



Dr.(Mrs.) Renu Batra
Joint Secretary(DEB)

UNIVERSITY GRANTS COMMISSION
(Ministry of Human Resource Development)
Government of India
Bahadur Shah Zafar Marg
New Delhi-110 002
Ph:011 – 23231273
Email: renu.ugc@nic.in

F.No.DEB/ UGC/Fin.(14-15)/

Dated: 18/09/2014

To

All Vice-Chancellors of
State Open Universities

Sub : Extension of date for submission of proposals and presentation to be made by VCs of S.O.U. for Development Grant.


Sir/Madam,

This has reference to this office letter of even number dated 29th August, 2014 seeking proposals from the SOUs for financial assistance for the year 2014-15. The Vice-Chancellors were also requested to make their presentation before the Expert Committee regarding the proposal of the University on 15th September, 2014 vide above said letter.

I am by direction to inform you that the last date for submission of proposals for financial assistance for the year 2014-15 has been extended up to 30th September, 2014. In view of this, the presentation scheduled to be made on 15th September, 2014 has now been fixed for 16th October, 2014 at 10.00 AM onwards.

In view of the above, you are requested to submit the proposals duly completed in all respect indicated as in letter dated 29th August, 2014 to the office of Joint Secretary (DEB), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002 by 30th September, 2014 and make it convenient to present the requirement of SOUs on 16th October, 2014.

Yours faithfully,


(Renu Batra)
Joint Secretary(DEB)

Encl: 1. Copy of earlier letter No DEB/UGC/Fin.(14-15) Dt.29.08.14
2. Format for Seeking Proposal for Dev.Grant.

Copy to : Dr. Nalini A Lele, DEB, Camp office IGNOU Campus Maidan Garhi, New Delhi-68.



ज्ञान-विज्ञान विमुक्तये

Speed Post



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23232055, Telefax : 011-23219716

Email : pankajugc@nic.in | pankajugc@gmail.com

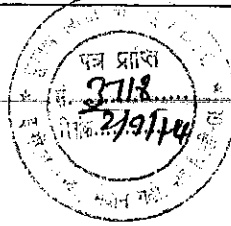
डॉ. (श्रीमती) पंकज मिश्र
संयुक्त सचिव

Dr. (Mrs.) Pankaj Mittal
Joint Secretary

F.No. DEB/UGC/Fin.(14-15)

August, 2014

29 AUG 2014



The Vice Chancellors
All State Open Universities
Recognised by DEB, UGC.

Sub: Proposal for Development grant for the year 2014-15 –reg.

Sir/Madam,

As you are aware, the UGC is providing financial assistance to the eligible Open and Distance Learning Institutions (ODLIs) on the pattern of erstwhile Distance Education Council.

Proposals are invited for financial assistance from SOUs for the financial year 2014-15 in the prescribed format attached with this letter. A copy of the format is also available on UGC website (www.ugc.ac.in/deb). The proposal complete in all respects and duly signed and stamped by the competent authority of your University shall reach UGC by 10th September, 2014.

The UGC proposes to create a central repository of the high quality interactive study material in print, multimedia and e-mode. The SOUs would be the substantial contributors to this repository and therefore, would be required to provide 5 copies of the printed SLM, soft copy and transfer the copyright with regard to each of the programmes developed with the financial assistance from erstwhile DEC/UGC to UGC. You are accordingly requested to furnish an Affidavit in the prescribed format on non-judicial stamp paper of Rs.100/- duly notarized along with the proposal. The Format of the Affidavit is being sent separately.

The following documents are required to be submitted by the SOUs to be eligible for the financial assistance for the financial year 2014-15:

- Statement of Expenditure/Utilization Certificate with respect to the development/unassigned grant of the year 2013-14 and earlier, if any, duly signed by the Competent Authority.
- Audited accounts of 2012-13 and earlier, if any, duly certified by Government Auditors, and
- Affidavit to the effect that the copyright of the SLM (print, multimedia, soft, e-mode etc.) of all the programmes (with specific names of the programmes) developed by the University with the financial support of erstwhile DEC/DEB UGC are transferred to UGC and UGC is free to use the SLM in the manner and the way it likes (the format of the Affidavit is being sent separately).

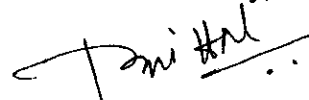


d) Proposal with date, duly signed and stamped by the competent authority of the University.

Your proposal in the prescribed format duly completed in all respects along with the requisite annexures, undertaking/affidavit, Fact Sheet, etc. of the proposal along with the soft copy (in .doc format) on CD should reach the Joint Secretary, UGC (DEB), Bahadur Shah Zafar Marg, New Delhi on or before 10th September, 2014.

You are also requested to make it convenient to present the proposal before the committee on 15th September, 2014.

