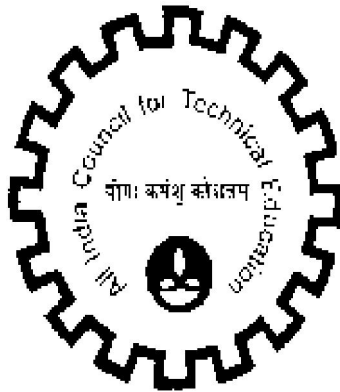


**SCHEME FOR MODERNISATION AND REMOVAL OF
OBSOLESCENCE IN TECHNICAL EDUCATION**

MODROBS

GUIDELINES AND FORMAT



The Adviser (RID)
All India Council for Technical Education
NBCC Place, East Tower, 4th Floor
Bhisham Pitamaha Marg, Pragati Vihar
New Delhi-110 003

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INTRODUCTION

The All India Council for Technical Education (AICTE) was established by an Act of Parliament in the year 1987, for proper planning and co-coordinated development of technical education system throughout the country. AICTE helps promotion of qualitative improvements in technical education in relation to the planned quantitative growth and regulates proper maintenance of norms and standards and matters connected therewith. The technical education covers programmes of education, research and training in Engineering and Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and Crafts and other related areas.

As part of its functions, AICTE provides financial assistance to technical Institutions under two schemes of Modernization and Removal of Obsolescence (MODROBS) and Research Promotion Scheme (RPS) in the Technical disciplines mentioned above through the Bureau of Research and Institutional Development (RID). To ensure good quality project are funded by the Council, the proposals are examined in depth objectively, by a stage wise clearly defined process. The salient features of MODROBS, its objective and guidelines for forwarding proposals are enumerated below:-

MODERNISATION AND REMOVAL OF OBSOLESCENCE (MODROBS)

The scheme aims to modernize and remove obsolescence in the Laboratories / Workshops / Computing facilities (Libraries are excluded), so as to enhance the functional efficiency of Technical Institutions for Teaching, Training and Research purposes.

It also supports new innovations in Class Room and Laboratory / Teaching Technology, development of Lab Instructional Material and appropriate Technology to ensure that the practical work and project work to be carried out by students is contemporary and suited to the needs of the Industry.

The equipment financed under the scheme up to a limit of Rs 15 lakhs could be ideally used for upgradation of equipment in existing laboratories, enhancement of performance parameter specification of existing equipment, incorporation of latest development in the field and replacement of old depreciated equipment by modern equipment.

In addition to above major objectives, the equipment installed through MODROBS can be used for indirect benefit to Faculty / Students through Continuing Education programmes, Training programmes for local industry and consultancy work.

GENERAL INFORMATION

1. AICTE invites project proposals for grant under the MODROBS scheme from the AICTE approved Technical Institutions / University Departments throughout the Country.
2. Only one copy of the proposal in bound form needs to be submitted.
3. In MODROBS scheme, the Head of the Department (HOD) submitting the proposal is always the Project Coordinator. To enable subject specific knowledge to be utilized, a Co-Coordinator can also be proposed. The HOD should critically analyze the requirements in the laboratory / laboratories of the Department for preparation of the project proposal, which should relate to the future development of the academic strength of the Department.
4. The HOD submitting the project proposal shall come personally for presentation of his / her project proposal before the Subject Expert Committee, if called upon to do so. In case HOD is not able to come for presentation then the Head of the Institution shall authorize other faculty member from the Department for making the presentation.
5. In case of the change of the Head of the Department, the next HOD will become the Coordinator of the project and the change should be intimated to the Council for record.
6. Proposals from the Departments of Self-Financing Institutions accredited by AICTE shall only be considered. However this condition does not apply to the five years old Institutions located in the regions of Jammu and Kashmir and North Eastern States.
7. Centrally funded Institutions such as IITs, IIMs, NITs are not eligible for these schemes, as they are directly funded by MHRD
8. Professional Bodies/ Societies, Industrial Units/ Houses, NGO's, Institutions / Departments not approved by AICTE and Non-accredited Departments (Not applicable to the five year old institutions located in the J&K State and North-Eastern States) of self-financing Institutions are **NOT ELIGIBLE** to apply.
9. A time activity chart indicating time schedule along with deliverables should be submitted along with a proposal.
10. Please do not skip any item or section: if any item is not applicable, record NOT APPLICABLE.
11. Proposals that are not submitted in prescribed proforma or are incomplete shall not be considered
12. Proposals will be considered on the basis of justification of the project with respect to Departments / Institutions needs and relevance of the project with the academic and research activities
13. Documents to be annexed with the application form:

