XI PLAN GUIDELINES

FOR

INSTRUMENTATION MAINTENANCE FACILITY (IMF) IN COLLEGES

(2007-2012)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

Website : www.ugc.ac.in
UNIVERSITY GRANTS COMMISSION

INSTRUMENTATIONMAINTENANCE FACILITY (IMF) IN COLLEGES

1. INTRODUCTION

The coming decades of the 21st century are indeed challenging. The process of liberalization of the Indian economy has made industry increasingly conscious of the need for manpower trained in science and technology. This places demands on the higher education system to improve quality of education in science and technology. This will be made possible by making more investments in strengthening of infrastructure for teaching and research, and improving administrative efficiency at all levels. The UGC has recognized the possible impact of these changes and has, along with other funding agencies, initiated a number of programmes in the recent past. These programmes have permitted College departments to acquire sophisticated instruments for their research and general laboratory instruments for teaching. The Commission has also recognized the importance of information technology and has set in motion the computerization of administrative functions and automation of libraries in the colleges. Consequently, our Colleges have a sizeable pool of instruments and modern electronic hardware, which will increase with time and will therefore need to be properly maintained for their efficient and effective use. The Commission is of the opinion that the higher education system should prepare itself to meet challenges concomitant to the process of the strengthening of the infrastructure. The emphasis is on building capacity to maintain instruments and modern electronic hardware in the higher education system.

The UGC has decided to establish units called INSTRUMENT MAINTENANCE FACILITIES (IMFs) to support the efforts in improving science education at all levels in autonomous colleges and Post graduate colleges offering PG Science Courses. Under this scheme, the UGC will provide essential tools/equipment for repair and maintenance of electronic hardware, as well as qualified staff according to the assessed workload decided by the size of the pool of such instruments and electronic hardware in the institution. The UGC also recognizes the need to extend this scheme to as many institutions as possible and yet maintain efficiency in providing the service. The IMFs will be networked with each other and with the office of the Commission to permit the exchange of experience and ideas as well as a close monitoring of the scheme.

OBJECTIVES

A. Programme Objective

The objectives of the IMF programme are as follows:

i. To encourage colleges in Autonomous colleges, post-graduate colleges to establish an Instrument Maintenance Facility (IMF) as an essential support infrastructure to provide effective and efficient maintenance to their scientific instruments and electronic hardware.

ii. To provide adequate resources as developmental inputs to appoint staff and procure tools/equipments for repairs and maintenance of scientific instruments and electronic hardware.

iii. To maximize efficiency through need-based training and documentation in the repair and maintenance of scientific instruments and electronic hardware.
iv. To connect the units so established in the country with each other using information technology so that they can improve their performance through an exchange of each others experience and ideas.

v. To monitor the working of the scheme for its effectiveness and accountability to the users, such as students, teachers, etc.

B. Instrument Maintenance Facility (IMF)

The scheme proposes to provide a coordinated system of IMFs in Autonomous and post-graduate colleges to provide repairs and maintenance of scientific instruments and electronic hardware like PCs and their accessories. The assistance from the UGC for technical staff and equipment will be based on a detailed survey of the instruments and electronic hardware already available in these institutions. The IMFs are expected to provide preventive maintenance on a regular basis and repairs or curative maintenance to instruments and electronic hardware that have been placed under its care by the users.

An elaborate user-countersigned format will document the accountability of the IMF. It will record the action taken to maintain each equipment. The consolidated information of activity of the IMF will be provided to the UGC office electronically on monthly basis. The IMF staff will be trained at Regional Instrumentation Centres (RICs) and other centres around the country, and in new techniques and procedures whenever such a need arises. The IMFs will be encouraged to adopt an ethos of teamwork, accountability and user-sensitivity that would lead them to acquire an ISO-9000 certification.

C. Objectives of IMF

i. The primary objective of the IMF is to provide effective and economical services in the repair and maintenance of scientific instruments and electronic hardware.

ii. The IMF shall strive to satisfy the users of instruments and electronic hardware regarding the quality of the service.

iii. The IMF shall provide facilities for staff development through training and opportunities to exchange experience with other IMFs and centres providing similar services around the country.

