

**GUIDELINES FOR INFRASTRUCTURE
ASSISTANCE TO
NON-GOVERNMENT AIDED COLLEGES
OF ODISHA**



**Department of Higher Education
Government of Odisha**

GUIDELINES FOR INFRASTRUCTURE ASSISTANCE TO NON-GOVERNMENT AIDED COLLEGES OF ODISHA

1. INTRODUCTION:

The quality of education in any institution depends to a large extent on the availability of infrastructure, such as, buildings, electricity, water etc. With limited resources, the Colleges find it very difficult to create new infrastructure or take up extension of existing ones. In order to help the Colleges in developing the infrastructure, the State Government will provide grants to the non-Govt. Aided Colleges.

2. OBJECTIVE:

The objective of the scheme is to provide financial assistance to Non-Govt. Colleges for construction as well as extension of infrastructure (of existing buildings). The project for infrastructure assistance would include provision for power supply like installation of transformer/ Gen Set in area of non-availability of electricity as well as water supply through bore well, construction of classroom, library, hostel, laboratory and administrative block and toilet etc. The aim is to help non-Govt. aided Colleges in the consolidation and expansion of infrastructure. Renovation work of any type is not allowed under the scheme.

3. ELIGIBILITY/TARGET GROUP:

The Non-Government Aided Colleges of Odisha having land of their own, would be eligible to receive the assistance only once during the 5 year plan period. However, the Non-Govt. Autonomous Colleges are not covered under this scheme.

4. NATURE OF ASSISTANCE:

- 4.1 The cost of the scheme is fixed at Rs. 60.00 crore at the rate of 12.00 crore per annum during the period from 2012-13 to 2016-17.
- 4.2 This scheme will operate only during the 12th Five Year Plan Period and its continuance beyond 12th Five Year Plan period would be subject to review.

- 4.3 Approval and sanction of the projects under the scheme will be limited to the available budget provision.
- 4.4 The ceiling of assistance would be Rs. 10.00 lakh for a college in non-KBK area and Rs. 12.00 lakh for the KBK and TSP areas.
- 4.5 The share of the non-Govt. colleges in non-KBK area would be minimum $\frac{1}{3}^{\text{rd}}$ of the Govt. assistance and that of the colleges in KBK districts would be minimum $\frac{1}{4}^{\text{th}}$ of the Govt. assistance. The concerned colleges are free to contribute more on and above the minimum share fixed.
- 4.6 Region/District wise allocation is to be made with prioritization to backward areas/women's college.
- 4.7 Forty percent of the total funds to be allocated in a year shall be earmarked for colleges situated in TSP & KBK areas.

5. PROCEDURE FOR APPLYING UNDER THE SCHEME

5.1 Building Committee and its Composition:

Before applying for assistance for the project, the College should constitute a Building Committee with the following members:-

- a. President, Governing Body - Chairman
- b. The Principal of the College - Member
- c. The Vice-Principal (if appointed)- Member
- d. A representative of the PWD/Corporations, etc.
(not below the rank of Assistant Engineer). - Member
- e. Two representatives from the teachers of the College - Member
- f. Administrative Bursar and Accounts Bursar of the college - Member

5.2 The Building Committee will be responsible for finalizing the plans and estimates of the various projects proposed by the College and also for ensuring the completion of the construction of any infrastructure in accordance with the approved plans and estimates. Besides, it will also be responsible for proper utilization of the funds received from the Government and from the College, out of its own resources.

5.3 After the Building Committee has resolved to take up the projects with State Government assistance, the College should submit the following information to the Higher Education Department, Govt. of Odisha State for final approval:

6. **DOCUMENTS REQUIRED FOR APPROVAL OF BUILDING PROJECTS**

- 6.1. Composition of the Building Committee as per State Govt. Guidelines.
- 6.2. A copy of the Building Committee resolution indicating name of the College, name of the project, type of project, the area covered in sq meters, cost per square meter, basis of estimates, latest schedule of rates, period for completion of the project, likely date of starting the construction and mode of construction. The resolution shall bear the signatures of the members present in the meeting of the Committee and shall be duly verified by the Principal of the College.
- 6.3. The application for such assistance will be submitted by the college with a copy of estimate (**Annexure-I**) countersigned by a Govt. Engineer not below the rank of Asst. Engineer , an undertaking to provide their share of the projected funds and also an undertaking to the effect that unless the project is completed within a period of one year from the 1st release of funds, the Government assistance released will be recovered from the Grant-in-Aid due to the Institutions.
- 6.4. The estimate/bill shall be countersigned by any locally available Govt. engineer to be decided by the Building Committee. The bidding should be done through a transparent process.
- 6.5. Building Project Certificate(**Annexure-II**)

