

Annexure 3.1.6: Details of UGC – SAP scheme

Name of the Scheme	Name of the funding agency	Documents attached
1. UGC Project on Globalization, Democracy and Justice	UGC (University Grants Commission)	Yes
2. UGC CAS-SAP: Democracy, Norm and Institution (CAS-I to CAS-II)	UGC (University Grants Commission)	Yes



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110002.**

No.F.6-5/2010(SAP-III)

Dated: **June, 2010**

The Under Secretary
FD-III Section
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi- 110 002.

1 JUN 2010

Subject:- UGC Assistance to the Department of **Political Science** at the level of **CAS-I** under Special Assistance Programme - Release of grant-in-aid to the **Delhi University** during the financial year **2010-2011** under Plan.

Sir,

I am directed to convey the sanction of the University Grants Commission to the payment of **Rs.13,40,000/- (Rupees Thirteen lakh forty thousand only)** to the Registrar, **Delhi University, Delhi-110 007** for implementation of SAP under the plan expenditure to be incurred during the year 2010-2011 as per the details given below :-

S. No.	Item	Amount approved (Rs. in lakh)	Amount being released now (Rs. in lakh)
	Recurring		
8.	Contingency/Working expenses @Rs.1.00 lakh p.a.	5.00	1.00
9.	Travels/Field facilities/Field trips for faculty members only(all within India only) @Rs.1.00 lakh p.a.	5.00	1.00 ✓
10.	Visiting fellow @ Rs.2.00 lakh p.a.	10.00	2.00
11.	Seminars (for organization) on thrust area, @ Rs.3.00 lakh (for three seminar) & @Rs.5.00 lakh (for two international Seminar)	19.00	3.00
12.	Hiring the services of technical/Industrial/Secretarial assistance as relevant to the programme (for programme duration only) @ Rs.1.00 lakh p.a.	5.00	1.00
13.	Advisory Committee meetings (TA/DA for UGC nominees in the Committee) @ Rs.0.40 lakh p.a.	2.00	0.40
14.	Books and journals @Rs. 5.00 lakh p.a.	25.00	5.00
	Total	71.00	13.40

2. The sanctioned amount is debitable to the **Major Head 3(iv) b** and is valid for payment during the **financial year 2010-2011** only.
3. The amount of the grant shall be drawn by the **Under Secretary (Drawing and Disbursing Officer)**, University Grants Commission on the Grants-in-aid bill and shall be disbursed to and credited to the Registrar, **Delhi University** by/him/her through Cheque/Demand Draft/Mail Transfer for the Department of **Political Science**.
4. The Grant is subject to Adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University / College / Institute.
5. The University/College/Institute shall maintain proper accounts of the expenditure out the Grants which shall be utilized only on approved items of expenditure.
6. The Utilization Certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year.
7. The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purposes other than those for which the Grant was given, without proper sanction of the University Grants Commission and should, at any time the college ceased to function, such assets shall revert to the University Grants Commission.
8. A Register of Assets acquired wholly or substantially out of the Grants shall be maintained by the University /College/Institute in the prescribed form.
9. The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned /paid. **In case of non-utilization/part utilization, the simple interest @ 10% per annum is payable, as amended from time to time on unutilized amount from the date of drawl to the date of refund** as per provisions contained in General Financial Rules of Govt. of India will be charged.
10. The interest earned by the University/College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of Expenditure to be furnished by grantee institution.
11. The University/College /Institute shall follow strictly all the instructions issued by the Govt. of India from time to time with regard to reservation of posts for Scheduled Castes/ Scheduled Tribes/OBC/PH etc.
12. The University/College shall fully implement to the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963 and Official Languages (Use for Official Purposes of the Union) Rules, 1978 etc.

