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No.1/25/2001-02/GJA/Patt.of Asstt/DHE /162  
Government of Goa,  
Directorate of Higher Education,  
Junta House, 2nd Lift, 5th Floor,  
Panaji-Coa. ①/d

Dated:- 30th November, 2001.

5 Copies

Read:- Order No. 9/36/97-HE, dated 24/8/1998.

ORDER

Subject:- Pattern of assistance to Non-Government aided colleges.

In supersession of the order No. 9/36/97-HE, dated 24/8/1998 cited above, the Government of Goa is pleased to issue revised consolidated instructions regarding the pattern of assistance for aided Colleges as follows:-

(1) The authorities receiving the grants from the Government such as, Colleges, towards salaries of teaching and non-teaching staff shall be required to obtain prior approval of the Government before an incumbent is appointed to any post in the college by said authorities.

(2) The age of retirement on superannuation of every employee covered by this pattern of assistance including the teaching staff, Principal, as well as, non-teaching staff of the College shall be 58 years. No salary grant will be admissible or payable in respect of any employee, as mentioned above, in the event he/she is continuing after retirement, re-employed or appointed on contract basis without prior Government's approval for such re-employment, appointment on contract basis or extension in service. The State Government shall not bear any expenditure whatsoever incurred on any employee/employees who are employed or continue to be employed in violation of any of the clauses of this order as well as any clauses of the Appendix 'A' and 'B' thereto. Such of those employees whom the management desires to give extension in service or re-employ or re-appoint or appoint on contract basis,



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part of appointment on contract basis shall be eligible for salary grant during the period covered by such approval.

(3) The College management shall send their proposal for granting approval for extension of services to any employee re-employed, re-appointment or appointment on contract basis to the Government and the Government may grant such approval only in exceptional cases if satisfied by the reasons given for such appointment.

(4) The Government shall be entitled to recover, by withholding any part of the grant, or adjustment towards admissible expenditure or any part of grant including maintenance grant in the event it is discovered that an extension of service or re-employment or re-appointment or appointment on contract basis as aforesaid, is made in violation of any of the clauses of this Order and such recovery shall be made from the grants for the subsequent financial year or years although the payment might have been made in the preceding financial year or years.

Provided that the Government shall first issue show cause notice and seek an explanation from the concerned authorities before any order for recovery is made against the concerned College/institution authority within such time specified in the notice.

(5) Every management of educational institution or College shall be bound to submit such information and to furnish such documents as are required by the Government. In the event of any non-compliance on the part of any institution, State Government shall be entitled to forthwith withhold, stop the coverage and entitlement of such institution for extension of services, re-employment, re-appointment or appointment on contract basis for any grant under this order.

(6) Subject to the availability of funds, the maintenance grant for a College during the



(i) Entire admissible establishment expenditure of the College during the year for which the grant is being paid.

Plus

(ii) Notional expenditure on normal maintenance and repairs of the College building calculated at flat rates as laid down in Appendix-A provided that the same is utilised for maintenance of the buildings and not diverted elsewhere, or expenditure on reasonable rent paid during the preceeding year to the landlord where the College building has been obtained on hire from a party other than the management of the College.

Plus

(iii) Actual expenditure of the College in the preceeding year on admissible items in Appendix 'A' other than (i) and (ii) above, subject to a ceiling as follows:-

(a) 15% of the admissible establishment expenditure of the College in the preceeding year if the College has only Science faculty.

(b) 12% of the admissible establishment expenditure in the preceeding year if the College is a multifaculty College with Science faculty as one of the faculties, and

(c) 10% of the admissible establishment expenditure of the College in the preceeding year if the College is a College of Education or College of Law or a purely Arts College or a purely Commerce College or a Composite College with two or more of these faculties.

Minus

(d) Tuition fees at approved rates recoverable by the College during the preceeding year from students.



A detailed list of "admissible items of expenditure" which expenditure incurred by the College will be considered admissible for the purpose of maintenance grants is given in appendix 'A' attached.

The maintenance grant to be calculated on the above is will be subject to the following conditions:-

- (i) A new College started in a particular year will be paid any maintenance grant during the first year of establishment. From the second year onwards the College will be paid maintenance grant in accordance with the above grants-in-aid formula provided it has fulfilled the conditions of affiliation laid down by the University concerned and other conditions as laid down by the Government, if any.
- (ii) The minimum enrolment in a single faculty College should not be less than 100 students in double faculty College should not be less than 175 students and in triple faculty College it should not be less than 250 students.

In case a College fails to fulfil in any particular year the level of minimum enrolment of students as mentioned above, the grant to be paid to such a College in a year will be calculated on the basis that fee income has notionally accrued to the College in the preceeding year as per the calculated minimum enrolment.

These enrolment norms will not be applicable to Colleges in faculty of Education.