- Ø Attested copy of the Letter of AICTE approval for the year of establishment.
 - Ø Attested copy of the Letter of AICTE approval for the relevant Department for the academic year 2008-09 & 2009-2010 along with the Specific Conditions, if any.
 - Ø Attested copy of the Letter of Accreditation of the relevant Department (For Self-Financing Institutions).
 - Ø Attested copy of the Proof in support of grant in aid received from the Govt. Institutions (For Govt./Govt. Aided Institutions).
14. Each project proposal must contain an Index page, which should give page numbers of all the enclosures.

Project proposals duly filled in the prescribed proforma should reach the office of The Adviser (RID), AICTE, New Delhi as follows:

The Adviser

RID Bureau - All India Council for Technical Education
NBCC Place, 4th Floor, East Tower
Bhisham Pitamaha Marg, Pragati Vihar
New Delhi - 110 003

Summary Sheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
SCHEME	REGION	STATE	NAME OF THE INSTITUTE	ADDRESS	CITY	PINCODE	NAME OF DEPARTMENT	YEAR OF ESTABLISHMENT	ACCREDITATION BY NBA, AICTE (YES/NO)	NAME OF THE PROJECT COORDINATOR (HEAD OF DEPT.)	E-MAIL ADDRESS OF PROJECT COORDINATOR	TITLE OF THE PROJECT	PROJECT COST	DURATION OF THE PROJECT	GROUP IN WHICH PRESENTATION TO BE MADE	TYPE OF INSTITUTION	LEVEL OF THE INSTITUTION	ONGOING PROJECT, IF ANY (YES / NO)
MODROBS	SEE ANNEXURE-I	SEE ANNEXURE-I						ENCLOSE THE ATTESTED COPY OF FIRST APPROVAL LETTER FROM AICTE	IF YES THEN ENCLOSE THE ATTESTED COPY OF THE LETTER FROM NBA, AICTE						SEE ANNEXURE-II (PI. WRITE GROUP NO. ALONG WITH THE SUBJECT	SEE ANNEXURE-III	SEE ANNEXURE-IV	

Place:

Date:

Signature of the Project Coordinator

Head of the Institution
(Signature and Seal)

Font Size:- 10

Font:- Ariel

Column Width:- Default

**FORMAT
for
SUBMISSION OF PROPOSAL**

I. Name of institution / University Department:
Address

Phone No: _____ Fax: _____ STD Code: _____
Type of Institution: Govt. / Govt. aided / Self-financing

II. Historical data of Department / Lab
Courses run by the Department:

Level	Course	Department is Whether Govt. Aided / Self Financed	AICTE First Approval Letter No. and Date.	Name of Existing Labs.
Diploma UG PG Doctoral Post Doctoral				

III. Whether the Institute is Covered Under the World Bank Project for Technical Education Yes
No

IV. Whether the Proposal is Submitted for Financial Assistance from other Agencies also Yes
No

1. Justification for Obsolescence :-

a. Date of Establishment of Department-----.

Date of Establishment of Lab to be Funded-----

Current Utilization Level of Lab----- hrs / week and -----
-- total hrs per year.

