

**Dr.AMBEDKAR INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING**

The Enclosed documents are verified and approved



**HOD,ISE**  
**HEAD**

**Dept. of Information Science & Engg.**  
**Dr. Ambedkar Institute of Technology**  
**Bangalore-560 099.**

# 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](http://www.aicte-india.org)



## SPDP- Sanction Order

To

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

**Sub:** Release of a sum of Rs. Five Lakh Sixty Four Thousand/- being the 1<sup>st</sup> installment of Grant-in-Aid under Skill and Personality Development Program Centre for SC/ST students (SPDP) scheme for the year 2017-18 payable during the current financial year 2018-19-reg.

Sir,

This is to convey the sanction of the Council for payment of Rs. 564000/- (Five Lakh Sixty Four Thousand) as 1<sup>st</sup> installment out of the total approved grant-in-aid of Rs. 1128000 for completion of Skill and Personality Development Program Centre for SC/ST students (SPDP) scheme on Skill and Personality Development Programme for SC/ST Students. in DR. AMBEDKAR INSTITUTE OF TECHNOLOGY, BANGALORE URBAN Karnataka Pin No - 560056, under the Scheme Skill and Personality Development Program Centre for SC/ST students (SPDP).

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal of the institute through RTGS.
2. 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.
3. The sanctioned amount is debitible to the Major Head 601.33(a) Gen. of the Scheme of Skill and Personality Development Programme Centre for SC/ST students (SPDP) and is valid for payment during the financial year 2018-19.

The instructions/guidelines to be followed by University/Institution

### I. Release of funds and maintenance of accounts

- a) The Principal of the institute and the Coordinator of the scheme are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them along with the Proposal, in 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
AAATP1 325M	SYNDICAT E BANK	Dr. AMBEDKAR INSTITUTE OF TECHNOLOG Y BRANCH	MALLTHAHAL LI, NAGARABHA VI 2ND STAGE	principal	Saving Account	04862010 000046	SYNB0 000486

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

- b) The Institute shall strictly follow the provisions laid down in the scheme document and sanction order No. F. No. ~~65-24~~/RIFD/SPDP/Policy-1/2017-18 dated. 18-3-2019 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
- c) Funds covered by this grant shall be kept separately and would not be mixed up with other funds.
- d) The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure (list enclosed).
- e) Any change in the equipment's recommended/sanctioned shall not be acceptable in any circumstances.

- f) Any expenditure above the sanctioned amount of grant is to be incurred from Institute's own funds.
- g) The institute/University shall not charge any overheads on this scheme and will provide all the administrative support for completion of the scheme.
- h) 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.

## II. Disbursement of funds to institutions:

- a) The date of release of the grant by AICTE shall be taken as the **date of commencement of the scheme**. The Principal / Director / Registrar shall intimate about the receipt of the grant to AICTE. Any Expenditure incurred prior to the issuance of the approval letter will not be allowed to be adjusted in the grant and if the Institution / University do not take the scheme work within one month of the receipt of the grant, the approval shall *ipso facto* lapse.
- b) After receipt of the grant from AICTE, the Institute shall send a confirmation to AICTE within 2 months of receipt of grant that the sanctioned scheme has been started/is in progress.
- c) 50% of the sanctioned grant shall be released at the initial stage after acceptance of the proposal. 40 % & 10% of the sanctioned fund will be released in installments during the next two years, after receipt of feedback, attendance, Utilization Certificate (UC) and other supporting documents from the Institute.