Yours faithfully,



(Dr. (Mrs.) Pankaj Mittal)
Joint Secretary (DEB)
Tel. 011-2323 2055

Encl: 1. Format for Proposal
2. Undertaking

CC:

Dr Nalini A Lele, DEB, Camp Office IGNOU Campus, Maidan Garhi, New Delhi - 110 068.

PROPOSAL FOR DEVELOPMENTAL ASSISTANCE FOR THE YEAR 2014-15

**Please provide information as asked for.
No additional information is to be provided. Incomplete form will not be considered.**

I. BASIC INFORMATION

1. (a) Name of the University : _____
- (b) Directorate of Distance Education : _____
(In case of Dual Mode University)
2. Year of Establishment : _____
3. (I) Name of the Vice-Chancellor : _____
Mobile Number
- (II) Name of the Registrar : _____
Mobile Number
- (iii) Name of the Director, DDE : _____
Mobile Number
4. Address for communication : _____

Telephone Number (Land Line) : _____
Fax No. : _____

E-mail : _____
Website : _____
5. Number of programmes on offer : _____
6. New programme(s) offered during : _____
last year
- (a) Number of programme(s) : _____
- (b) Name of the programme(s) : _____
7. Programmes to be launched : _____
- (a) Number of programme(s) : _____
- (b) Name of the programme(s) : _____
8. No. of Regional Centres and Study Centres: _____

(Please enclose an updated list with complete addresses as on the date of submission of this proposal)

9. Details of programmes (2013-14 session) :

S NO.	Name of Programme	Details of Enrolment									Duration	Eligibility Criteria	Fees (Rs.)	Min. Age	Medium of instruction	Self Learning Material	
		Total	Men	Women	Urban	Rural	SC	ST	OBC	PH						Whether developed/ adopted (Source)	Whether in SLM format
	Grand Total																

(Please attach additional sheets if required)

10. Recognition by DEC/DEB

- a) DEC/DEB Reference No. _____
- b) Period of Recognition _____
- c) Details of your university/
Institute whether listed under
Section 2(f), 3, of UGC Act 1956 _____
- d) Whether your university/institute is
eligible under 12(b) for receiving
Central Government Grant : _____
- e) Whether your university/institute is
receiving Central Government Grant
through any other Govt. Dept./Ministry,
please provide details: _____

11. Examination Results of the last 3 years. :

Year	Degrees			Diplomas			Certificates		
	Students appeared	Passed	Pass %age	Students appeared	Passed	Pass %age	Students appeared	Passed	Pass %age
2011									
2012									
2013									

12. Details of Academic and Non-Academic Staff at Open Universities/DEIs. In case of Dual mode university, only data pertaining to DEI may be given.

A.

Staff Strength at Head Quarters	Academic		Tech.		Admn.	
	Permanent	Contractual	Perm.	Contr.	Perm.	Contr.
Professor and Equivalent						
Associate Professor/Reader/ Equivalent						
Assistant Professor/Lecturer/ Equivalent						
Consultants						
Others						

B. No. of Regional Centres for which information as below is provided: _____

Staff Strength at Regional Centres	Academic		Tech.		Admn.	
	Permanent	Contractual	Perm.	Contr.	Perm.	Contr.
Professor and Equivalent						
Associate Professor/Reader/						

Equivalent						
Assistant Professor/Lecturer/Equivalent						
Consultants						
Others						

C. No. of Study Centres for which information as below is provided: _____

Staff Strength at Study Centres	Staff	
	Permanent	Contractual
Academic Counselors		
Associate Professor/Reader/Equivalent		
Assistant Professor/Lecturer/Equivalent		
Consultants		
Others		

13. Please provide following information (for 2013-14) stating targets specified and achieved for the financial assistance provided by the DEC.

	No. of programmes	No. of courses	No. of Credits
Details of SLM:			
Printed Self Learning Materials developed			
High quality interactive multimedia internationally competitive SLM developed (last 3 years)			
• In print	_____	_____	_____
• In multi-media format	_____	_____	_____
Audio programme developed			
Video programme developed			
Digitalization of SLMs			
CD-ROMs developed			
Broadcast sessions conducted			
Interactive Radio Counselling sessions conducted			
Telecast sessions conducted			
Online programmes developed			
eLearning high quality material in interactive multimedia format developed (each of 30 minutes duration (last 3 years)			
Online interactive sessions held			
Online interactive sessions recorded for offline use			
Frequently Asked Questions developed and uploaded on the website			
Status of interactive connectivity with RCs, RCs			
Extent of utilization of interactive connectivity among RCs, SCs			
Extent of use of the above facility by HQ, RCs and SCs for learners			
Any other (Please specify)			

II FINANCIAL DETAILS OF THE SOU/DEI:

