

**GUIDELINES FOR THE SPECIAL SCHEME
OF
CONSTRUCTION OF WOMEN'S HOSTEL
FOR COLLEGES
DURING THE ELEVENTH PLAN (2007-2012)**



UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Website : www.ugc.ac.in

UNIVERSITY GRANTS COMMISSION

XI Plan Guidelines for the Special Scheme of Construction of Women's Hostel for Colleges (2007-2012)

1 INTRODUCTION

Increasing mobility of students, to seek the education they desire, raises the demand for hostels. Hostel as a residential unit can foster community living; provide security, especially for women students, who would, then, need not have to live alone, or even in small groups, in strange cities. There is a great dearth of women's hostels, not only in the institutions exclusively serving women but in some of the established, old co-educational institutions of the country, which, in the earlier decades, largely catered to men students when there was little mobility for women to seek education in places other than their own residential locations. Today, women are competing with men and, in many cases, crowding them out in both professional programmes as also in the traditional disciplines. While women, today, constitute one-third of the total enrolment, in fact, their enrolment, is growing at a faster rate in several states of the country. However, there has not been a commensurate growth of hostel facilities for women to pursue higher studies.

With a view to provide hostels and other infrastructural facilities to achieve the goal of enhancing the status of women and harness the potential available for the development of the society at large, as also to bring about gender equity and equal representation of women, the Commission has decided to continue the special scheme for the Construction of Women's Hostels during the Eleventh Plan Period.

The Commission in its meeting held on 11th and 23rd June, 2006 took a decision of substantially raising the ceiling of assistance for Women's Hostel from Rs.25.00 lakh to Rs.1.00 crore for non-metro cities and to Rs.2.00 crore for metro cities in order to facilitate and support women's education in a big way. Those colleges and universities which have already received the grant from Eighth Plan onwards are also eligible to apply for grant again, for extension of hostel, subject to the condition that they will be eligible only for the balance grant payable to them. In other words, the ceiling amount shall be reduced by the amount received earlier.

2 OBJECTIVES

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

3 ELIGIBILITY/ TARGET

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

4 NATURE OF ASSISTANCE

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

Women Enrolment (average of three academic sessions⁺)	Amount (Rs.in lakh) in respect of Non- metropolitan cities	Amount (Rs. in lakh) in respect of Metropolitan cities*
Colleges	Colleges	Colleges
Up to 250	40.00	80.00
251 - 500	60.00	100.00
More than 500	80.00	120.00

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

* Those cities which are declared metropolitan by Govt. of India (Chennai, Mumbai, Delhi & Kolkata)

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

5 PROCEDURE FOR APPLYING FOR THE SCHEME

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

6 PROCEDURE FOR RELEASE OF GRANTS

1. General conditions of building grants prescribed by the UGC will be applicable. Building should be disabled friendly. Barrier free access for persons with disability.
2. The procedure prescribed for grant-in-aid towards construction projects may be followed by the grantee institution (as per Annexure II).
3. In case the college has received financial assistance for the construction of Women's Hostel in the earlier Plans, the grant under the revised scheme shall be released only on completion of the earlier project.
4. No financial assistance will be provided for such construction, which is started without obtaining the prior approval of the Commission for the plan and estimates of the proposed project.

7 PROFORMA FOR APPLYING UNDER THE SCHEME

The prescribed format of application is attached as Annexure - I. The institutions are requested to submit their proposal in the prescribed format along with documents mentioned at Annexure - II.

Annexure-I	Proforma for submission of proposal for the Construction of Women's Hostels.
Annexure-II	List of documents/ information required for submitting proposal for the construction of Women's Hostel
Annexure – III	Progress Report for the release of funds for building project(s)
Annexure – IV	Utilization Certificate
Annexure – V	Completion Certificate
Annexure – VI	Asset Certificate
Annexure – VII	Statement of Income and Expenditure
Annexure – VIII	Utilization Certificate
Annexure – IX	Completion Cost Proforma
Annexure – X	UGC XI Plan guidelines for development assistance for construction of Building

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SUBMISSION OF PROPOSAL FOR THE CONSTRUCTION OF WOMEN'S HOSTEL

1. Name of the College:
- 1(a). Name of the Trust/ Society (for Colleges only):
2. Whether included under Section 2(f) and 12 B or not:
3. Enrolment in various classes:

Year of Enrolment Three academic sessions *	Men					Women					Total student strength
	UG	PG	M.Phil	Others	% of total strength	UG	PG	M.Phil	Others	% of total strength	

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

4. Total number of students provided with hostel accommodation

MEN	_____
WOMEN	_____
5. a) Additional number of students to be accommodated in the proposed hostel:
- b) Whether it is extension of existing hostel or proposal for a new hostel _____

