Guidelines
for
Scheme of Granting Special Heritage Status to Universities and Colleges

XII Plan (2012-2017)

University Grants Commission
Bahadurshah Zafar Marg
New Delhi – 110 062
UGC Website: www.ugc.ac.in

Guidelines for the Scheme of Granting
Special Heritage Status to Universities and Colleges

1. INTRODUCTION:

The post-independent India has seen an enormous expansion in the field of higher education with increase in quality and quantity thereby enabling increased access to quality education, yet, there are universities that have stood the test of time and maintained to provide quality higher education for long. These institutions have endeavored to inculcate 'education' in its truest sense – complete development of human being. There are institutions which have completed 100 years of their existence, not necessarily in its present form, and have contributed tremendously not only in the field of higher education but also in maintaining the cultural, social and moral fabric of the long history of our country. Their extramural approach has often touched lives of the poorest of the poor and their teachings towards rendering selfless service which have often been guided on the principles of 'giving back to the society'. Therefore, it is felt that there is a need to recognize and reward such heritage institutions so as to enable them to continue to inspire our younger generation the value of 'true education'.

Heritage is our legacy from the past, what we live with today, and what we pass on to future generations. The history of Indian Higher Education is characterized by some of the historic and intellectually inspiring universities and colleges with good track record of over hundred years. The vibrant spirit of nationalism and native cultural currents that swayed through the portals of heritage HEIs were unparalleled. A number of these institutions made significant and lasting contributions to society that made them historically significant, integrating and relevant – which is in essence, the concept of heritage. Some of these institutions with their chequered history (particularly in the post-Independence phase), are facing the syndrome of the glorious past vis-à-vis the questionable present and future. The community at large and the stakeholders in particular are blissfully ignorant of the past glory and hence least sensitive to rebuilding and restoring the rich heritage.

The historical contributions, particularly in terms of intellectual and cultural heritage need to be retold in the form of structured / documented form with inspiring illustrations and anecdotes so that they could rekindle the aspiration and rejuvenate the response of the present community. Some institutions founded by spiritual / religious missionaries such as the Jesuits, the Ramakrishna Mission, Madrasas, among others which may have their own cultural / intellectual heritage may have their mission at hand to revisit and rebuild their institutional structure. The heritage structures / historical monuments that may be unique to some of the heritage HEIs may need to conserve / renovate (subject to specified norms as per law). Many of these institutions are starved of resources and expertise to renovate and restore their heritage structures and hence remain unutilized. The heritage HEIs of yesteryears have a moral responsibility of reconstructing and documenting scientific traditional knowledge of ancient India from historical sources. This is a grey area in the field of heritage studies as of now.

2. QUANTUM OF ASSISTANCE:

Institutions fulfilling the above objectives will be assisted with a one-time lump sum grant of Rs. 10.0 crores to a university and Rs. 5.0 crores to a college during the 12th Five year Plan.

3. ELIGIBILITY:

The institution willing to avail of this grant under the Scheme is required to submit a proposal to the UGC with the following document(s):

1. UGC letter regarding inclusion under the list of universities receiving plan grants from the UGC.

2. Institution should be more than 100 years old on the date of application for the grants.

3. Institutions having highest grading by an assessment and accreditation agency recognized by the UGC.

4. Institutions having received any one-time award for such purpose in the last 10 years will not be eligible for this grant.

5. Institutions should self-certify that it has no proceedings against them by the Government (State / Central) either in the present or in the last 60 years.

6. Proof of the date of existence of the institution.

7. Details of plan and estimates for renovation/construction of building or other activities, along with the development proposal, for which the one-time lump sum grant would be utilized.

4. GRANT COMPONENTS

The institutions selected for grant under the scheme, would have some freedom / flexibility in the apportionment of grant under the following heads, depending upon the specific institutional nature and requirements; re-appropriation of grants within the overall grant limit could also be made, subject to the concurrence of and accountability to the UGC:

- Conservation / maintenance of repositories of intellectual heritage resources including library, museum, herbarium, scientific instruments of yester years, gallery / live show of institutional history and heritage, among others.