- i) Please attach the following document along with the proposal:
- a) Details of Corpus Fund available with the University and its objectives: _____
- b) Audited Balance Sheet of the financial year 2013-14: _____
- c) Plan Document for the year 2014-15: _____

Income and Expenditure

1.	Major Sources of Income	2011-12	2012-13	2013-14
a.	State Government			
b.	UGC			
c.	DEC / DEB, UGC			
d.	University Support			
e.	Fees and other charges			
f.	Other (Please specify)			
Total Income (a+b+c+d+e+f)				

2.	Major Heads of Expenditure for SOU and DEI	2011-12	2012-13	2013-14
a)	Salaries Teaching & Academic Staff			
b)	Construction of Building (in case of SOU only)			
c)	Infrastructure Development			
d)	Development of Programmes and Courses			
e)	Student Support Services			
f)	Staff Training & Development			
g)	Vocational Education and Training			
h)	Research and Development			
i)	Library			
j)	Others (Please specify)			
Total Expenditure (a+b+c+d+e+f+g+h+i+j)				
Surplus (+)/Deficit(-) (Difference between Total Income and Expenditure)				

d) Utilization of DEC/DEB grants

i) Development Grant:

Financial Year	Development Grant			Whether the statement of expenditure & utilization certificate submitted to DEC/DEB, UGC
	Grant sanctioned	Grant released	Grant utilized	
2008-09				
2009-10				

2010-11				
2011-12				
2012-13				
2013-14				

ii) Please provide the following details: (please attach a separate sheet)

a. Infrastructure developed by the University/DEI with the financial support from DEC/DEB, UGC: _____

- I. Movable: _____
- II. Immovable: _____
- III. Equipment: _____
- IV. Software/Hardware: _____
- V. Furniture and Fixture: _____
- VI. Other facilities: _____

b. Extent of utilization of the above infrastructure: _____

iii) Unassigned Grant (for SOUs)

Please provided the following details for the purpose of allocating unassigned grant

a) Expenditure incurred on the following activities during the last 3 years:

	Unassigned Grant (for SOUs only)
--	---

Financial Year	Grant sanctioned	Grant released	Grant utilized			Whether the statement of expenditure & utilization certificate submitted to DEC/DEB, UGC
			Travel	Publications	Conferences etc.	
2008-09						
2009-10						
2010-11						
2011-12						
2012-13						
2013-14						

Note: As per the orders of Delhi High Court, fresh grants may not be released unless Utilization Certificates (UCs) of previous grants have been obtained.

III. GUIDELINES FOR SUBMITTING PROPOSAL AND UTILISATION OF DEVELOPMENT ASSISTANCE (for SOUs AND DEIs) FOR THE FINANCIAL YEAR 2013-14.

(Please note that the institutions are requested to provide a detailed proposal for Development Assistance with the break-up and justification for each item separately)

S.NO	Major heads	Grants received during last two years	Estimated Cost Of New Proposal	Justification
1	1.1 SOUs and DEIs will be provided financial assistance for hiring human resource in project mode/on contract basis. The assistance from DEC shall be available for the 12 th Plan Period only. Appointment of contractual staff at DEIs will be on the basis of equal matching grants from the parent institute.			
2	<p>Development of Course Materials</p> <p>2.1 Development of SLM in print, audio, video, CD, multimedia material, online, web-based e-learning etc.</p> <p>2.2 Revision of course material.</p> <p>2.3 Conversion of SLM in electronic form/in the form of Open Education Resources (OER) for making it available in public domain.</p> <p>2.4 Expenditure incurred on travel, editing, translation, DTP work, modification charges to experts for adoption and adaptation of course material, preparation of question bank/assignments, preparation of camera-ready copy (CRC)- as per DEC norms.</p> <p>2.5 Development of online interactive lectures with the name of course / programme and details about blocks / units to be covered</p> <p>2.6 Recording of interactions/counselling with learners responses for offline use of the SLM</p> <p>2.7 Various components of required SLM like in print, multimedia and interactive e-learning mode should be specified course /programme wise</p> <p>2.8 Course /programme wise specific proposals for adaptation, transformation, supplementation and translation of SLM</p>			

