

GUIDELINES FOR THE RELEASE OF GRANT TO UNIVERSITIES

INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An autonomous body of Ministry of Environment & Forests,
Govt. of India.

P.O. New Forest, Dehra Dun -248006

GUIDELINES
FOR
RELEASE OF GRANT TO THE UNIVERSITIES

The ICFRE, an autonomous body of the Ministry of Environment and Forests, Government of India was constituted in December 1986 to undertake, aid, promote and coordinate forestry research and education and their application. It is also responsible for framing the overall forestry research policy of the country; ensuring the best method of application of scientific knowledge to the problems facing the forestry sector, transferring the technologies developed to the states and other user agencies and imparting forestry education.

The National Commission on Agriculture in its report in 1976 recommended for creation of forestry education facilities in the universities for conducting graduate and postgraduate level programmes. The ICFRE, pursuant to its mission objectives, provides grants to develop technical capabilities and strengthen infrastructure for forestry faculties in the universities imparting forestry education at the graduate and postgraduate levels. Grant to various universities imparting forestry education in the country will be regulated as per the following guidelines:

Items for which grants are made available and ceiling there of

The Grant to various universities teaching forestry in the country shall be available under the following items with the ceiling and the period shown against them:

ABSTRACT

Code	Item/ Head	Normal ceiling (Rs. In lakh)	Period
01.	Infrastructure development	100	Five Year Plan Period
02.	Equipment	20	- do -
03.	Library	20	- do -
04.	Glass houses, mist chambers and similar other teaching/research campuses	15	- do -
05	Sports, games and other students' amenities	10	- do -
06	Establishment/strengthening of interpretation cum - communication center and museum	15	- do -
07.	Transport and camping equipment for practical training and extension education	15	- do -
08.	Computer center, mini computer/ P.C./ terminals etc.	15	- do -
09	Preparation of teaching manuals and aids, etc.	10	- do -
10.	Organization of workshops/ seminars/ symposia, etc.	01	Annual
11.	Participation of teachers in national conference, seminars, symposia, etc.	01.5	- do -
12.	Students' educational tours	01	- do -
13.	Miscellaneous	As per actual estimate	- do -

The Director General, I.C.F.R.E., however, at his discretion may relax the above-mentioned ceiling in respect of Universities established exclusively for forestry education in the country.

Item 01 Infrastructure development

- 01.01 Grant will be given strictly for developing educational facilities. The grant could therefore, be used for the construction of approved buildings at the teaching campus only. No grant is available for building staff quarters. Maintenance of infrastructure may be permitted in the universities established exclusively for forestry education.
- 01.02 The estimate for the buildings should be prepared by the University estate officer/engineer/state PWD/CPWD or any other approved agency, as the case may be, on the basis of the current unit cost as per PWD schedule of rates or any other approved agency. Each proposal, for works concerned should clearly indicate (a) total cost involved, (b) cost exclusively to be met by the state government in respect of the items therein for which ICFRE grant is not admissible, (c) state governments' share (amount to be specified), (d) availability of the fund from state government should be certified by the competent authority (state government sanction order number, date and amount, etc. should be mentioned in the certificate)
- 01.03 Architect's fee, in cases where university's engineering cell supervises the work, will be limited to 3 percent of the civil cost but if they take the responsibility of supervision of the construction work also, the grant will be limited up to 4.5 percent of the civil cost. Civil work will also include all necessary electrical fittings and fixtures.
- 01.04 Movable furniture and equipment are considered as separate items and their estimates are to be added to the construction cost in the following manner:
- 01.04.01 Proposal below Rs. 20 lakh:
- a) Classroom furniture and fittings up to a maximum of 10 percent of the civil cost.
 - b) Laboratory furnishing and fittings up to a maximum of 20 percent of civil cost.
 - c) Equipping and furnishing and fittings up to a maximum of 20 percent of the civil cost.
- 01.04.02 Proposal above Rs.20 lakh
- a) Classroom furniture and fittings up to a maximum of 7.5 percent of the civil cost.

- b) Laboratory furnishing and fittings upto a maximum of 15 percent of civil cost.
- c) Equipping and furnishing the library building up to a maximum of 15 percent of the civil cost.

01.04.03 Hostel furniture i.e. table, chair etc. up to Rs.1000/- per student.

01.05 In special circumstances the Council may consider proposal for renovation and modification of building constructed out of the ICFRE grants provided, details with full justification are submitted to the Council for approval. Before starting any work, Council's specific approval to the sketch-plans and estimates of the buildings will be necessary.

01.05.01 The Council's contribution in respect of the civil works subject to availability of funds during the plan period will be 100 percent if the total cost estimated is up to Rs.20 lakh, and 75 percent if the total cost estimated is above Rs.20 lakh. However, universities established exclusively for forestry education may be provided 100 percent of the estimated cost in all cases under grant as ICFRE's contribution.

If any of the building works, is a spill over item, necessary details of the remainder work to be done and the work already done must be indicated by the University. A detailed utilization certificate has to be submitted by the university as soon as work is completed. Utilization certificate must also be countersigned by the university engineering cell/CPWD/PWD.

Item 02 Equipment:

02.01 Grant is available to the universities for the purchase (including replacement) of scientific/laboratory equipment. Priority will be for such equipment, which are needed for class room/ laboratory practicals, teaching and demonstration for the under-graduate and post-graduate classes and for post-graduate research.

02.02 All equipment which have common utility value should be brought under the control of the central instrumentation cell for proper maintenance and upkeep. Log book for the utilization of the equipment should be maintained and the equipment should be used by trained personnel.

02.03 The Council does not provide grant for the purchase of office equipment i.e. typewriters, almirahs, chairs and tables, etc. Similarly, class room furniture or laboratory furniture is also not admissible under the item "equipment" because

such type of furniture is permissible only under “works” and their cost is always included at the initial stage in the civil cost of the building concerned.

- 02.04 A maximum of 10 percent of the value of the equipment purchased could be utilized for maintenance of the equipment and for spares, if the university so desires.
- 02.05 Proposal for purchase of new equipment must be submitted to the ICFRE in the prescribed proforma in triplicate. The university, as far as possible, should avoid submission of proposal in piecemeal from individual department/ college and should instead submit a consolidated proposal for whole plan period.

Item 03: Library (books, equipment and back volumes of journals)

- 03.01 The grant to the universities is given for strengthening of the existing central library of the university and also for college library, if any, under this item grant is provided exclusively for two components viz. purchase of books and purchase of equipment like library racks, etc. for display of books, micro-films, and back-volumes of scientific journals, etc. Building component is not covered under this head since library building or any extension thereto is covered under another head/item No.01.
- 03.02 The university, out of the grant can purchase latest editions of reference books and textbooks only. Subscription to current periodicals and purchase of novels and storybooks, etc. are not permissible out of this grant. However, back volumes of only some very important forestry journals which are already being subscribed by the university can be purchased to a limited extent.
- 03.03 A maximum of 10 percent of the grant sanctioned under this item, can be utilized on purchase of equipment like racks/micro-films and back volumes of forestry journals, etc. subject to the condition that such expenditure is within the approved allocation for “Library”.
- 03.04 For modernization of library services, any special items required may be purchase from the grant with specific prior approval of the Council.

Item 04: Glass houses, mist chambers and similar other teaching/ research facilities at teaching campuses.

- 04.01 The grant can be provided for construction of workshop, glass-house, gas plant, mist-house, etc. exclusively meant for teaching and research purposes and on teaching campuses only. The construction will be subject to prior approval of sketch-plans and estimates by the Council and will be further subject to availability of funds.
- 04.02 The grant can also be provided for purchase of equipment/ machines and tools for workshop, gas plant equipment, specialized equipment for maintaining desired temperature, humidity, aeration, etc. in the existing mist-chambers and insect-proof nets for net houses/green-houses, etc. provided such equipment are either not already available or the existing ones are insufficient.
- 04.03 The university will submit the proposal incorporating the existing facilities and additional facilities and equipment requested with proper justifications to the ICFRE for consideration.

Item 05: Sports, games and other students' amenities

- 05.01 The grant for sports, games and other students' amenities is limited to creating the infrastructure facilities of sports and games. If the university is getting or has already obtained any grant from the Ministry of Human Resource Development, Government of India or any other source, it will not be eligible for ICFRE's grant for the same facility. The grant is normally given for the following items:

(a) **Sports and games including gymnasium**

Grant can be provided for the purchase of equipment and accessories for such games and sports excluding day-to-day consumable articles. However Grant will not be given for the purchase/acquisition of a play-field or for improvement of play-fields or pitches required for the games and sports.

(b) **Water coolers and purifiers**

Grant is available for water coolers and purifiers only in the dining hall, students' common rooms, gymnasium and other similar points.

Item 06: Establishment / strengthening of interpretation-cum-communication center and museum.

- 06.01 With increasing emphasis on transfer of technology, it has become necessary for the universities teaching forestry to modernize their information delivery system. A communication center is expected to develop relevant programmes of

education, research, training and innovative communication methods for the speedy transfer of technology. Main activities of a typical communication center are listed below:

- (a) UG and PG training and research as well as non-formal education programmes in the field of forestry communication.
- (b) Establishment of model development communication service with following ingredients:
 - (i) preparation and publication of reading materials of extension value;
 - (ii) establishment of an effective forestry news service;
 - (iii) development and implementation of rural radio and television programmes;
 - (iv) development of instructional technology for teachers and
 - (v) continuing education programmes for rural people.

06.02 Under this item grant is available for printing and publication, software development for communication services and developing audio-visuals.

Item 07: Transport and camping equipment for practical training, extension and education

07.01 The grant is available for providing vehicles restricted to bus/ mini bus only. If required for the forestry faculty of the university exclusively for education training and extension to students. However, this shall be subject to prevailing guidelines of Govt. of India. No contingent expenditure is allowed out of this grant.

07.02 The grant is also available for purchase of camping equipment for the purpose of students' practical training and extension programmes.

Item 08: Computer center, mini-computer/P.C./terminals, etc.

08.01 The ICFRE provides grant for establishment or strengthening of a computer center as a common facility for the forestry faculty.

08.02 The grant provided under this head may be utilized for establishment of LAN, purchase of computers, printers, etc. and other hardware and licensed software related to forestry education. Grant is not available for payment of lease line rent or annual maintenance or any other recurring expenditure.

08.03 The university should submit a self-contained proposal indicating the location of the proposed center, items to be purchased under this head, existing facilities, if any, and their working condition, with justification, etc. for consideration and prior approval of the Council.

Item 09: Grant for preparation of teaching manuals and aids, etc.

09.01 The grant is meant for preparation of modern teaching manuals and aids like pre-recorded audio and videocassettes and CDs on educational technology, etc.

Item 10: Conferences, workshops, seminars, symposia, etc.

10.01 The Grant is available to the universities for organizing scientific conferences, workshops, seminars, symposia, etc. as per the following pattern:

- (a) Upto 50 participants - Rs.50,000/-
- (b) Between 51-100 Participants - Rs. 75,000/-
- (c) Above 100 participants - Rs.1,00,000/-

10.02 Expenditure on T.A. to scientists within the country shall be limited to 30 percent of the sanctioned grant. This grant shall, however, not be utilized for supporting the travel of any foreign delegates.

10.03 The grant from the Council is subject to the following conditions:

- 10.04 (i) that at least 50 percent of the participants should be from out side the host university;
- (ii) that no honorarium is admissible to the organizers out of this grant;
- (iii) that a detailed proposal in the prescribed proforma(copy enclosed) duly approved by the vice chancellor, is submitted to the Council well in advance for seeking prior specific approval.

Item 11: Participation of faculty in national conferences, workshops, seminars, symposia, etc.

11.01 The grant is available for providing greater opportunity for the faculty to participate in academic and scientific meetings organized within the country under following conditions:

- (i) The faculty should have an invitation from the organizer to chair a session, present a paper or to participate.
- (ii) The grant will be available for travel by the shortest route. The claim shall however be limited to entitled class of travel or 2AC sleeper, whichever is lower and the registration fee, if any.

Item 12: Students' educational tour

- 12.01 The grant under this item is provided to the students of forestry faculty to undertake educational tours. The university should submit self-contained proposal on annual basis for each course indicating estimated number of students and supervising faculty undertaking such tours, well in advance to obtain prior approval of the Council.
- 12.02 Journeys should be performed by the university vehicles as far as possible. In specific circumstances, the students may also be permitted to travel by the second class sleeper. However, accompanying faculty may avail the facility of traveling by entitled class subject to the maximum of 2AC sleeper. Exception, if any, should be proposed with full justification.

Item No.13: Miscellaneous

- 13.01 Any other item not included under item 1 to 12 above but essential for forestry education, may be included under this item.

GENERAL CONDITIONS:

- 1. The proposals for release of grant should be submitted in appropriate format with all the relevant annexures (Annexure I)
- 2. No grant shall be released if the utilization certificate (UC) for previous year's grant has not been submitted to ICFRE in prescribed format duly signed by appropriate authorities (Annexure-II).

3. The assets created by utilization of grant should be duly acknowledged by displaying name and logo of ICFRE at prominent places. The year of formation and cost should also be written on such assets.

4. All movable and immovable assets created under item code numbers 01 (Infrastructure development), 04 (Glass house, mist chambers and similar other teaching/ research facilities at teaching campus), 06 (Establishment / strengthening of interpretation-cum-communication center and museum), 07 (Transport of camping equipment for practical training, extension and education), 08 (Computer center, mini computer/ P.C. / terminals), etc. should compulsorily bear the above particulars.

5. Photographs of the buildings, equipment, teaching/ research facilities, museums, centers and important events such as seminars, symposia, educational tours, sports and games, camps, field demonstrations and extension works, etc. should be sent to ICFRE along with the utilization certificates.

6. Annual and quarterly expenditure statement shall be submitted by the university in the prescribed format (Annexure III and IV respectively)

7. In case of civil works, the submission of completion certificate in prescribed proforma (Annexure – V) shall be mandatory, once the works are completed.

Annexure-I

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION, DEHRA DUN

P.O. NEW FOREST, DEHRA DUN -248 006 (U.A.)

APPLICATION FOR SANCTION OF GRANT

1. Name & address of the University

2. Name & designation of the chief functionary:
 - 2.1 Telephone No. Fax No.
 - 2.2 Details of courses in forestry;
(B.Sc/M.Sc./ M.Phil. Ph.D, etc.)
 - 2.3 Annual intake in each course: B.Sc.....M.Sc.....M.Phil.....Ph.D.....
 - 2.4 Present strength in each course: B.Sc.....M.Sc.....M.Phil.....Ph.D.....
 - 2.5 Faculty strength: Asstt. Prof..... Associate Prof..... Professor.....

3. Items for Grant:
 - 3.1 Infrastructure development
 - 3.1.1 Type of building:
(attach detailed plan)
 - 3.1.2 Total estimated cost:
(attach detailed plan)
 - 3.1.3 Grant required :
From ICFRE
 - 3.1.4 Details of funding from
Other sources:
(sanction order No.
date and amount)
 - 3.1.5 Earlier grant received
 - 3.1.5.1 Amount
 - 3.1.5.2 Year:
 - 3.1.5.3 Amount utilized
(attach utilization certificate)
 - 3.1.6 Expenditure on furniture and equipment
(other than civil work)
 - 3.1.7 In case of proposal for renovation/
Modification of a laboratory for specialized
Purpose (give full justification)

3.2 Equipment

List of equipment with estimated cost

Sl.No.	Name of Equipment	Already existing	Additional Requirement	Estimated Cost	Justification

3.3 Library

3.3.1 Books/ journals (back volumes)

Sl.No.	Title of Book	Author(s) editor(s)/ publisher	Year of Publication	Price	No. of copies required	Total price

3.3.2 Journals (back volumes)

Title	Publisher	Volume	Year	Price

3.3.3 Library equipment

Sl. No.	Name of item	Estimated cost

3.4 Construction of glass house, mist chambers, etc.

3.4.1 Name of civil work (attach copy of the estimates)

3.4.2 Total estimated cost (attach copy of the estimates)

3.4.3 Details of existing available facilities

3.4.4 Grant required

3.4.4.1 For civil work

3.4.4.2 For purchase of equipment/ machine/tools etc.

3.4.5 Justification

3.5 Sports, games and other student amenities

3.5.1 List of items to be purchased with estimated cost.

3.5.2 Water coolers and purifiers

3.5.3 Grants received from other sources including Ministry of Human Resource Development, Govt. of India.

3.6 Establishment/ strengthening of interpretation cum communication center/ museum

3.6.1 Details of activities

3.6.2 Grant required

3.7 Transport and camping equipment for practical training and extension education

3.7.1 Vehicle

3.7.1.1 Type of vehicles required

3.7.1.2 Whether similar vehicle Yes/ No

3.7.1.3 Details of vehicle already existing and justification for additional requirement.

3.7.2 Camping equipment

3.7.2.1 Name of items Cost:

3.8 Computer center, mini computer/P.C./terminals, etc.

Sl. No.	List of items to be purchased	Existing facility	Cost of items to be purchased	Justification/remarks

3.9 Grant for preparation of teaching manuals and aids, etc.

3.9.1 Details of proposal with justification

3.9.2 Grant required

3.10 Conferences, workshops, seminars, symposia, etc.

3.10.1 Name of the Conferences, workshops, seminars, symposia, etc

3.10.2 Venue and date

3.10.3 Total No. of participants

3.10.4 No. of participants from outside host university

3.10.5 Grant required

3.10.5.1 Organizing conference, etc.

3.10.5.2 Travelling allowances

3.11 Participation of faculty in national, conferences, Workshops, Seminars, symposia, etc.

- 3.11.1 Name of the conference ,etc.
- 3.11.2 Venue and dates
- 3.11.3 Whether any invitation received
From the organizer to chair the
Session/present paper/participate
- 3.11.4 No. of grant already availed during
the year (with level of faculty member)
- 3.11.5 The facility last availed by the member
of faculty.

- 3.12 Students' educational tour
 - 3.12.1 Details of proposal (indicate
places to be visited, No. of
students in the group, items
of expenditure.
 - 3.12.2 Grant required, item – wise

- 3.13 Miscellaneous
 - 3.13.1 Details of work with justification
 - 3.13.2 Grant required item-wise

CERTIFIED that:

1. The above particulars are correct to the best of our knowledge and belief.
2. We shall abide by all the terms and conditions of the grant.
3. We shall furnish photographs and other reports as may be required by ICFRE.
4. ICFRE may, at their discretion themselves or through their authorized representatives, evaluate the physical progress of utilization of funds for this project.

Signature:

Name

Designation

Date:

Dean/ Head of Deptt./ College

Vice Chancellor

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION, DEHRA DUN
GRANT

UTILIZATION CERTIFICATE FOR THE GRANT RELEASED

1. Name of the Organization
2. ICFRE letter No. sanctioning the project
3. Amount brought forward quoting the ICFRE letter No. and date in which the authority to carry forward the said amount was given.
4. Amount received from the ICFRE during the financial year

Amount	Draft No. & date
1.	
2.	
5. Total amount that was available for expenditure during the financial year (3+4)
6. Actual expenditure incurred during the financial year
7. (i) Unspent balance (5-6)

(ii) Unspent balance refunded, if any
(Please indicate cheque No. and date)

(iii) Balance amount available at the end of the financial year [7(i)-7(ii)]

Certified that the expenditure of Rs. (Rupees
..... was actually incurred on the project for which it was sanctioned. The utilization of above amount has been duly acknowledged by displaying the name and logo of ICFRE on the movable and immovable assets created under this grant.

Date:

Place

Signature of the
Head of Deptt.

Signature of the
University Engineering
Cell/CPWD/PWD

Signature of the
Internal auditor

Signature of the
Comptroller
Finance office

Countersigned

Vice Chancellor

Annexure -III**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION, DEHRA DUN****GRANT**

Statement showing the item wise expenditure for the period from to

1. Amount received during the financial year :
2. Unspent amount carried forward from the :
3. Bank interest received, if any :
4. Total amount available for expenditure :

4. Details of expenditure incurred

Code No.	Purpose for which allotted	Opening balance for the year	Amount received during the year	Total amount available for expenditure	Amount spent	Balance
01.	Infrastructure Development					
02.	Equipment*					
03	Library*					
04	Glass house/ mist chamber					
05	Sports/games and other student amenities					
06	Interpretation-cum- communication center/ museum					
07	Transport and camping equipment					
08	Computer center, mini computer, etc.					
09	Preparation of teaching manuals					
10	Organizing conferences, etc.					
11	Participation in national conferences, etc.					
12	Educational tour					
13	Miscellaneous					
	Total					

(*)List of equipment, books, etc. alongwith cost to be attached

6. Reasons for shortfall in expenditure, if any
7. Reasons for excess expenditure, if any

Signature of the
Head of Deptt.Signature of the
Internal auditorSignature of the
Finance office

Annexure IV

COMPLETION STATEMENT OF WORKS AND REPAIRS

Sl.No.	Name of work	Sanctions Authority No./date	Amount of estimates	Expenditure	Percent of excess	Remarks

Head of the Department
University Engg. Cell/CPWD PWD