



ज्ञान-विज्ञान विमुक्तये

University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi - 110 002

RECEIVED  
Date... 16/7/19  
No. 401 File.....

F. No. 6-16/2019(TG)

July, 2019

✓ The Principal  
Sacred Heart College,  
Thevara, Kochi-682 013 Kerala

8 JUL 2019

Sub: Travel Grant to college teachers for presenting papers in International Conference(s) – Acceptance of proposal.

Sir/Madam,

With reference to the application on the subject cited above, I am directed to inform you that the Commission has accepted the proposal for financial assistance to **Sacred Heart College, Thevara, Kochi-682 013 Kerala** in respect of **Dr. Franklin J.** for presenting the paper entitled **Inhibitor of Nonhomologous End Joining (NHEJ); Implications in DNA Double-Strand Break Repair and Cancer Progression** in the conference **Spring-2019 American Chemical Society Meeting** to be held in **USA** from **31st March-4th April, 2019** and has agreed to provide grant to the extent of 100% of the approved expenditure on this account to the Institution subject to the conditions indicated in Appendix-I. The proposal is approved with the condition that the College should be fit under section 2(f) & 12(B) of the UGC Act, failing which it will be considered cancelled automatically.

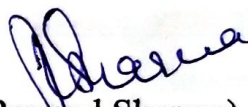
You are requested to submit the following documents alongwith the claim in the prescribed format.

1. Statement of account giving details of expenditure incurred on various items Viz-travel, Airport Tax, Registration fee, visa fee and daily allowance with supporting documents/vouchers.
2. Utilisation Certificate in the prescribed format (Appendix-II) from the college duly signed by the Principal and University Auditor/Chartered Accountant for the total expenditure incurred on the visit.
3. Details of assistance received or facilities provided by the organizers of the conference or any other similar Indian/foreign agency.
4. Amount made available by the College/University/State Govt. and other sources.
5. Amount payable for each item by the University Grants Commission as per terms and conditions.

15 JUL 2019

6. A brief note on the participation of the teacher concerned in the International Conference.
7. Certificate of participation in the conference.
8. Conversion rate of US Dollar into Indian Currency from (any bank/or other financial Institution).
9. Copies of the ticket travelled abroad from the airport to the venue of the conference and back alongwith boarding passes.
10. E-ticket is acceptable provided the amount or the fare is clearly reflected on the ticket.
11. Certificate from Air India as a proof of shortest route with economy class return excursion air fare for the journey.
12. Visa fee receipt as per embassy rate.
13. As the grants to the colleges are to be sent electronically only, therefore it is requested that details of Bank Account number of **Principal/Director/Dean** may be sent to UGC in the enclosed mandate form.

Yours faithfully,

  
(Pramod Sharma)  
Under Secretary

Copy to:

1. **Dr. Franklin J.**  
**Assistant Professor, Deptt. of Chemistry**  
**Sacred Heart College,**  
**Thevara, Kochi-682 013 Kerala**
2. **The Registrar, Mahatma Gandhi University,**  
**Kottayam-686 560**
3. **Guard File.**

  
(Daisy Sobti)  
Assistant

P.S. The candidate(s) who are unable to attend the conference may inform the commission invariably.





UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

FD Diary No. 6358  
Dated: 19.11.2018

27 NOV 2018

F. No.6-35/2018TG

The Under Secretary (FD-III)  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002

Dated: November, 2018

RECEIVED  
Date..... 11/12/18  
No. 157 File.....

Subject: Release of Grants-in-aid to **Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala** for the year 2018-2019 under Travel Grant Scheme (Plan).

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.2,26,094/- (**Rupees Two lakh twenty six thousand ninety four only**) as Travel grant reimbursement to **The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala** in respect of **Dr. Jinu George, Assistant Professor, Department of Chemistry** to visit **Sweden** from **3rd-6th June, 2018** for the 2018-2019 (Plan) expenditure incurred during 2018-2019.

Name of the Item	Head of Account	Grant now being sanctioned	Grant already sanctioned	Total grant
Re-imburement of travel grant	3(A) 19 (V) 31	2,26,094/-	--	2,26,094/-

- The **sanctioned** amount is debitable to **3(A) 19 (V) 31** and is valid for payment during the financial year 2018-2019 only.
- The amount of the Grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer) UGC on the Grants-in-aid bill and shall be disbursed to and credited to **The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala** through Electronic mode as per the following details:
  - Details (Name & Address) of Account Holder : **The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala**
  - Account No: **0805101024535**
  - Name & address of Bank branch: **Canara Bank, Ernakulam, Banerji Road, Kerala-628 018**
  - MICR Code: **682015003**
  - IFSC Code: **CNRB0000805**
  - Type of Account: **Saving Bank**
- The Grant is Subject to the adjustment on the basis of Utilization Certificate in the prescribed Performa submitted by the University/Institution.
- The University / Institution shall maintain proper accounts of the expenditure out of the Grants which shall be utilized only on the approved items of expenditure.
- The University / Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guideline there under from time to time.
- The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
- The assets acquired wholly for substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purposes other than those for which the grants was given without proper sanction of the UGC and should at any time the University ceased to function, such assets shall revert to the University Grants Commission.

10 DEC 2018



8. A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the University in the prescribed Performa.
9. The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned / paid. In case of non-utilization/part utilization thereof, simple interest @ 10% per annum, as amended from time to time on the unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India, will be charged.
10. The University / Institution shall follow strictly the Government of India / UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.)] in teaching and non-teaching posts.
11. The University / Institution shall fully implement the Official Language Policy of Union Government and comply with the Official Language Act, 1963 and Official Languages (Use for Official Purposes of the Union) Rules, 1976 etc.
12. The sanction is issued in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No. 10-11/12 (Admn. IA & B)] dated 28/5/2013.
13. The University / Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
14. The University / Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
15. The accounts of the University / Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
16. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
17. Funds are available under the scheme.
18. This issues with the concurrence of IFD vide Diary No.2463 (IFD) dated 30.10.2018.
19. This issues with the approval of Joint Secretary vide Diary No.84141 dated 12.11.2018.

Yours faithfully,

(Pramod Sharma)  
Under Secretary

Copy forwarded for information and necessary action for:-

1. The Registrar, Mahatma Gandhi University, Kottayam-686 560
2. The Principal, Sacred Heart College, Thevara, Kochi-682 013 Kerala
3. Dr. Jinu George, Assistant Professor, Department of Chemistry, Sacred Heart College, Thevara, Kochi-682 013 Kerala
4. Office of the Principal General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi.
5. The Accountant General, Govt. of Kerala, Thiruvananthapuram.
6. Guard File.

Geeta Rani  
(Geeta Rani)  
Section Officer