

UGC Observations and instructions

The university may also take an appropriate action on the following observations:-

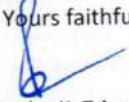
1. The Internal Receipts (IR) like sale of prospectus, income on conduct of entrance examinations etc. are part of the Internal Receipts. Therefore, all these internal receipts should be taken into account under overall internal receipts and may not be transferred to any other head.
2. UGC has been allowing the Central Universities to use the Internal Receipts to cover up the shortfall under Non-salary expenditure in Recurring Head with the approval of the Commission. **However, the Central Universities are advised to make serious efforts to implement the austerity measures to reduce the Recurring expenditure in view of the instructions issued by the GoI /UGC from time to time.**
3. (a) Payment of pension and pensionary benefits; (b) Salary and TA/DA etc. paid to consultants appointed under a scheme and (c) Salary / wages paid to contractual staff appointed under a scheme etc. shall be met out of funds provided under object head 31 – Grants in aid – General.
4. The vacancies available against sanctioned non-teaching positions can be filled up by the university under intimation to UGC, if the teaching to non-teaching ratio is less than 1:1.1 as prescribed by the Govt. of India.
5. It is advised that university may reduce the staff engaged on contract basis or through outsource agency in order to reduce the expenditure under Recurring head. The university may make the optimum utilization of their resources on engagement of contractual employees.
6. University may incur the expenditure within the allocation as communicated by UGC and the re-appropriation from one head (viz Salary and Recurring items) to other head is not permissible under any circumstances and expenditure may not exceed the allocation / ceiling under each head.

7. University may fill up the teaching posts as per UGC Regulations on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time and make serious efforts to fill up the teaching posts at the earliest.
8. University may strictly follow the University Grants Commission (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations, 2016.
9. University may follow the reservation policy of Govt. of India / UGC for SC/ST/OBC/PwD in appointment of teaching and non-teaching staff and for reservation in admissions the Central Educational Institutions (Reservation in Admission) Act 2006 and as amended in 2012 be followed.
10. University may fill up the backlog vacancies for SC/ST/OBC/PwD at the earliest to fulfill the statutory requirement of Govt. of India.
11. University may obtain prior approval of UGC for running the courses through Distance Education otherwise running of these courses would be treated as unapproved.
12. University may not book the expenditure under salary head for those posts which were sanctioned under specific scheme i.e. Centre for Women Studies, Academic Staff College, Centre for Social Exclusion and Inclusion Policy etc. unless and until university has obtained the prior approval of UGC for merger of these posts into regular salary head. The salary expenditure of these schemes may be booked under the specific scheme only.
13. University should not create any new posts/pay scales or upgrade at its level without prior approval of UGC/Govt. of India as already communicated to all Central Universities vide UGC letter No.F.31-3/97(CU) dated 10th April, 1998.
14. University may maintain a Register of sanctioned posts (teaching and non-teaching) as communicated vide UGC letter No.F.19-15/2001(CU) dated 11th December, 2001.
15. University must ensure timely submission of the Audited Annual Accounts and Annual Reports to Ministry and also ensure the observance of the time schedule for preparation of Annual accounts and their submission to audit authorities.
16. The MHRD has clearly articulated the guidelines for financial management in central universities and procedure has been well laid down in the MHRD letter No.F.61-19/2005-Desk (U) dated 3rd March, 2016. Therefore, university may ensure that the instructions to maintain financial propriety are strictly followed and no deviation from the procedure be allowed.
17. UGC vide its letter No.13-2/2017 (CU) dated 27th May, 2017 has sent a letter to all central universities for adoption of General Financial Rules (GFR) 2017. Therefore, university may strictly follow the General Financial Rules, 2017.
18. The University may take immediate action for its accreditation/re-accreditation by National Assessment & Accreditation Council (NAAC).
19. Universities are advised not to start any courses without prior approval of the concerned Statutory Regulatory Council/Body. University may start only those courses which are approved by UGC and not change the nomenclature of these courses on its own.

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20. It has been observed that some of the central universities have hired more persons through outsourcing than approved by UGC. Accordingly, all the Central Universities are informed that the number of persons appointed should not be in excess against of the number of positions approved by UGC. If there is any genuine requirement to appoint more persons on outsource basis, University may approach the UGC for sanction of more positions on outsource basis, giving full justification. However, expenditure on manpower through outsourcing in excess of positions sanctioned by UGC will be treated as unapproved expenditure.
21. **All interests earned against Grants-in-Aid (other than reimbursement) released to university should be mandatorily remitted to UGC account immediately after finalization of accounts. Any interest earned out of Grants in aid should not be treated as additional funds over and above the allocation.**
22. Any short fall in the funds under non-salary items is required to be met out by the university from its own resources.

Yours faithfully,



(Jitendra K. Tripathi)

Copy to:-

The Finance Officer
Central University of Tamil Nadu
Neelakudi Campus,
Kangalancherry (Post),
Thiruvarur – 610 101

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(Jitendra K. Tripathi)