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

c) Whether the Institution has submitted any such proposal for consideration during the earlier Plans a certificate to this effect may please be submitted along with present status of the project _____

6. Need and justification for the proposed hostel _____

(A brief note may be attached)

S.No	Item	Admissible area	Area provided
-------------	-------------	------------------------	----------------------

As per UGC norms in the plans

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

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

- | | |
|----|---|
| 2. | Common Room @ 2 Sq. M. per user for 25% of the hostel strength, subject to maximum of 60 Sq. M. |
| 3. | Dining Room @ 1 Sq. M. per user for 50% of the hostel strength, subject to maximum of 40 Sq. M. |
| 4. | Kitchen & Pantry @ 0.5 Sq. M. per diner subject to maximum of 60 Sq. M. |

5. Toilet blocks
 - i) Water closet @ 1 for 8 women
 - ii) Bathroom @ 1 for 6 women
 - iii) Urinal @1 for 8 women
 - iv) Wash basin @1 for 8 to 10 students
6. Kitchen servants One room of 9.60 Sq. M. with WC and bathrooms.
7. Visitors' rooms One room of 9.60 Sq. M.
8. Sick room One room of 9.60 Sq. M.
9. Reading Room Two reading rooms
(Average minimum area should be @ 2.33 Sq. M. per Reader)
10. Boundary wall around the hostel, if necessary
11. Floor height 3.40 Mt.
12. Total built up area: 2.5 times of the total living area (Circulation space may be @ 25% of the plinth area)
13. Warden _____ One Warden assisted by an Assistant Warden for 100 students or so. Two single rooms in the hostel for single Warden. For married Warden, not more than 115.32 Sq. M.

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

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 Rs.

(Supervision Charges),

PWD/CPWD Verification Charges]

Total Estimated Cost (A) Rs.

Furniture (B)Rs.

Grand Total (A + B) Rs.

Signature (with seal)

Signature (with seal)

Principal

Name & complete address
(IN BLOCK LETTERS) of the
Qualified Engineer* /Registered Architect

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

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

Certified that:

1. The land on which the proposed building is to be constructed is under the undisputed ownership and possession of the university/college. [In case of a college, if the land is under the undisputed ownership and possession 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].
2. The expenditure over and above the UGC share will be:
 - a) borne by the college/university from its own resources.
 - b) provided by the State Government.

(Strike out whichever is not applicable)
3. The structure on which the construction is proposed to be undertaken is structurally sound to bear the load of the proposed construction.
4. The facility/grant asked for is not for fulfilling any condition of affiliation.(This is applicable in case of college only)
5. The enrolment figures given above are as per office record and depict actual strength of students in that particular year.

Signature (with Seal): _____
Principal

Rate Conformity Certificate

This is to certify that the estimates for the proposed construction of _____

_____ at _____ during

(Name of the Building)

(Name of the College)

the Eleventh Plan period is prepared based on the Current Schedule of PWD/CPWD

rates of the region for the year _____.

**Signature (with seal)
Principal**

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

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

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

Note:

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), | |
| | 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 | |
| e) | Contingencies [@3% of the civil work cost (including services)] | Rs. _____ |

- f) Architect's fees / Supervision Charges [@5% of the total estimated cost of the building
(including services, contingencies, but excluding cost of furniture)] Rs. _____
- 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. _____

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.

UNIVERSITY GRANTS COMMISSION

List of information/documents required for submitting various Building projects and the Campus development.

1. Abstract of the estimates
2. Rate Conformity Certificate
3. Two copies of the plan and detailed estimates duly signed by the
4. Engineer/Architect and countersigned by the Registrar /Principal
5. Composition of Building Committee (Committee may be formulated as per Eleventh Plan Building Guidelines)
 - (a) A certificate from the Registrar/Principal to the effect that the plan and estimates of the building has been approved by the Building Committee.
 - (b) A certificate from the Registrar/Principal to the effect that the plan and estimates are in conformity with the norms as suggested by the Commission and the rates are as per CSR of the region.
6. A copy of the Building Committee resolution, duly signed by the Members present, indicating the covered area in sq. meter, cost per sq. meter, basis of the estimates on the rates/schedule of rate, period for the completion of the project and likely date of starting the construction
7. Land-ownership and possession certificate from the Registrar/ Principal.
8. Mode of construction viz. through Contractor, Deposit work with PWD/ CPWD or by the College itself.
9. A certificate from the competent authority (Registrar/Principal) that expenditure over and above UGC grant, if any, will be met by the University/ College from its own resources and the construction will not be delayed for want of funds.
10. A certificate from a Qualified Engineer/ Registered Architect regarding the structural soundness of the existing 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 (not applicable for new construction, starting from ground floor).
11. Soil report from a qualified engineer, for new construction, starting from ground floor.