- (iii) No existing co-educational or multifaculty College shall be split up into two or more independent units (unit-wise or as separate units for boys and girls) without prior permission of the University and the Government.

All the Arts, Science, Commerce, Law and Education Colleges



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for maintenance grant from the Financial year 2002-2003 in accordance with this grants-in-aid formula. Colleges permitted to be opened thereafter on aided basis will also be eligible for maintenance grant as per this grants-in-aid formula, except during the first year, after their commencement.

(10) Detailed procedure regarding release of maintenance grant to Non-Government Arts, Science, Commerce, Law and Education Colleges as per the new grants-in-aid formula is specified in Appendix 'B' attached hereto.

(11) The new grants-in-aid formula will be applicable for re-imbursements with immediate effect.

(12) Every College shall forward to the Director of Higher Education information in forms and statements that may be specified by the Director of Higher Education or by the Government from time to time.

(13) This order issues with the concurrence of Finance Department vide their U.O. No. Fin(Exp.)Deptt./7239/2001, dated 30/11/2001.

By order and in the name of the  
Governor of Goa

( R. P. Pal )

Special Secretary/Director of  
Higher Education.

Copy to:-

- 1) The Principals of all the Non-Government Aided Colleges.
- 2) The Registrar of Goa University, Taleigao Plateau-Goa.
- 3) The Director of Accounts, Panaji.
- 4) The Joint Director of Accounts, South Branch, Margao-Goa.
- 5) The Sr. Dy. Accountant General (Audit), Panaji.
- 6) The Director of School Education, Panaji.
- 7) The A.A.O., Directorate of Higher Education, Junta House, Panaji-Goa.
- 8) The Guard file.
- 9) The Office copy.
- 10) Spare copies.



Summary

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APPENDIX - 'A'

List of admissible items on which expenditure incurred by the Non-Government aided Arts, Science, Commerce, Law and Education Colleges will qualify for maintenance grant.

I. Establishment expenditure incurred during the year:

✓ 1) All expenditure on sanctioned scales of pay of Principals and members of the approved teaching and non teaching staff of Colleges shall be covered by the maintenance grants as per the terms and conditions mentioned in the order.

salary

ii) Actual expenditure on Dearness Allowance, Compensatory local Allowance, House Rent Allowance and other Allowances and concessions as may be admissible to members of the teaching staff (including the Principal) and non-teaching staff of the College at rates and subject to conditions prescribed by Government from time to time.

Salary

iii) Expenditure on managements contribution to the Contributory Provident Fund of eligible members of the approved teaching staff (including the Principal) and non-teaching staff of the College, calculated at 10% of the admissible pay in the approved scales of pay.

sal

Note: Grants will initially be released on the basis of estimate of admissible expenditure on establishment during the year reported by the College, will be released only after submission of Audited Statement of Account of the preceeding year by the College of the actuals of such expenditure and their verification by officials of the Directorate of Higher Education.

II) Expenditure on normal maintenance and current repairs of College building(s) or on rent for the College building (s) or on rent for the College building(s).

maintenance

maintenance  
rent of  
building



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OF valuation certificate issued by P.W.D. rates of admissible expenditure on maintenance and repairs of College building belonging to the College Management.

Sr. No.	Category	Flat percentage rate on the cost of construction of the building in the year of construction.
1	2	3
1	College building constructed upto 31/3/1976	8%
2	College building constructed between 1st April '76 to 31st March '86	6%
3	College building constructed after 1st April, 1986	2%

on cost of construction

(ii) The expenditure on rent actually paid during the preceeding year to the landlord or certified as reasonable by the Executive Engineer, Public Works Department, whichever is less; where the College building has been obtained on hire from an outside party i.e. a landlord other than the College management provided that the permission of the Government Department (Higher Education) is obtained before hiring any premises from outside party i.e. Landlord.

Refer

(iii) Where the building is owned by the management, the percentage towards maintenance and repairs as shown at II(1) is admissible provided the management has to utilise the same for the maintenance of the said building. The management should keep this grant in a separate account and utilise it as and when required.

III) Expenditure actually incurred during the preceeding financial year on other essential items indicated below:-



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of scientific apparatus and equipment duly certified as essential by the University concerned (replacement as well as new purchases) and current Laboratory expenses on chemicals etc. in the science faculty.

Lab equipment

iii) Expenditure (in excess of the expenditure incurred by utilising the Gymkhana fee and other fees collections) on sports and extra curricular activities in the College, such as students Societies/Associations for extra curricular activities (for example, Library/dramatic/Music activities.

iv) Expenditure incurred on visiting faculty as prescribed by the University from time to time.

v) Expenditure incurred on travelling allowance and daily allowance for college teaching and non-teaching staff, including Principal, for College work and for attending conferences, seminar and training courses of an academic nature, including expenses incurred for training the College staff.

