



F.No.UGC/DEB/Admn./Dev.Grant/2013-14

19<sup>th</sup> September, 2013

The Vice-Chancellor

Sir/Madam,

Sub: Request for proposal for Development Grant for 2013-14 for conducting distance education programmes -reg.

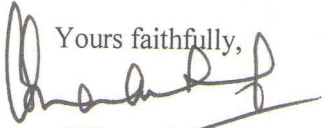
As you are aware, the erstwhile Distance Education Council (DEC) used to provide financial assistance to ODL institutions in the country. With dissolution of DEC, the regulatory functions of Distance Education are now being undertaken by the UGC. Accordingly, financial assistance for 2013-14 shall be provided by UGC to eligible State Open Universities (SOUs) and Distance Education Institutions (DEIs) of conventional Universities.

2. Proposals are invited for Development Grant from SOUs and DEIs, and for Unassigned Grant from SOUs in the prescribed formats used for the last financial year 2012-13. A copy of the format is enclosed and is also available on the UGC website ([www.ugc.ac.in](http://www.ugc.ac.in)). To be eligible for development grant for 2013-14, following documents may be submitted:-

- a. Statement of Expenditure/Utilization Certificates of the development grants of 2012-13 duly signed by Registrar/Finance Officer of the University.
- b. Audited accounts of 2010-11 as certified by Chartered Accountant /Government auditors.
- c. Documentary evidence on eligibility to receive central assistance/ fulfilling the section 12b of UGC Act (1956) for receiving grants from Central Government.

3. Your proposal in prescribed format duly completed in all respects along with requisite annexures, undertakings and summary of the proposal along with a soft copy of the proposal on CD, should reach the Director, University Grants Commission, Distance Education Bureau, DEC Building, IGNOU Campus, Maidan Garhi, New Delhi – 110068 before 20<sup>th</sup> September, 2013.

CC: Head /Director  
Directorate of Distance Education

Yours faithfully,  
  
(Vikram Sahay)  
Director (Admn.)  
Tel. 011-23230405 (O)  
011-23231055 (Fax)

## PROPOSAL FOR DEVELOPMENTAL ASSISTANCE FOR THE YEAR 2013-14

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 (2012-13 session) :**

S NO.	Name of Programme	Details of Enrolment							Duration	Eligibility Criteria	Fees (Rs.)	Min. Age	Medium of instruct- tion	Self Learning Material	
		Men	Women	Urban	Rural	SC	ST	OBC/ Physically Challenged						Whether developed/ adopted (Source)	Whether in self instructional mode (SIM)

(Please attach additional sheets if required)

10. Recognition by DEC/DEB

DEC/DEB Reference No. \_\_\_\_\_

Period of Recognition \_\_\_\_\_

Details of your university/ \_\_\_\_\_

Institute listed under 12(b) of \_\_\_\_\_

UGC Act 1956 for receiving

Central Government Grant

11. Examination Results of the last 3 years. :

Year	Students appeared	Passed	Pass %age	With Ist Division (%)
2010				
2011				
2012				

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.

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.

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
<b>Details of SLM</b>	
<b>Printed Self Learning Materials developed</b>	
<b>Audio programme developed</b>	
<b>Video programme developed</b>	
<b>CD-ROMs developed</b>	
<b>Broadcast sessions conducted</b>	
<b>Interactive Radio Counselling sessions conducted</b>	
<b>Telecast sessions conducted</b>	
<b>Online programmes developed</b>	
<b>Any other (Please specify)</b>	

Digitalization of SLMs (Programmewise)

II FINANCIAL DETAILS OF THE SOU/DEI:

Income and Expenditure

1.	Major Sources of Income	2010-11	2011-12	2012-13
a.	State Government			
b.	UGC			
c.	DEC / DEB			
d.	University Support			
e.	Fees and other charges			
f.	Other (Please specify)			
	<b>Total Income (a+b+c+d+e+f)</b>			

2.	Major Heads of Expenditure for SOU and DEI	2010-11	2011-12	2012-13
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.	Others (Please specify)			
<b>Total Expenditure (a+b+c+d+e+f+g)</b>				
<b>Surplus (+)/Deficit(-) (Difference between Total Income and Expenditure)</b>				

<b>3. Utilization of DEC/DEB grants</b>					
<b>Year</b>	<b>Nature of grant</b>	<b>Grant sanctioned</b>	<b>Grant released</b>	<b>Grant utilized</b>	<b>Whether the statement of expenditure &amp; utilization certificate submitted to DEC/DEB, UGC</b>
<b>2008-09</b>	<b>Development Grant</b>				
	<b>Un-assigned Grant</b>				
<b>2009-10</b>	<b>Development Grant</b>				
	<b>Un-assigned Grant</b>				
<b>2010-11</b>	<b>Development Grant</b>				
	<b>Un-assigned Grant</b>				
<b>2011-12</b>	<b>Development Grant</b>				
	<b>Un-assigned Grant</b>				
<b>2012-13</b>	<b>Development Grant</b>				
	<b>Un-assigned Grant</b>				

**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	SOU's 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 <sup>th</sup> Plan Period only. Appointment of contractual staff at DEIs will be on the basis of equal matching grants from the parent institute.			
2	<p><b>Development of Course Materials</b></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 lectures etc.</p>			
3	<p><b>Student Support Services at Headquarters and Regional Centres)</b></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><b>Staff Training and Development</b></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 &amp; 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><b>Technology Support</b></p> <p>Will cover infrastructure and soft wares for capabilities of technology enabled learning as most of the components will have to be with technology base establishment of virtual labs.</p>			
6	<p><b>Vocational Education &amp; Training (Skill Development)</b></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><b>Library</b></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><b>Research and Development</b></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"> <li>i. Development of distance education system/programmes</li> <li>ii. New methods in distance education</li> <li>iii. Communication technology</li> <li>iv. Development &amp; production of learning packages</li> <li>v. Evaluation system</li> <li>vi. Quality assurance mechanism</li> <li>vii. Programme evaluation</li> <li>viii. Tracer studies</li> <li>ix. Student issues and retention</li> </ul> <p>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</p> <p>8.3 Setting up of research centre/ unit.</p>			
9	<p><b>Any other (Please specify)</b></p>			

## **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

REGISTRAR

## 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. sharing of course material under common pool of DEB, UGC and facilities wherever possible, for optimum utilization.
6. confine to our normal jurisdiction as per Act and Statutes of the University.
7. charge programme fee which does not exceed the fees being prescribed by IGNOU for similar courses and programmes as provided to commensurate student support services. (in case of highly specialized programmes, the fees structure can also be decided with prior approval of DEB, UGC from time to time).
8. 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 build up of additional units from another institution.
9. acknowledge DEC/DEB, UGC support for development of SIM (print, A/V CD) as well as other moveable and immovable assets so acquired.
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. The University undertakes to agree that the assistance from DEB, UGC for appointment of academic staff and consultants shall be available for the XII<sup>th</sup> Plan Period only, after which the liability will be taken over by the State Government/University.
12. **The University will clearly mention in their degree/certificates issued to the students that the degree/certificate has been obtained through Distance Education Mode.**

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

Date:.....