011-12 (as on 31.3.2012) during year of XI Plan
Total Students Enrolment	UG		
	PG		
	M.Phil / Ph.D		
Out of Total Women Enrolment	UG		
	PG		
	M.Phil / Ph.D		
Out of Total SC Students	UG		
	PG		
	M.Phil / Ph.D		
Out of Total ST Students	UG		
	PG		
	M.Phil / Ph.D		
Out of Total OBC/BC Students	UG		
	PG		
	M.Phil / Ph.D		
Differently filled Students	UG		
	PG		
	M.Phil / Ph.D		
Teaching Staff Sanction			
Teaching Staff in Position on Regular basis			
Vacant Teaching Position			
Adhoc/Contract-Teacher			
Non-Teaching Staff (Sanctioned)			
Non-Teaching Staff (In position)			
Vacant Non Teaching Position			
Teacher: Student Ratio (in Sanctioned strength)			
Teacher: Student Ratio (in Existing strength)			
Teaching: Non Teaching Ratio			
Number of books in the Library			
Number of Journal Specified			
Number of Students qualified in the final year of the examination	UG		
	PG		
	M.Phil / Ph.D		

Section 3. Development Plans of the College during the XII Plan.

3.1. Building:

Building grant will be available on 100% basis for construction of new buildings, extension of existing buildings and for major repairs/renovation of old buildings like academic block, administrative block, library, staff quarters, hostels, guest house, etc. The fund requirement for building projects will generally be within the 50% limit of total financial outlay of General Development Assistance and Merged Schemes of XII Plan period for the colleges. The Guidelines for the construction of all building projects will be as per XI Plan Guidelines till these are further revised by the Commission.

Sl. No	Name of Scheme	Name of the Building (New/Extension /Renovation)	Fund requirement	Remarks, if any
i.	Gen. Dev. Assistance			
ii.	Rejuvenation of Infrastructure in Old Colleges			
iii.	Colleges located in Educationally backward districts			
iv.	Special Development grant for young Colleges			
v.	Colleges located in rural / remote/border/hill/tribal areas			
vi.	Common room and toilet for women			
vii.	Facilities for differently abled persons (construction of ramps, rails, special toilets etc.)			

Undergraduate Assistance:-

3.2. Items other than Building, for College Development

Sl. No.	Item	Amount required (Rs. in lakh)	Detailed Justification (attach separate sheet, if necessary)
i.	**General Development Grant**		
ii.	Books & Journals		
iii.	Equipment		
iv.	Maintenance of Equipment		

v.	Improvement of facilities in existing premises		
vi.	Examination Reforms		
vii.	Innovative Practices		
viii.	Field Work/Study Tours		
ix.	Extension Activities/Outreach programmes		
	Total:		

Postgraduate Assistance:-

⇒ Whether the college is approved by UGC for PG assistance <u>(Please attach a copy of UGC 2(f) & 12(B) letter for the same)</u>

3.3. Items, other than Building, for Postgraduate Departments.

Information relating to the Department(s) for which development assistance is proposed may be submitted separately (department wise) A separate sheet is to be given for each such department.

(a) Name of the Department & its profile:…………………………..

No. of sanctioned and filled up teaching posts *	Total number of students		No. of papers published in standard academic journals in the last three years		No. of research projects carried out in the last 3 years		No. of journals subscribed in the department	Major achieve-ments during XI plan
	1st Yr	2nd yr	National	Inter-national	Minor projects	Major projects		

* Please attach list with names, date of joining, qualification etc.

(b) Name(s) of the PG courses and year from which started:………….
i……………….
ii………………
iii………………

(c) Whether the PG course(s) for which assistance is sought is/are self-financing:………………Yes/No

(d) Financial Assistance Required:

Sl.No.	Item (other than building)	Amount proposed by the College (Rs. in lakh)	Detail justification (please attach enclosures)
Total			

Section-4. Other Development Schemes applicable to the College (Erstwhile Merged Schemes)

The Schemes mentioned below have been implemented during XI Five Year Plan as Merged Schemes and details about the objectives and ceiling of assistance under the Schemes are available on the UGC website www.ugc.ac.in

The College may prepare its proposals keeping in view the objectives and ceiling of assistance as laid down during the XI Plan. The UGC will make actual allocation based on the fund allocated to the UGC by the Government of India.