UNIVERSITY GRANTS COMMISSION

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

1. Name of the Institution:
2. No. and date of the Sanction Letter of UGC approving the scheme:
3. Total cost approved
 - a. Share of the UGC:
 - b. Share of Institution/State/Central Government:
4. Total tender cost accepted:
5. Date of starting the construction work:
6. Total amount received
 - a. from UGC and
 - b. from Institution/State/Central Government
against 3 above
7. Total expenditure actually incurred
 - i.e. bills paid for work done or supplies received
 - a. against UGC share:
 - b. against Institution/State/ Central Government share:
8. Balance, if any, in hand from amount received
 - a. from UGC and
 - b. from Institution/State/Central Government:
against 3 above
9. Amount required to be released to meet expenditure likely to be incurred in the next three/six months:

10. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the plan has been accepted by the Commission.
11. Deviation, if any, should be clearly indicated. Its impact on the cost of construction should be specified.

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant. If, as a result of check or audit objections, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

**Signature (with seal)
Principal**

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

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

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

NB: This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount earmarked for specific items likely to be obtained in future.

UNIVERSITY GRANTS COMMISSION

UTILIZATION CERTIFICATE

It is certified that the total grant of Rs. _____ including institution's share, if any, approved by the University Grants Commission for _____ has been utilized by the institution as per details given in the attached statement in accordance with the terms and conditions laid down by the University Grants Commission in its letter No. _____ dated _____. All the terms and conditions have been fulfilled by the institution and the grant has been utilized for the purpose for which it was approved.

The institution has contributed its matching share of Rs. _____ for completing the above project. (In case assistance from the Commission is available on sharing basis).

It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed off, encumbered or utilized for any other purpose.

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

Signature (with seal) _____
Principal

NB:

1. The Utilization Certificate should be accompanied by audited statement of accounts indicating expenditure on various items.
2. The asset certificate is to be given only for grants approved for books, equipment, buildings and other non-recurring items.

UNIVERSITY GRANTS COMMISSION

COMPLETION CERTIFICATE

It is certified that the construction of _____ approved by the University Grants Commission under its letter No. F _____ dated _____ has been completed on _____ at a cost of Rs. _____ in accordance with the plans approved by the University Grants Commission. The site has been properly cleared.

**Signature (with seal)
Principal**

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

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

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

UNIVERSITY GRANTS COMMISSION

ASSET CERTIFICATE

It is certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grant given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date.

**Signature (with seal)
Principal**

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

UNIVERSITY GRANTS COMMISSION

STATEMENT OF INCOME & EXPENDITURE

Audited statement of Income & Expenditure in respect of

..... approved by the UGC vide letter No..... dated

Income Expenditure

1. Grants from UGC _____	1. Civil works cost including Contingencies _____
2. Grants from State/Central Government _____	2. Water supply and Sanitary Installation _____
3. Contribution of the Institution _____	3. Electrification _____
4. Others, if any _____	4. External Services _____
5. Architect's fee _____	
6. Furniture, if any _____	
Total: -----	Total: -----

**Signature (with seal)
Principal**

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

UNIVERSITY GRANTS COMMISSION

UTILIZATION CERTIFICATE

(To be submitted along with the completion document)

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

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

**Signature (with seal)
Principal**

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

UNIVERSITY GRANTS COMMISSION**COMPLETION COST PROFORMA**

Name of Institution.....

Scheme

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

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

Signature (with seal)
Finance Officer/Chartered Accountant

Signature (with seal)
Qualified Engineer*/Registered Architect

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

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

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 -X - A**).
- 4. Detailed Estimates duly signed by the Principal and Qualified Engineer / Architect (**Annexure – X-B**).
- 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 X-C**)

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-X-D & X-E**)
- (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-X-D**)
 3. Audited Income & Expenditure Statement (**Annexure-X-D**)
 4. Audited Assets Certificate (**Annexure -X-F**)

5. Completion Certificate/Documents signed by the Principal (or Teacher-in-Charge or Vice-Principal) and Qualified Engineer and/or Registered Architect. (**Annexure-X-G**)
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

Signature with seal

Principal

Qualified Engineer* /Registered Architect

**Name & complete Address

(IN BLOCK LETTERS)

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

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

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

Chartered Accountant/ Govt. Auditor

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

Principal

Signature with seal

Govt. Auditor / Chartered Accountant

COMPLETION CERTIFICATE

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

Signature with seal

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.