13. This sanction is issued in exercise of powers delegated vide Commission Office Order No. 25/92 dated May 01, 1992.
14. The funds to the extent are available under the Scheme.
15. The University/Institution/College is strictly following the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009.
16. An amount of Rs. --- out of the grant of Rs. ----- sanctioned vide letter No.-- ----- dated -----has been utilized by the University/College for the purpose for which it was sanctioned and noted in U.C. Register ____ at page No.----- S.No.{**This is the first installment of recurring grant**}

Yours faithfully,

(M.K. Rewari)
Under Secretary

Copy forwarded for information and necessary action to:

1. **The Registrar, Delhi University, Delhi-110 007.** He/She is requested to abide by these instructions/guidelines of sanction order.
2. The Secretary to State Govt. of **Delhi**, Department of Education, **Delhi**.
3. The Director General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi.
4. The Finance Officer, **Delhi University, Delhi-110 007**
- ✓ 5. The Programme Coordinator, SAP, (CAS-I), Deptt. of **Political Science, Delhi University, Delhi-110 007**
6. Guard File

(M.K. Rewari)
Under Secretary



UNIVERSITY GRANTS COMMISSION
BAHAUDUR SHAHI ZAFAR MARG
NEW DELHI - 110 002

Not 6-5/2010(SAP-III)

June, 2010

To:
The Registrar,
Delhi University,
Delhi-110 007

13.06.2010

Subject: University Grants Commission Assistance to selected departments under Special Assistance Programme (SAP) - Review of the Programme in the Department of Political Science, Delhi University. In continuation from DSA-III to DSA-I for a period of 5 years (1.4.2010 to 31.3.2015).

No.

1. The UGC Special Assistance Programme (SAP) is intended through a constant effort to raise the quality of teaching research in different disciplines in Humanities, Social Science, Engineering & Technology science, computer and carefully selected on the basis of their world wide achievements and viable potential for future development. The essence and primary aim of the scheme is combination of teaching and research to encourage group research efforts in pursuit of excellence.
2. The Department of Political Science was commencing the phase-III of the programme at the onset of DSA-III approved for a duration of five years.
3. As per guidelines, the Commission constituted an Expert Committee to review the progress made by the above department which has completed its approved term of participation under the Special Assistance Programme (SAP). The Expert Committee Report and the departmental DSA report.
4. The Review Committee, after a very careful and critical in depth examination of the academic achievements made by the department during the term as well as discussing various aspects of implementation of the programme with the departmental representatives has submitted their recommendations to the Commission.
5. Period of 01.01.2010 to 31.03.2010 will be treated as gap period and no financial assistance will be availed for this period.

6. The UGC has approved the Department for upgradation from DSA-III to CAS-I programme for a further period of Five years.
7. On the basis of the recommendations of the Review Committee, I am directed to convey the approval of the University Grants Commission to the continuation of the programme at the level of CAS-I for a duration of Five Years with the following thrust areas for research and teaching.

Thrust Areas/Identified:

Globalization, Democracy and Justice with further focus on : Enclosing the Commons, Dividing Societies.

As recommended by the Review Committee, the Co-ordinator of the programme for the present phase of the programme will be as indicated below:

Prof. Achin Vannik, Co-ordinator, Dr. N. Sukumar, as Deputy Coordinator for CAS-I programme under SAU

The Co-ordination may continue till the end of the present duration of the programme or till holder's superannuation.

8. The financial assistance approved for implementing the present phase at the level of CAS-I for a duration of Five years (01.04.2010 to 31.03.2015) is given below:

Non Recurring	Rs. 17,00,000/-
Recurring	Rs. 71,00,000/-
Total (NR + R) for 5 years	Rs. 88,00,000/-

Details of the item-wise grant approved above is given in the Annexure-I

It may be noted that if the university is unable to implement the approved scheme within six months from the date of issue of this letter, the approval shall be treated as withdrawn.

8. The Commission will also provide additional grant (Subject to availability of funds) for the following purposes:-

i) Maintenance, re-commissioning, upgradation, accessories spare etc. for equipments purchased under the programme @ 5% of total equipment cost per annum from the date of expiry of warranty period till the end of the term. Thereafter, it has to be met by the University/Institute.

ii) Expenditure incurred on any amount received from the sanctioning authority by the university for any other purpose other than the items approved for implementing the programme will not be accepted by the Commission.

