XII PLAN GUIDELINES FOR DEEN DAYAL UPADHYAY CENTRES FOR KNOWLEDGE ACQUISITION AND UPGRADATION OF SKILLED HUMAN ABILITIES AND LIVELIHOOD (KAUSHAL) IN UNIVERSITIES AND COLLEGES
(DEEN DAYAL UPADHYAY KAUSHAL KENDRAs)
(2014 - 2017)

1.   Introduction

Education plays an important role in the overall development of a human being as well as the nation. It is a unique investment in the present and for the future. Every country develops its own system of education to express and promote its unique socio-cultural identity besides meeting the challenges of time to leverage the existing potential opportunities. India, at present, is recognized as one of the youngest nations of the world with over 50% of population under the age of 30 years. It is estimated that by 2025, India will have 25% of the world's total workforce. In order to harness the full demographic dividend, India needs high quality educational system which is affordable, flexible and relevant to the individuals, as well as to needs of the society as a whole. Today, the country faces a demand – supply mismatch as the economy needs more 'skilled' workforce as also the managers and entrepreneurs than produced annually. In fact, majority of the contemporary institutions of higher learning remain almost disconnected with the requirements of the workplace. The higher education system has to incorporate the requirements of various industries in its curriculum, in an innovative and flexible manner while producing well groomed graduates. UGC introduced two schemes known as – Community Colleges and B.Voc. Degree Programme in universities and colleges during the XII Plan. However, there is a need for taking integrated initiatives towards knowledge acquisition and up-gradation of skilled human competencies in universities and colleges to address the emerging needs of the economy so as to ensure that the graduates have adequate knowledge and skills to get appropriately employed or become entrepreneurs and, thereby, meet the economic and industrial needs at the regional and national level. Government of India, taking note of the requirement for skill development among students developed National Vocational Education Qualification Framework (NVEQF) which was later on assimilated into National Skills Qualifications Framework (NSQF). Various Sector Skill Councils (SSCs) are developing Qualification Packs (QPs), National Occupational Standards (NOSs) and assessment mechanisms in their respective domains, in alignment with the needs of the industry.

In view of this, the UGC implemented the scheme of Community Colleges from 2013-14 in pilot mode on the initiative of the MHRD. However, realizing the importance and the necessity for developing skills among students, and creating work ready manpower on large scale, the Commission decided to implement the scheme of Community Colleges as one of

its independent schemes from the year 2014-15. The Commission also launched another scheme of B.Voc. Degree programme to expand the scope of vocational education and also to provide vertical mobility to the students admitted into Community Colleges for Diploma programmes to a degree programme in the Universities and Colleges. While these two schemes are being implemented, it is also realized that there is a need to give further push to vocational education on a even larger scale. It is therefore proposed to establish as many as 100 'Deen Dayal Upadhyay Centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood (KAUSHAL)' during the XII Plan period. These Centres would take-up the vocational education to new levels and offer courses beyond B.Voc. degree also. These Centres would also embed and follow the guiding principles of NSQF, QPs, and NOSs for their programmes and would not focus on skilling alone but also develop entrepreneurship traits. The Centres may endeavour to maintain a pyramidical structure of student enrolment with respect to Diploma, Advanced Diploma, B.Voc. and further studies.

2.   Objectives of the Scheme
The main objectives of these centers are to:

a) create skilled manpower for industry requirements at various levels. The scheme provides for vertical mobility from short term certificate courses to full-fledged post graduate degree programme, and further research in specialized areas. The courses would be planned/ designed to have provision of multiple entry and exit at various levels culminating up-to a research degree level. These shall also include courses which are offered under the Community College Scheme and B.Voc. degree programme of UGC.

b) Formulate courses at postgraduate level keeping in mind the need of i) Industry in specialized areas; ii) Instructional design, curriculum design and contents in the areas of Skills Development; iii) Pedagogy, assessment for skills development education and training; iv) trained faculty in the areas of skill development; and v) Entrepreneurship; *etc.*

c) work for coordination between the higher education system and industry to become a Centre of Excellence for skill development in specialized areas.

d) network with other such centers and universities and colleges imparting vocational education under the scheme of Community Colleges and B.Voc degree programme in their region and coordinate with them for targeted development of skill oriented education.

e) undertake R&D in the areas related to skill education & development, entrepreneurship, employability, labour market trends *etc.* at the post-graduate and research level.

f) act as finishing school by providing supplementary modular training programmes so that a learner, irrespective of his/her training background, is made job ready with necessary work skills (soft, communication, ICT skills *etc*) and fill the gaps in the domain skills measured against QPs/NOSs.

g) provide for Recognition of Prior Learning (RPL) framework for job roles at NSQF Level 4 onwards by conducting assessment and certification with respective Sector Skill Councils (SSCs) / Directorate General of Employmentand Training (DGET).

h) Maintain 'Labour Market Information' for respective regions in coordination with other government agencies and industry associations.

i) develop and aggregate curriculum, content and learning materials for skills development in different sectors.