Number of Student Batches & Number of Students per Batch:

- b. Major equipment (costing more than Rs. 1.0 lakh, both individual and grouped similar items for e.g. computers) available in the proposed lab to be funded:

S. No.	Name of the Equipment	Cost (In Lakhs)	Model and Make	Age of Equipment

- c. Percentage increase in current assets as per proposed MODROBS Scheme:-

$$\frac{\text{Cost of Proposed Equipment} * 100 \%}{\text{Cost of Existing Installed Equipment}}$$

2. Track Record of the Department in last 5 Years :-

- a. Details of Projects Funded through AICTE—
Title/ File-no/Year/Value (Attach Copy).
- b. Whether Monitoring of Project done, If yes, Grade Received-----
(attach copy)
- c. Whether Audited Utilization Certificate Submitted, if Yes for What Value----- (attach copy) and ----- Percentage of Total Grant Utilize.
- d. If graded 'E' has the grant been returned? (attach copy)

3. Use of Existing Equipment

- a. Has any instructional material been developed for the Lab.
- b. Salvage value of replaced Equipment----- (Rs in Lakhs).

4. Details of the Project for Proposed Equipment:
- a. Title of the Project:-
 - b. The objectives / aims of project in format below:-
 - a) New experiments to be conducted:-
 - b) Increase in scope of old experiments conducted:-
 - c) Latest development in technology to be demonstrated to student:-
 - d) Whether assembly of component is to be done in house or complete package (off-the-shelf item) is proposed to be purchased?
 - e) Specify improvements in project work for which the equipment could be used:-
5. Specify the other indirect benefits to students and staff expected.

Activity/ Event	Existing		Proposed	
	2005-06	2006-07	2007-08	2008-09
	Value (Rs in Lacs)	Value (Rs in Lacs)	Value (Rs in Lacs)	Value (Rs in Lacs)
Continuing Education Programmes				
Training for Industrial Worker				
Consultancy				

6. Please Indicate through an Activity Chart Schedule for Completion of Project.

7. Proposed Budget Estimate:

A. Non-Recurring Expenditure

S.No.	Name of Equipment/Facilities to be procured	Make and Model of the Equipment	Total Cost (in lakhs)	For similar equipment to be replaced, please specify corresponding Sr no at column 1(b) of format	Justification For Procurement

B. Recurring Expenditure *

1. Service / AMC Charges
2. Consumables and Contingencies

Total Budget Estimate (A+B) =

(Head of the Institution)
(Signature and Seal)
with date

* Should not exceed 15% of the proposed project cost.

Note: -AICTE would not be responsible for paying any maintenance / service charges after completion of the project.

**FORMAT
For
RESUME OF PROJECT COORDINATOR**

RECENT
PHOTOGRAPH OF
PROJECT
CO-ORDINATOR

1. Name and Designation :
2. Date of Birth :
3. Name of the Institution :
4. Department :
5. Field of Specialization :
6. Academic Qualifications :
7. R&D and Teaching Experience :
8. Industrial Experience, if any (attach copy) :
9. Awards / Prizes / Certificates etc. won by the Project Coordinator(attach copy) :
10. Publications :

S.No.	Title of Paper /Report/Book	Author(s)	Name, Vol. & number of Journal, and Year of Publication.	Page No.	
				From	To

11. No. of Projects completed / ongoing as Project Coordinator/ Co-investigator

S.No.	Name of the Funding Agency (AICTE/ Others)	Name of the Scheme	Programme Title	Year of Funding	Duration	Amount Sanctioned	Status Completed/ Ongoing

Project Coordinator
(Signature and Seal with date)

Head of the Institution
(Signature and Seal with date)

ENDORSEMENT FROM THE HEAD OF INSTITUTION

1. It is certified that the Institution will assume full responsibility for fruitful completion of the project submitted by Professor _____ as Project Coordinator under MODROBS Programmes of AICTE.

2. The Institution will provide all the basic facilities available in the Institution to ensure completion of the project and will undertake the financial and management responsibilities of the project.

3. This is to certify that the information provided in the project proposal is true to the best of my knowledge and belief.

4. The Institute agrees to abide by the Terms and Conditions as laid down by AICTE as given in ANNEXURE – V.

Head of the Institution
(Signature and Seal with Date)

Note: Registrar for Universities; Director/Principal for Technical Institutions and Principal for Polytechnics should sign the endorsement.