3. ELIGIBILITY/TARGET GROUP

A Colleges offering post-graduate science courses, under section 2(f) and 12 B of the UGC Act, 1956, are eligible to receive financial support to establish IMF in their institution under this scheme.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

Under this scheme the Commission will provide financial assistance till the end of XIth Plan i.e. 31st March, 2012 under the following heads:
A. Recurring

Staff salary
a. Technical officer - one * #
   @ Rs.15,000/- p.m. on contractual basis
b. Technician - two ** #
   @ Rs.10,000/- p.m. on contractual basis

Essential spares, components, contingencies for instrument repair and maintenance

Training programmes

TOTAL

Rs.1,80,000/- p.a.

Rs.2,40,000/- p.a.

Rs.1,00,000/- p.a.

Rs.50,000/- p.a.

Rs.5,70,000/- p.a.

- Technical Officer - One

** Minimum Qualification**: B.E./B.Tech or equivalent in Instrumentation/ Electronics with at least 3 years experience in repairs and maintenance of instruments.

** Consolidated Salary**: Rs.15,000/- p.m.,
One of them could be for computer lab for which the qualification would be –MCA with Adequate knowledge of Hardware.

** #. Technician - Two

** Minimum Qualification**: Diploma or equivalent (in Instrumentation/Electronics) with 3 years experience or ITI or equivalent (Instrumentation/Electronics) with 5 years experience in repairs and maintenance of instruments.

** Consolidated Salary**: Rs.10,000/-p.m.

# These will be contractual appointments for the tenure of the programme.

B. Non-recurring (as ‘one time’ grant for the entire XI Plan period)

Test and measuring instruments like CRO, multimedia, DVMs, signal generator etc.

Personal computer including software

TOTAL

Rs.2.00 lakhs

Rs.2.00 lakhs

Rs.4.00 lakhs

Admissible grant under this scheme will be given provided the following norms for appointment are adequately adhered to by the respective Colleges.

The staff salary will be admitted on receipt of the following documents:

(i) Documentary evidence for advertising the post(s)
(ii) Minutes of the meeting of the Selection Committee duly signed by the all members.

(iii) Documentary proof of educational and professional qualifications of the persons selected for the post of Technical officer and Technical Assistants.

(iv) A copy of the Notification/offer of appointment issued by the College.

(v) Joining Reports.

The Commission at its meeting held on 19-05-2009 decided that the colleges which have awaited of the assistance under IMF scheme during X Plan period are eligible for assistance during XI Plan period i.e. upto 31st March, 2012. In future (after 11th Plan) the College may opt for Annual Maintenance Contracts as it would be more economical.

5. Procedure for Applying for the Scheme

The institution can submit a proposal to establish the IMF in the format prescribed by the Commission for the purpose Annexure-I as and when invited by the Commission.

6. Procedure for Approval by the UGC

A committee constituted by the UGC will evaluate the proposals and recommend the selection of a certain number of institutions for financial support under the scheme. If necessary, the Commission may ask an institution to present its proposal before the Committee. The Committee will make specific recommendations regarding the quantum of assistance to be given to the selected Institution.

7. Procedure for Release of further Grants by the UGC

Upon approval of a proposal by the Commission, the Commission will release the non-recurring and recurring grant for the first year of the scheme. Further release of the recurring grant will be done after receiving the annual progress report, statement of expenditure and a utilization certificate on an yearly basis.

8. Monitoring Evaluation

The progress of the scheme will be closely monitored as follows:

i. Monitoring at the institution level through a formatted document on repairs and maintenance activities by the IMF staff.

ii. The progress of the scheme will be monitored through monthly reports consolidated for each year and assessed by experts.

iii. The Commission at the end of two years will evaluate the scheme.
PROFORMA TO SUBMIT PROPOSAL UNDER THE SCHEME _INSTRUMENT MAINTENANCE FACILITY_

1. Name of the college: 

2. Full address of the college: 

3. Number of departments of the college to be serviced by IMF: 

4. Number of research projects currently operating in the departments of the college: 

5. Profile of technical staff (who provide instrumentation service support) in the departments of the college.

<table>
<thead>
<tr>
<th>Name of the department/centre</th>
<th>No. of technicians or equivalent</th>
<th>No. of technical officers or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL NO.</td>
<td></td>
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</tbody>
</table>

6.a Do you have a USIC in your college: 

b If yes, what is the level of your USIC: 