- Equipments, adoption of newer technology for conservation of rare collections and specimens.

- Building expansion and furnishing for housing the heritage resources.

- Conservation and maintenance, including renovation work (subject o the legal clearance from the statutory bodies), improving scope and avenues of proper utilization of the heritage building without affecting the heritage character and status.

- Offer shot-term certificate or diploma program in any of the branches of heritage studies; engaging visiting / part-time faculty, purchase of equipments for teaching – learning specifically required for the above programs could be approved items of expenditure

- Extension work related to sensitization of the community in general and students in particular / of schools and colleges in the region) of the significance and historic / cultural implication of heritage structures in the region; survey of the unidentified heritage sites / structures in the region; survey of the unidentified heritage sites / structures in the interior regions, bring out / document / disseminate the cultural heritage of the different social groups of the region.

5. INVITING PROPOSALS

Proposals for financial assistance under the Scheme will be invited by the UGC in the prescribed pro forma as per **Annexure-I**. The announcements will be made regarding the Scheme on the UGC website and otherwise.

6. COMMITTEES FOR THE SCHEME

There will be following Committees:

a) Expert Committee
An Expert Committee would comprise 5- 6 experts having a background in the realm heritage in higher education. Experts may be nominated from the university system and outside by Chairman, UGC, to examine the proposals invited from various universities and colleges. Universities and colleges will be asked to make a presentation on their proposal before the Expert Committee at the UGC headquarters. The Expert Committee will discuss the Action Plan and the budget with representatives of the Universities and colleges and make its recommendations for consideration of the Commission.

(b) Advisory Committee
There will be an Advisory Committee constituted at each university and college selected under the scheme. The Advisory Committee will meet as often as required, but at least twice in an academic year, to formulate, oversee the launching and implementation of the Scheme at the institution in fulfilling its objectives.

The composition of the Advisory Committee is given below:

For University:

(i)	Vice-Chancellor of the University or his nominee.	Chairperson
(ii)	Two Experts (nominated by the Chairman, UGC)	Members
(iii)	Two academicians in the relevant fields (nominated by the Vice-Chancellor)	Members
(iv)	One nominee of INTACH	Member
(v)	Convener (nominated by the VC)	Member-Secretary

For College:

(i)	Principal or his nominee.	Chairperson
(ii)	Two Experts (nominated by the Chairman, UGC)	Members
(iii)	Two academicians in the relevant fields (nominated by the Principal)	Members
(iv)	One nominee of INTACH[*]	Member
(v)	Convener (nominated by the Principal)	Member-Secretary

INTACH (Indian National Trust for Art and Cultural Heritage)

7. PROCEDURE FOR APPROVAL

The UGC will invite the proposals from the interested universities and colleges by issuing a public notice on the UGC website. The universities and colleges will submit their proposal in the prescribed pro forma enclosing therewith a detailed DPR and proposed Action Plan and items of expenditure.

The proposal will be scrutinized by the Expert Committee of the UGC based on which universities and colleges will be identified and funding under different heads sanctioned.

8. PROCEDURE FOR RELEASE OF GRANT

50% of the grant allocated will be released as first installment by the UGC to the university/college selected under the Scheme. The release of second installment of grant to the tune of 40% of allocation will be done after receiving the utilization certification against the first installment of grant and on receipt of satisfactory progress report. The final installment of 10% of grant will be released after receiving utilization certificate against total allocation and completion documents in case of construction activities.

9. WITHDRAWAL OF THE STATUS

9.1   The UGC may withdraw the assistance to the university/college if the information and data supplied by the university and college to claim assistance for the Status is found to be incorrect/not fulfilling the

objectives for which it is awarded or sanctioned.   In such a case, the university and college shall have to refund the entire amount released to it under the Scheme with penal interest.

