

**GUIDELINES FOR THE SCHEME OF
DEVELOPMENT ASSISTANCE TO
COLLEGES
FOR THE CONSTRUCTION OF
BUILDINGS
DURING THE ELEVENTH PLAN
(2007-2012)**



**UNIVERSITY GRANTS COMMISSION
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GUIDELINES FOR THE SCHEME OF DEVELOPMENT ASSISTANCE TO COLLEGES FOR THE CONSTRUCTION OF

BUILDINGS FOR THE ELEVENTH PLAN (2007 – 2012)

1. INTRODUCTION:

The quality of education in any institution depends to a large extent on the availability of infrastructure, primarily buildings. With limited resources, the Colleges find it difficult to add new buildings or renovate the existing ones. In order to help the Colleges in the construction/renovation of various types of buildings, the UGC provides grants to the Colleges in every Plan period as a part of the General Development Assistance. The Colleges may seek assistance up to 60% of the total grants allocated under General Development Assistance in a Plan period for the construction of buildings.

2. OBJECTIVE:

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

3. ELIGIBILITY/TARGET GROUP:

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

4. NATURE OF ASSISTANCE AVAILABLE UNDER THIS SCHEME:

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

5. PROCEDURE FOR APPLYING UNDER THE SCHEME

5.1 Building Committee and its Composition: Before applying for assistance for the building project, the College should constitute a Building Committee with the following members:-

- a. The Principal/Teacher- in -Charge of the College.
- b. The Vice-Principal (if appointed).
- c. A representative of the affiliating University.

- d. A representative of the CPWD/PWD/ Zilla Parishad / Corporations, etc. (not below the rank of Assistant Engineer).
 - e. Two representatives from the teachers of the College. In case of staff quarters, a representative of non- teaching staff should also be included.
 - f. A representative from user- teaching department (s).
 - g. A representative each from Administration and Accounts Division.
 - h. The Architect engaged by the College.
- 5.2 The Building Committee will be responsible for finalizing the plans and estimates of the various building projects proposed by the College and also for ensuring the completion of the construction of buildings in accordance with the approved plans and estimates. Besides, it will also be responsible for proper utilization of the funds received from the UGC, the Government and from the College, out of its own resources.
- 5.3 After the Building Committee has resolved to take up the building projects with UGC assistance, the College should submit the following information to the UGC for final approval:

6. DOCUMENTS REQUIRED FOR APPROVAL OF BUILDING PROJECTS.

1. Composition of the Building Committee as per UGC Guidelines.
2. A copy of the Building Committee resolution indicating name of the College, name of the building project, type of building, the area covered in sq meters, cost per square meter, basis of estimates, latest schedule of rates, period for completion of the project, likely date of starting the construction and mode of construction (deposit work with State PWD/CPWD/College/Contractor/Private Construction Agencies). The resolution shall bear the signatures of the members present in the meeting of the Committee and shall be duly verified by the Principal of the College.
3. Rate Conformity Certificate and Abstract of Total Cost duly signed by PWD/CPWD/Qualified Engineer from any Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation) / University (**Annexure -I**).
4. Detailed Estimates duly signed by the Principal and Qualified Engineer / Architect (**Annexure –II**).
5. Building Plan of the proposed building project duly prepared and signed by a Qualified Engineer /Registered Architect and countersigned by the Principal / Teacher – in- Charge of the College. Provision for ramps and toilets on the

ground floor may be made in the buildings to enable the use of the building by the differently - able (physically-handicapped) persons.

6. Building Project Certificates (**Annexure-III**)

7. PROCEDURAL DETAILS

The College 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.

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

Or

- b. The Architect (registered with the Council of Architecture) may prepare the architectural design. For selecting the Architect, applications may be invited through advertisement in one national daily and one local daily. The Building Committee will make the final selection. The rest of the work, viz., structural design, preparation of estimates and execution of the work may be given to the contractor by inviting tenders.

The College may give tender information in one national daily and one daily for initiating the construction project. Generally, the lowest one would be allowed and if the lowest tender is not agreed to, the reasons thereof may be explained by the College.