Distribution of Zones and States

REGION	STATE/UNION TERRITORY
Central	Madhya Pradesh
	Gujarat
	Chhattisgarh
East	Mizoram
	Sikkim
	Orissa
	West Bengal
	Tripura
	Meghalaya
	Arunachal Pradesh
	Andaman and Nicobar
	Assam
	Manipur
	Nagaland
	Jharkhand
North	Bihar
	Uttar Pradesh
	Uttaranchal
North West	Chandigarh
	Haryana
	Jammu and Kashmir
	New Delhi
	Punjab
	Rajasthan
	Himachal Pradesh
South	Andhra Pradesh
	Pondichery
	Tamilnadu
South West	Karnataka
	Kerala
West	Maharashtra
	Goa
	Daman and Diu

GROUPS IN WHICH PRESENTATIONS CAN BE MADE

GROUP	Departments/Disciplines/Subjects
Group 1	Biotechnology, Chemical Engineering
Group 2	Architecture & Town Planning, Civil Engineering, Fine Arts & Crafts
Group 3	Electrical, Electronics, Electronics & Comm. Related
Group 4	Computer Science/Tech. Engineering
Group 5	Mechanical Engineering
Group 6	Pharmacy
Group 7	Management
Group 8	Materials and Metallurgy
Group 9	HMCT, Textiles, and Others

ANNEXURE – III

TYPE OF THE INSTITUTION

1. UNIVERSITY DEPARTMENT
2. DEEMED UNIVERSITY
3. GOVT. ENGG. COLLEGE
4. GOVT AIDED ENGG. COLLEGE
5. GOVT. POLYTECHNIC
6. GOVT AIDED POLYTECHNIC
7. SELF-FINANCING ENGG. COLLEGE
8. SELF-FINANCING POLYTECHNIC
9. SELF-FINANCING NON-ACCREDITED 5 YEARS OLD INSTITUTIONS FROM J&K AND NORTH EASTERN STATES.

ANNEXURE – IV

LEVEL OF THE INSTITUTION

1. DIPLOMA LEVEL
2. UNDER GRADUATE LEVEL
3. POST GRADUATE LEVEL
4. Ph. D LEVEL
5. POST DOCTORAL LEVEL

TERMS and CONDITIONS

**For Implementing the Project sanctioned under
Modernization & Removal of Obsolescence (MODROBS)**

1. Each Project sanctioned by AICTE is assigned a specific File No. All Correspondence addressed to AICTE regarding the project must invariably quote this number along with the year in which the programme was sanctioned and should be addressed to the concerned Bureau Officer.
2. The date of receipt of the Bank Draft of the first installment of the grant by the Institution shall be taken as the date of commencement of the project. This date should be intimated by the Institution's Coordinator to AICTE immediately. The approved duration of the project is reckoned from this date.
3. If the University/ Institution is unable to take up the project work within six months of the receipt of the grant, the approval shall *ipso facto* lapse.
4. Any expenditure incurred prior to the issuance of the approval letter is not allowed to be adjusted in the grant. The grant will be utilized strictly for the purpose as specified in the approval letter.
5. The grant will be utilized strictly for the purpose as specified in the sanction letter and equipment list authorized by AICTE. Re-appropriation of funds from one head to another is strictly not permitted viz. Recurring and Non-Recurring heads are 15% and 85% of the total grant, unless otherwise recommended by AICTE experts. Deviation in projects are discouraged, however minor change in Equipment will be examined thereof in the redressal committee appointed by AICTE.
6. Once the project is sanctioned, the Council shall not consider any request for additional grant.
7. Separate institutional overhead expenses shall not be provided by AICTE.
8. The grant released under this programme cannot be spent on creating infrastructure facilities such as construction of building, purchase of vehicles, air-conditioning etc.