7. Profile of Instruments to be brought under the care of IMF
a. Instruments costing more than Rs.1.00 lakh

<table>
<thead>
<tr>
<th>Name of the instrument</th>
<th>Number of instruments</th>
</tr>
</thead>
</table>

b. Instruments costing less than Rs.1.00 lakh

<table>
<thead>
<tr>
<th>Name of the instrument</th>
<th>Number of instruments</th>
<th>Number of instruments working satisfactorily</th>
</tr>
</thead>
</table>

c. Number of personal computers and associated gadgets to be brought under the care of IMF

8. Justification for the establishment of an IMF in your college, if needed.

9. Do you have spare space of minimum 20 sq. mtrs. to establish the IMF?

10. Do you have Annual Maintenance Contract (AMC) for your instruments (costing more than Rs.1.00 lakhs) and computers?

11. If yes, what is the approximate amount spent by the college on AMC year-wise for the past 3 years?

12. If you do not have AMC, how do you maintain your instruments and electronic hardware at present?

13. What are the specific areas of repair and maintenance of instruments in which you would seek UGC support through the IMF?

14. Do you have the expertise available locally to supplement your instrument maintenance work? If yes, how?

15. Do you have an up-dated database of the instruments and computers available in your college?

16. Do you keep a stock of components and spare parts for your instruments and computers?

17. Budget requirements for establishing and running this facility for a period of 5 years.

**A Non-recurring (one-time grant during the first year)**

<table>
<thead>
<tr>
<th>Test/measuring instruments</th>
<th>Amount required (Rs.)</th>
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</thead>
</table>

| TOTAL                      |                        |
B. Recurring

<table>
<thead>
<tr>
<th>Item of expenditure</th>
<th>Amount required (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Technical staff</td>
<td></td>
</tr>
<tr>
<td>II Instrument spares, components and consumables</td>
<td></td>
</tr>
<tr>
<td>III Training programmes</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Grand total of recurring & non-recurring expenditure

18. Any other information the college may wish to furnish.

PLACE: Registrar/Principal

DATE: (Seal)
Annexure - II

**PROGRESS REPORT OF EXPENDITURE**

University ______________________________

Sanction Letter No. & Date ________________

Statement of Actual Expenditure during ______

**Non-recurring :**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Item(s)</th>
<th>Grant approved by UGC</th>
<th>Grant released by UGC so far</th>
<th>Actual expenditure as on ____ (Date)</th>
<th>Unspent balance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Test and measuring instrument</td>
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<tr>
<td>2.</td>
<td>Personal computer</td>
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<td></td>
<td>including software</td>
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<tr>
<td>Total</td>
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**Recurring :**

<table>
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<tr>
<th>Sl No.</th>
<th>Item(s)</th>
<th>Grant approved by UGC</th>
<th>Grant released by UGC so far</th>
<th>Actual expenditure as on _____ (Date)</th>
<th>Unspent balance</th>
<th>Remarks/ justification for unspent balance lying with the Univ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Staff salary</td>
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<tr>
<td>2.</td>
<td>a. Technical officer</td>
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<td></td>
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<tr>
<td>3.</td>
<td>@ Rs.15,000/-p.m.</td>
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<tr>
<td>4.</td>
<td>b. Technician-2</td>
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<tr>
<td>5.</td>
<td>@ Rs.10,000/-p.m.</td>
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<tr>
<td>6.</td>
<td>Essential spares, components, contingencies for instrument repair and maintenance</td>
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<tr>
<td>7.</td>
<td>Training programme</td>
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<tr>
<td>Total</td>
<td></td>
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</table>
Certificate

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant. If as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature _________________________  Signature ______________
(Finance Officer)    (Registrar)

N.B. This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount for specific items likely to be obtained.

UNIVERSITY GRANTS COMMISSION

(Utilization Certificate)

Certify that the grant of Rs. ________ Rupees________________________________________ out of Rs. __________ (Rupees________________________________________) sanctioned to _________________________________________________________ by the University Grants Commission vide their letter number ______________________________ dated ______________ has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission. The university/college has also utilized the amount of Rs. ________________ as interest earned on the University Grants Commission grant.

If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the corrected amount.

Signature ________________ Signature__________ Signature

(Registrar)   (Finance Officer)   (C.A./Govt. Auditor)

Seal___________  Seal ___________   Seal _____________