9. To avoid overloading in SAP supported departments regarding recruitment of teachers and intake of students, the Commission has decided that the appointment on the faculty position in the department directly assisted under Special Assistance Programme of the University Grants Commission be made even among the applications who have obtained the first merit rank qualification (M.A./M.Sc./M.Phil/Ph.D) from the university other than the one in which the appointment is being made. It has also been decided that the preference be given to the students from other states on a first come first served basis, the prescribed number of seats for admission in Graduate and Post Graduate courses in the department under Special Assistance Programme (SAP).
10. The Additional financial inputs for Graduate Studies, Attachment of students, Internship and Collaborations may be extended by the Commission on receipt of specific proposal from the University/Department and subject to availability of funds under the programme.
11. As stipulated in the revised guidelines of SAP Programme all sanction under Special Assistance Programme (SAP) shall be subject to the condition that such departments under this programme would have to be given autonomy by the university/institution for academic, financial and administrative matters relating to the Special Assistance Programme (SAP).
12. It is desired that the departments having SAP sanction immediately introduce the examination reform measures and the Centre for SAP and COSIST would be linked with the implementation of the minor programme of examination reforms in these departments.
13. It may also be ensured that the project facilities created under the Special Assistance Programme (SAP/COSIST) may be allowed to be used by the other faculty members in the department or other members of the university and from other universities/institutions.
14. The University is creating a separate fund account for the grants released under Special Assistance Programme. All investment made by the university/department by investment of funds sanctioned and given by the UGC under Special Assistance Programme will be treated as additional grant and may be spent on it after prior approval of the UGC.
15. Other general terms and conditions of the programme under the SAP guidelines of the UGC will apply.

12. The University/Institute must follow the norms for appointment of Programme Co-ordinator and Ds. Co-ordinator (or Joint Co-ordinator or Co-Co-ordinator) and then constitute an Advisory Committee as per the guidelines of the Commission and follow the terms of reference of the Advisory Committee to ensure effective implementation and monitoring of the Programme. The constitution of the Advisory Committee is compulsory for all departments which are being supported under SAP. The UGC members in the Committee will be as indicated below. The department may contact the UGC members for their acceptance and intimation to the Commission.

- (i) Prof. Prakash Sahasrghi, Pro. Vice Chancellor, University of Hyderabad, Hyderabad-500 046
- (ii) Prof. Sanjay Chaturvedi, International Relations, Department of Political Science, Panjab University, Chandigarh

The active participation of UGC members in each meeting of the Advisory Committee is essential. The composition and terms & reference of the Advisory Committee are available in the UGC website www.ugc.ac.in

13. For optimum effectiveness and usefulness of the programme the Commission will send an expert committee to organise group monitoring/ review after two years of support given to the department for mid-term evaluation of the progress of work done by the department. The department will send accordingly a consolidated progress report in the prescribed form.
14. The university/institute/departments are requested to take immediate steps to submit the following information/documents for necessary action:
 - (i) Acceptance of the terms and conditions of the grants duly signed by the Registrar of the University/Institute.
 - (ii) Name of the competent University Officer with full address in favour of the Demand Draft is to be sent by the UGC.
 - (iii) Bank and Account number with address.
 - (iv) Detailed statement of year wise actual expenditure incurred against the grants allocated sanctioned during the first phase may be submitted in the PROFORMA in the Annexure -A, of SAP Guidelines duly audited and certified by the Competent authority, in order to finalise the account with the UGC.
 - (v) Statement of Department Co-ordinator and Ds. Co-ordinator indicating (a) present declaration (b) specialised areas of research and (c) data on existing norms.