3.. Basic Principles for Curriculum Design

While formulating the curriculum under the scheme, the Centers may:

a) follow credit based semester system;

b) provide for provision for credit transfer across courses;

c) ensure alignment of skill component with the QPs/NOSs of the relevant job roles based on the exit profiles of the students. The focus of skill development components should be to equip students with appropriate knowledge, practice and attitude, so as to make them work ready. The skill development components should be relevant to the industries as per their requirements;

d) provide credits for practical work, apprenticeship, on the job training, and project work;

e) provide multiple exit and entry points with provision for vertical and horizontal mobility;

f) assess and certify the skill competence for the selected job roles through the respective SSCs / DGET;

g) provide credits for general education component and skill component broadly in the ratio of 40 : 60. The general education will also include credits in communication skills, ICT skills, soft skills, critical thinking, problem solving, environmental studies and value education.

h) review the courses periodically in accordance with the changing requirements of the industry and regional / national economic priorities.

i) follow UGC guidelines for skill development courses at different levels specified under Community Colleges, B.Voc. degree programme and as may be prescribed from time to time.

4. Target Group

All universities and colleges recognized u/s 2(f) and 12(B) of the UGC Act 1956 and eligible to receive general development assistance from the UGC and which have either accredited by the NAAC / NBA or have applied for accreditation will be considered for UGC assistance under the Scheme. Self financing institutions accredited by the NAAC / NBA may also be considered for approval under the scheme without any financial

assistance from UGC. They will abide by the guidelines of UGC as amended from time to time. Applications may be submitted under following three Categories:

- Category – I: UGC approved Community Colleges and/or B.Voc. degree conducting institutions with UGC assistance.
- Category – II: Other universities and colleges recognized u/s 2(f) and 12(B) of the UGC Act 1956 and eligible to receive General Development Assistance from UGC.
- Category – III: Self financing institutions accredited by the NAAC / NBA but not eligible to receive General Development Assistance from UGC.

5.   Procedure for Approval by the UGC

The proposals will be invited in a prescribed proforma from the interested universities/colleges by issuing a public notice on the UGC website. The proposals will be submitted within specified time, enclosing therewith a detailed DPR, proposed Action Plan and itemized budget estimates. The proposals will be placed before an Expert Committee for evaluation and selection. If required, UGC may constitute a Screening Committee to shortlist the proposals. The UGC may also decide to arrange an interface of the institutions with the Expert Committee. Based on the merit of the proposal / interface, the Expert Committee will recommend courses to the Centers.

6. Parameters for Evaluation of the Proposals:

Institutions aspiring to receive financial support under the scheme should have demonstrated competence and sustained commitment in the area of acquisition of knowledge and skill development. Institutions should have adequate space, buildings, etc. for establishment of centre. However, preference will be given to the institutions - (a) Universities and Autonomous Colleges; (b) institutions already running B.Voc. and Community Colleges successfully; (c) NAAC Grade and CGPA; (d) institutions having linkages with industry for collaboration in skill development, employment, *etc;* and (e) existence of industry and employment opportunities.

7.   Nature of Assistance

The financial assistance will be provided by UGC within an overall ceiling of Rs. 5.0 crore during XII plan period under different heads as given below:

7.1   **Start-up assistance**: A one-time start-up assistance of up toRs. 2.00 crore for developing infrastructure, procuring equipment and renovation of building. This shall not cover any new construction. Space for housing the Centre will be provided by the Institution.

