

SUPPORTING
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S. Roha

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

No. F.6-12/2013 (SAP-III)

To

The Registrar,
Delhi University,
Delhi-110 007

December, 2013

19 DEC 2013



Sub.: University Grants Commission Assistance to the selected department under Special Assistance Programme (SAP)- Review of the Programme in the Department of Social Work, Delhi University, Delhi - 110 007, for upgradation /continuation from DSA-Phase-III to CAS- Phase-I for a period of 5 years (1-4-2013 to 31-3-2018).

Sir,

1-4-14-15/15-16/16-17

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 Social Work was implementing Phase -III of the programme at the level of DSA approved for 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 Reviewed the department on 20.2.2013 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 terms 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 Social Work from DSA-III to CAS-I programme for a further period of Five years from. - ?
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-I for a duration of 5 years with the following thrust area(s) for research and teaching.

CAS-I for duration of 5 years (01/04/2013 to 31/03/2018) is given below.

| S. No. | Items | Amount approved RS. (IN LAKH) |
|--------|---|----------------------------------|
| | Non Recurring | |
| I | Equipment | 10.00 |
| II | Building (up-gradation) | 10.00 |
| III | Reprographic facilities | 02.00 |
| | Total | 22.00 |
| | Recurring | |
| 1. | Contingency /working expenses @ Rs.3,00,000/-p.a | 15.00 |
| 2. | Travels/field facilities/Field trips for faculty members only (all within India only)@Rs.1,00,000 /-p.a. | 05.00 |
| 3. | Visiting Fellows @Rs.1,00,000 /-p.a | 05.00 |
| 4. | Seminar (for organization) on thrust Area @ Rs.2,00,000 /- p.a, 3 years. | 06.00 |
| 5. | Hiring the services of Technical /industrial/secretarial assistance as relevant to the programme (for programme duration only) @ Rs.3,00,000 /-p.a. | 15.00 |
| 6. | Advisory Committee meeting (TA/DA for UGC Nominees in the committee @ Rs.1,00,000 /- p.a. | 05.00 |
| 7. | Books & Journals @ Rs.2,00,000/-p.a. | 10.00 |
| | Total | 61.00 |

Non-Recurring

Rs. 22,00,000/-

Recurring

Rs. 61,00,000/-

Total (NR+R) for 5 years

Rs. 83,00,000/-

(Rupees Eighty three lakh only)

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 department may contact the UGC nominees for their acceptance and intimate the Commission.

- 1) Prof. R.R. Singh, Dept. of Social Policy, Retd, University of Delhi, Delhi
- 2) Prof. H. Y. Siddqui, Dept. of Social Development, Maulana Azad National Urdu University, Hyderabad

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 in the UGC website www.ugc.ac.in.

12. 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 in 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, sanctioned during the last phase may be submitted in the PROFORMA of SAP Guidelines duly audited and certified by the Competent authority, in order to finalize the accounts of the earlier phase.
 - iv) Name of the Department Co-ordinator and Dy. Co-ordinator 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-ordinator highlighting the academic 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 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 finance and eligible to receive the UGC financial assistance.

13. 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-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.
14. The first installment of admissible grant will be released separately. In the meantime, the University may submit the information requested for at Para 12 (I to viii) by return of post.
15. No request for any change in the effective date will be considered.
16. It may be noted that if orders for purchase of equipment are not placed within six months from the date of receipt of the grant by the university, the approval shall be treated as withdrawn.
17. The second and subsequent installment of grant for any approved items will be Considered and sanctioned only on receipt of the Utilization Certificate for the earlier installment in the prescribed form duly signed by the Registrar/Finance Officer and Coordinator of the Programme.
18. The Non Recurring Grant approved will be released only after settlement of the previous accounts of SAP programme. (in case of on going Programmes).
19. 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.

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

Yours faithfully,

(Dr. Nidhi Sharma)
Deputy Secretary

NOTE: - For details, please see SAP guidelines on UGC website ugc.ac.in.

Copy forwarded along with the copies of Annexure-I for information and necessary action to:-

Prof. Sanju Bhatt
Co-ordinator (CAS Programme),
Department of Social Work,
Delhi University,
Delhi-110 007

Copy for information to:

1. The Vice Chancellor, Delhi University, Delhi-110 007.
2. The Head, Department of Social Work, Delhi University, Delhi-110 007
3. The Secretary to the State Government of Delhi, Department of Education, Delhi
4. Guard File.
5. Old file no. 4-11/2003(SAP-III)

Suresh
(Dr. Nikhil Kumar)
Education Officer

03036351, 03030701, 03037701, 03034116,
03035733, 03030317, 03036735, 03039437

UGC Website: www.ugc.ac.in



FD Diary No. 6918

Dated: 12.11.2014

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

November, 2014

25 NOV 2014

No.F.6-12/2013 (SAP-III)

