

**GUIDELINES FOR
ESTABLISHING/UPGRADATION OF
UGC NETWORK RESOURCE CENTRE
(UGC-NRC) IN THE COLLEGES**

DURING THE XI PLAN PERIOD

(2007-2012)



ज्ञान-विज्ञानं विमुक्तये

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

Website : www.ugc.ac.in

Guidelines for Establishment of UGC- NETWORK resource center (UGC-NRC) in the colleges revised for XI Plan

1. INTRODUCTION

Since 1987, the University Grants Commission has been assisting colleges for procuring basic Information & Technology infrastructure like personal computers and other peripherals. In the X Plan, the UGC assisted them to establish “UGC NETWORK RESOURCE CENTRES (UGC-NRC)” and provided grants for the purchase of Computers and also for Internet Connectivity. During the XI Plan, it has been decided to continue to assist the colleges under the scheme.

2. OBJECTIVE OF THE SCHEME

The objective of the scheme is to create awareness among and to give exposure to staff and students about the use of computer in various activities like administration, finance, examination and research. In addition to it, the information and communication network would help the colleges to have an access to multimedia material in teaching and learning at places of eminence in India & Abroad.

3. ELIGIBILITY/ TARGET

All the Colleges, under the section 2(f) and 12B of the UGC Act, which are not having computer facility so far under this scheme, are eligible.

Second time assistance would be provided to such Colleges which have completed more than five years after first time UGC assistance for network connectivity and purchase of additional computers.

4. NATURE OF ASSISTANCE AND ITEMS FOR WHICH IT IS PROVIDED:

(A). First Time Assistance

The ceiling of assistance is given below:

- **NON-RECURRING - 2.50 LAKHS**

a. Hardware

- | | |
|---|--------------|
| i. Pentium PC (latest) with Color Monitor
(latest version of Software preloaded) | Up to 5 Nos. |
| ii. Printer | 01 No. |

iii. UPS - 1 KVA Up to 05 Nos.

or

Online Stabilizer 2KVA 01 No.

b. Software

Windows Vista Business Operating System One set

MS Office One set

Anti Virus One set

c. Fax Modem (Internal or External) One

• **RECURRING - Rs.12,000/- p.a.**

NETWORK –Internet Connectivity Rs.12,000/- p.a.
(Till the end of the Plan period)

Such facility will be provided by ERNET, India,
Ministry of Information Technology, Govt. of India

(B). Second Time Assistance

a. The ceiling of assistance is given below:

- NON RECURRING - Rs.1,00,000/-
(For the purchase/up-gradation of computers)
- RECURRING (Internet Connectivity) - Rs.12,000/- p.a.
(Till the end of the Plan period)

b. Colleges who have already availed second time assistance will only be supported for Internet Connectivity @ Rs.12,000/- p.a. till the end of the Plan period.

5. PROCEDURE OF APPLYING FOR THE SCHEME

All the UGC Regional Offices will invite the proposals in the prescribed proforma from the eligible colleges (**Annexure-I**).

6. PROCEDURE FOR APPROVAL BY THE UGC

All the proposals received will be examined by an Expert Committee constituted by the Commission for this purpose. The recommendations of the Expert Committee would then be considered by the Commission for the final decision. All the selected colleges have to put a board outside the Centre prominently displaying “UGC NETWORK RESOURCE CENTRE”.

7. PROCEDURE FOR RELEASE OF GRANT BY THE UGC

Ninety per cent of the non-recurring grant and 100 per cent of recurring grant for the first year will be released by the UGC Regional Offices to the selected colleges after the approval of the Commission for the purchase of Computer Hardware and Software as per the terms and conditions laid down by the UGC.

Ten per cent of the non-recurring and recurring grant for the subsequent years would be released on receipt of the detailed information (**Annexure – II**) and utilization certificate in the prescribed proforma (**Annexure - III**).