- vi) List of members of the Advisory Committee constituted by the university/institute as per guidelines.
 - vii) Year wise academic programme / curriculum proposed to be made after by the department during the period of 5 years to implement the programme.
 - viii) An undertaking from the University/Institute to take over the recurring liabilities of the items relating out approval under the programme other than research fellows i.e. JRF/senior research period of 5 years of the programme.
 - ix) Action taken on the academic recommendations made by the Review/Visiting Committee may be indicated in the course.
 - x) The annual report of the work done during the year (as per exact details of the programme) should be submitted by the Programme Coordinator highlighting the academic achievements in research and teaching and indicating separately the progress in provision of equipment, cost action, or funding (only action, attainment and completion, if and could under the programme) and the list of papers presented in refereed journal during the year positively reported by the end of every year.
 - xi) The steps taken by the university/institute to implement the decision of the University as indicated in Para 10 and xii above.
19. The university/institute shall take all possible measures to ensure effective implementation of policies of Government of India relating to SC/ST students and teachers in regard to the UGC programme. In case of non-compliance with the policies of the Central Government in respect of Central Universities and of the State Government in respect of State Universities it shall be implemented.
20. The first instalment of admissible recurring grant is being sanctioned separately. **Non-Recurring grant would be released after receipt of audited accounts for the whole five years programme/termination of the previous phase accounts.** In the meantime, the University may submit the information requested in para 18 (i), ii, iii, iv, v & vi by return of post. The programme will be effective from 01.04.2010 to 31.03.2015.
21. No request for amendment in the effective date will be considered.
22. It may be noted that if orders for purchase of the equipment are not placed within six months from the date of receipt of the grant by the university, the grant is liable to be paid as withdrawal.
23. The second and subsequent instalment of grant for any approved items will be considered and sanctioned only on receipt of the Utilization Certificate from earlier

16. The university/institute may follow the norms for appointment of Programme Co-ordinator and Dy. Co-ordinator and Joint Co-ordinator or Co-ordinator and also constitute an Advisory Committee as per the guidelines of the Commission and follow the terms of reference of the Advisory Committee to ensure effective implementation and monitoring of the Programme. The constitution of the Advisory Committee is compulsory for all departments which are being supported under SAT. The UGC nominees in the Committee will be as indicated below. The department may seek the UGC nominees for their acceptance and intimate to the Commission.

- (i) Prof. Prakash Sahasgi, Pro. Vice-Chancellor, University of Hyderabad, Hyderabad-500 046
- (ii) Prof. Sanjay Chaturvedi, International Relations, Department of Political Science, Panjab University, Chandigarh

The active participation of UGC nominees in each meeting of the Advisory Committee is essential. The composition and terms & reference of the Advisory Committee are available in the UGC website www.ugc.ac.in.

17. For optimising the effective and usefulness of the programme the Commission will send an expert committee to organise group monitoring/ review over two years of support given to the department for mid-term evaluation of the progress of work done by the department. The department will send accordingly a consolidated progress report of the specified term.
18. The university/institute/department is requested to take immediate steps to submit the following information/documents for necessary action:
 - (i) Acceptance of the terms and conditions of the grants duly signed by the Registrar of the University/institute
 - (ii) Name of the competent University Officer with full address in favour of the Demand Draft is to be sent by the UGC
 - (iii) Bank and account number with address.
 - (iv) Detailed statement of year-wise actual expenditure incurred against the grants allotted, sanctioned during the last phase may be submitted in the PROFORMA in the Annexure-VI of SAP Guidelines duly audited and accepted by the Competent authority, in order to finalise the accounts of the activities.
 - (v) Name of the Department Co-ordinator and Dy. Co-ordinator including the present designation (If specified), research or research and UGC Grant or programme details.

1. institutions in the prescribed form duly signed by the Registrar/Finance Officer as the case may be.
2. The University/Institution shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the University/Institution has complied with the anti-ragging measures.

Yours faithfully,

(P. PRAKASH)
ADDITIONAL T. SECRETARY

Note: Please see the Guidelines on the UGC's Website www.ugc.edu.

