



**Guidelines for  
CONSTRUCTION OF BUILDINGS IN  
COLLEGES**

**(2018)**

**University Grants Commission  
Bahadurshah Zafar Marg  
New Delhi -110 002.**

**GUIDELINES FOR CONSTRUCTION OF BUILDINGS IN COLLEGES**

**1. INTRODUCTION:**

The quality of education in any institution depends to a large extent on the availability of infrastructure, primarily buildings. In order to help the Colleges in the construction/renovation of various types of buildings, the UGC provides grants to the Colleges as part of the Block Grant to Colleges. Colleges may propose up to 50% of total funds they are eligible under components I of Block Grant to Colleges (BGC) for the construction of building.

**2. OBJECTIVE:**

The objective is to provide grants to colleges to undertake construction as well as renovation/extension (of existing buildings) viz. class rooms, library, laboratories, administrative block, staff quarters, hostels etc. under Block Grant to Colleges.

**3. NATURE OF ASSISTANCE AVAILABLE FOR BUILDING UNDER BGC:**

The UGC will provide financial assistance for the construction / renovation /extension (of existing buildings) of buildings on 100% basis within the ceiling of assistance approved under 'Capital Assets' (35) of component I of BGC.

Colleges should ensure creation of special facilities such as ramps, rails and special toilets and make other necessary changes to suit the special needs of differently-abled persons.

**4. PROCEDURE FOR AVAILING ASSISTANCE:**

**4.1 Building Committee and its Composition:**

The College should constitute a Building Committee with the following members:-

- I. The Principal/ In –Charge Principal
- II. The Vice-Principal (if appointed)
- III. A representative of the affiliating University
- IV. A Technical representative of the CPWD/PWD/ Zilla Parishad / Corporation, etc. (not below the rank of Assistant Engineer)
- V. Two representatives from the teachers of the College. In case of staff quarters, a representative of non- teaching staff should also be included
- VI. A representative from user- teaching department (s)
- VII. A representative each from Administration and Accounts Division
- VIII. The Architect engaged by the College. The person should be registered with the Council of Architecture

(The quorum should be maintained while conducting meetings. The quorum is 5.

However, the presence of University representative and either the Engineer or the Architect is must during the Building Committee meetings).

- 4.2 The Building Committee will be responsible for finalizing the plan and estimates of the building projects proposed by the College and also for ensuring the completion of the construction of buildings in accordance with the finalized plan and estimates. Besides, it will also be responsible for proper utilization of the funds received from the UGC, the Government and from the College, for the proposed project.

## 5. PROCEDURE FOR APPROVAL OF BUILDING PROJECTS

Before approving the building projects, the Building Committee should verify the following documents.

- 5.1 Plan of the proposed building project duly prepared and signed by a Qualified Engineer /Registered Architect, countersigned by the Principal and approved by local authority. Provision for ramps and toilets in the buildings to enable the use of the building by the differently - abled persons.
- 5.2 Title deed of the land in which the college proposes to construct the building, College should own the land.
- 5.3 Detailed Estimates duly signed by the Principal and Qualified Engineer / Architect (**Annexure – I**).
- 5.4 Rate Conformity Certificate and Abstract of Total Cost duly signed by PWD/CPWD/Qualified Engineer from any Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation) / University (**Annexure -II**).
- 5.5 Building Project Certificates (**Annexure- III**).
- 5.6 On the basis of the above documents, the building committee will consider the proposal and resolve to take up the building project.
- 5.7 After the Building Committee has resolved to take up the building projects with UGC assistance, the College should submit the following information to the UGC:
- a) Resolution of the building committee indicating name of the building project, type of building, the area covered in sq meters, cost per square meter, total estimated cost, latest schedule of rates, period for completion of the project, likely date of starting the construction and

mode of construction [deposit work with State PWD/CPWD or by College or through Contractor/Private Construction Agencies].

- b) Certificate from the Building committee that the approved plan and estimates of the building is in conformity with the norms as prescribed by the Commission and the rates are as per CSR of the region, and undertakes to carry out the construction as per the provisions of the guidelines and in adherence to the financial rules of the State Government.
- c) **The resolution and certificate of the building committee shall bear the signature of all the members of the Committee.**

## 6. MODE OF CONSTRUCTION

The College may adopt one of the following alternatives for undertaking the building projects approved by the **Building Committee** including their planning, architectural design, structural design, preparation of estimates and construction work, but it may be ensured that not more than two agencies are involved in the planning and execution of the work.