7.2   **Staff**: One Professor, two Associate Professors, four Assistant Professors, one Technical Assistant and one Multi Tasking Staff (MTS)will be considered for any institution under the scheme. The staff under the scheme will be appointed on contract basis for the XII plan period *i.e.* up to 31 March, 2017. The Professor will also act as **Director** of the Centre. The appointment of the faculty shall be made as

per UGC norms. The staff shall be appointed in the relevant specialization(s)in view of the courses / trades being offered by the Centre. However, in view of the varied nature of specializations to be offered, the persons may be appointed from the related fields also. The salary to the staff will be reimbursed on actual basis.

7.2.1 The Director shall be assisted by two Associate Professors and four Assistant Professors to be appointed on contractual basis by the university/college as per UGC norms for the duration of the scheme.

7.2.2 MTS shall be engaged on contractual basis as per the university/college norms for the duration of the scheme.

7.2.3 Need based visiting faculty / guest faculty may be invited from industry / other institutions.

7.3 **Operative Cost**: A grant of Rs. 1.0 crore will be provided to meet the operational expenditure under the scheme during the XII plan *i.e.* up to 31 March, 2017. The amount will be spent on transportation, field visits, preparation of materials, organizing seminars/workshops/training programmes, web creation, honorarium for engagement of guest / visiting faculty/resource persons, hiring services, contractual lab staff, meetings and contingency. The allocation of the amounts under various heads mentioned above will be approved on yearly basis by the Advisory Committee.

8. Committees for the Scheme:

i) Expert Committee

An Expert Committee will be constituted by Chairman, UGC to examine the proposals received from various universities/colleges. Universities/colleges may be asked to make a presentation on their proposal before the Expert Committee or the Committee may decide it on merit and submit its report for consideration of the Commission.

(*ii*) Advisory Committee

The composition of the Advisory Committee is given below. However, a minimum of 05 members will form the quorum:

(i)	Vice-Chancellor / Principal	Chairperson
(ii)	Two Experts (nominated by the Chairman, UGC)	Members
(iii)	Two academicians in the relevant fields (nominated by the VC/Principal)	Members
(iv)	One nominee of State Higher Education Council	Member
(v)	Representative(s) of industries relevant to the Specializations*	Member(s)
(vi)	One UGC Nominee	Member
(vii)	Director of the KAUSHAL	Member-Secretary

  * Industry representatives will be nominated by the zonal / state/ regional heads of CII / FICCI.

9.   Procedure for release of grant

100% of the start-up grant, other than the grant for renovation of building(s), 50% of the grant allocated for renovation of building and 50% of grant allocated for operational expenditure will be released as the first installment by the UGC to the institution selected under the Scheme. The second installment of grant will be released after receiving UC against the first installment of grant as per UGC norms. Second installment of grant for renovation of building to the sum of 40% of allocation under the head will be released after receipt of UC against the first installment of grant. The remaining 10% of grant for renovation of building will be released after receipt of UC and the statement of expenditure against total allocation under this head.

10. Existing B.Voc. and Community College Schemes Operating in Approved KAUSHALs.

In case the institution approved for KAUSHAL is already offering B.Voc. and / or Community College scheme under UGC guidelines, the following shall apply:

10.1   **Staff:** The combined staff under the KAUSHAL and B.Voc. and/or Community College scheme shall not exceed, what is approved under the KAUSHAL scheme at any point of time.

10.2   **Funding:** Funds already approved for the institution under the B.Voc. and/or Community College scheme shall continue to be provided for expenses upto 31stMarch 2015. Thereafter, the expenditure under the scheme will be met out of the allocation made under KAUSHAL.

11.   Establishment of UGC National Resource Centre for KAUSHAL: (NRCK)

11.1   Given the scale and associated social, economic and political impact of such a program, it needs to be supported by a national level resource centre. NRCK shall be a facilitative mechanism to support KAUSHALs and ensure success of this initiative. The primary areas of contribution of NRCK shall be as follows:

   i)   **Leadership Training:** Building leadership capacity in KAUSHALs through creation and delivery of Leadership Training Programs for Directors and faculty members, including orientation in various related areas.

   ii)   **Faculty Training:** Building faculty capacity on use and delivery of learning and training content that leverages technology and alignment of pedagogy, systems and processes with industry and academia needs.

   iii)   **Leveraging Technology for Quality and Scale:** Enabling widespread adoption and leveraging technology such as the massive online training platforms that maintain quality and relevance and are integrated with classroom and workshop training.

iv) **Program and Curriculum Design:** Designing and developing model industry-linked curriculum and content, aligned with the QPs / NOSs for various job roles, which could be adapted by KAUSHALs.

