



ज्ञान-विज्ञान विभूतये

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UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110 002

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No. F.5-16/DRS-II/2018 (SAP-III)

April, 2018

24 APR 2018

The Registrar,
Tezpur University,
Napaam, Sonitpur,
Assam- 784 028

Dear R&D / for map
PO.
11/5/18

Sub:- University Grants Commission Assistance to the selected department under Special Assistance Programme (SAP) - Review of the Programme in the Department of Business Administration, Tezpur University, Napaam, Sonitpur, Assam- 784 028, for upgradation/continuation from DRS-I to DRS-II for a period of 5 years (01-04-2018 to 31-03-2023) subject to availability of funds and continuation of the scheme beyond 31.03.2019.

Sir/Madam,

1. UGC's Special Assistance Programme (SAP) is intended through constant effort to raise the quality of teaching/ research in different disciplines in Bio-Sciences, Sciences, Engineering & Technology, Humanities, Social Science departments and carefully selected on the basis of their work, academic achievements and viable potential for further development. The essence and primary aim of the scheme is combination of teaching and research to encourage group research efforts in pursuit of excellence.
 2. The Department of **Business Administration** was implementing **DRS-I** of the SAP programme approved for a duration of five years for **01.04.2011 to 31.03.2016**.
 3. As per guidelines, the Commission constituted an Expert Committee to review the progress of above said department on completion its approved term of participation under the Special Assistance Programme (SAP). The Expert Committee Reviewed the department on **11th January, 2017 in the office of UGC New Delhi**.
- The Review Committee, after a very careful and critical in-depth examination of the academic achievements made of the department during the term as well as various aspects of implementation of the programme with the departmental representatives has submitted their recommendations to the Commission.
- UGC has approved the **Department of Business Administration** from **DRS-I to DRS-II** programme for a further period of **five years from 01-04-2018 to 31-03-2023**. **Period from 01-04-2016 to 31-03-2018 may be treated as gap years.**

Prof. Chandana Chandana's Dept. of BA. Congratulations!!!
submit the copy of proposal for registration of this
R&D office. Amritya
14/5/2018

6. On the basis of the recommendations of the Review Committee, approval of the University Grants Commission to the continuation/Up-gradation of the programme at the level **DRS-II** for **5 years** with the following thrust area(s) for research and teaching

Thrust Area Identified

- **Community based organizations, livelihood developments and tourism.**

As recommended by the Review Committee, name of the Co-ordinator & the Deputy Co-ordinator of the Programme for the present phase of the Programme will be as indicated below:

Name of Coordinator: - Prof. Chandan Goswami.

Name of Deputy Coordinator:- Dr. Arup Roy.

The Coordinator may continue till the end of the present duration of the programme or till his/her superannuation.

7. The financial assistance approved for implementing the present phase at the level of **DRS-II** for a duration of **5 years (01/04/2018 to 31/03/2023)** is given below : -

S. No.	Non-Recurring (Items)	Rs. (In Lakh)
1.	Equipment - (Desktop and softwares)	5.00
2.	Building (upgradation/augmentation extension of existing laboratory for housing and Installation of new equipment)(maximum Limit upto 50 lakhs) including air-conditioning	15.00
	TOTAL	20.00
S.No.	Recurring	
1.	Contingency/Working expenses @ Rs.50,000/- p.a.	2.50
2.	Chemicals/Consumables/Glassware @ Rs.12,000/-p.a.	0.60
3.	Travel/Field facilities/Field trips for Faculty members only (all within India Only) @Rs.60,000/- p.a.	3.00
4.	Visiting Fellows @Rs.20,000/- p.a.	1.00
5.	Seminars (for organization) on thrust area @ Rs. 1,00,000/- p.a. for seminars.	5.00
6.	Hiring the services of Technical/Industrial/Secretarial assistance as relevant to the programme (for programme duration only) @Rs.20,000/- p.a.	1.00
7.	Advisory Committee meetings (TA/DA for UGC nominee in the committee) @Rs.80,000/- p.a.	4.00
8.	Books and Journals @ Rs.40,000/- p.a.	2.00
9.	Project Fellow (One)	Actuals
	Total	19.1+ 1P.F. (Actuals)

Non - Recurring (Rs. In lakh)
Rs. 20.00
Recurring Rs. 19.10

****Total (NR + R) for 5 years = Rs. 39.10+ 1P.F. (Actuals)**

(Rupees Thirty nine lakh ten thousand only)

**** The aforesaid approval is up to 31.03.2019 only. Further the scheme may continue subject to concurrence and availability of funds from Ministry of Human Resource Development (MHRD).**

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8. The University is to maintain a separate **flexi saving bank account** for the grants released under Special Assistance Programme. Interest earned against Grant-in-aid (other than reimbursement) released to any grantee institutions should be mandatorily remitted to UGC account immediately after finalization of account. Any interest earned out of Grants in aid should not be allowed as additional funds over and above the allocation.

