

# **GUIDELINES FOR CONSTRUCTION OF WOMEN'S HOSTEL IN UNIVERSITIES**

**DURING XII PLAN PERIOD (2012-17)**



**UNIVERSITY GRANTS COMMISSION**

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## UNIVERSITY GRANTS COMMISSION

### **XII Plan Guidelines for the Scheme of Construction of Women's Hostel in Universities (2012-17)**

#### **1 INTRODUCTION**

1.1 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 cannot live alone, or even in small groups, in unfamiliar cities. There is a great dearth of women hostels not only in the institutions exclusively serving women, but also 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 total enrolment, their enrolment is growing at a faster rate in several states of the country. However, there has not been a proportionate growth of women's hostel facilities for pursuing higher studies.

1.2 With a view to providing hostels and other infrastructure facilities to achieve the goal of enhancing the status of women and harnessing 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 scheme for the Construction of Women's Hostel during the XII Plan Period. During XI Plan Period the scheme for the construction of women's hostel was a part of Merged Schemes. Now during the XII Plan Period construction of women's hostel will be implemented in all Universities and continued as a separate scheme.**

#### **2 OBJECTIVES**

2.1 To support all the eligible Universities for Construction of Women's Hostels for providing a residential place for women students/researchers.

#### **3. ELIGIBILITY/ TARGET**

3.1 State Universities which come within the purview of the UGC, and are fit to receive central assistance under Section 12(B) of the UGC Act, will be eligible to receive financial assistance under this scheme. All Central Universities under the purview of UGC are eligible to get the financial assistance under this scheme. Besides this all Institutions Deemed to be Universities receiving plan assistance from UGC are eligible to receive financial assistance under this scheme. However, **Universities which have received financial assistance for the construction of women's hostel in the earlier plan period will be eligible to get the grant during this plan period only on completion of the earlier project.**

#### 4. NATURE OF ASSISTANCE

4.1 UGC will provide assistance under this scheme on 100% basis subject to the ceiling given below and as per the Women enrollment for the last 3 years. The Universities have to submit the women's enrolment in the prescribed format.

(Amount Rs. in lakh)

Women Enrollment	Non-Metro	Metro/ Special category States*
Upto500	100.00 200.00	
More than 500	120.00	240.00

\* **Special Category States includes North East States (including Sikkim), Jammu & Kashmir, Uttarakhand and Himachal Pradesh.**

#### 5. GENERAL CONDITIONS

5.1 Expenditure over and above the UGC allocation will have to be met by the University from its own resources, for which clear indication and assurance should be given by the University concern. The UGC will not provide any escalation cost over and above the allocation. Building should have barrier free access for persons with disability and should have appropriate features for the benefit of such students.

#### 6. PROCEDURE FOR APPLYING UNDER THE SCHEME

6.1 The University should submit the proposal in the prescribed proforma at **Annexure-I** along with the following:-

- (a) Resolution of the Building Committee
- (b) Approval of the Finance Committee
- (c) Rate Confirmity Certificate (**As per Annexure-II**)

**6.2 Proposal for construction of women's hostel has to be approved at the University level first and then may be sent to UGC for approval. The University may place the proposal before the Finance Committee for its approval after obtaining the approval from the Building Committee. The Building Committee should be constituted as per UGC guidelines on General Development Assistance.**

## **7 PROCEDURE FOR GETTING THE GRANT UNDER THE SCHEME**

**7.1** The first installment, equal to 40% of the grant allocated, will be released only after the request of the University received alongwith the women's enrolment and the Building Committee's resolution intimating the approval of plan and estimate and its approval by the Finance Committee.

**7.2** The second instalment, equal to 40% of grant allocated will be released only when 70% of the first installment is utilized and progress report of the expenditure submitted in the prescribed proforma of Progress Report (**Annexure-III**)

**7.3** Remaining 20% will be released on receipt of the Completion Documents which include the following:

- (i) Audited Utilization Certificate (**Annexure-IV**)
- (ii) Audited Statement of Income & Expenditure (**Annexure-V**)
- (iii) Assets Certificate (**Annexure-VI**)
- (iv) Completion Certificate (**Annexure-VII**)
- (v) Completion Cost Proforma (**Annexure-VIII**)

## **8 MONITORING and EVALUATION**

**8.1** Every year the University must send to the UGC the Utilization Certificate, the Expenditure Statement and the Progress Report in Physical performance .