Any requirement for Building may be shown under Section 3.1 only.
Grant for items other than building may be indicated below scheme wise:-

Sl. No.	Name of the Scheme	Amount proposed by the College	Details Justification (Please attach
i.	Colleges with relatively higher proportion of SC/ST OBC (non-creamy layer) & Minorities		
ii.	Catch-up grant for young colleges		
iii.	Colleges located in Rural / Remote /Border / Hill / Tribal Areas		
iv.	Colleges in Educationally Backward Districts		
v.	Special grant for Enhancement of Intake Capacity in Colleges		
vi.	Remedial Coaching for SC/ST/ OBC (non-creamy layer) & Minorities		
vii.	Coaching for NET/SET for SC/ST/ OBC (non-creamy layer) & Minorities		
viii.	Coaching Classes forEntry in Services for SC/ST/ OBC (non- creamy layer) & Minorities		
ix.	Equal Opportunity Centre in Colleges		
x.	Establishment of UGC Network Resource Centre		

xi.	Career and Counseling Cell in Colleges		
xii.	Higher Education for Persons with Special Needs (HEPSN)		
	d) Establishment of enabling units		
	e) Special equipments for PwD		
	f) Assistance to visually challenged teachers		
	Total		

Section-5 Consolidated requirements of the College for Development activities

Expenditure incurred for acquiring assets of permanent nature or for enhancing the utility of existing assets shall broadly be classified under Capital Head (35). Thus, the expenditure incurred on Equipment, Books and Journals, Furniture and Fixtures and Building may be booked under Capital Head (35). Subsequent charges on maintenance, repair, upkeep and working expenses which are required to maintain the asset in running order and other expenses incurred for day to day running of the colleges including the establishment and administrative expenses shall be considered under General Head (31). Salary of the employees including the salary of the substitute teachers shall be included under the Salary Head (36). The budget head 36 will be part of the General Head 31. College may keep this broad classification in mind while projecting their XII Plan financial requirements.

(Rs. in lakh)

Total Grant demanded by the College for Buildings (A)	Total Grant demanded by the College for items other than building (B)	Total Grant demanded (A+B)

GRANT UNDER CAPITAL HEAD (Code 35)

(Rs. in lakh)

Sl. No.	Component	Funds required during XII Plan

GRANT UNDER GENERAL HEAD (Code 31)

(Rs. in lakh)

Sl. No.	Component	Funds required during XII Plan

CERTIFICATE
(1) The college is imparting education at UG/PG level and is a Govt. / Govt. aided college getting regular salary grants from State / Central Government.

(2) The following PG department(s) [name of department(s)] is/are also not self- financing   :

    a.

    b.

    c.

The following courses at UG level are self-financed:

    a.

    b.

    c.

The following courses at PG level are self-financed:

    a.

    b.

    c.

(3) Mandatory Form – duly filled in & singed by Bank.

(4) A copy of UGC letter of 2(f) & 12(B) approved for UG/PG Development Grants.

(5) A copy of UGC letter of change of college name or change of university affiliation, if any

Place and Date: Signature of Principal of the College
                                                   (With Seal)

                                                   Signature of Registrar/ Director, College
                                                   Development Council (With Seal)

<u>MANDATE FORM</u>

College Code: _____

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. *DETAIL OF ACCOUNT HOLDER:-*

NAME OF ACCOUNT HOLDER **(Name of the College)**	
COMPLETE CONTACT ADDRESS **(Complete College Address with Pin Code)**	
TELEPHONE NUMBER	STD - Tel
FAX NUMBER	STD - Tel
E-MAIL	

B. *BANK ACCOUNT DETAILS:-*

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS **RTGS** ENABLED? IF YES, THEN WHAT IS THE BRANCH'S **IFCS CODE**	
IS THE BRANCH ALSO **NEFT** ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

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

(_____)

Date: **Signature of Customer**

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

(Bank's Stamp)

(_____)

Date: **Signature of Customer**

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