9. The assets acquired out of the grant shall be the property of the Institution. No assets acquired out of the grant shall be disposed off without the prior permission of the Council.
10. Interest earned on the project fund, if any, should be reported to AICTE. The interest so earned will be treated as a part of the grant.
11. Grant released under this programme is for the specific period and should be properly utilized within the time stipulated in the project proposal.
12. The council shall not provide any maintenance grant after the expiry of the project.
13. Any unspent balance from the amount sanctioned on the completion of the tenure of the project must be surrendered to AICTE within one month through a Demand Draft drawn in favour of the Member Secretary, All India Council For Technical Education.
14. AICTE reserves the right to terminate the grant at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made.
15. The Comptroller and Auditor General of India/AICTE at their discretion shall have the right of access to the books of accounts of the Institution in respect of the grant received from AICTE. The Institution must, therefore, maintain separate record of expenditure and audited accounts for the project.
16. The Grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/GOI from time to time.
17. Whenever the Institution / Laboratory / Department receives a grant for modernization of a laboratory under the schemes MODROBS, it is imperative that assistance obtained from AICTE for modernization of the Laboratory/Department is acknowledged duly by putting up a plaque at the main entrance of the Lab/Department, which has been modernized using the grant. All the equipment procured/developed through this project should be super scribed with AICTE project file number.
18. The institution should maintain proper record for all non-consumable items.
19. Constitution of Project Evaluation Committee (PEC)

At Institutional level Project Evaluation Committee (PEC) has to be constituted by the Coordinator of the Project for reviewing the progress of the project from time to time.

The composition of PEC should be as follows:

- i) Director/Principal/Dean of the Institution, College and University respectively (Chairman of the Committee).
- ii) Dean (Academic affairs/Science)
- iii) Coordinator of the Project (Convener/Secretary)

The constitution of PEC may be sent to the Council for record. The general terms of the reference of PEC are as follows:

- i) PEC should meet from time to time as required but at least once in a year. The minutes of the meeting should be recorded and submitted to the Council.
- ii) PEC shall advise on the proper utilization of the funds under the project and would ensure proper implementation of the scheme as per the objectives of the project.

20. Submission of Provisional Utilization Certificate (UC).

The Provisional Utilization Certificate (UC) as enclosed in Annexure- VII must be duly certified by the Finance Officer and countersigned by the Registrar/Principal/Director of the Institution and should be submitted to AICTE by April 15 of every financial year.

21. Midterm Appraisal after 2 years

The progress report of the project shall be evaluated by a committee of experts appointed by AICTE during monitoring workshops conducted at regional centers of AICTE every year. Suggestions and views of experts, if any, will be conveyed in writing to the Coordinator from time to time for effective implementation of the project. During such meetings Video CD should be brought along, giving photographic details of the equipment purchased / developed, etc.

AICTE may also constitute a Monitoring Committee to visit the Institution to review the progress of the project at any time during the tenure of the project.

22. Final Project Appraisal

After the completion of the project, the Coordinator should intimate the RID Bureau. A Project Completion Reports as per the Format given in Annexure- VIII should be submitted at the time of final appraisal alongwith audited utilization certificates, so that the financial closure and technical completion of the project is

recorded. Without a closure certificate the PI shall not be eligible for further funding.

23. Assets Acquired

As per Government of India's Decision (7) (b) under Rule 149 (3) assets created/procured out of the project grant should be submitted to the funding agency. The assets thus Created/procured out of the grant should be maintained and submitted to AICTE, as per the Format as given in Annexure- X, along with the project completion report.

24. Transfer of Project and Change of Project Coordinator

In case, the Coordinator of MODROBS programme joins another Institution, transfer of the project along with Coordinator is not allowed. If the HOD changes by rotation, leaves the Institution or retires, or goes on long leave, the Head of the Department will become the Project Coordinator of the project, and this should be intimated to the Council immediately.

