

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Nelson Mandela Marg, Vasant Kunj,
New Delhi-110070,

File No. 58-14/RIFD/Margdarshan/2019-20

6th September, 2019

Margdarshan Sanction Letter

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

Sub: Release of Grants under Share & Mentor Institutions (Margdarshan) Scheme during the current financial year 2019-20.

Sir,

This is to convey the sanction of the Council for payment of Rs. 12,50,000/- (Rupees Twelve Lakh Fifty Thousand Only) under the Share & Mentor Institutions (Margdarshan) as Grant-in-aid for meeting the expenditure for implementing the scheme to improve the quality parameters of Mentee institutes so that over a period of time, the programs of the mentee institutes will get accreditation by NBA.

Details given below:

1.	Name of the Beneficiary Institution / University / College / Institute	:	Francis Xavier Engineering College, 103 G2, North By Pass Road, vannarpaettai, Tirunelveli-627003, Tamil Nadu
2.	Chief Coordinator's Name.	:	Dr D. C. Joy Winnie Wise
3.	Grant-in-aid Sanctioned	:	Rs. 25,00,000/-
4.	Amount to be Released during the year 2019-20 (90% for Govt. and 50% for Pvt. Instn.)	:	Rs. 12,50,000/- (Rupees Twelve Lakh Fifty Thousand Only)
5.	Duration	:	3 Years

1. The sanctioned grant-in-aid is debitable to the major Head 602.17 {Share & Mentor Institutions -Margdarshan} & valid for payment during the financial year 2019-20.
2. The amount of grant-in-aid shall be drawn by the Drawing and Disbursing Officer (DDO), All India Council for Technical Education, New Delhi on the Grants-in-aid bill and shall be disbursed to and credited to the account of Principal/Director/Registrar Francis Xavier Engineering College, 103 G2, North By Pass Road, vannarpaettai, Tirunelveli-627003, Tamil Nadu through RTGS.
3. The Principal of the institute and the coordinator of the project 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 Number	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS18672	Indian Bank	Tirunelveli Junction	Madurai Road, Tirunelveli Junction 627001, Tamil Nadu	Principal Francis Xavier Engineering College	Saving Account	894349190	IDIB000T034

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

The instructions/guidelines to be followed by the institute:

I. Financial Guidelines

1. 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 within 10 days by post (not on e-mail) about the receipt of the grant to AICTE, alongwith acceptance of the instructions/guidelines of the Sanction order to the following address.

**Adviser (RIFD)
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi-110070**

2. Any expenditure incurred prior to issuance of the sanction order is not allowed to be adjusted in the grant.
3. If the University/Institution do not take the project work within 3 months of the receipt of the grant, approval shall *ipso facto* lapse and the released amount, alongwith interest accrued thereon, has to be returned to AICTE, by way of a demand draft in favor of **Member Secretary, AICTE, New Delhi.**
4. As AICTE needs adequate time for depositing the demand draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

II. Scheme implementation

1. The Mentor Institute shall identify atleast ten other AICTE approved institutions which are yet to get NBA accreditation and are free from vigilance/disciplinary angle as Mentee institutes for the programme. The objective is to help mentee institutes to improve their quality parameters to enable them to get accreditation by NBA.
2. The Mentor institute will provide the list of institutes to which it will provide mentorship and the consent letters with copies of MoUs signed with the mentee institutes. It may be ensured that the mentee institutes are not being mentored by any other mentor institute or by a Margadarshak. Action will be taken if these guidelines are not adhered to. The mentor - mentee mapping is to build a strong linkage so that the outcome of the mentoring results in accreditation of the programs of mentee institutes by NBA.
3. The Mentor Institute should conduct at least 06 FDP of one-week duration each with minimum 30 participants including at least 25 guest lecturers. The distance between mentor-mentee should be less than 200 Kms. **Not to incur expenditure on computer, laptops etc.**

III. Maintenance of accounts by the institute

1. The Mentor Institute shall maintain proper accounts of the Expenditure out of the grants and shall be utilized only on approved items of expenditure. The institute is required to open a separate bank account or to maintain separate account register to get the interest on accumulation of this grant/fund received from AICTE. The interest accrued on the sanctioned grant-in-aid will be reported back to AICTE and refunded to AICTE and not to be adjusted against subsequent installments.
2. Any expenditure above the sanctioned amount of grant is to be incurred from institutes own funds.