3	<p>Student Support Services at Headquarters and Regional Centres)</p> <p>3.1. Pre-admission counselling (Brochure, conduct of induction meetings, etc.)</p> <p>3.2. Infrastructure for student support services to enhance service and e-governance features</p>			
4	<p>Staff Training and Development</p> <p>4.1 Training programmes for faculty:</p> <p>(i) Organization of orientation programmes, workshops and conferences for writing and transforming course material into SLM; e-modules, multimedia material development; distance education methodology; education technology and its application; evaluation and organization of other delivery service, which includes expenditure incurred on stationery, refreshments, TA/DA/honorarium to resource persons as per DEC norms/UGC norms etc.</p> <p>4.2. Training programmes for non-academic staff:</p> <p>(i) Organization of orientation programmes for non-academic staff in the areas of administration; finance & account; student support services; library support and other areas of work, expenditure incurred on refreshment, TA/DA/honorarium to resource persons as per DEC norms/UGC norms.</p>			
5	<p>Technology Support</p> <p>5.1 Will cover infrastructure and software for capabilities of technology enabled learning as most of the components will have to be with technology base e.g. establishment of virtual labs. Etc.</p> <p>5.2 High speed Two-way Interactive connectivity with Regional Centres, Study Centres providing access to learners.</p> <p>5.3 Internal networking like LAN, WAN, Wi-Fi etc.</p> <p>5.4 Studio with details about accessories and equipment for programme delivery through virtual classrooms with plan for its use in terms of number of hours per day.</p>			

	5.5 e-Content audio/video duplication system			
6	<p>Vocational Education & Training (Skill Development)</p> <p>6.1. Development of programmes, e-modules and pilot testing of the modules to be undertaken</p> <p>6.2. Vocational training programmes for skill development</p> <p>6.3. Procurements of tools equipment for vocational education.</p>			
7	<p>Library</p> <p>7.1. Purchase of books, journals, e-journals, e-resources, library software, audios, videos, CDs, DVDs and other educational resources, sharing of library resources</p> <p>7.2 Purchase of equipments such as computers, photocopier machine, binding machine, vacuum cleaner, lamination machine, air conditioner and furniture (display stacks/racks, chairs, tables, almirahs, etc) for library at Headquarters.</p> <p>7.3 A consortium of all SOUs to be formed for development and sharing of resources through OERs</p>			
8	<p>Research and Development</p> <p>8.1 In-house systemic researches to be encouraged by determining national and regional needs in ODL system in the following areas:</p> <ul style="list-style-type: none"> i. Development of distance education system/programmes ii. New methods in distance education iii. Communication technology iv. Development & production of learning packages v. Evaluation system vi. Quality assurance mechanism vii. Programme evaluation viii. Tracer studies ix. Student issues and retention 			

	8.2 Fellowships/scholarships for candidates pursuing research work pertaining to distance education engaged by the SOU at its campus, DEC fellowships/scholarships schemes, travel grants			
	8.3 Setting up of research centre/ unit.			
9	Any other (Please specify)			
	Total			

BANK DETAILS

1. Name and complete address (Telephone No.) of :
the Account Holder

2. Account No. :

3. Name of the Bank (Telephone No.) and address :
of the branch

4. IFSC Code of the Bank :

5. Type of Account :

Dated:

FINANCE OFFICER
(Signature and Seal)

REGISTRAR
(Signature and Seal)

UNDERTAKING

The University undertakes to abide by the following terms and conditions duly approved by Executive Council/Board of Management or Senate (specify the apex Executive Authority governing the institutions) in the meeting held on under item No. (A copy of the minutes to be enclosed).

We undertake to:

1. ensure quality and will seek prior approval of Distance Education Bureau (DEB), Universal Grants Commission on the courseware to be used for teaching-learning before any new programme is launched.
2. keep DEB, UGC informed about the number of study centers, number of students enrolled, infrastructure available and faculty at different levels.
3. ensure that minimum requirements and support in the programme delivery and facilities is provided to learners at study centers as per norms specified by DEB, UGC from time to time.
4. ensure that all distance education programmes shall be offered by the University under its direct control and there shall be no franchising or system of subletting the delivery system.
5. assign the copyright of the SLM for the programmes developed with the assistance of erstwhile DEC/ DEB, UGC, to UGC for sharing of course material under common pool of DEB, UGC in the current form or by repurposing wherever required for optimum utilization.
6. confine to our normal jurisdiction as per Act and Statues of the University but not beyond the state in which the University is located.
7. recognize diplomas and degrees of other Universities offering distance education programmes as per the decision of the DEC/DEB, UGC from time to time. In essence, completion of few units from one institution will be accepted for further built-up of additional units from another institution.
8. acknowledge DEC/DEB, UGC support for development of SIM (print, A/V CD, eLearning material) as well as other moveable and immoveable assets so acquired.
9. submit the Statement of Expenditure (SOE)/Utilization Certificate (UC) duly audited by the centre/state government audit before 31st October of the succeeding year.
10. submit report on utilization of grant and impact of the grants from time to time in respect of the:
 - Development made by institution in creating infrastructure facilities in respect of (a) use of technology in delivery of programmes (b) improvement in student support services, (c) delivery of programmes and (d) infrastructure created.
 - Overall impact of DEB, UGC development grants on strengthening of the concerned institutions.
 - Improvement in overall quality of education.
11. abide by all the terms and conditions as mentioned in the recognition letter for the period and those issued from time to time in addition to the above terms and conditions.

**Signature with office seal
Registrar/Finance Officer**

Date:.....