Copy to:

1. ✓ Prof. Achin Vanaik, Co-ordinator
DSA Programme,
Department of Political Science
Delhi University, Delhi-110 007
2. The Vice-Chancellor
Delhi University, Delhi-110 007
3. The Secretary to the State Government of Delhi
Department of Education, Delhi
4. Guard File
5. F.No.4-42001(SAP-III)

(M.K. BLAVARU)
UNDER SECRETARY

UNIVERSITY GRANTS COMMISSION

FINANCIAL ASSISTANCE APPROVED FOR IMPLEMENTATION OF THE SPECIAL ASSISTANCE PROGRAMME (SAP) IN THE DEPARTMENT OF Political Science, Delhi University AT THE LEVEL OF CAS PHASE-I FOR A PERIOD OF FIVE YEARS FROM 01.04.2010 to 31.03.2015.

S. No.	Item	Amount approved (in lakh)
	<u>Non-recurring</u>	
	Donation of Computers, P.C. Machine, Scanner, Xerox Machine, Laser Printer	15.00
	Reprographics facilities	2.00
	<u>N.R. Total</u>	<u>17.00</u>
	<u>Recurring</u>	
1.	Contingency/Working Expenses @Rs 1.00 lakh p.a.	5.00
2.	Travels/Ticket Use/Trip/Out trips for faculty members only (Domestic only) @Rs. 1.00 lakh p.a.	5.00
3.	Visiting fellow @ Rs. 2.00 lakh p.a.	10.00
4.	Scholarships for research in the field of Political Science @ Rs. 3.00 lakh for three scholars & @ Rs. 5.00 lakh for two international scholars	19.00
5.	Hiring the services of technical/Industrial Secretarial assistance as relevant to the programme for programme duration @ Rs. 20 lakh p.a.	5.00
6.	Advisory Committee meetings (TA/DA for 100 nominees for 100 meetings) @ Rs. 6.00 lakh p.a.	2.00
7.	Books and journals @ Rs. 5.00 lakh p.a.	25.00
	<u>Total</u>	<u>71.00</u>
	<u>Grant Total (NR+R)</u>	<u>88.00</u>

Total NR+R (Rs.17,00,000/- + Rs.71,00,000/-) = Rs.88,00,000/-

(Sd/-)
(ALK. REWARI)
UNDER SECRETARY

Annexure - I

UNIVERSITY GRANT COMMISSION

FINANCIAL ASSISTANCE APPROVED FOR IMPLEMENTATION OF THE
SPECIAL ASSISTANCE PROGRAMME- 15.1 IN THE DEPARTMENT OF
Political Science, Delhi University AT THE LEVEL OF CAS PHASE-I FOR A
PERIOD OF FIVE YEARS FROM 01.04.2011 TO 31.03.2015.

Sl. No.	Item	Amount approved (in lakh)
I	<u>Non-recurring</u>	15.00
	Equipment (Computers, Fax Machine, Scanner, Netex, Air Condition & Laser Printer)	5.00
	Reprographic facilities	10.00
	<u>N.R. Total</u>	15.00
II	<u>Recurring</u>	5.00
	Contingency/working expenses @ Rs. 100/- lakh p.a.	5.00
	Travel, hotel facilities, trips for members only of various India only @ Rs. 100/- lakh p.a.	10.00
3	Visiting fellow @ Rs. 100/- lakh p.a.	10.00
4	Seminars, conferences on thrust area @ Rs. 100/- lakh p.a. for two international seminar	20.00
5	Hiring the services of technical assistance relevant to the management program duration of one Rs. 100/- lakh p.a.	10.00
6	Advisory Committee meetings (A/C) @ Rs. 100/- lakh p.a. (A/C members & the committee) @ Rs. 100/- lakh p.a.	10.00
	Books and journals @ Rs. 100/- lakh p.a.	10.00
	<u>Total</u>	71.00
	<u>Grant Total (NR + R)</u>	86.00

Total NR+R (Rs.17,00,000/- + Rs.71,00,000/-) = Rs.88,00,000/-


M.L. KISHORE
UNDER SECRETARY



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

No. F.6-13/CAS-II/2016 (SAP-III)

February, 2016

To
The Registrar,
University of Delhi,
Delhi – 110 007

11/6 FEB 2016

Sub.: University Grants Commission Assistance to the selected department under Special Assistance Programme (SAP) - Review of the Programme in the Department of **Political Science**, University of Delhi, Delhi – 110 007 for up gradation /continuation from CAS-I to CAS-II for a period of 5 years (01-04-2016 to 31-03-2021).