**RATE CONFIRMITY CERTIFICATE**

This is to certify that the estimates for the proposed Building Project for construction of Women Hostel during XII Plan period is based on current schedule of PWD/CPWD Rates of Region for the year \_\_\_\_\_

**PWD/CPWD Engineer/University Engineer  
(Seal)**

**Certifiedthat:**

1. The plan and estimates of the building has been approved by the Building committee and are in conformity with the norms as suggested by the Commission and the rates are as per CSR of the Region.
2. The landon which the proposed building is to be constructed is under the undisputed ownership and possession of the University.
3. The proposed construction will be executed by the Construction Division of the University/Contractbasis/Deposit work by the PWD/CPWD.(Strike out which ever is not applicable)
4. The expenditure over and above UGC grant,if any will be met by the University from its owener sources or by the State Govt. and the construction will not be delayed for want of funds (copy of assurance, if any, received from the State Govt. to be enclosed).
5. The structurals ownness of structure to bear the load of the proposed building, incase, it is going to be constructed upon the ground floor building now or in future.
6. The University has not availed any grant for the proposed construction earlier.
7. The project would be completed in a time bound manner **(Pleaseindicatetheduration)**.
8. The Composition and Resolution of the Building Committee duly signed by all the members with designation (be enclosed).

Signature:  
Engineer  
(Seal) \_\_\_\_\_

Signature .....

Designation: Registrar

Date .....

Seal of the University.....

Signature .....

Designation : Finance Officer

Date .....

Seal of the University.....

## UNIVERSITY GRANTS COMMISSION

**PROGRESS REPORT FOR THE RELEASE OF FUNDS FOR BUILDING  
PROJECT(s)**

University \_\_\_\_\_

1. Name of the Building
2. No. and date of the Sanction Letter of UGC approving the Scheme
3. Total cost approved
4. Total tendered cost accepted
5. Date of starting the construction work
6. Total amount received
7. Total expenditure actually incurred i.e. Bills paid for work done or supplies received
8. Balance, if any, in hand from amount received.
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 it is as per the plan 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 utilised 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.

**Engineer/Architect**

Signature .....

Designation: Registrar

Date .....

Seal of the University.....

Signature .....

Designation : Finance Officer

Date .....

Seal of the 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.

**Form of Utilisation Certificate  
(XII Plan Scheme for construction of Women Hostel)**

Sl. No.	Letter No. and Date	Amount
	<b>Total</b>	

Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under this Ministry/Department Letter No. given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to Government (*vide No. \_\_\_\_\_, dated \_\_\_\_\_*)/will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned  
Kinds of checks exercised

- 1.
- 2.
- 3.

Signature .....

Designation : Registrar

Date .....

Seal of the University.....

Signature .....

Designation : Finance Officer

Date .....

Seal of the University.....

Signature.....

Designation: Govt. Auditor/CA  
(whichever is applicable)

Date.....

Seal.....

**UNIVERSITY GRANTS COMMISSION**  
**STATEMENT OF INCOME AND EXPENDITURE**

Audited statement of Income and Expenditure in respect of  
 .....approved by the UGC vide letter No.....  
 dated.....

Sl.No.	Income	Sl.No.	Expenditure
1	Grants from UGC	1	Civil works cost including contingencies
2	Grants from State Government	2	Water supply and sanitary installation
3	Interest earned by the University	3	Electrification
4	Others, if any	4	External Services
		5	Architects fee
		6	Furniture, if any
	Total		Total

Signature .....

Designation: Registrar

Date .....

Seal of the University.....

Signature .....

Designation: Finance Officer

Date .....

Seal of the University.....

Signature.....

Designation: Govt. Auditor/CA  
 (whichever is applicable)

Date.....

Seal.....

**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 .....

Designation: Registrar

Date .....

Seal of the University.....

Signature .....

Designation: Finance Officer

Date .....

Seal of the University.....

**UNIVERSITYGRANTS COMMISSION**

**COMPLETIONCERTIFICATE**

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 of Engineer/Architect**

Signature .....

Designation : Registrar

Date .....

Seal of the University.....

Signature .....

Designation : Finance Officer

Date .....

Seal of the University.....

Signature.....

Designation: Govt. Auditor/CA  
(whichever is applicable)

Date.....

Seal.....

## UNIVERSITY GRANTS COMMISSION

## COMPLETION COST PROFORMA

Name of University .....

Scheme .....

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

S. No	Nature of work	Value of estimates	Value of accepted tender	Completion Cost	Reason for increase/decrease in completion cost over 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 fee paid (including supervision charges)	Total:			
Total	Completion cost:				
(ii)	Please attach a completion certificate signed by the Registrar (specimen enclosed)				

Signature of Engineer/  
Architect

Signature .....

Designation: Registrar

Date .....

Seal of the University.....

Signature .....

Designation: Finance Officer

Date .....

Seal of the University.....