ANNEXURE-I

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI-110 002**

Proforma containing Detailed information of the College requesting Grant under the scheme of “establishment of UGC NETWORK RESOURCE CENTRE”

1. Name of the College :
2. Full Address of the College :
3. Name of the District in which the College is located:
4. University to which the College affiliated:
5. Year of Establishment of College :
6. Whether the College is included section 2(f) and 12B of the UGC Act:
7. If yes, Date of such inclusion approval letter No.:
8. STATUS OF COLLEGE: (Please Tick):

A Level
B Type
C Category

Under-graduate/Postgraduate
ASC/T.Training/Professional
Men/Women/Co-education

9. Location:

Whether located in Rural Area	Yes/No.
Whether located in Backward Area	Yes/No.
Whether located in Tribal Area	Yes/No.
Whether located in Hilly Area	Yes/No.

10. a) Has the College received grant :
from UGC for purchase of Computers
in earlier Plans
- b) If yes, details thereof:

11. Number of students in the College :
Coursewise (all years combined)
during the current Academic Year

FIRST DEGREE COURSES

B.A.	B.Sc.	B.Com	Any other (Please specify)
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POST-GRADUATE COURSES

M.A.	M.Sc.	M.Com	Any other (Please specify)
-----	-----	-----	-----

TOTAL NUMBER OF STUDENTS (ALL COURSES) :
(degree and above level) :
MEN----- WOMEN ----- TOTAL-----

12. Pass percentage of students during
the last three years

First Degree Courses

Post-Graduate Courses

B.A.	B.Sc.	B.Com	Any other (Please specify)
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M.A.	M.Sc.	M.Com	Any other (Please specify)
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13 Teaching Staff strength during the : (a) Permanent____ (b) Temporary____ (c) Total____
Current Academic Year

14. Existing Computer facilities in the
College, if any, details thereof :

15. Whether the College has :
Accommodation (of about 150-200
sq. feet) for installation of Computer
System)

16. Whether the College is in a position : Yes/No
to meet the Maintenance Expenditure

17. List of members of the staff with special Computer based Qualifications, training or experience of working on Computers :
18. Whether the College is running any Computer Courses? :
19. Fee charged for the above courses :
20. Whether facilities being availed by the teachers at the neighbouring Computer Centers? If so, time and expenditure incurred thereon. :

Certified that above mentioned facts are correct.

Dated : -----

(Signature of the Principal)

Statistics provided by the College are verified and found correct. The College is recommended/not recommended for grant from the University Grants Commission for Computer Facilities.

Dated : -----

**Registrar
or
Director, College Development Council**

ANNEXURE-II

DOCUMENTS TO BE PROVIDED FOR RELEASE OF SUBSEQUENT GRANT:

1. Details of the selection of the computer systems along with the item-wise cost thereof.
2. The date of the installation of the computer system along with the installation report.
3. The working report of the installed computer system.
4. Copy of the agreement entered/order placed with the firm for the purchase of computer system, along with comparative statement of quotations.
5. Utilization Certificate duly signed by the Chartered Accountant/Govt. Auditor and the Principal.

ANNEXURE-III

(Proforma for sending Utilization Certificate to the U.G.C.)

UTILIZATION CERTIFICATE

1. It is certified that the grant of Rs.------(Rupees-----)
approved by the UGC for Installation of Personal Computer at the College
has been utilized as per details given below:

Amount of grant received from UGC:
Details of expenditure incurred

i. **HARDWARE**

- (a) Computer
- (b) Printer
- (c) UPS

ii. **SOFTWARE**

iii. **FAX MODEM CARD** -----

TOTAL : -----

2. Unspent balance refunded/refundable to the UGC : _____

3. Balance grant payable by UGC : _____

4. Certified that all the terms and conditions laid down in the UGC letter
No. _____ dated _____ have been fulfilled by the
College and the grant has been utilized for the purpose for which it was
sanctioned.

5. It is further certified that inventories of permanent or semi permanent as
created/acquired wholly or mainly out of the grants given by the UGC as
indicating above 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.

**Signature of the Principal
(With Rubber Stamp)**

**Signature of the Chartered
Accountant/Govt. Auditor
(With Rubber Stamp)**