Sir,

1. The UGC Special Assistance Programme (SAP) is intended through constant effort to raise the quality of teaching/ research in different disciplines in Bio-Sciences, Sciences, Engineering & Technology, Humanities, Social Science departments and carefully selected on the basis of their work, academic achievements and viable potential for further development. The essence and primary aim of the scheme is combination of teaching and research to encourage group research efforts in pursuit of excellence.
2. The Department of **Political Science** was implementing CAS-I of the programme approved for a duration of five years for **01.04.2010 to 31.03.2015**.
3. As per guidelines, the Commission constituted an Expert Committee to review the progress made by the above department which has completed its approved term of participation under the Special Assistance Programme (SAP). The Expert Committee Reviewed the department on **19th May, 2015** in the office of UGC New Delhi.
4. The Review Committee, after a very careful and critical in-depth examination of the academic achievements made by the department during the term as well as discussing various aspects of implementation of the programme with the departmental representatives has submitted their recommendations to the Commission.
5. The UGC has approved the Department of **Political Science**, from CAS-I to CAS-II programme for a further period of **five years from 01-04-2016 to 31-03-2021**. Period from 01-04-2015 to 31-03-2016 may be treated as gap year.
6. On the basis of the recommendations of the Review Committee, I am directed to convey approval of the University Grants Commission to the continuation/Up-gradation of the programme at the level of **CAS-II** for a duration of **5 years** with the following thrust area(s) for research and teaching.

Thrust Area Identified

- **Democracy, Norms and Institutions.**

As recommended by the Review Committee, the Coordinator & the Deputy Coordinator of the Programme for the present phase of the Programme will be as indicated below:

Name of Coordinator: - Prof. Ujjwal Kumar Singh.

Name of Deputy Coordinator:- Prof. Sunil Kumar Choudhary.

The Coordinator may continue till the end of the present duration of the programme or till his/h superannuation.

7. The financial assistance approved for implementing the present phase at the level of CAS-II for duration of 5 years (01/04/2016 to 31/03/2021) is given below :-

S. No.	<u>Non-Recurring (Items)</u>	Rs. (In Lakh)
1.	Equipment (Computers including software & accessories)	35.00
	TOTAL	35.00
S.No.	<u>Recurring</u>	
1.	Contingency/Working expenses @ Rs.2,40,000/- p.a.	12.00
2.	Travel/Field facilities/Field trips for Faculty members only:(all within India Only) @Rs.3,00,000/- p.a.	15.00
3.	Visiting Fellows @Rs.3,00,000/- p.a.	15.00
4.	Seminars (for organization) on thrust area @ Rs.8,00,000/- p.a.	40.00
5.	Hiring the services of Technical/Industrial/Secretarial assistance as relevant to the programme (for programme duration only) @Rs.2,00,000/- p.a.	10.00
6.	Advisory Committee meetings (TA/DA for UGC nominee in the committee) @Rs.60,000/- p.a.	3.00
7.	Books and Journals @ Rs.6,00,000/- p.a.	30.00
	Total	125.00

...3...

(Rs. In lakh)

Non – Recurring	Rs. 35.00
Recurring	Rs. 125.00

Total (NR + R) for 5 years = Rs. 160.00

(Rupees One crore sixty lakh only)

8. The University is to maintain a separate savings bank account for the grants released under Special Assistance Programme. All interest earned by the university/department by investment funds sanctioned and by the UGC under Special Assistance Programme will be treated as additional grant. The University/ Department will have to submit the Utilization Certificate of interest earned interest (after prior approval of Advisory Committee), at the time of submitting the annual accounts for the programme
9. The University/ Department may follow the SAP Guidelines posted on the UGC website.
10. The University/Institute may follow the norms for appointment of Programme Coordinator or Deputy Coordinator (no Joint Coordinator or Coordinator) and also constitute an Advisory Committee as per the guidelines of the Commission which can be downloaded from UGC website www.ugc.ac.in and follow the terms of reference of the Advisory Committee to ensure effective implementation and monitoring of the Programme. The constitution of the Advisory Committee is compulsory for all departments which are being supported under SAP. The UGC nominees in the Committee will be as indicated below. The departments may contact the UGC nominees for their acceptance and intimate the Commission.