9. **The University/ Department may follow the SAP Guidelines posted on the UGC website.**

10. For appointment of Project Fellow, UGC guidelines for SAP/MRP shall be followed. The details of the appointed Project Fellow duly authenticated by the competent authority are to be send to UGC as per the enclosed format. However, following documents are to be retained by the University /Department and furnished to UGC as and when called for:-

- 1. Copy of Notification/Advertisement of the vacancy
 - 1. Copy of Minutes/Recommendation of the Selection Committee constituted for appointment of Project Fellow
 - 1. Copy of University Order to the appointment of the Project Fellow
 - 1. Copy of Joining Report of Project Fellow
 - 1. Attested copy of P.G. Mark Sheet
 - 1. Attested copy of Cast/Disability Certificate in case the candidate belongs to reserved category and obtained below 55% marks
 - 1. Attested copy of Matriculation Certificate for age proof.
 - 1. HRA certificate duly signed by the Registrar.
 - 1. Bio-data in respect of Project fellow.
 - 1. Month-wise salary expenditure statement in respect of each Project Fellow.
- Age of project fellow should be below 40 years.**

The University/Institute shall follow the norms for appointment of Programme Co-ordinator and Deputy Co-ordinator (no Joint Co-ordinator or Co-ordinator) and also constitute an Advisory Committee as per the guidelines of the Commission which can be downloaded from UGC website www.ugc.ac.in and follow the terms of reference of the Advisory Committee to ensure effective implementation and monitoring of the Programme. The constitution of the Advisory Committee is compulsory for all departments which are being supported under SAP. The UGC nominees in the Committee will be as indicated below. The departments may contact the UGC nominees for their acceptance and intimate the Commission.

- 1) **Prof. R.P. Das, (Vice Chancellor) Berhampur University, Orissa. (M) 9425214226.**
- 2) **Prof. R.K. Singh, Delhi School of Economics. (M) 9910970870.**

The active participation of the UGC nominees in each meeting of the Advisory Committee is essential. The composition and terms & reference of the Advisory Committee will be as given in the UGC website www.ugc.ac.in.

The University/Institute/Department is requested to take immediate steps to submit the following information/documents for necessary action:

- I. Acceptance of the terms and conditions of the grants duly signed by the Registrar of the University/Institute.

- II. Name of the competent University Officer with full address and other bank details in (mandate form) the prescribed enclosed proforma so that the fund can be transferred electronically.
 - III. Detailed statement of year-wise actual expenditure incurred against the grants allocated, sanctioned during the last phase may be submitted in the PROFORMA in the Annexure-V, of SAP Guidelines duly audited and certified by the Competent authority, in order to finalize the accounts of the earlier phase.
 - IV. Name of the Department Coordinator and Dy. Coordinator indicating (i) present designation (ii) Specialized areas(s) of research and (iii) date of superannuation.
 - V. List of members of the Advisory Committee constituted by the university/institute as per guidelines.
 - VI. Year-wise academic programme and action proposed to be undertaken by the department during the period of **5 years** to implement the programme.
 - VII. The annual report of the work done during the year (as per effective date of the programme) should be submitted by the Programme Co-coordinator highlighting the achievements in research and teaching and indicating separately the progress in procuring of equipment / construction of Buildings (only addition, alteration and renovation, if sanctioned under the programme) and the list of papers published in referred journal during the year positively reported by the end of every year.
 - VIII. A Certificate from the Registrar of the university that the department is on self finance and is eligible to receive the UGC financial assistance.
13. The University/Institute shall take all possible measures to ensure effective implementation of policies of Government of India relating to SC/ST students and teachers in regard to the UGC programme. In case of non-teaching staff, the policies of the Central Government in respect of Central Universities and of the State Government in respect of State Universities shall be implemented.
 14. The first installment of admissible grant will be released separately. In the meantime the University may submit the requisite information requested vide **para 12 (i to viii)** on return of post.
 15. No request for any change in the effective date will be considered.
 16. The orders for purchase of equipment is to be placed within six months from the date of receipt of the grant by the university.
 17. The second and subsequent installment of grant for any approved items will be considered and sanctioned only on receipt of the Utilization Certificate for the earlier installment in the prescribed form duly signed by the Registrar/Finance Officer as the case may be.
 18. **The Non Recurring Grant approved will be released only after settlement of the previous accounts of SAP programme. (In case of ongoing programme).**
 19. **Non-Recurring Grant released by UGC should be utilized by the department/university positively within a period of three years from the date of receipt of grant, otherwise UGC may ask for refund of the un-utilized amount of non-recurring grant.**

20. The University/Institution shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the University/institution has complied with the anti-ragging measures by stating that: (2)

"The University/ Institution/College is strictly following the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009".

Yours sincerely,

Mamta R. Agarwal
20 April 18

(Mamta R. Agarwal)
Joint Secretary

NOTE:- Please see SAP guidelines on UGC website www.ugc.ac.in.

Copy forwarded for information and necessary action to:-

Prof. Chandan Goswami
Programme Coordinator (DRS-II),
Department of Business Administration,
Tezpur University, Napaam, Sonitpur, Assam- 784 028.

Copy for information to:

1. The Secretary to the State Government of **Assam**, Department of Education, **Napaam, Sonitpur**.
2. The Head, **Department of Business Administration, Tezpur University, Napaam, Sonitpur, Assam- 784 028**.
3. **Prof. R.P. Das, (Vice Chancellor) Brahmpur University, Orissa, Ganjam - 760 001.**
4. **Prof. R.K. Singh, Delhi School of Economics. University of Delhi, Delhi - 110 007.**
5. The P.S. to Vice Chancellor, **Tezpur University, Napaam, Sonitpur, Assam- 784 028.**
6. Guard File.

F.No.5-65 /2011 (SAP-III)

(Nirmal Kaur)
Under Secretary

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