v) **Research Support:** Indentifying potential thrust areas for research which could be conducted through KAUSHALs.

vi) **Industry Connect**: Building industry-connects with large national level employers and industry associations to support KAUSHALs.

vii) **Foreign Collaboration**: Building international collaborative networks with similar academic higher education institutions involved in skill development and industries for mutual benefit.

viii) **Information Support**: Tracking, maintaining and dissemination of data, statistics and information in areas like manpower demand-supply equation, future trends, industry requirements *etc*. It will also look at skilling people to meet the global employment needs. In addition, an online database regarding various facets of KAUSHAL, tracking learners in KAUSHAL and CC/B.Voc. institutions during the study and thereafter.

ix) **Scale and Sustain**: Developing strategies for scaling and sustaining KAUSHALs.

x) **Monitoring and Evaluation** of the KAUSHALs.

xi) **Policy Inputs:** Providing policy inputs to the Government/UGC.

11.2 **Funding:** NRCK would have a funding of Rs. 25 crores for the XII plan period.

11.3 **Staffing:** NRCK shall be headed by a Director, a Curriculum and Content Development officers, Training Officer, Statistical Officer, Industry Collaboration officer, Program Managers and associated staff. All the staff shall be on contractual basis for the duration of the project. The preference shall be given to experts in respective areas from Industry and Academia.

Detailed structure, governance and establishment modalities of the NRCK will be worked out separately.

12. Procedure for Monitoring and Assessment:

12.1 Detailed Annual Progress Reports in the prescribed proforma about the KAUSHAL should be submitted to the UGC every year and also uploaded on the university/college website.

12.2 Since the present scheme is applicable up to end of March 2017, universities/colleges approved under scheme will make a study of its outcomes and impact on skill development and employability and submit to UGC after plan period.

12.3 The Advisory Committee of KAUSHAL will meet as often as required but at least once in three months to monitor the activities and progress made by the Center.

13. Withdrawal of the KAUSHAL Centre

13.1 The UGC may withdraw the assistance to the Centre if the information and data supplied by the university/college to claim assistance under the scheme is found to be incorrect or the Centre does not fulfill the objectives for which it is established. In such a case, the university/college shall have to refund the entire amount released to it under the scheme with penal interest.

13.2 The assistance to the Centre will be withdrawn in case of misappropriation and misuse of funds. In such a case, the university/college will not only have to refund the entire amount released to it under the Scheme with penal interest but also face other appropriate action(s) which may be taken by the UGC.

13.3 The Commission may also withdraw the support from any KAUSHAL anytime without assigning any reason.

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UNIVERSITY GRANTS COMMISSION

XII PLAN GUIDELINES FOR DEEN DAYAL UPADHYAY CENTRES FOR KNOWLEDGE ACQUISITION AND UPGRADATION OF SKILLED HUMAN ABILITIES AND LIVELIHOOD (KAUSHAL) IN UNIVERSITIES AND COLLEGES
(XII Plan: 2012 - 2017)

Application Category : I / II / III
(As under para 04 of the guidelines)

1. **Details of the University / College:** *Please ensure that the details entered below match exactly with the details registered with UGC.*

1.	**Name of the University / College:** (As given in list u/s 12(B) of UGC Act)	
2.	**Full Postal Address:**	
3.	**Name of the Affiliating University**	
4.	**Whether covered under Section 2(f) and 12(B) of the UGC Act, 1956**	Yes / No
5.	**Whether Autonomous**	Yes / No
6.	**Whether recognized as College with Potential for Excellence / University with Potential for Excellence**	
7.	**NAAC / NBA Accreditation details. (Date, Grade, CGPA, validity)**	
8.	**Whether the institution is aided and receiving General Development Assistance from UGC or self financing?**	
9.	**Name, designation and contact details** (Telephone/fax/mobile/email) of Head of the Institution.	
10.	**Website URL of the College / University**	
11.	**Any other relevant information (*Maximum 100 words*) College / University may like to provide**	

2. Details of the Proposed Programmes

| S. No. | Name of Trade or Sector | Name of the Programme(s) (Cert., Diploma, Adv Diploma, Degree) | Duration | | No. of credits | Job Roles and Levels proposed (*) | Partner Industry | Proposed intake of students (Annually) |
			No. of Hours	No. of Semesters				
1.				1.				
				2.				
				3.				
				4.				
				5.				
				6.				
2.								
3.								