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

Sub: UGC Assistance to the department of **Social Work** at the level of **CAS-I** under
Special Assistance Programme: Release of grant-in-aid to the **Registrar,**
University of Delhi, Delhi-110 007 for the year **2013-2014** under (Plan /
Non-Plan) ***

Sir,

I am directed to convey the sanction of the University Grants Commission for
payment of grant of **Rs.13,00,000/- (Rupees Thirteen Lakh only)** to the **Registrar,**
University of Delhi, Delhi-110 007 for the plan expenditure to be incurred during
the year **2014-15**.

| S. N o. | Name of the item | Allocation | Head of Account | Grant now being sanctioned as first installment | Total grants |
|---------------|---|-------------|--------------------------|---|-----------------|
| 1. | Contingency@Rs.3,00,000/- p.a. | 15,00,000/- | 3(A)2202.03.102.10.01.31 | 3,00,000/- | 3,00,000/- |
| 2. | Travel @ Rs.1,00,000/- p.a. | 5,00,000/- | 3(B)2202.03.789.03.01.31 | 1,00,000/- | 1,00,000/- |
| 3. | Visiting Fellow @Rs.1,00,000/- p.a. | 5,00,000/- | 3(C)2202.03.796.03.01.31 | 1,00,000/- | 1,00,000/- |
| 4. | Seminar@Rs.2,00,000/-p.a. (3 seminars only) | 6,00,000/- | | 2,00,000/- | 2,00,000/- |
| 5. | Hiring Services@Rs.3,00,000/- p.a. | 15,00,000/- | | 3,00,000/- | 3,00,000/- |
| 6. | Advisory Committee Meeting@Rs.1,00,000/-p.a. | 5,00,000/- | | 1,00,000/- | 1,00,000/- |
| 7. | Book & Journals@Rs.2,00,000/- p.a. | 10,00,000/- | | 2,00,000/- | 2,00,000/- |
| 8. | Total | 61,00,000/- | | 13,00,000/- | 13,00,000/- |

2. The sanctioned amount is debitable to the major Head as detailed below
and is valid for payment during the financial year 2014-15 only.

| | | |
|--------------|--------------------------|--------------------|
| Gen 76% | 3(A)2202.03.102.10.01.31 | 9,88,000/- |
| SC 16% | 3(B)2202.03.789.03.01.31 | 2,08,000/- |
| ST 8% | 3(C)2202.03.796.03.01.31 | 1,04,000/- |
| Total | | 13,00,000/- |


3. The amount of the Grant shall be drawn by the under Secretary (Drawing and Disbursing Officer) University Grants Commission on the grant-in-aid bill and shall be disbursed to and credited to the **Registrar, University of Delhi, Delhi-110 007** through Electronic mode as per the following details:

| Payment Details: | |
|---|--|
| (a) Details (Name & Address) of Account Holder: | The Registrar, University of Delhi, Delhi – 110 007 |
| (b) Account No: | 10851298923 |
| (c) Name & address of Bank branch: | State Bank of India, Utility Centre, Delhi University, Delhi – 110 007 |
| (d) IFSC Code: | SBIN0001067 |
| (e) MICR Code of Branch: | 110002030 |
| (f) Type of Account: | Saving A/c |

4. The grant is subject to the adjustment on the basis of utilization certificate in the prescribed Proforma submitted by the University / Institution.
5. The University/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized, only on approved items of expenditure.
6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions / guidelines there under from time to time.
7. 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.
8. 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 University ceased to function, such assets shall revert to the University Grants Commission.
9. A Register of Assets acquired wholly or substantially out of the Grants shall be maintained by the University in the prescribed proforma.

10. The Grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/ paid. In case of non-utilization / part utilization, the simple interest @ 10% per annum, as amended from time to time, on unutilized amount from the date of drawal to the date of refund, as per provisions contained in the General Financial Rules of Govt. of India, will be charged.
11. The University /Institution shall follow strictly the Government of India / UGS's guidelines regarding implementation of the reservation policy (both vertical) (for SC, ST & OBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts.
12. The University / Institution shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (Use for Official Purposes of the Union) Rules, 1976 etc.
13. The Sanction issues in exercise of the delegation of powers vide UGC order No. 69/2014 [F. No. 10-11/12 (Admn. IA& B)] dated 26/03/2014.
14. **"The University/ Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009".**
15. The University/ Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
16. The accounts of the University/ Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
17. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
18. Future grant will be released on receipt of Statement of Expenditure/Utilization Certificate (Item-wise).

- 1 The Registrar, University of Delhi, Delhi-110 007.
- 2 The Finance Officer, University of Delhi, Delhi-110 007.
- 3 The Secretary to State Govt. of Delhi, Department of Education, Delhi.
- 4 Office of the Director General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi.
- 5 ✓ The Programme Coordinator, **SAP**, (CAS-I), Department of **Social Work**, University of Delhi, Delhi-110 007.
- 6 Guard File.


(Janak Chugh)
Section Officer