- 1) Prof. R.S. Yadav, Kurukshetra University, Kurukshetra, Haryana – 136 119, Mobile : 9896088655, E-mail : rsyadavpolsc@yahoo.co.in.
- 2) Prof. Md. Badral Alam, Department of Political Science, Jamia Millia Islamia, New Delhi 110 025, Mob : 9313397023, E-mail : mbalam@jmi.ac.in.

The active participation of the UGC nominees in each meeting of the Advisory Committee is essential. The composition and terms & reference of the Advisory Committee will be as given on the UGC website www.ugc.ac.in.

11. The University/Institute/Department is requested to take immediate steps to submit the following information/documents for necessary action:
 - i) Acceptance of the terms and conditions of the grants duly signed by the Registrar of the University/Institute.
 - ii) Name of the competent University Officer with full address and other bank details (mandate form) the prescribed enclosed proforma so that the fund can be transferred electronically.
 - iii) Detailed statement of year-wise actual expenditure incurred against the grants allocated. The statement sanctioned during the last phase may be submitted in the PROFORMA in the Annexure-V, as per SAP Guidelines duly audited and certified by the Competent authority, in order to finalize the accounts of the earlier phase.

....4....

- iv) Name of the Department Coordinator and Dy. Coordinator indicating (i) present designation (ii) Specialized areas(s) of research and (iii) date of superannuation.
 - v) List of members of the Advisory Committee constituted by the University/Institute as per guidelines.
 - vi) Year-wise academic programme and action proposed to be undertaken by the department during the period of **5 years** to implement the programme.
 - vii) The annual report of the work done during the year (as per effective date of the programme) should be submitted by the Programme Co-coordinator highlighting the achievements in research and teaching and indicating separately the progress in procuring of equipment / construction of Building (only addition, alteration and renovation, if sanctioned under the programme) and the list of papers published in the referred journal during the year positively reported by the end of every year.
 - viii) A Certificate from the Registrar of the university that the department is not self-financing and is eligible to receive the UGC financial assistance..
12. The University/Institute shall take all possible measures to ensure effective implementation of policies of Government of India relating to SC/ST students and teachers in regard to the programme. In case of non-teaching staff, the policies of the Central Government in respect of Central Universities and of the State Government in respect of State Universities shall be implemented.
13. The first installment of admissible grant will be released separately. In the meantime, the University may submit the requisite information requested vide **para 11 (i to viii)** by return post.
14. No request for any change in the effective date will be considered.
15. The orders for purchase of equipment may be placed within six months from the date of receipt of the grant by the university.
16. The second and subsequent installment of grant for any approved items will be considered as sanctioned only on receipt of the year wise & item-wise Utilization Certificate alongwith annual progress report for the earlier installment in the prescribed form duly signed by the Registrar/Finance Officer as the case may be.
17. **The Non Recurring Grant approved will be released only after settlement of the previous accounts of SAP programme. (In case of ongoing programme).**
18. The University/Institution shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the University/institution has complied with the anti-ragging measures by stating that:

....5....

"The University/ Institution/College is strictly following the UGC Regulations on curbing menace of Ragging in Higher Educational Institutions, 2009".

Yours faithfully

(Dr. Renu Batra)
Joint Secretary

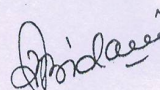
NOTE:- Please see SAP guidelines on UGC website www.ugc.ac.in.

Copy forwarded for information and necessary action to:-

✓ Prof. Ujjwal Kumar Singh,
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(Smita Bidani)
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