## III. Submission of documents by University/Institution

- a) The following mandatory relevant documents are required to be submitted by the University/Institution within one month of the completion of the scheme:-
  - (i) **The Annual Progress Report (APR)** in the prescribed format along with Statement of Expenditure and Audited Utilization Certificate shall be submitted to AICTE not later than one month after completion.
  - (ii) **The 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 All India Council for Technical Education immediately after completion of the scheme. 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.
  - (iii) **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 equipment 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.
- b) A complete Status Report of the project indicating the activities undertaking, number of students benefited, laboratory works photographs of students, together with their views is to be submitted.
- c) The balance amount of the grant will be reimbursed to the University/Institution only on submission of the above documents. On receipt of these documents, the total amount of balance of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall be released, as second installment, in favour of the beneficiary institution.
- d) 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 SPDP 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 SPDP scheme shall invite a penalty of 10% of the total sanctioned amount of the SPDP scheme, to be deducted from the balance amount of 2<sup>nd</sup> installment. 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.
- e) **Program Evaluation Committee (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. The minutes of the meetings are to

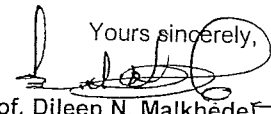
be submitted to the Council at the end of the scheme along with other mandatory documents.

#### IV. General Instructions:

- 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.
- The duration of the scheme is for three years. 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.
- If scheme is not started within six months of the issuance of this Offer Letter, the released amount, along with interest accrued thereon, has to be returned to AICTE, by way of a demand draft in favour of Member Secretary, AICTE, New Delhi.
- Any unavoidable circumstantial change in the scheme with respect to name of Scheme Coordinator for the SPDP 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. Kindly mention the File No. 65-28 /RIFD/SPDP/Policy-1/2017-18 in your future correspondence.
- 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.
- The University / Institute receiving grant under SPDP 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 super scribed with AICTE scheme file number.
- The assets acquired wholly or substantially out of All India Council for Technical Education'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 All India Council for Technical Education and should at any time the institution cease to function, such assets shall revert to the All India Council for Technical Education.
- GOI General Financial Rules (GFR) should be followed during utilization of grant. URL addresses <http://doe.gov.in/orders-circular/GFR>.

#### V. List of Equipments Approved:

S.No.	Name of Equipment
1	Desktop PC
2	Xerox machine
3	Printer
4	LCD Projectors and screens
5	Library Books

Yours sincerely,  
  
 (Prof. Dileep N. Malkhede)  
 Advisor-1 (RIFD)

18 MAR 2019

Copy forwarded for information and necessary action to: -

- Name & address of Coordinator of the scheme  
 Dr. NANDINI PRASAD SHIVAPRASAD  
 DR. AMBEDKAR INSTITUTE OF TECHNOLOGY  
 OUTER RING ROAD,  
 NEAR JNANA BHARATHI CAMPUS,  
 MALLATHAHALLI,  
 BANGALORE-560056  
 KARNATAKA, BANGALORE URBAN  
 Karnataka - 560056
- The Registrar / Director / Principal  
 DR. AMBEDKAR INSTITUTE OF TECHNOLOGY  
 OUTER RING ROAD,  
 NEAR JNANA BHARATHI CAMPUS,

## 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](http://www.aicte-india.org)

## Prerana - Sanction Order

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

*[Handwritten Signature]*  
27/1/19

393  
27 APR 2019

*[Handwritten Signature]*  
27/1/19

Sub : Release of a sum of Rs. 300000/- being the 100% Recurring as Grant-in-aid under Prerana Scheme- reg.

Sir,

This is to convey the sanction of the Council for payment of Rs. 300000/- as 100% Recurring grant-in-aid under Prerana Scheme to DR. AMBEDKAR INSTITUTE OF TECHNOLOGY, BANGALORE URBAN, Pin No - 560056, Karnataka.

- The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal 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 sanctioned amount is debit to the Major Head 601.41 (b) & (c) of the Scheme of PRERANA and is valid for payment during the financial year 2018-19.

