

# University of Mumbai



No. APD/ICC/2017-18/10

## CIRCULAR:

All the Principals/Directors of affiliated colleges/recognized institutions are hereby informed that the Joint Secretary, University Grants Commission, Western Regional office, Ganeshkhind, Pune – 411007 vide letter No.F.2-45116(WRO) dated 11<sup>th</sup> August, 2017 has communicated that U.G.C. office (WRO) has released grants to the respective colleges under the scheme of Remedial Coaching during XIIth Plan. Further, the College/Institutions are advised to submit the requisite documents in the prescribed format by speed post within 30 days as per guideline for finalization of accounts under XIIth Plan Scheme (indicate file No. of UGC sanction letter specifically while sending the above documents to UGC (WRO) Pune.

A copy of said letter alongwith enclosures are enclosed herewith for kind perusal.

They are, therefore, requested to kindly note the same and take the necessary action, accordingly

Mumbai – 400 032.  
18<sup>th</sup> August, 2017

  
(DR. M.A. KHAN)  
REGISTRAR

To,

All the Principals/Directors of all affiliated colleges/recognized institutions.

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डॉ. जी. श्रीनिवास  
Dr.G. Srinivas  
Joint Secretary



University Grants Commission  
(Min.of Human Resource Development, Govt. of India)  
Western Regional Office, Ganeshkhind,  
Pune - 411007  
Ph: 020 - 25696896, 25691477 (Fax)  
Email: [wrougc@gmail.com](mailto:wrougc@gmail.com)

11 AUG 2017

No.F. 2-45116 (WRO)

Date:- 11/8/2017

Circular

The Principals of all the Colleges in the States of  
Maharashtra, Gujarat, Goa and UT's of Daman & Diu and Dadra, Nagar & Haveli.

**Subject :- Finalization of grants under the schemes of Remedial Coaching during XII  
Plan -Reg.**

Sir/Madam,

This is to inform you that this office has released grants to the respective Colleges as per  
XII Plan UGC Guidelines under the schemes of:

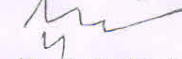
1. Remedial coaching for SC/ST/OBC (Non-creamy layer) & Minorities.
2. Coaching for NET/SET for SC/ST/OBC (excluding creamy layer) and Minorities
3. Coaching Classes for Entry into services for Scheduled Caste (Non-creamy layer) & Minorities.
4. Equal Opportunity Center in Colleges.

On account Grants (Non recurring /Recurring/ Components) have been paid to the  
Colleges by this office during the financial year 2012-13.

The colleges are therefore advised to submit the requisite documents in the prescribed  
formats (Copies enclosed) by Speed Post within 30 days as per guidelines for  
finalization of accounts under XII Plan Schemes.

(The College should indicate File No. of UGC Sanction letter specifically while  
sending the above documents to UGC (WRO) Pune.)

Yours faithfully,

  
(Dr. G. Srinivas)  
Joint Secretary

11/8/2017

### UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR ..... in respect  
of recurring / non-recurring  
GRANTS-IN-AID / SALARIES / CREATION OF CAPITAL ASSETS

1. Name of the Scheme .....
2. Whether recurring or non-recurring grants .....
3. Grants position of the beginning of the Financial Year
  - (i) Cash in Hand / Bank
  - (ii) Unadjusted advances
  - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balance (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid-General	Grants-in-aid-Salary	Grant-in-aid-creation of Capital Assets	Total

Details of grants position at the end of year

- (i) Cash in Hand / Bank
- (ii) Unadjusted advances
- (iii) Total

P.T.O.

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant:Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii)The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements /specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)

Date:

Place:

Signature with Seal

Signature with Seal

Name.....  
(Government Auditor/Chartered Accountant with Membership No.)

Name.....  
Principal of the College/Institution

**UTILIZATION CERTIFICATE**

( Please prepare separate UC for each of the ~~three~~ schemes )

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Sanctioned to \_\_\_\_\_  
: \_\_\_\_\_ by University Grants Commission vide its letter No. \_\_\_\_\_  
dated \_\_\_\_\_ towards \_\_\_\_\_  
\_\_\_\_\_ has been utilized for the purpose for which it was  
sanctioned and in accordance with the terms and conditions as laid down by the  
Commission. The university/college has also utilized the amount of Rs. \_\_\_\_\_  
as interest earned on the University Grants Commission grant.

If, as a result of check or audit objection, some irregularity is noticed at a later  
stage, action will be taken to refund or regularize the objected amount.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Registrar/Principal (Finance Officer) Chartered Accountant/Govt. Auditor

(Seal) \_\_\_\_\_ (Seal) \_\_\_\_\_ (Seal) \_\_\_\_\_

PROFORMA-V

Statement of Expenditure

Proforma for statement of expenditure incurred for the introduction of Remedial Coaching/Entry into Services/Net Coaching for Scheduled Caste/Scheduled Tribe/Other Backward Classes (Non-Creamy Layer) & Minority Community Students(please prepare separate SOE for each of the three schemes)

- 1 Name of the University \_\_\_\_\_
- 2 Number and dated UGC approval: No.F. \_\_\_\_\_ dated \_\_\_\_\_
- 3 Period to which the accounts related: w.e.f \_\_\_\_\_ to \_\_\_\_\_
- 4 Details of actual expenditure incurred.