7. **PROCEDURE FOR APPROVAL BY THE STATE GOVERNMENT:**

- 7.1. On the basis of the above documents, the State Govt. will process the proposal by a Committee and convey its approval or otherwise, to the institution.
- 7.2. The Committee to finalize the proposals for Non-Govt. Aided Colleges will have the following members-:

- i. Principal Secretary, Higher Education----- Chairman
- ii. Addl. Secretary, Higher Education-----Member
- iii. F.A., Higher Education -----Member Convenor
- iv. Director, Higher Education, Odisha-----Member

7.3. The project would be executed through the building committee of the concerned college rather than entrusting the execution of work to R & B Department.

8. RELEASE OF ASSISTANCE

- 8.1 Fifty percent (50%) of the total Govt. assistance shall be released as 1st installment by the Govt. to the institutions. After utilization of at least 75% of available funds(50% assistance release by the Govt. + 50% of college share), concerned colleges shall submit the Utilization Certificate (UC) to Govt. After receipt of the UC, release of 2nd installment would be considered by the Govt. The UC format is appended to the guideline inclusive of both physical and financial progress(**Annexure-III**).
- 8.2 The assistance released by the Govt. shall be fully utilized within a period of one year from the date of release of funds. If not utilized, the same amount shall be recovered through adjustment from grant-in-aid.
- 8.3 There will be a cell under F.A. to maintain the details of sanction of funds, UC received, final reconciliation of accounts as well as determining the unutilized Govt. grant. A Data Entry Operator post may be created with concurrence of Finance Dept. to assist the monitoring cell in Govt. under F.A. There shall be half yearly review/ monitoring of the progress of the work and funds utilized thereof.
- 8.4 The Director, Higher Education/other inspecting officers shall monitor the implementation of the project and utilization of the fund and shall submit the report to Govt. on three monthly basis.
- 8.5 All proposals should be submitted to Govt. addressed to F.A to Govt., Higher Education Department.

Detailed
Estimates

1. A Certificate to the effect that the estimates of the building project conforms to the norms laid down by the PWD similar construction agencies recognized by the Government

2. Provision for Services (water supply and sanitary installation and external services), contingency may be made as per Govt. rate
 - a) Water supply & Sanitary installation Rs.

 - b) Electrification (without fans) or [(with fans), Library (with fans)] of the civil work cost Rs.

 - c) External Services of the civil work cost) Rs

 - d) Total estimated cost Rs.

- GRAND TOTAL Rs.

3. The provision under external services shall include the service connections (water, electricity, sewer) from the main building to the existing mains and development of the plot area allocated to the building .

Building Project Certificates

Certified that

- (a) the plan and estimates of the building have been approved by the Infrastructure Committee and are in conformity with the norms as prescribed by the State Govt.
- (b) the land on which the proposed building is to be constructed is under the undisputed ownership and possession of the college/Trust/Society.(If the land is in the name of the Trust/ Society, an irrevocable resolution , duly registered, that the land on which the building is to be constructed is earmarked for the exclusive use of the College may be furnished.)
- (c) the expenditure over and above the State Government grant, if any, will be met by College from its own resources and the construction will not be delayed for want of funds
- (d) the structural soundness (of structure) to bear the load of the proposed building, in case, it is going to be constructed/(or extended) upon the ground floor building. #
- (e) the College has not availed of any grant for the proposed construction earlier
- (f) the Project would be completed in a time - bound manner in _____month

Signature with seal

Principal

Certificate from a Qualified Engineer * is to be attached.

* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Corporation)/ University.

PROGRESS REPORT FOR THE RELEASE OF FUNDS

1. Name of the Scheme:
2. No. and date of the sanction letter of State Government approving the scheme.
3. Total cost approved.
 - a. Share of College/State/Central Government
4. Total tendered cost accepted.
5. Total amount received.
 - a. From STATE GOVERNMENT and
 - b. From College/State/Central Government against 3 above.
6. Total expenditure actually incurred i.e. Bills paid for work done or supplies received.
 - a. Against STATE GOVERNMENT share
 - b. Against College/State/Central Government share.
7. Balance, if any, in hand from amount received.
 - a. From STATE GOVERNMENT share
 - b. From College/State/Central Government share
8. Amount required to be released to meet expenditure likely to be incurred in the next three/six months.
9. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the construction is being carried out in accordance with the Plan accepted by the State Govt..

10. Deviation, if any, should be clearly indicated. Impact on the cost of construction should be specified.

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant.

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

Signature with seal

Principal (College)

N.B. This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount earmarked for specific items likely to be obtained in future.