## The instructions/guidelines to be followed by University/Institution

## I. Release of funds and maintenance of accounts

- a. The Principal of the institute and the Coordinator of the program are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them along with the Proposal, in 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
AAATP1325M	SYNDICATE BANK	Dr. AMBEDKAR INSTITUTE OF TECHNOLOGY BRANCH	MALLTHAH ALLI, NAGARAB HAVI 2ND STAGE	principal	Saving Account	04862010000046	SYNB0000486

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

- The Institute shall strictly follow the provisions laid down in the scheme document and sanction order no. F. No. RIFD/72-Policy (1) /PRERANA/2017-18 dated 14/3/19 issued by this office unless and otherwise mentioned herein.
- 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.
- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The grant is intended to cover items of expenditure connected with the Prerana Scheme such as Honorarium to the eminent faculty members invited for conducting sessions @ Rs.2000/- per class of minimum 2 Hours. No TA/DA will be paid. Students will be paid the application fee for such exams through this scheme.



The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution. Further, 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.

## II. Disbursement of funds to institutions

- a. 100% Recurring amount as grant-in-aid to be released to AICTE approved institutions under the scheme. There is no non-recurring amount.
- b. The above said grant shall be released on the basis of the Letter of Approval (LOA) issued by AICTE to the institute for the academic year 2018-19.

## III. Instruction to Institute for Implementation of scheme

- a. The parent institution shall provide adequate space for conducting the classes for SC/ST students.
- b. For smooth functioning of scheme and to meet its objectives effectively, it is essential to assign an adequate man power in the form of dedicated faculty as Principal Coordinator and support staff.
- c. The Principal Coordinator shall devise a feed-back mechanism to assess the importance of the programme. The feed-back shall be obtained after each programme from each of the SC/ST students. If need be, the centre can update its course curriculum of these programmes.
- d. The scheme should be started within six month from the release of funds and completed within 2 years.
- e. Any extra money required to complete the programme must be borne by the institute from their own resources. But the quality of the activities should not be compromised.

## IV. Submission of documents by university/institution

- a. The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program :-
  - i) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. 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. Photocopies of formats are enclosed.  
**Note:** The university/institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.
  - ii) Feedback form in the prescribed proforma
  - iii) Copy of the proceedings and completion report
  - iv) The minutes of the meetings of PEC along with its report.
- b. The balance amount of the grant, if any will be reimbursed to the university/institution only on submission of the above documents. On receipt of these documents, the total amount of balance of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall be released, as second instalment, in favour of the beneficiary institution.
- c. The university/institution is expected to submit the above said mandatory documents viz. Utilization certificate, Expenditure Statement and feedback form etc within one month after completion of scheme. 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.

## V. General instructions

- a. The approved Prerana scheme shall be conducted within six month from the date of release of funds.
- b. **If programme is not conducted in the period of six months of the issuance of this Sanction Order, the released amount, along with interest accrued thereon, has to be returned back to AICTE. Kindly mention the File No. 72-Policy ( ) /RIFD/PRERANA/2017-18 in your future correspondence.**
- c. Program Evaluation Committee (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 program (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.

- d. **Gol GFR rules** (@<https://doe.gov.in/order-circular/general-financial-rules2017-18>) should be followed during utilization of grant.
- e. This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely



**Dileep N. Malkhede**  
Advisor - I (RIFD)

Copy forwarded for information and necessary action to:

**1. Name & address of Coordinator of the Program**

Dr. NANDINI PRASAD SHIVAPRASAD  
DR. AMBEDKAR INSTITUTE OF TECHNOLOGY  
OUTER RING ROAD,  
NEAR JNANA BHARATHI CAMPUS,  
MALLATHAHALLI,  
BANGALORE-560056  
KARNATAKA BANGALORE URBAN  
BANGALORE - 560056

**2. Registrar / Director / Principal**

DR. AMBEDKAR INSTITUTE OF TECHNOLOGY  
OUTER RING ROAD,  
NEAR JNANA BHARATHI CAMPUS,  
MALLATHAHALLI,  
BANGALORE-560056  
KARNATAKA BANGALORE URBAN  
BANGALORE - 560056

**3. Guard File**

14 MAR 2019