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vi) Expenditure on the following items:

- a) College garden.
- b) Botanical garden, herbarium and animal house.
- c) Two telephones for the office of the College (including one for fax) and one telephone at the residence of the Principal.
- d) Electricity and Gas.
- e) Postage and Telegrams.
- f) stationery, Printing and binding required for Office work.
- g) Premium on insurance of science apparatus and equipment.
- h) Uniforms to peons at the rates and type of cloth prescribed by the Government from time to time.
- i) Audit fees.
- j) Water charges.
- k) Issues of advertisements for recruiting teaching and non teaching staff for th

Total 3 nos  
Telephones



- e) Expenditure on educational excursions and tours undertaken to fulfil the curriculum excursions and tours undertaken to fulfil the curriculum requirements laid down by the University.
- p) Rent of the College playground certified as reasonable by the Executive Engineer, Public works Department.
- q) Current repairs to furniture/equipment of the College.
- r) Expenditure on purchase of Library books (in excess of Library fee collections) furniture, equipment, teaching aids, etc. for the use of the College inclusive of its office, library and laboratory whether as new acquisition and/or as replacement.
- s) Expenditure incurred on the conduct of remedial courses for students, workshops, orientation courses, refresher courses, seminars, etc. of an academic nature including payment of T.A./D.A. as per State Government Rules and remuneration to resource persons and expenditure on refreshments to participants, at reasonable rates prescribed by Government.
- t) Expenditure incurred on project work for third year students of degree course.
- u) Expenditure incurred by the Principal of the College upto Rs. 16,000/- on items not covered in this list but considered essential for College.
- v) Merit scholarships awarded to the students provided the scheme is approved by the Government of Goa.
- w) Internet connection and expenditure on ISDN connection
- x) In case accommodation is allotted to the Principal by the management of the College, notional rent calculated at the rate



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- y) Expenditure incurred on sweeping and cleaning of class - rooms, office premises, bathrooms, toilets, etc.
- z) Affiliation fees charged by National Assessment and Accreditation Council, Bangalore for assessing and accreditation.

IV) In respect of all aided colleges, resources generated through five activities specified in Government order No. SPIU/13/IRG/97-98 issued by Secretary (Education) viz. testing, consultancy, research and development, projects, continuing education.

Programmes and production activities will not be deducted from admissible expenditure for the purpose of determining grants.

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repairs of the College buildings or on rent of the College buildings plus (ii) 3% of the estimated admissible establishment expenditure.

The third and final instalment to be released in the remaining four months of the financial year, after the receipt of the audited statement of accounts of the preceding year from the College, will consist of:-

a) Salary Grant:- This will be released after a realistic re-assessment of the estimate of admissible establishment expenditure during the year was initially made after deducting from the re-assessed estimate (i) the aggregate amount of salary grant released in the first two instalments as mentioned at 1(a) and 2(a) above and (ii) surplus, if any, of the preceding year/para (b) Non-Salary grant equal to (i) 1/3rd of the amount of grant admissible on the notional expenditure or on rent of the College buildings.

(ii) The balance of the grant due on the expenditure of the preceding year on the remaining items of admissible expenditure assessed on the basis of the audited statement of accounts (i.e. the balance amount arrived at by deducting the amounts, referred to at 1(b)(ii) above and 2(b)(ii) above from the total grant assessed as due on admissible expenditure of the preceding year on the remaining items.

iii) Unspent amount in respect of building maintenance grant will be allowed to be carried forward to the next year, but will not be allowed to be diverted for any other purpose.

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APPENDIX - 'B'

Procedure for the release of maintenance grant, assessed in accordance with the grant-in-aid formula to aided Arts, Science, Commerce, Law and Education Colleges in the State.

I. It will be incumbent on the part of the Colleges to credit the entire amount of tuition fee recovered from fee-paying students (i.e. excluding fee concession holder students of all approved categories) into the College salary payment Account ~~opened~~ opened in the Bank as saving Account as per the salary payment scheme.

ii. Maintenance grant to be released to the Colleges will be divided into two categories, namely (i) Salary Grant and (ii) Non-Salary Grant. The amount released as salary grant will have to be fully credited to the College Saving Bank Account for salary payment Account while the amount released as Non-Salary Grant will be fully credited to the College Saving Bank Account for Non-Salary expenditure Account.

III. The salary grant and the non-salary grant will be released in three instalments as under:-

1. The first instalment to be released in the month of April-May of the year will consist of:-

a) salary grant equal to  $\frac{1}{3}$ rd of the year minus half of the tuition fee collection from fee paying students during the preceeding year.

b) Non-salary grant equal to (i)  $\frac{1}{3}$ rd of the amount of grant admissible on the notional expenditure on normal, maintenance and current repairs of the college building or on rent of the College building plus (ii) 4% of the estimated admissible establishment expenditure during the