9.2   The assistance to the university/college will also 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.

9.3   The assistance to a university and college, once withdrawn due to any reason, will not be revived.

10. Annexures (I to V):

I.   Proforma for submission of proposal for the Status.
II.   Proforma for submission of Mandate Form.
III.   Proforma for submission of Utilization Certificate.
IV.   Proforma for submission of expenditure incurred by the Institution.
V.   Proforma for submission of Annual Progress Report.

APPLICATION FOR AVAILING SPECIAL HERITAGE STATUS

1. (a) Name & Address of the Institution: …………………………………..

   (b) Website address of the Institution: …………… ………………

2. Year of establishment: …………………………………..

3. Type of Institution:

4. Communication Details:
   Head of the Institution

5. Accreditation details:

   a) Date of accreditation by recognized Agency:

   b) Grade:

   c) CGPA:

6. Whether IQAC is functioning regularly: Yes/No

7. Whether reports of quality sustenance
   and enhancement were prepared annually: Yes/No

8. Details of Departments:

   8(A) Names of Departments with year of establishment:

   8(B) Names of Departments getting assistance under SAP along with stage
        i.e. DRS/DSA/CAS and thrust areas:

   8(C) Names of Departments working like a National Facility, if any

A. ACADEMIC ACTIVITIES DESCRIPTION

1. Academic Programmes

    1.1   Current number of academic programme/courses offered within the Institution under the following categories: (enclose the list of academic programme offered).

Programmes	Number of Programmes	Number of students enrolled
UG		
PG		
M.Phil.		
Ph.D.		
Certificate course		
Diploma		
PG Diploma		
Any other (please Specify)		

    1.2   Give details of the self-financing courses offered by the Institution.

Programme	Level of Study	Students enrolled	Funds generated

    1.3   Temporal plan of academic work in the Institution:

Semester System: ……………………………..
Annual system: ……………………………..
Choice based credit system: ……………………………..
Any other (please specify):   ……………………………..

    1.4 Total No. of students of the Institution who have passed the following Competitive examinations in the last five years:

    a)   UGC-CSIR (NET):
    b)   SET:
    c)   GATE:
    d)   Indian Civil Service:
    e)   Any other (specify):

1.5 No. of students of the Institution qualified in the UGC-CSIR/GATE examinations and who have registered for research in the University/College during the last five years.

2. TEACHERS

2.1 Total number of sanctioned posts:

2.2 Total number of filled up posts on regular basis:

2.3 Total number of filled up posts on adhoc/temporary basis:

2.4 Total number of vacancies:

2.5 Percentage of vacancies to the sanctioned post:

2.6 Category-wise No. of teaching Staff:

Category	Female	Male	Total
SC			
ST			
OBC			
PwD			
General			
Total			

2.7 Number of teaching staff qualification-wise as on date:

Particulars	Female	Male	Total
PERMANENT TEACHERS			
No. of teachers with Ph.D as the highest qualification			
No. of teachers with M.Phil as the highest qualification			
No. of teachers with PG as the highest qualification			
TEMPORARY TEACHERS			
No. of teachers with Ph.D as the highest qualification			
No. of teachers with M.Phil as the highest qualification			
No. of teachers with PG as the highest qualification			
PART-TIME TEACHERS			
No. of teachers with Ph.D as the highest qualification			
No. of teachers with M.Phil as the highest qualification			

No. of teachers with PG as the highest qualification			
Total No. of visiting Teachers			

2.8   Ratio of Full-Time teachers to part-time/contract teachers as on date:

2.9   Percentage of classes taught by full-time teachers as on date:

2.10   No of teachers having at least a one-step higher qualification than the mandatory minimal level:

2.11   Facilities available and activities undertaken to enable the teachers keep abreast of recent developments in their subject area.

2.12   No. of teachers inducted in the use of computer, information technology and such support services during the last three years:

2.13   Does the university/college follow self- appraisal method to evaluate teachers regarding research and other activities.   Yes   /No

       If yes, how is the self- appraisal of teachers analyzed and used? ………..