3. The institute/University shall not charge any overheads on this Project and will provide all the administrative support for completion of the Project.
4. The grantee shall maintain an audited record of expenditure out of the grant-in-aid and a register for assets, if any, shall be maintained by the Institute in the prescribed form i.e. GFR-19.
5. The accounts of the grantee will be opened for test check by the Council or Comptroller & Auditor General of India or by any officer designated by them.
6. The assets, if any acquired wholly or substantially out of All India Council for Technical Education's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the Grant was given without proper sanction of the All India Council for Technical Education.

IV. Submission of mandatory documents by the institute

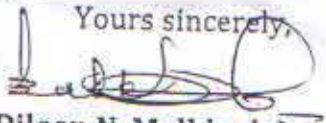
1. The Annual Progress Report in the prescribed format along with Statement of Expenditure and Audited Utilization Certificate shall be submitted to AICTE not later than one month after completion of each financial year.
2. **Performance Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PEC shall be as under:
 - i. Principal/Director of the institution (Chairperson)
 - ii. Two HODs from institute (Members)
 - iii. In case of private institute, one expert from Government institute, not below the rank of Associate Professor (Member)
 - iv. Coordinator of the project (Member Secretary)
3. Scheme Completion Report (SCR) in the prescribed format along with the Audited Statement of Expenditure indicating expenditure incurred in the total duration of the scheme in the prescribed format, utilization Certificate and GFR-19 shall be submitted to the Council in the prescribed format.
4. 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 as early as possible after completion of the scheme. It should contain the head-wise break up of expenditure alongwith bills/vouchers duly signed and stamped by the Chief coordinator and head of institute, made from the grant-in-aid provided by the Council.
5. A complete status report of the scheme indicating the achievement of the objectives of the scheme is to be submitted. The report is to include details of activities undertaken by Margdarshan institute for enhancement of quality, attainment of outcomes, self-assessment report (SAR), evaluation report and accreditation certificates of programs of mentee institutes. The number of institutes benefited, FDP and guest lecture photographs of participants, together with their views is to be submitted.
6. The balance amount of the grant will be reimbursed to the mentor institutes only on submission of the mandatory documents. On receipt of these document, total amount of balance of grant, admissible as per the norms, shall be worked out and grant -in-aid shall be released, as 2nd installment, in favor of the Margdarshan institution.
7. Delay in submission of documents after three months of the completion of the Margdarshan project shall invite a penalty of 10% of the total sanctioned amount of the Margdarshan project, to be deducted from the balance amount of

2nd 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.

V. General instructions

1. The duration of the scheme is for three years from the date of release of grant. The mentor institute is required to design the activities in such a way that within this period the objective of the scheme is achieved. 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. The request of reimbursement of 50% of remaining amount in case of private institution and 10% in case of Govt. institution shall be made with UC and other related documents in such a way that the entire Margdarshan scheme is completed in the prescribed period of three years.
2. Any unavoidable circumstances change in the Margdarshan scheme with respect to name of coordinator for the Margdarshan 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 change, failing which the offer for the grant already issued would be treated as automatically withdrawn and the grant released in favor of the Margdarshan institution shall be refunded immediately to the Council. Kindly mention the file number 58-14/RIFD/Margdarshan/2019-20 in all future correspondence.
3. The Mentor institute is required to follow all terms & condition laid down in the scheme as well as in the offer letter rigidly.
4. GoI, GFR rules should be followed during utilization of grant.

Yours sincerely,


(Dileep N. Malkhede)
Advisor (RIFD)

6/9/19

Copy forwarded for information and necessary action to:

1. **The Principal/Director/Registrar**
Francis Xavier Engineering College,
103 G2, North By Pass Road, vannarpaettai,
Tirunelveli-627003, Tamil Nadu
2. **Dr D. C. Joy Winnie Wise, Chief Coordinator,**
Francis Xavier Engineering College,
103 G2, North By Pass Road, vannarpaettai,
Tirunelveli-627003, Tamil Nadu
3. **Office of Director General of Audit**
General Revenues, AGCR Building
I.P. State, New Delhi-110002
4. **Guard File**