- a. The work relating to planning, architectural design, structural design, preparation of estimates and execution of construction work may be assigned to the CPWD, the State PWD or any other Government agency/ Public Sector Undertaking, as the case may be, as a deposit work, in toto.

**OR**

- b. The Architect (registered with the Council of Architecture) may prepare the architectural design. For selecting the Architect, applications may be invited through advertisement in one national daily and one local daily. The Building Committee will make the final selection.

**OR**

- c. The execution of the work may be carried out by the College itself provided it appoints competent, authorized persons to supervise the work. While preparing the estimates, the Architect/Engineer should see that these are based on the specifications and schedule of the rates of the CPWD or PWD. Estimates should indicate the relevant item number in the CPWD or PWD schedule on the basis of which the estimates have been prepared and the registered Architect/Engineer who prepared the estimates should certify that they are in accordance with the schedule of rates of the CPWD or PWD concerned.

If the College is planning to carry out the entire work or part of the work viz., structural design, preparation of estimates and execution through contractor, the same may be done by inviting tenders. The College may advertise tender information in one national

daily and one local daily for initiating the construction project. Generally, the lowest one would be allowed and if the lowest tender is not agreed to, the reasons thereof may be explained by the College. The information, as given below, may be sent to UGC along with the utilization certificate for component I.

- i. Value of the estimates for which tenders were invited.
- ii. Number of tenders received
- iii. Value of the lowest tender
- iv. Value of the tender accepted and
- v. Specific reasons if the lowest tender has not been accepted.

The detailed estimates and the acceptance of tender may be finalized with the approval of the Building Committee in the meeting where at least one representative with Engineering and Architectural background should invariably be present. The Head of the concerned institution should also certify this and send to the UGC.

Tender information is not required in case the construction work is undertaken by the CPWD or the State PWD or equivalent Government agency or Public Sector Undertaking as deposit work or by the College Itself.

## **7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC:**

As the 1<sup>st</sup> installment under component I (75% of allocated amount) includes building grant also, the college should start construction on receipt of 1<sup>st</sup> installment grant, and after the approval of the building project by the Building Committee.

After utilizing 50% of the allocated grant of component I, the College should submit utilization certificate and audited statement of Expenditure at the end of the financial year. Based on the documents, UGC will release balance amount in the subsequent year.

After completion of the building project College should submit completion documents which include the following:

- 1) Audited Assets Certificate (**Annexure IV**)
- 2) Completion Certificate/Documents signed by the Principal and Qualified Engineer and/or Registered Architect (**Annexure V**)
- 3) Photographs showing outer & inner view(s)

**Detailed  
Estimates**

1. A Certificate to the effect that the estimates of the building project confirms to the rates laid down by the PWD/ CPWD / the local municipal authority/ similar construction agencies recognized by the Government. The relevant item number in the PWD/CPWD schedule on the basis of which estimates have been prepared may be indicated.
2. Provision for Services (internal water supply and sanitary installation, internal electrification and external services), contingency, Architect's fees, Structural Engineer/Consultant fees ,PWD/CPWD Verification Charges, may be made as per details given below :

<b>Particulars</b>	<b>Estimated Cost (□ )</b>
<b>Cost of Civil Work</b> (As per PWD/CPWD rates)	
Water supply & Sanitary installation (@ 7.5% of the civil work cost)	
Electrification @10% (without fans) or 12.5% [(with fans) 15% for Library (with fans)] of the civil work cost	
External Services (@5% of the civil work cost)	
PWD/CPWD Verification Charges (0.5% of civil cost) provided plan & estimates have not been prepared by PWD/CPWD Engineers	
Contingencies [@3% of the civil work cost (including services)]	
Architect's fees / Supervision Charges [@5% of the total estimated cost of the building (including services, contingencies, but excluding cost of furniture)]	
Furniture	
<b>Total</b>	

Signature with seal  
Principal

Signature with seal  
Qualified Engineer\*  
/Registered Architect\*\*

Name & complete Address  
(IN BLOCK LETTERS)

\* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation)/ University.