FORMAT
for
**Annual Progress Report for AICTE funded project under
Modernization and Removal of Obsolescence (MODROBS)**

File No. : -----
(As mentioned in sanction letter)

Date of Sanction: -----

Subject Area:-----

1. Project Coordinator :
(Name and address)
2. Project Title :
3. Date of Commencement of the Project :
4. Duration of the Project :
5. Amount Sanctioned by AICTE :
6. Amount Released by AICTE :
7. Details of Expenditure :

A. NON-RECURRING

S. No.	List of Equipment Procured	Cost
	Total	

B. Recurring (Service charges etc.)

S. No.	Items	Cost
	Total	

Gross Total (A and B)

8. Whether there is any Deviation from the Purpose for which:
Grant was Released. If so, Details of Amount to be Given
9. Has this Programme Augmented the Facilities of your :
Institute/ Department. (If so, please describe in 100 words)
10. Academic Application of the Equipment Procured, if any:

Project Coordinator
(Signature and Seal with date)

Registrar/Director/Principal
(Signature and Seal with date)

ANNEXURE - VII

**FORMAT
for
UTILIZATION CERTIFICATE**

Sanction Letter No.

Date:

A. NON-RECURRING

Sl. No.	Name of the Equipment Procured	Amount Sanctioned	Amount Utilized (Item wise)	Unspent Balance

Certified that the grant has been utilized for the purpose For which it was sanctioned in accordance with the “Terms and Conditions” attached to the 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 amount objected to.

Finance Officer
(Signature and Seal with date)

Registrar /Principal/ Director
(Signature and Seal with date)

Name and Address of the
University/ Institution

Note: The Utilization Certificate (UC) will be signed by the Registrar/ Finance Officer in the case of Universities, Principals in the case of Colleges and Executive Heads of other Institutions. The Provisional UC may be countersigned by the internal auditors wherever the system of the internal audit exists. In case of the Self Financing/ Private Institutions, UC has to be signed by a Chartered Accountant.

*This is to be submitted for every financial year.

ANNEXURE –VIII

**FORMAT
for
PROJECT COMPLETION REPORT FOR MODROBS PROGRAMME**

File No. : -----
(As mentioned in sanction letter)

Date of Sanction: -----

Subject Area:-----

1. Project Coordinator :
(Name and address)
2. Project Title :
3. Date of Commencement of the Project :
4. Duration of the Project :
5. Date of Completion :
6. Amount Sanctioned by AICTE :
7. Objectives of the Project :
8. Details of Expenditure :

A. NON-RECURRING

S. No.	List of Equipment Procured	Cost
	Total	

9. Future Plans for Utilizing the Equipment:
and/ or Facilities Created.
10. Whether There is Any Deviation from the Purposes for which:
Grant was Released. If so Details of Deviations to be Given.

Project Coordinator
(Signature and Seal with date)

Registrar/Director/Principal
(Signature and Seal with date)

ANNEXURE – IX

**FORMAT
for
AUDITED UTILISATION CERTIFICATE**

Certified that out of Rs. _____ of Grant- in – aid sanctioned during the year _____ Letter No. _____ Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to All India Council For Technical Education (vide No. _____ dated _____)/ will be adjusted towards the Grants – in – aid payable during the next year i.e., _____ as per the details attached.

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

Finance Officer
(Signature and Seal with date)

Registrar/Principal/Director
(Signature and Seal with date)

Chartered Accountant
(Signature and Seal with date)

FORMAT FOR GENERAL FINANCIAL RULES

(FORM GFR- 19)

**Assets acquired wholly or substantially out of government grants
register maintained by grantee institution
Block Account Maintained by Sanctioning Authorities
Name of Sanctioning Authority**

1. Serial No. :
2. Name of grantee Institution :
3. No. and date of sanction :
4. Amount of the sanctioned grant :
5. Brief purpose of the grant :
6. Whether any condition regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant –in-aid sanction :
7. Particulars of assets actually credited or acquired :
8. Value of the assets as on :
9. Purpose for which utilized at present:
10. Encumbered or not :
11. Reasons if encumbered :
12. Disposed of or not :
13. Reasons and authority, if any, for disposal :
14. Amount realized on disposal :
15. Remarks :