(*) A separate sheet may be attached for further details.
*The details of **all the proposed courses** should be incorporated in the same proposal, as above, and separate proposals for each course must not be submitted.*

3. **Basis for choosing the course specialisation(s):** The choice of specialisation should be based on:
   a) Skills Gap requirements, to ensure that the program fulfils the skills requirement of industry;
   b) University / College has expertise in the specialisation; and
   c) University / College have one or more committed industry partner(s) for design, delivery, internship and placement.

   Provide detailed basis for the choice of each of the specialisation(s) for process and approval.

3.1. Skill Gaps Identified:

	Trade(s)	Skill Gaps Identified *(Quantitative, Qualitative, Source,…)*
1.		
2.		
3.		

3.2. Existing expertise / core competence of the University / College in the proposed trade(s):

	Specialisation	Existing expertise *(Which can be leveraged by the institution)*
1.		
2.		
3.		

4. Curriculum Design

4.1.1. Has the Curriculum for each programme been developed in consultation with the:
- a) Sector Skill Council?   YES / NO
- b) Industry partner?   YES / NO

4.1.2. Please provide details of Industry / Sector Skills Council (SSC) Representatives (Name / Designation/ Address) involved in design and preparation of curriculum for each of the proposed programme (s):

S.No.	Name of the Programme	Details of the Industry & SSC Representative(s)		
		Name	**Name of Organisation and Address**	**Contact Details (Mobile, email, Website)**
1.				
2.				
3.				

4.1.3. Alignment with National Occupational Standard of the Sector Skills Council and National Skill Qualification Framework:

S.No.	Name of the Sector / Programme	Semester	Job role(s) Covered	NSQF Level	Remarks
1.		1			
		2			
		3			
		4			
		5			
		6			
2.		1			
		2			
		3			
		4			
		5			
		6			

Add more rows, if needed.

4.1.4. Whether the curriculum has been vetted by respective Sector Skill Council(s):

Yes / No

5. Proposed subjects / papers in each of the semester of proposed programmes to be offered in Centre separately for the General Education and Skill component.

	Semester-1	Credits
1.		
2.		
3.		
	Semester-2	
	Semester-3	
	Semester - 4	
	Semester - 5	
	Semester - 6	

Add as much number of sheets as required for all the programmes

6. **Details of Existing Faculty/Departments:**

S.N.	Faculty / Departments	Sanctioned Faculty Strength	Existing Faculty Members	Total number of students

7. **Existing Industry Linkages:**

Name of Industry / Industry Associations	Nature of Existing Collaboration

8. **Proposed Industry Partners / NSDC Training Partners for Skills Training for Proposed Programmes:**

Name of Industry Partner	Nature of work, Specialization and Size of Operations
Name and Details of NSDC Skills Training Partner (if any):	

9. **B.Voc / Community College: If the Institution is approved under UGC B.Voc. and/or Community Colleges** (for Category – I only).

Programs	Key Achievements (Enrolment, Industry Collaboration, Placements etc…)
B.Voc. *(indicate UGC reference and grants approved)*	
Community College	

10. Availability of Faculty

S.No.	Name of the Programme	Number of Faculty				Name of the Industry Partner providing guest faculty
		Required	Available with Host Institution	Guest Faculty to be hired	Guest faculty to be provided by Industry Partner	
1.						
2.						
3.						

11. Training needs of Faculty

S.No.	Name of the Programme(s)	Details of Training required and duration	Training Provider(s) (NSDC / Industry)
1.			
2.			
3.			

12. Details of infrastructure available with university/ college for KAUSHAL.

Particulars	Details
Administrative / faculty Office	
Classrooms	
Labs / Workshops	

13. Please provide plan for meeting the requirements of physical infrastructure for programmes to be offered:

S.No.	Name of the Programme	Availability of physical infrastructure		
		Infrastructure	Available in the Host College/ University	To be provided by Industry Partner# / NSDC Training Partner$
1.		Classroom		
		Laboratory		
		Workshop		
		Library		
		ICT Facility		
		Others		
2.		Classroom		
		Laboratory		
		Workshop		
		Library		
		ICT Facility		
		Others		

Indicate # for infrastructure provided by Industry partner and $ for infrastructure used from NSDC Training Partner
Add additional number of sheets as required for all the programmes

14. Placement plan:

14.1. Please provide details of plans, for enabling placement of students of the Centre in partner industries:

S. No.	Name of the Programme	Details of proposed placement of learners	
		Industry Partner name(s)	Expected placement Numbers by the partner industry at the end of the programme
1.			
2.			
3.			