\*\* In case of Architect, Registration Number with Council of Architecture shall be given with his/her complete address.

**Rate Conformity Certificate and Abstract of Cost**

This is to certify that the estimates for the proposed Construction of (Name of the Building) \_\_\_\_\_ at \_\_\_\_\_ (Name of the College) during -----(year) is prepared based on Current Schedule of PWD/CPWD Rates of the Region for the year \_\_\_\_\_

**ABSTRACT OF COST**

Total plinth area provided in the plans:

Total built-up area provided in the plans:

Cost per sq. meter

<b>Particulars</b>	<b>Estimated Cost ( ₹ )</b>
Cost of Civil Works (As per current schedule of PWD/CPWD rates)	
Water supply & Sanitary installation (@7.5% of civil cost)	
Electrification @10% (without fans) or 12.5% (with fans), 15% for library with fans, of the civil cost	
External Services (@5% of the civil work cost)	
Contingencies (@3% of total of above	
PWD/CPWD verification charges (0.5% of civil cost) provided plan & estimates have not been prepared by PWD/CPWD Engineers)	
Architect's fees (up to 5% of civil cost)	
Furniture for hostels	
<b>Grand Total</b>	

Signature with seal  
Principal

Signature with seal  
Qualified Engineer\*  
/Registered Architect\*\*

Name & complete Address  
(IN BLOCK LETTERS)

\* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation)/ University.

\*\* In case of Architect, Registration Number with Council of Architecture shall be given with his/her complete address.

**Building Project Certificates**

Certified that

- (a) the land on which the proposed building is to be constructed is under the undisputed ownership and possession of the College/Trust/Society. (Strike out whichever is not applicable)
- (b) an irrevocable resolution , duly registered, that the land on which the building is to be constructed is earmarked for the exclusive use of the College, as the land is in the name of the society/trust (Strike out whichever is not applicable)
- (c) the proposed construction will be executed by either Deposit work with the State PWD /CPWD or College/ Tender.(Strike out whichever is not applicable)
- (d) the expenditure over and above the UGC grant, if any, will be met by College from its own resources and the construction will not be delayed for want of funds
- (e) the structural soundness (of structure) to bear the load of the proposed building, in case, it is going to be constructed/(or extended) upon the existing building structure #
- (f) Soil report from a qualified engineer, in case it is a new construction from ground floor #
- (g) The College has not availed of any grant for the proposed construction earlier.
- (h) The Project would be completed in a time - bound manner in ----- months.

Signature with seal  
Principal

# Certificate from a Qualified Engineer \*/ Registered Architect\*\* may be attached.

\* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation)/ University.

\*\*In case of Architect, Registration Number with Council of Architecture shall be given with his/her complete address.



**ASSETS CERTIFICATE**

It is certified that inventories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grant given by the University Grants Commission for \_\_\_\_\_ are being (mention the purpose) maintained in the prescribed form and are being kept up to date.

\_\_\_\_\_  
Signature with seal  
Principal

\_\_\_\_\_  
Signature with seal  
Govt. Auditor / Chartered Accountant

Annexure-V

**COMPLETION CERTIFICATE**

Certified that the \_\_\_\_\_ (Name of the building at \_\_\_\_\_ (Name of the college) has been satisfactorily completed at a cost of Rs. \_\_\_\_\_ which is fully in accordance with plans accepted by the University Grants Commission and found complete without any change. The site has also been found properly cleared.

Signature with seal  
Principal

Signature with seal  
Qualified Engineer\*  
/Registered Architect\*\*

Name & complete Address  
(IN BLOCK LETTERS)

\* Not below the rank of Assistant Engineer employed in Government Department/ Government Undertaking / Autonomous Body (Zilla Parishad/ Corporation)/ University.

\*\*In case of Architect, Registration Number with Council of Architecture shall be given with his/her complete address.

Note: The above certificate should indicate the total completion cost of the building project.

This would be subject to adjustment of the funds already received. Reasons for variation in completion cost in relation to estimates/tender accepted may be furnished, to justify the increase / decrease, if any.