Or

- c. The execution of the work may be carried out by the College itself provided it has a Civil Engineering Department with competent, authorized persons to supervise the work. While preparing the estimates, the Architect/Engineer should see that these are based on the specifications and schedule of the rates of the CPWD or PWD. Estimates should indicate the relevant item number in the CPWD or PWD schedule on the basis of which the estimates have been prepared and the registered Architect/Engineer who prepared the estimates should certify that they are in accordance with the schedule of rates of the CPWD or PWD concerned.

8. PROCEDURE FOR APPROVAL BY THE UGC:

- 8.1. On the basis of the above documents, the UGC will process the proposal and convey its approval or otherwise, to the institution.
- 8.2. On receipt of the approval from the UGC, the College may invite tenders on item-rate basis. The College will invite tenders, if need be, from interested parties through a Notice published in at least one national daily and one local daily. The information may be sent to the Commission within three months of the award of the work, and it should contain the following:
 1. Value of the estimates for which tenders were invited.
 2. Number of tenders received
 3. Value of the lowest tender
 4. Value of the tender accepted and
 5. Specific reasons if the lowest tender has not been accepted.

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

- 8.3. Tender information is not required in case the construction work is undertaken by the CPWD or the State PWD or equivalent Government agency or Public Sector Undertaking as deposit work or by the College itself, through its Civil Engineering Department.

9. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC:

- (a) 50% of the approved grant will be released while conveying UGC's approval to the Plan and Estimates.
- (b) 40% of the approved grant will be released on receipt of the audited Utilisation Certificate and audited Statement of Expenditure along with progress report of the first installment indicating the stage of construction (**Annexure-IV & V**)
- (c) Remaining 10% of the grant will be released on receipt of the Completion documents. Completion documents will include the following:
 1. Revised estimates reflecting the final cost; if any,
 2. Audited Utilisation Certificate for the total cost; (**Annexure-IV**)

3. Audited Income & Expenditure Statement (**Annexure-IV**)
4. Audited Assets Certificate (**Annexure –VI**)
5. Completion Certificate/Documents signed by the Principal (or Teacher-in-Charge or Vice-Principal) and Qualified Engineer and/or Registered Architect. (**Annexure-VII**)
6. Photographs showing outer & inner view (s)

Rate Conformity Certificate and Abstract of Cost

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

ABSTRACT OF COST

Total plinth area provided in the plans:

Total built – up area provided in the plans:

Cost per sq. meter:

	Amount
Cost of Civil Works	Rs.
(As per current schedule of PWD/CPWD rates)	
Others [including Electrification, Water supply and Sanitation (Internal Services), External Services, Contingency, Architect's fees (Supervision Charges), PWD/CPWD Verification Charges]	Rs.
Total Estimated Cost (A)	Rs.
Furniture (B)	Rs.
Grand Total (A + B)	Rs.

Signature with seal

Principal
Architect

Signature with seal

Qualified Engineer* /Registered

**Name & complete Address

(IN BLOCK LETTERS)

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

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

Detailed Estimates

1. A Certificate to the effect that the estimate of the building project conforms to the norms lay down by the PWD/ CPWD / the local municipal authority/ similar construction agencies recognized by the Government.

2. Provision for Services (internal water supply and sanitary installation, internal electrification and external services), contingency, Architect's fees, Structural Engineer/Consultant fees,PWD/CPWD Verification Charges, may be made as per details given below:

a)	Water supply & Sanitary installation	Rs.
	(@ 7.5% of the civil work cost)	
b)	Electrification @10% (without fans) or 12.5% [(with fans), 15% for Library (with fans)] of the civil work cost	Rs.
c)	External Services (@5% of the civil work cost)	Rs.
d)	PWD / CPWD Verification Charges	Rs.
	(0.5% of civil cost) provided plan & estimates have not been prepared by PWD/CPWD Engineers	Rs.
e)	Contingencies	
	[@3% of the civil work cost (including services)]	Rs.
f)	Architect's fees / Supervision Charges	Rs.
	[@5% of the total estimated cost of the building (including services, contingencies, but excluding cost of furniture)]	
g)	Total estimated cost (A)	Rs.
h)	Furniture (B)	Rs.
	(Actual cost of 1 cot, 1 reading table and a chair per seat, for hostels)	
	GRAND TOTAL (A + B)	Rs.