2.14   Does the university/college have a mechanism (other than self-appraisal) to evaluate teachers on teaching, research and other activities like the following.

       Peer review
         Yes   No
       Students' evaluation
         Yes   No
       Other (specify)
         Yes   No

2.15   What are the national and international linkages established for teaching and Research? Details of beneficiaries of linkages:

Category	No. of Beneficiaries	
	National	International
Teachers		
Students		
Researchers		

2.16   No. of teachers getting awards during the last five years:

2.17   National :

2.18   International :

2.19   Any other highlights:

3. STUDENT ENROLMENT AND STUDENT SUPPORT

3.1 Number of students enrolled in the University/College for the current academic year according to regions and countries:

Particular	UG			PG			M-Phill			Ph.D			Diploma (other than self financing)			Certificate (other than self financing)			Self Financing (all courses)			Grant Total		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the Same State where the Institution is located																								
No. of students from other States																								
No. of NRI students																								
No. of overseas students excluding NRI's																								
Grand Total.																								

3.2 Category-wise No. of students in current academic year.

Category	Female	Male	Total
SC			
ST			
OBC			
PwD			
General			
Total			

3.3 Ratio of non-teaching staff to students for the current academic year:

3.4 Details of the two batches of students admitted:

Particulars	Batch 1			Batch 2		
	Year of entry:			Year of entry		
	UG	PG	Total	UG	PG	Total
No. admitted to the programme						
No. of Drop-outs • Within four months of joining • Afterwards						
No. appeared for the final year examination.						
No. Passed in the final Exam.						
No. passed in first class.						

3.5 Does the university/college provide bridge/remedial courses to the educationally disadvantages students?   Yes / No
    If yes, give details of beneficiaries.

3.6 No. of students who have received financial aid (from State and Centre separately) during the last two years.

Year	No. of beneficiaries
Last Year	
Year before last	

4. ADMISSION PROCESS

How are students selected for admission to various courses?
   a) Through special entrance tests
   b) Through interviews
   c) Through their academic record
   d) Through combination of the above

5. RESEARCH, CONSULTANCY AND EXTENSION

5.1 No. of teachers actively involved in research:
   • Guiding M.Phil/Ph.D
   • Operating Research Projects
   • Offering Consultancy
5.2 Give details of:

- Research projects approved and completed during the last 5 years
- Ongoing research project approved during last 5 years.

5.3 Major research facilities developed and available on the campus (give specific information):

5.4 Details of facilities in the Central library for research:

      5.4.1   No of books

      5.4.2   No of journals

5.5 Total Number of research students currently registered for Ph.D:

      Full –time: Part-time :

5.7 Details of special series of lectures organized at the University/College level:

5.8 No. of the full-time research scholars having fellowship/scholarships such as JRF/SRF:

5.9 No. of Post-doctoral fellows currently working in the university/college:

5.10 No. of the Post-doctoral fellows having Ph.D. degree of other universities/colleges:

5.11 Is there a separate Research Committee to facilities and monitor research?

                Yes / No

5.12 Furnish the following data for the last 3 years

5.13 Research papers published by the teachers in referred journals and periodicals

- International   :
- National   :
- Average impact Factor of the Of the papers published:

5.14 Patents , If any (give details) :

      5.15 Number of Books published   :

      5.16 Number of Ph.Ds awarded   :

5.17   Awards/recognition for research work:

- International   :
- National   :

5.18 Does the university/college publicise the expertise available for consultancy services?   Yes/ No

   If yes, give details of areas of expertise, channels of publicizing, and the kind of response during the last three years.

5.19 Does the university/college have industry linkage? If yes, give details.

5.20 List the broad areas of consultancy services provided by the University/College during the last three years.

5.21 Give particulars of the funds generated through consultancy services by the teachers during the last three years.

5.22 Provide details of the awards/ recognition by the University/College teachers for consultancy work during the last three years.