14.2. How would the Centre set up an effective mechanism for placement of students?

15. Roadmap for implementation of the Scheme:

16. Budget Requirements for XII plan period:

S.N.	PARTICULARS	AMOUNT REQUIRED*
1.	**Start-up Assistance**	
2.	**Staff**	
3.	**Operative Cost**	

***Specify the number required and grants needed up to XII plan period (31 March 2017)**

17. Year-wise Key Milestones / Plans:

S.N.	Key Plans / Milestones	Person Responsible	Expected Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

18. Any other Information which the University / College may like to provide.

_____
Signature with Seal of the Head of the Host Institution
Name :
Date:

CERTIFICATE

This is to certify that the information provided in this proposal and its enclosures is true and correct to the best of our knowledge and belief. I understand the consequences of any untrue or incorrect information provided in this proposal and its enclosures.

Vice-Chancellor/Principal
(Signature with seal)

Place:

Date:

Mandate Form

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS) facility for receiving payments.

A. Details of Accounts Holders:-

1.	Name of Account Holder	
2.	Complete Contact Address	
3.	Telephone Number/Fax/E-mail	

B. Bank Account Details:-

1.	Bank Name	
2.	Branch Name with Complete Address, Telephone No. and E-mail	
3.	Whether the Branch is computerized?	
4.	Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
5.	Is the Branch also NEFT enabled?	
6.	Type of Bank Account (SB/Current /Cash Credit)	
7.	Complete Bank Account No. (Latest)	
8.	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 use 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 Bank Manager

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.

NOTE:- *Refund of Security Deposit/ Hire Charges Due to operation of E-payment w.e.f. 01/04/2012 the Mandate form may please be submitted, duly verified by the bank, to this office for claiming Refund of Security Deposit/Hire Charges along with a photocopy of blank Cheque.*

UNIVERSITY GRANTS COMMISSION, NEW DELHI

<u>UTILIZATION CERTIFICATE</u>

It is certified that the total grant of Rs._____ (Rupees ....)
sanctioned by the UGC vide letter No. F._____ dated_____
has been utilized by the university / college in accordance with the terms and conditions
laid down by the UGC vide its letter No_____ dated_____ and that all the
terms and conditions have been fulfilled by the university and the grant has been utilized
for the purpose for which it was sanctioned.

It is further certified that the inventories of permanent and semi-permanent assets
created/acquired wholly or mainly out of the grants given by the UGC as indicated in the
enclosed statement 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.

If as a result of check or audit objection, some irregularity is noticed at a later stage, the
university/college will refund the objected amount.

_____   _____
Signature of Registrar/Principal with Seal   Signature of Auditor with Seal

Note: The Utilization Certificate should be accompanied by audited statement of account
indicating expenditure on various items.

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SUBMISSION OF STATEMENT OF EXPENDITURE INCURRED BY THE CENTRE

1.   Name of the University/College:

2.   Name of the Centre :

3.   No. & Date of UGC's approval
No.<u>F.</u>_____ Dated _____

    3.   Period to which the accounts related : w.e.f. _____ to_____

_____ _____ _____

5.   Details of actual expenditure incurred :

Head	Grants approved	Grants released	Actual Expenditure	Unspent balance	Remarks
	(i)	(ii)		(iii)	(iv)

Signature

Head of Institution/Registrar/Govt. Auditor/CA

UNIVERSITY GRANTS COMMISSION, NEW DELHI

ANNUAL PROGRESS REPORT
(to be submitted annually to the UGC by each Centre)

1. Name and Address of the University/College:

2. Name of the Director of the Centre with mobile and email ID:

3. Period of the Progress Report:

4. Activities Taken up During the Year:

5. Utilization of Grants during the Year:

6. Specific Outcomes:

7. Impact on the targeted community:

8. Difficulties encountered in implementation (if any) and suggestions for improvement:

CERTIFICATE

This is to certify that the data/ information presented in this Annual Progress Report are true and correct to the best of my knowledge and belief and the required documents will be provided to the UGC, as and when the same are called for.

_____
Signature with Seal of Head of the Institution

Place:
Date: