



गोंडवाना विद्यापीठ, गडचिरोली

(महाराष्ट्र शासन अधिसूचना क्रमांक २००७/(३२२/०७) विशि -४ महाराष्ट्र विद्यापीठ अधिनियम १९९४ (१९९४ चा महा.३५) च्या कलम ३ च्या पोटकलम (२) अन्वये दिनांक २७ सप्टेंबर, २०११ रोजी स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ (सन २०१७ चा महाराष्ट्र विद्यापीठ अधिनियम क्रमांक ६) द्वारा संचालित राज्य विद्यापीठ)

विद्यापीठ विकास विभाग

एम.आय.डी.सी. रोड कॉम्प्लेक्स गडचिरोली - ४४२६०५(महा.)

फोन:०७९३२.२२३३२२ फॅक्स रू ०७९३२.२२३३२२

Email : bcud.gondwanauniversity@gmail.com

web: gondwana.digitaluniversity.ac

web:unigug.org

जा. क्र/विविवि./२९५९ / २०१७

दिनांक ३० / ११ / २०१७

प्रति,

मा. प्राचार्य,
सर्व संलग्नीत महाविद्यालये,
गोंडवाना विद्यापीठ, गडचिरोली

विषय :- विद्यापीठ अनुदान आयोग यांचेकडून मिळालेल्या आर्थिक सहायकाबाबत.

संदर्भ :-१)विद्यापीठ अनुदान आयोग पुणे यांचे पत्र क्र. F 2-45/16(IQAC/WRO), दि. १६ ऑक्टोबर, २०१७
२)विद्यापीठ अनुदान आयोग पुणे यांचे पत्र क्र. F 2-45/16(GDA/WRO), दि. १६ ऑक्टोबर, २०१७
३)विद्यापीठ अनुदान आयोग पुणे यांचे पत्र क्र. F 2-45/16(GDA/WRO), दि. २१ नोव्हेंबर, २०१७

महोदय,

उपरोक्त संदर्भीय विषयान्वये आपणांस कळविण्यात येते की, विद्यापीठ अनुदान आयोग पुणे यांचे परिपत्रक क्र. २-४५/१६(GDA/WRO), दिनांक १०/०८/२०१७ रोजीचा १२ व्या योजनेच्या Internal Quality Assurance Cells (IQACs), व General Development Assistance(GDA) अंतर्गत मिळालेले आर्थिक सहाय्यक रक्कमेचा विनियोग दिनांक ३०/९/२०१७ पर्यंत करण्याबाबत कळविलेले होते.

तथापी विद्यापीठ अनुदान आयोगानी दिलेल्या आर्थिक सहाय्याचे उपयोगीता प्रमाणपत्र दिनांक ३१ डिसेंबर २०१७ पर्यंत सादर करण्याबाबत कळविलेले आहे. तथापी संदर्भीय पत्राचे व संलग्नीत प्रपत्राचे अवलोकन करून कार्यवाही घ्यावी, ही विनंती.

सधन्यवाद!

सहपत्र:- विवरण प्रपत्र

उपकुलसचिव (प्र.)

विद्यापीठ विकास विभाग
गोंडवाना विद्यापीठ, गडचिरोली.

उपकुलसचिव
विकास विभाग
गोंडवाना विद्यापीठ, गडचिरोली



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
पश्चिम विभागीय कार्यालय गणेशखिंड, पुणे- ४११००७
Western Regional Office, Ganeshkhind, Pune - 411007
Ph: 020 - 25696896, 25696897, Fax: 020 - 25691477
E-mail : wrougc@gmail.com

No. F 2-45/16 (IQAC/WRO)

Date: 21 NOV 2017

Circular


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

Sir/Madam,

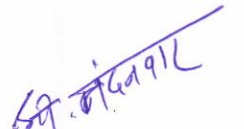

In continuation of this office circular No 2-45/16(IQAC/WRO) dated 16.08.2017 regarding submission of audited documents for utilization of grants for Internal Quality Assurance Cells (IQACs) XII Plan in the prescribed formats.

You are also requested to attach Annual Quality Assurance Report (AQAR) of the IQAC (as per format enclosed Annexure - I of the guidelines) in addition to the audited utilization certificate/documents to be submitted before 31st December, 2017 to finalize the accounts failing which this office will not release any grant.

Yours faithfully,


(Dr. Avichal Kapur)
Joint Secretary


Encl: As above.

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the college:

Name of the Affiliating University:

Year of Report:

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

.....

.....

.....

.....

Section B: Details in respect of the following (attach separate sheet).

1. Activities reflecting the goals and objectives of the college
2. New academic programmes initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmes started
5. Examination reforms implemented
6. Candidates qualified: NET/ SLET/ GATE etc.
7. Initiative towards faculty development programme
8. Total number of seminars/ workshops conducted
9. Research projects a) Ongoing; b) Completed
10. Patents generated, if any
11. New collaborative research programmes
12. Research grants received from various agencies
13. Details of research scholars
14. Citation index of faculty members and impact factor
15. Honours/ Awards to the faculty: National and International
16. Internal resources generated
17. Details of departments getting assistance/ recognition under SAP, COSSST (ASSIST)/ DST, FIST, and other programmes
18. Community services
19. Teachers and officers newly recruited
20. Teaching – Non-teaching staff ratio
21. Improvements in the library services
22. New books/ journals subscribed and their value
23. Courses in which student assessment of teachers is introduced and the action taken on student feedback

24. Feedback from stakeholders
25. Unit cost of education
26. Computerization of administration and the process of admissions and examination results, issue of certificates
27. Increase in the infrastructural facilities
28. Technology upgradation
29. Computer and internet access and training to teachers, non-teaching staff and students
30. Financial aid to students
31. Activities and support from the Alumni Association
32. Activities and support from the Parent-Teacher Association
33. Health services
34. Performance in sports activities
35. Incentives to outstanding sportspersons
36. Student achievements and awards
37. Activities of the Guidance and Counselling unit
38. Placement services provided to students
39. Development programmes for non-teaching staff
40. Good practices of the institution
41. Linkages developed with National/ International, academic/ research bodies
42. Action Taken Report on the AQAR of the previous year
43. Any other relevant information the institution wishes to add.

Section C: Outcomes achieved by the end of the year (attach separate sheet if required).

.....

.....

.....

.....

.....

Section D: Plans of the college for the next year

.....

.....

.....

.....

.....

Name & Signature of the
Director/Coordinator, IQAC

Name & Signature of the
Chairperson, IQAC



ज्ञान-विज्ञान विमुक्तये

गोडवानी विद्यापीठ मंडळी
विकास विभाग

आवक क्र 5369 दि 26/10/17

जावक क्र दि



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग

University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

(Ministry of Human Resource Development, Govt. of India)

पश्चिम विभागीय कार्यालय गणेशखिंड, पुणे- 411007

Western Regional Office, Ganeshkhind, Pune - 411007

Ph: 020 - 25696896, 25696897, Fax: 020 - 25691477

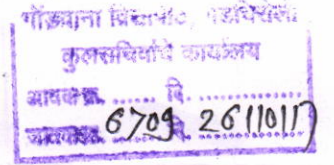
E-mail : wrougc@gmail.com

No. F 2-45/16 (IQAC/WRO)

Date: 16 OCT 2017

Circular

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



Sir/Madam,

In continuation of this office circular No 2-45/16(GDA/WRO) dated 10.08.2017 regarding utilization of grants including Internal Quality Assurance Cells (IQACs) XII Plan up to 30.09.2017.

You are requested to submit the audited utilization certificate/documents before 31st December, 2017 to finalize the accounts as per format enclosed failing which this office will not release any grant.

Yours faithfully,

DR. DE
26/10/17

(Dr. Avichal Kapur)
Joint Secretary

Encl: As above.

DR. DE
26/10/17

DR. DE
26/10/17

UGC (WRO), Pune

Head-wise Brief Report:-

Vide sanction letter No. _____ dated _____ sanctioned to _____

1. Honorarium to the Director/Coordinator, IQAC @Rs. 1000 (Per month)

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

2. Hiring Services for Secretarial & Technical Services

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

3. ITs Communication expenses

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

4. Contingencies

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

Signature with seal
Principal

Signature with seal
Govt. Auditor / Chartered Accountant



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
पश्चिम विभागीय कार्यालय गणेशखिंड, पुणे- ४११००७
Western Regional Office, Ganeshkhind, Pune - 411007
Ph: 020 - 25696896, 25696897, Fax: 020 - 25691477
E-mail : wrougc@gmail.com

No. F 2-45/16 (GDA/WRO)

Date:

10 OCT 2017

Circular


**The Principal of all the colleges in the States of
Maharashtra, Gujarat, Goa and UT's of Daman & Diu
and Dadra, Nagar & Haveli**

Sir/Madam,

In continuation of this office circular No 2-45/16(GDA/WRO) dated 10.08.2017 regarding utilization of General Development Assistance XII Plan up to 30.09.2017 excluding for building projects.

You are requested to submit the audited utilization certificate/documents before 31st December, 2017 to finalize the accounts as per format enclosed failing which this office will not release any grant.

Yours faithfully,


(Dr. Avichal Kapur)
Joint Secretary

Encl: As above.

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 (ii)]	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

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

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

UNIVERSITY GRANTS COMMISSION

AUDITED UTILIZATION CERTIFICATE

Certified that an amount of Rs _____ (Rupees _____) has been received from WRO. UGC vide letter No. _____ dated _____ out of which an amount of Rs. _____ (Rupees _____) has been utilized for IQAC-XII Plan and in accordance with the terms & Conditions laid down by the Commission.

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

Signature of the Principal
(With seal & Date)

Signature of the Chartered Accountant
(With seal & Regd. No. of C.A)

ASSETS CERTIFICATE
(Equipment)

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant vide sanction letter No. _____ dated _____ given by the University Grants Commission for _____ are being maintained in the prescribed form and are being kept up to date

Equipment:

Sl. No	Name of the Item	Quantity	Bill no. Date & Name of the Firm	Amount (Rs.)	Justification/Utility
1					
2					
Grand Total =					

Signature with seal
Principal

Signature with seal
Govt. Auditor / Chartered Accountant

UGC-WRO

Statement of Income & Expenditure

Audited statement of Income & Expenditure in respect of Internal Quality Assurance Cells (IQACs) in Colleges - XII Plan approved by the UGC vide letter No F _____ dated _____

Sl. no	Income	Rs.	Expenditure (Head-wise)	Non-Recurring (Capital Assets-35) * Rs.	Recurring grant (General-31)* Rs.
1.	Grants from UGC		Honorarium to the Director/Coordinator, IQAC @Rs. 1000 (Per month)		
2.	Grants from state Government		Office Equipment's		
3.	Colleges contribution		Hiring Services for Secretarial & Technical Services		
4.	Internal sources, if any		ITs Communication expenses		
5.	Internal earned, if any		Contingencies		
6.	Others, if any		Unspent balance, if any		
	Total				
Grand Total (Capital Assets 35 + General 31)					

Date:

Signature of the Principal
(With seal)

Signature of the Chartered Accountant Government Auditor
(With seal & Regd. No of CA)

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

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

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

UNIVERSITY GRANTS COMMISSION

AUDITED UTILIZATION CERTIFICATE

Certified that an amount of Rs _____ (Rupees _____) has been received from WRO. UGC vide letter No. _____ dated _____ out of which an amount of Rs. _____ (Rupees _____) has been utilized for GDA-XII Plan and in accordance with the terms & Conditions laid down by the Commission.

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

Signature of the Principal
(With seal & Date)

Signature of the Chartered Accountant
(With seal & Regd. No. of C.A)

UGC-WRO

Statement of Income & Expenditure

Audited statement of Income & Expenditure in respect of General Development Assistance- XII
Plan approved by the UGC vide letter No F _____ dated _____

Sl. no	Income	Rs.	Expenditure (Head-wise)	Non-Recurring (Capital Assets-35) * Rs.	Recurring grant (General-31)* Rs.
1.	Grants from UGC		1)Books & Journals		
2.	Grants from state Government		2) Equipment		
3.	Colleges contribution		3)Instrumentation Maintenance Facility		
4.	Internal sources, if any		4)Improvement of existing premises		
5.	Internal earned, if any		5)Competence building initiatives in colleges		
6.	Others, if any		6) Cultural Activities		
			7)Educational Innovation		
			8) Field Work / Study Tours		
			9) Extension Activities		
			10) Improvement of facilities in existing premises- common room and toilet facilities for women		
			11) Establishment of Day Care Centre in colleges		
			12) Human Rights & Duties Education		
			13) Career and Counseling Cell		
			14) ICT in Education		
			Unspent balance, if any		
	Total				
Grand Total (Capital Assets 35 + General 31)					

Date:

Signature of the Principal
(With seal)

Signature of the Chartered Accountant Government Auditor
(With seal & Regd. No of CA)

* As per XII Plan guidelines duly approved by the Planning Board
* (Non Recurring Capital Assets-80%), (Recurring General -20%)

UNIVERSITY GRANTS COMMISSION-WRO-PUNE

ACCESSION CERTIFICATE
(Books and journals)

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 CA)

ASSETS CERTIFICATE
(Equipment)

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant vide sanction letter No. _____ dated _____ given by the University Grants Commission for _____ are being maintained in the prescribed form and are being kept up to date

Equipment:

Sl. No	Name of the Item	Quantity	Bill no. Date & Name of the Firm	Amount (Rs.)	Justification/Utility
1					
2					
			Grand Total =		

Signature with seal
Principal

Signature with seal
Govt. Auditor / Chartered Accountant

UGC (WRO), Pune

Head-wise Brief Report:-

Vide sanction letter No. _____ dated _____ sanctioned to _____

1. Instrumentation Maintenance Facility (Head 35 &31)

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

2. Improvement of existing premises (Head 35 &31)

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

3. Competence building initiatives in colleges (Head 35 &31)

Sr. No	Name of the person, if applicable	Details/Purpose/item	Bill No/Date, Name of the firm, if any	Amount (Rs.)	Rate/Period / Date	Justification/ Utility

The above formats may be used for other heads like Cultural Activities, Educational Innovation, Field Work / Study Tours, Extension Activities, Improvement of facilities in existing premises- common room and toilet facilities for women, Establishment of Day Care Centre in colleges, Human Rights & Duties Education, Career and Counseling Cell, ICT in Education whichever is applicable.

Signature with seal
Principal

Signature with seal
Govt. Auditor / Chartered Accountant

University Grants Commission
Western Regional Office
Photograph of Sheela Falak / Plaque
Construction of _____

Under _____ Scheme XII Plan File No: _____

UGC Grant: Rs. _____

Management / College Share: Rs. _____

Total Expenditure : Rs. _____

Date of Starting the Construction : _____

Date of Completion : _____

Principal Name:

College Name:

1. Inner view Photo
2. Outer view Photo
3. Photograph of Sheela Falak (duly signed/stamped by Principal)