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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 should submit the requisite information requested vide **para 12 (i to viii)** by 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.**
 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:**

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

Yours faithfully,
Mamta
28 Mar, 18
(Dr. Mamta R. Aggarwal)
Joint Secretary

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

Copy forwarded for information and necessary action to:-

**Prof. Raies A. Qadri,
Co-ordinator (DRS-II),
Department of Biotechnology,
University of Kashmir,
Srinagar-190 006.**

Copy for information to:

1. The Secretary to the State Government of **Jammu & Kashmir Department of Education Srinagar.**
2. The Head, **Department Biotechnology, University of Kashmir, Srinagar-190 006.**
3. **Prof. Nataraj Sakthipal, Dept. of Biotechnology, central University of Pondicherry.**
4. **Prof. Ashwani Koul, Dept. of Biophysics, Panjab University.**
5. The P.S. to Vice Chancellor, **University of Kashmir, Srinagar-190 006.**
6. Guard File.
7. F.No.3-26/2011 (SAP-II)

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ISSUED

Nirmal Kaur
**(Nirmal Kaur)
Under Secretary**

27/3/18

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

- Prof. Nataraj Sakthipal, Dept. of Biotechnology, Central University of Pondicherry.**
- Prof. Ashwani Koul, Dept. of Biophysics, Panjab University.**

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.

12. The University/Institute/Department is requested to take immediate steps to submit the following information/documents for necessary action:
- Acceptance of the terms and conditions of the grants duly signed by the Registrar of the University/Institute.
 - 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.
 - 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.
 - Name of the Department Co-ordinator and Dy. Co-ordinator indicating (i) present designation (ii) specialised areas(s) of research and (iii) date of superannuation. List of members of the Advisory Committee constituted by the university/ institute as per guidelines.
 - Year-wise academic programme and action proposed to be undertaken by the department during the period of **5 years** to implement the programme.
 - List of members of the Advisory Committee constituted by the university/institute as per guidelines.
 - 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 Building (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.
 - A Certificate from the Registrar of the university that the department is not self finance and is eligible to receive the UGC financial assistance.