             International   National

5.23 Does the university/college have a designated person for extension activities?

              Yes / No

5.24 Provide details of special lectures, if any, organized by the University/College

for the Community.

5.25 Tick the broad areas of the various extension activities of the University/College:

I	Community development	ii	social work
iii	Health and hygienic awareness	iv	Medical camp
V	Adult education and literacy	vi	Blood donation camp
vii	AIDS awareness	viii	Environmental awareness
ix	Any other (Specify)		

5.26   How does the university/college organize the extension activities? Give details.

5.27 Does the university/college have an IPR cell? If yes, give details. If no, what steps are being taken to establish the same?

5.28   Any other highlights.

6. ACADEMIC AND PHYSICAL INFRASTRUCTURE

6.1 Give the following details:

- No. of laboratories   :
- No. of Research Labs.   :
- No. of class rooms   :
- No. of workshops   :

6.2 Tick the support services available in the University/College from the following list:-

Central library	:
Departmental Libraries	:
Computer center	:
Internet Facility	:
Health center	:
Sports facilities	:
Press	:
Workshop	:
Hostels	:
Guest house	:
Housing	:
Canteen	:
Grievance Redressal cell	:
Placement Cell	:
Non-resident Centre	:
ICT as learning resource	:
Any other (specify)	:

7. INFRASTRUCTURE AND LEARNING RESOURCES

7.1 How does the University/College assess the students' needs?

7.2 How does the University/College assess its teaching, learning activities?

7.3 How does the University/College plan to augment its infrastructure to keep pace with Academic growth?

7.4 How does the University/College ensure maintenance of its infrastructure facilities?

7.5 Are there departmental libraries for the use of teachers and students?

<div align="center">Yes / No</div>

If Yes, give details of utilization.

7.6 Apart from classroom instruction, what are the other avenues of learning provided for the students? (Example: Projects, Internships, Field trainings, Seminars, etc.)

7.7 How does the University/College ensure optimum use of its infrastructure facilities?

7.8 Does the library provide the following facilities to the students? Indicate the frequency of utilization against each?

7.9 Reprographic facilities:

7.10 Audio & Video Cassettes:

7.11 Internet facility:

7.12 What are the physical and infrastructure facilities available in the sports and physical education centre?

7.13 Does the University/College have collaborations/linkages with National/International institutions?

<div align="center">Yes / No</div>

If Yes, list the MoUs signed and furnish the important details of those collaborations.

National	International

E.   HISTORY OF THE INSTITUTION (Give a brief outline indicating the following)

The history of the institution right from its inception, documentary evidences for the year of establishment, status of the institution at various stages, the date on which the 100th year was completed, program history / details for period for which date exists, landmark achievements of the institutions for which it is unique or distinguished over the period, a detailed account of special heritage characteristics (physical, intellectual and cultural dimensions) and other date that could strengthen the claim of the institution for consideration under the scheme.

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 Customer

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.

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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.

ANNEXURE – III

UNIVERSITY GRANTS COMMISSION, NEW DELHI
UTILIZATION CERTIFICATE

It is certified that the total grant of Rs._____ (Rupees ....) sanctioned by the UGC vide letter No. F._____ dated_____ has been utilized by the Institution 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 Institution 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 Institution 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 INSTITUTION

1.   Name of the Institution:

2.   No. & Date of UGC's approval No.F._____ Dated
      _____

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

5.   Details of actual expenditure incurred :

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

Signature

Head of Institution/Govt. Auditor/CA

UNIVERSITY GRANTS COMMISSION, NEW DELHI

ANNUAL PROGRESS REPORT
(to be submitted annually to the UGC)

1. Name and Address of the Institution:

2. Period of the Progress Report:

3. Activities Taken up During the Year:

4. Utilization of Grants during the Year:

5. Specific Outcomes:

6. Impact on the targeted community:

7. Difficulties encountered in implementation, if any:

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: