

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



SPDC- Sanction Letter

To

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110070.

Subject: Release of a sum of Rs. 6,41,700/- (Rupees Six lakh forty-one thousand seven hundred only) being the 1st installment of the total grant of Rs. 12,83,400/- to conduct the program under the scheme **Skill and Personality Development Program Centre for SC/ST students (SPDC)** for the year 2019-20 payable during the current financial year 2019-20-reg.

Sir,

With reference to the proposal submitted by the institute, this is to convey the sanction of the Council for payment of Rs. 6,41,700/- (Rupees Six lakh forty-one thousand seven hundred only) as 1st installment out of the total approved grant-in-aid of Rs. 12,83,400/- for running of Skill and Personality Development Program Centre for SC/ST students under the Scheme **Skill and Personality Development Program Centre for SC/ST students (SPDC)**, as per details given below:

1	Name and address of the Beneficiary Institution:	Director/ Principal/ Registrar, VEL TECH RANGARAJAN DR.SAGUNTHALA R AND D INSTITUTE OF SCIENCE AND TECHNOLOGY, #42, AVADI -VEL TECH ROAD, AVADI, CHENNAI- 600062, TAMIL NADU -600062		
2	Permanent ID of institute:	1-3863975271		
3	Title of Programme:	SKILL AND PERSONALITY DEVELOPMENT PROGRAMME CENTRE FOR SC/ST STUDENTS		
4	Name of Coordinator:	Dr. CHANDRASEKAR P		
5	Duration of the Programme:	3 Years		
6	Grant-in-aid Sanctioned:	Total: Rs. 12,83,400/-	Non-Recurring (85%): Rs. 10,90,890/-	Recurring (15%): Rs. 1,92,510/-
7	Amount to be released during the year 2019-20:	Total: Rs. 6,41,700/-	Non-Recurring (85%): Rs. 5,45,445/-	Recurring (15%): Rs. 96,255/-
8	Sanctioned grant-in-aid is debitable to:	Major Head 601.1 (b) SPDC Plan Head		

- The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education, New Delhi on the grant-in-aid bill and shall be disbursed to and credited to the account of Director/Principal/Registrar of the institute through RTGS.
- This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

I. Release of funds

- The Principal/ Director of the institute and the Coordinator of the program are hereby requested to verify the correctness of the undermentioned bank account/ RTGS details submitted by them along with the Proposal, against which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTV 8852A	VIJAYA BANK	VEL TECH BRANCH	Vel Tech Engineering College, Alamathi Road, vellanur, Chennai-600 062.	Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science & Technology	Current Account	380 2003 0100 0191	VJB000 3802

In case of any omission the same should be reported to AICTE immediately.

- b) This sanction is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

II. Schedule of Funding and Duration of Program

- a) 1st year: 1st installment (50% of the sanctioned grant) is being released as advance.
2nd Year: 2nd installment (40% of sanctioned grant) after receipt of requisite documents.
3rd Year: 3rd installment (10% of sanctioned grant) after receipt of requisite documents.
b) The date of release of the grant by AICTE shall be taken as the date of commencement of the scheme.
c) The duration of the program is for three years.

III. Submission of documents by college/institution to AICTE on receipt of grant

- a) Acknowledgement of receipt of the grant and acceptance of terms and conditions within 15 days of receipt of Sanction Letter.
b) Institute shall send a confirmation to AICTE within 2 months of receipt of grant that the sanctioned program has been started/is in progress.
c) Intimation regarding the constitution of Program Evaluation Committee (PEC).
PEC is required to be constituted at institutional level. The constitution of the PEC shall be as under:
i. Principal/Director/Registrar of the institution (Chairperson)
ii. Coordinator of the scheme (Member Secretary)
iii. Two HoDs and one subject expert (members).

The members of the said PEC shall not be below the rank of Associate Professor.

IV. Maintenance of accounts

- a) The Institute shall strictly follow the provisions laid down in the scheme document and Sanction Letter No. F. No. 65-24/IDC/SPDC/Policy-1/2019-20 dated 03.03.2020 issued by this office. All correspondence related to the scheme must contain this number along with year of sanction of the scheme; failing which correspondence will not be entertained.
b) Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.
c) The University/College/Institute shall maintain proper accounts of the expenditure out of the grant, which shall be utilized only on approved items of expenditure (list enclosed).
d) The Council or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned. The accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

V. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)

- a) If the program is not started within six months of the receipt of the grant, the released amount, along with interest accrued thereon, has to be returned to AICTE.
b) The entire amount of grant already released, along with interest accrued thereon shall be refunded to AICTE if mandatory documents are not submitted by the institute beyond one year of completion of program.

- c) It may be ensured that the scheme is completed within the stipulated time. If the scheme is not completed in time, no further extension will be granted in any case and institute has to refund the entire amount to AICTE.

VI. Submission of documents by institution in subsequent years

The following mandatory relevant documents are required to be submitted by the University/Institution within one month of the completion of subsequent year:

- a) **The Annual Progress Report (APR)** in the prescribed format along with Statement of Expenditure and Audited Utilization.
- b) **Utilization Certificate (UC)** supported by Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the AICTE. It should contain the head-wise break up of expenditure made from the grant-in-aid provided by the Council. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address.
- c) **Scheme Completion Report (SCR)** in the prescribed format along with the copies of **invoice/bills** for the equipments purchased and copy of **stock entry register** where entry of the equipments have made duly verified. Audited Statement of Expenditure indicating expenditure incurred in the total duration of the project in the prescribed format and **GFR-19** shall be submitted to the Council. Photocopies of formats are enclosed.
- d) A complete Status Report of the project indicating the activities undertaking, number of students benefited, laboratory works photographs of students, together with their views.
- e) Report of Program Evaluation Committee (PEC).
- f) The minutes of the meetings of Program Evaluation Committee (PEC) are to be submitted to the Council at the end of the scheme along with other mandatory documents.
- g) The University/Institution is expected to submit the above said mandatory documents viz. Utilization certificate, Expenditure Statement and completion certificate etc. within one month of completion of SPDC Scheme. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the institute. Delay in submission of documents after three months of the completion of the SPDC scheme shall invite a penalty of 10% of the total sanctioned amount of the SPDC scheme, to be deducted from the balance amount of 2nd installment.

VII. General Instructions

- a) The amount of interest accrued on the grant should be treated as part of the grant to be utilized for that particular scheme. However, the interest amount accrued along with grant disbursed should not exceed the total grant sanctioned for the scheme. The Institute receiving the grant should reflect the same in the audited statement of accounts/ utilization certificate and may either refund the interest amount to AICTE or AICTE should adjust the same in the next installment of grant before its release.
- b) Any expenditure incurred prior to the issuance of the sanction letter will not be allowed to be adjusted in the grant.
- c) Any unavoidable circumstantial change in the scheme with respect to name of Scheme Coordinator for the SPDC scheme would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council.
- d) The grantee shall maintain an audited record of assets acquired wholly or substantially out of the grant-in-aid and a register or assets shall be maintained by the institute in the prescribed form i.e. GFR-19.
- e) The University / Institute receiving grant under SPDC is expected to put up a plaque at the main entrance of the Lab/Department, which has been modernized using the grant. All the equipment procured through the scheme should be superscribed with AICTE scheme file number.

- f) The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in program and other means.
- g) Any change in the equipment's recommended/sanctioned shall not be acceptable in any circumstances.
- h) Any expenditure above the sanctioned amount of grant is to be incurred from institute's own funds.
- i) The Institute/University shall not charge any overhead on this program and will provide all the administrative support for completion of the program.
- j) The assets acquired wholly or substantially out of AICTE's grant shall not be disposed or encumbered or utilize for the purpose other than those for which the grant was given without proper sanction of the AICTE and should at any time the institution cease to function, such assets shall revert to the AICTE, New Delhi
- k) Kindly mention the File No. 65-24/IDC/SPDC/Policy-1/2019-20 in your future correspondence.
- l) **GOI General Financial Rules (GFR)** should be followed during utilization of grant. URL addresses <http://doe.gov.in/orders-circular/GFR>.
- m) All the proformas related to SPDC scheme may be found at <https://www.aicte-india.org/schemes/institutional-development-schemes>

VIII. List of Equipment Approved

S.No.	Name of the Equipment	SPECIFICATIONS
1.	PC Systems-Intel Core I5 3470 3.2G	HP Pro 3330 MT PC consisting of - Intel Core I5 – 3470 3.2 G 6 M HD 2500 CPU - 500 GB 7200 RPM SATA 1st Hard Drive - 16GB DDR4 RAM - HP USB Optical BLK Mouse - HP USB JB Keyboard - HP LV1911 22 Inch LEDLCD Monitor - HP Pro 3330 MT 300 W aPFC chasis
2.	Laser Printer	HP multi function printer COPY / SCAN / PRINT
3.	LCD Projector	BENQ projector 2300 Lumens
4.	Audio System	AHUJA make, 150W.
5.	Tablets	Samsung Tablets
6.	Books and journals' Subscriptions	Books and journals related to skill development
7.	Software	Skill track test software (or) other equivalent software for conducting aptitude tests

Yours, sincerely,

Dr. Neeraj Saxena
Dr. Neeraj Saxena
Advisor-II (IDC)

Copy forwarded for information and necessary action to:

1. **Name and Address of the Coordinator**
Dr. CHANDRASEKAR P,
Electrical Engineering,
VEL TECH RANGARAJAN DR.SAGUNTHALA R AND D
INSTITUTE OF SCIENCE AND TECHNOLOGY, #42, AVADI -VEL
TECH ROAD, AVADI, CHENNAI- 600062, THIRUVALLUR Tamil Nadu-600062.
2. **The Registrar / Director / Principal,**
VEL TECH RANGARAJAN DR.SAGUNTHALA R AND D
INSTITUTE OF SCIENCE AND TECHNOLOGY, #42, AVADI -VEL
TECH ROAD, AVADI, CHENNAI- 600062, THIRUVALLUR Tamil Nadu-600062.
3. **Guard File.**