3. The provision under external services shall include the service connections (water, electricity, and sewer) from the main building to the existing mains and development of the plot area allocated to the building.

Building Project Certificates

Certified that

- (a) The plan and estimates of the building have been approved by the Building Committee and are in conformity with the norms as prescribed by the Commission and the rates are as per CSR of the Region
- (b) The land on which the proposed building is to be constructed is under the undisputed ownership and possession of the College/Trust/Society.(If the land is in the name of the Trust/ Society, an irrevocable resolution , duly registered, that the land on which the building is to be constructed is earmarked for the exclusive use of the College may be furnished.)
- (c) The proposed construction will be executed by either Deposit work with the State PWD /CPWD or College/ Tender.(Strike out whichever is not applicable)
- (d) The expenditure over and above the UGC grant, if any, will be met by College from its own resources and the construction will not be delayed for want of funds
- (e) The structural soundness (of structure) to bear the load of the proposed building, in case, it is going to be constructed/(or extended) upon the ground floor building.
- (f) The College has not availed of any grant for the proposed construction earlier
- (g) The Project would be completed in a time - bound manner in months.

Signature with seal

Principal

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

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

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

Audited Utilization Certificate & Statement Of Income & Expenditure

Certified that the grant of Rs. _____ (Rupees _____) sanctioned to _____ by the University Grants Commission vide their letter no. _____ dated _____ towards _____ has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

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

Signature with seal

Principal

Signature with seal
Auditor

Chartered Accountant/ Govt.

Audited Statement of Income and Expenditure in respect of (Name of the building project) approved by the UGC vide letter no. _____ dated _____

Income	Expenditure
1. Grants from UGC	1) Civil works cost including contingency
2. Grants from State/ Central Government	2) Water supply & Installation
3. Contribution of the College	3) Electrification _____
4. Others, if any	4) External Services _____
	5) Architect's fees _____
	6) Furniture, if any _____
Total _____	Total _____

Dated _____

Signature with seal

Principal

Signature with seal

Chartered Accountant/ Govt. Auditor

Progress Report for the Release of Funds

1. Name of the Scheme:
2. No. and date of the sanction letter of UGC approving the scheme.
3. Total cost approved.
 - a. Share of the UGC
 - b. Share of College/State Government
4. Total tendered cost accepted.
5. Total amount received.
 - a. From UGC and
 - b. From College/State Government against 3 above.
6. Total expenditure actually incurred i.e. Bills paid for work done or supplies received.
 - a. Against UGC share
 - b. Against College/State Government share.
7. Balance, if any, in hand from amount received.
 - a. From UGC share
 - b. From College/State Government share
8. Amount required to be released to meet expenditure likely to be incurred in the next three/six months.
9. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the construction is being carried out in accordance with the Plan accepted by the Commission.
10. Deviation, if any, should be clearly indicated. Impact on the cost of construction should be specified.

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant.

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

Signature with seal

Signature with seal

Qualified Engineer* /Registered Architect**

Principal (College)

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

** (In case of Architect, Registration Number with Council of Architecture may be given with his/her complete address.)N.B. This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount earmarked for specific items likely to be obtained in future.

ASSETS CERTIFICATE

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant given by the University Grants Commission for

_____ are being (mention the purpose) maintained in the prescribed form and are being kept up to date. (mention the purpose) _____

Signature with seal

Signature with seal

Principal

Govt. Auditor / Chartered Accountant

COMPLETION CERTIFICATE

Certified that the _____ (Name of the building) at _____ (Name of the college) has been satisfactorily completed at a cost of Rs. _____ which is fully in accordance with plans accepted by the University Grants Commission and found complete without any change. The site has also been found properly cleared.

Signature with seal

Signature with seal

Principal

Qualified Engineer* / Registered Architect**

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

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

Note: The above certificate should indicate the total completion cost of the building project. This would be subject to adjustment of the funds already received. Reasons for variation in completion cost in relation to estimates/tender accepted may be furnished, to justify the increase / decrease, if any.