Items	Allocation Approved	Expenditure Incurred
Non Recurring		
i. Equipment		
ii. Books & Journals and Study Materials		
Recurring (per-annum)		
i. Honorarium to the Coordinator		
ii. Remuneration to Teachers.		
iii. Remuneration to Post Graduate students/ research scholar.		
iv. Remuneration to Eminent educationists (including T.A)		
v. Remuneration to part time L.D.C		
vi. Contingency		
Total		

Signature:

Registrar / *principal*  
With Seal

Signature:

Govt. Auditor/ Chartered Accountant  
With Seal

UNIVERSITY GRANTS COMMISSION

ACCESSION CERTIFICATE for each scheme.

It is certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) sanctioned to \_\_\_\_\_ by the University Grants Commission vide its sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ has been utilized for the purchase of Books and Journals and the same have been accessioned and noted in the Accession Register from Accession No. \_\_\_\_\_ to \_\_\_\_\_ being maintained by the college. The last accession number prior to the Utilization of these grants for books and journals purchased are from \_\_\_\_\_ to \_\_\_\_\_.

Signature of the Principal with seal

Signature of the Librarian with seal

Signature of the Chartered Accountant

(With seal & Regd. No. of C.A.)

UNIVERSITY GRANTS COMMISSION

List of Equipments Purchased

Sl.No	Name of the Item	Quantity	Bill no. Date & Name of the Firm	Total Cost (Rs.)	Justification/Utility
1.					
2.					
3.					
4.					
<b>Grand Total =</b>					

Signature of the Principal  
With Seal & Date

Signature of the Chartered Accountant  
(with Seal & Regd. No. of C.A.)

UNIVERSITY GRANTS COMMISSION

ASSETS CERTIFICATE FOR BUILDING/ EQUIPMENT

It is certified that inventories of permanent or semi permanent assets created / acquired wholly or substantially out of the grants given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date.

Signature of the Principal with seal  
Accountant  
C.A.)

Signature of the Chartered  
(With seal & Regd. No. of



Annual Progress Report

**Coaching Classes for Entry into Services for Scheduled Caste/Scheduled Tribe/Other Backward Classes (Non-Creamy Layer) & Minority Community Students**

Name of the University : \_\_\_\_\_  
Scheme approved in the year : \_\_\_\_\_  
Actual date of implementation : \_\_\_\_\_  
Total number of student's benefited : \_\_\_\_\_

Coaching for all India Services	SC Students	ST Students	OBC (Non-Creamy Layer) Students	Minority Students	Teachers Engaged	No. of Period Taken	No. of Test held	Result														
								Appeared				Passed				Service/Job						
								SC	ST	O B C	M	SC	ST	O B C	M	SC	ST	O B C	M			
1.																						
2.																						
3.																						
4.																						
5.																						
Total																						
Coaching for Group B & C Post																						
1.																						
2.																						
3.																						
4.																						
5.																						
Total																						
Grand Total																						

Signature:

Registrar/Principal  
With Seal

Annual Progress Report

**COACHING FOR NATIONAL ELIGIBILITY TEST FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITY COMMUNITY STUDENTS**

Name of the University \_\_\_\_\_  
Scheme approved in the year \_\_\_\_\_  
Actual date of implementation \_\_\_\_\_  
Total number of student's benefited \_\_\_\_\_

Subject	SC Students	ST Students	OBC (Non-Creamy Layer) Students	Minority Students	Teachers Engaged	No. of Period Taken	No. of Test held	Result															
								Appeared				Passed				Failed							
								SC	ST	OBC	M	SC	ST	OBC	M	SC	ST	OBC	M				
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
7.																							
8.																							
9.																							
10.																							
11.																							
12.																							
13.																							
14.																							
15.																							
Total																							

Signature:

Registrar / *principal*  
With Seal

PROFORMA -IV

Annual Progress Report

REMEDIAL COACHING FOR SC/ST/OBC (NON-CREAMY LAYER) & MINORITIES

Name of the University/College \_\_\_\_\_

Scheme approved in the year \_\_\_\_\_

Actual date of implementation \_\_\_\_\_

Total number of student's benefited \_\_\_\_\_

Under Graduate	SC Students	ST Students	OBC (Non-Creamy Layer) Students	Minority Students	Teachers Engaged	No. of Period Taken	No. of Test held	Result															
								Appeared				Passed				Failed							
								SC	ST	OBC	M	SC	ST	OBC	M	SC	ST	OBC	M				
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
Total																							
Post Graduate																							
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							
Total																							
Grand Total																							

Signature:

Registrar / *Principal*  
With Seal

### Appraisal report (Year-wise)

- a) At the end of each academic year, the Coordinator of the programme will submit, through the Registrar an appraisal report, indicating the performance of each candidate. The appraisal report should also indicate :
- i) The duration for which the coaching was organized, classes / periods and the number of candidates who actually participated in the programme.
  - ii) The number of the candidates who actually appeared in the examination.
  - iii) The number of successful candidates in each paper along with the problems faced by the university in the implementation of the scheme.
  - iv) The subjects in which they were tutored, the names of the teacher and their subject discipline.
  - v) Overall comments of the Coordinator.

Sign of the Principal with seal

Sign of the Coordinator with seal

