

OFFICE OF COMMISSIONER, COLLEGE EDUCATION, JAIPUR

No. F-12(136) Plan/CCE/2006/CentrEx/ 3552-3578

Date : 26 May 2010

Principal,

.....Govt. College (Model College)

Rajasthan

Subject : Instructions for utilization of budget sanctioned under Centres for Excellence Scheme

Reference: F 20(101) 403/Plan/CCE/10-11/46 Dated 29th April 2010 (All govt. Model Colleges),

F 20(101) 419/Plan/CCE/10-11/46 Dated 6th May 2010 (GC, Ajmer),

F 20(101) 419/Plan/CCE/10-11/47 Dated 6th May 2010 (MSJ, Bharatpur),

A budget of Rs 1.75 Lakh has been sanctioned to govt. colleges selected under the scheme of Centres for Excellence (Model Colleges). These colleges are expected to follow the following guidelines for utilizing the sanctioned budget.

Table 1: Items for which the budget has been sanctioned

S. No	Item	Max. Amount in Rs.
1	Drinking water facility for students (Purification, storage and cooling)	20000
2	Token amount for NAAC reaccreditation activity if due	2000
3	Establishment/Facility Augmentation for IQAC Cell/Carrying out suggestions rendered by NAAC Peer team (in Accreditation report) for quality enhancement	10000
4	Website expenditure (upgrading, AMC, web hosting, domain name, etc): The college should make all vital information available on its website and it should be updated regularly.	10000
5	Subscription for Interlibrary loan facility/ Delnet (http://delnet.nic.in/membership.htm)/ Digital Library Consortium	7000
6	College Specific Automation/ Automation software/ Networking	20000
7	Activities of Alumni association (in case Alumni Associations own resources are not adequate to carry out activities)	3000
9	Annual Report (annual report compilation, preparations, typing, binding and making a pdf copy for uploading on college website, uploading on website of college- See Annexure 1 for details)	1000
10	Providing necessary space and infrastructure for all teachers to stay in college for 40 hours a week for 30 weeks (180) days and minimum 5 hours a day (for meeting expenses for providing cabins, furniture, pigeon holes, almirah) as per recommendations of Tareen Committee: UGC's circular dated 22/29 April 2010 No D.O. No. F1-1/2008(CU)	50000
11	Lecture of eminent personality (eminent educationist, scientist, social	10000

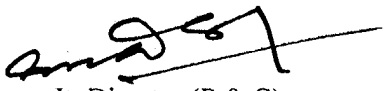
	scientist, scholar of national or international fame) for college faculty and students (TA, DA, Honorarium, audio/visual recording, etc.)	
12	Management Development Programmes (Trainings for Principals, Vice Principals, teaching and non-teaching staff on matters of management: Service matters, Pension rules, RTI, CCA rules, GF&R, Motivation, Stress Management, Total Quality Management, Office procedure)	5000
13	Faculty Development Programme (suggestive topics- Effective teaching methods, instructional skills, evaluation and measurement techniques, Report and Proposal writing, Statistical methods for researchers, etc.)	5000
14	ICT Training (for Teaching and non-teaching staff) as per module decided in workshops of Centres for Excellence (Available at http://groups.yahoo.com/group/modelcolleges): Basic and Advanced	10000
15	Activities for promotion of quality research: (i) Organization of one or two meetings of all research supervisors, (a) brain storming to identify measures to make research work collaborative, interdisciplinary, socially relevant and qualitative; (b) compilation of information of Research Supervisors, No. of publications, (ii) Annual Research Seminar/s: Each Model college is expected to organize minimum one in house ARS: The Model colleges may make it mandatory for all PhD students to give a presentation. PIs of Major and Minor Research Projects (who have applied for MnRP or MjRP/ have received sanction/ submitted or completed report) should ideally present their project proposal/ plan of action/ findings in Research seminar). As far as possible such seminars should be interdisciplinary so that suggestions from knowledgeable faculty from different disciplines are received to enhance quality of research. This will help in ensuring transparency and credibility.	10000
16	Environment friendly provisions and structures (Pits for composting, ground water recharge system, rain water harvesting: Refer to guidelines sent by CCE No. F 12 (136)/Plan/CCE/2006/2415-2448 Date: 8 July 2008)	10000
17	Token amount for carrying out anti-ragging measures (Inclusion of declaration by institution on print and electronic media (website) as per guidelines of CCE, UGC, MHRD)	2000
	Total	1,75,000

Note -

- The Principal shall constitute a committee for proper and effective utilization of the budget sanctioned under the scheme of Centres for Excellence. The committee shall decide items and services to be procured and their specifications.
- The purpose of issuing these guidelines is to ensure availability of certain basic facilities in all Model Colleges hence the colleges are directed not to skip any item of

the table if it is not available in the college. It shall be assumed that college has arranged an item from other resources if it has been skipped (e.g. if no amount has been used for annual report by a college it will be assumed that the college has prepared an annual report).

- No expenditure should be made if the item mentioned in list is already available with the college. However, expenditure may be made on recommendation of committee constitutes by the Principal in cases where the item is available but not in adequate quantity, e.g. water cooler/filter may be available in one block but may be required for a distant block.
- The amounts mentioned here should be treated as **ceiling (upper limit)** for each item. If additional amount is required it should be met from Student Fund, Mahavidyalaya Samiti Kosh, donations, etc. as the case may be (as per rules).
- The amount against each item/head is suggestive. Hence it is not necessary to spend full amount on the said item. Savings of each item should be transferred for remaining items.
- Requests for re-appropriation may be entertained in rare cases on the basis of justification provided.
- Execution may be made simultaneously for items mentioned in the above list. The college administrator need not wait for completion of one activity before commencing work on next item in the list.
- Token amounts have been included in the allocation just to ensure that a particular activity gets proper attention of the institution. The allocated amount is not indicative of importance of an activity.
- The annual lecture should not be for a select audience such as participants of a Conference/Seminar organized by college.
- Violation of these guidelines shall be treated as irregularity.
- All colleges are expected to send a quarterly progress report and a final utilization report (by 15th April 2010) to Jt. Director (Planning and Coordination), Commissionerate of College Education.


Jt. Director (P & C)

No. F-12(136) Plan/CCE/2006/CentrEx/3552-3578

Date : 26 May 2010

Copy to-

1. PS, Education Minister
2. PS, Principal Secretary, Higher Education
3. PS, Commissioner, Higher Education
4. DS, Higher Education
5. CAO, Commissionerate, College Education, Jaipur


Jt. Director (P & C)

Annual Report

Introductory : Location of the college. Name of Division, District, Sub-division, tehsil, Assembly; Brief History of College, year of foundation, Imp. landmarks, Goals, aims, objectives, vision and mission. Affiliation and accreditation status.

Courses available: A list of streams, subjects and combinations available and number of seats for General/SC/ST/SC/PH in each class/section/combination. Fee structure for different courses for all categories of students. A separate description of vocational, innovative and inter-disciplinary courses.

Vital statistics: Profile of students for various courses, streams, class, subjects and combinations.
Drop-out rate. Pass percentage. Student teacher ratio. Teaching-non-teaching staff ratio, Seat to applicant ratio for different streams, subjects and combinations. Progression rate. Unit cost of education. NET/SLET, GATE, CAT, ...Civil service exam test, etc. qualified students (last academic year).

Income and Expenditure: Balance of last year, expenditure and income of last financial year. Head-wise total income of college (MVS, Boy's Fund, Donations, Research grants)

Calendar: Calendar of events, Teaching days, Celebrations days, Seminars/Conference organized.

Profile of Faculty: name, qualification, etc.; **Research Contribution:** List of faculty members eligible to guide students for PhD with following details (Name of Supervisor, Subject, Registration no., Year of registration, No. of PhD thesis awarded, submitted, title and name of students, Awarded, working, under registration process, broad areas of research pursued. Honours and awards conferred. Special schemes and grants rec. under these (FIST, CPE, etc.)

Evaluation: Term tests, facilities to advanced and slow learners, remedial classes.

Trainings: ICT Training, FIP, FDP, MDP organized and attended by staff.

College Library: A brief description, No. of books, reference books, Journals, List of Journals, ILL, Automation status, Additions in library books (no. of books added), No. of books and titles added during last financial year.

Co-curricular activities

Games Facilities: Infrastructural facility, Area of ground, play grounds available for events, Past and current years achievements and activities. Incentives for outstanding sports persons.

Student Support Activities: YDC activities, Placement and student trainings organized. Health Services. Anti-ragging and grievance redressal measures taken by the institution.

Awards and Medals: Lists of student awardees and medalists.

Scholarships: Scholarship schemes-eligibility details etc., scholarships disbursed in the last financial year.

Computerization and Automation: Current status. Overall and during last fin. year. Internet-Broadband/Wi-fi/VPNoBB, whether extended to students and teachers, Future plans.

NSS/NCC and extension activities.

Association: Activities of Alumni association. Parent-teacher Association.

