

3.3.1.3. Equal Opportunity Centres in Colleges/Universities

3.3.1.3.1 Submit Proposal

1: Before Submitting proposal college/university should submit/ update his bank details & institute profile. User should also read guidelines for concerned scheme at URL <http://ugc.ac.in>.

2: To submit proposal, institute should click **Scheme** on the left panel. Following Screen will appear

► Apply for Scheme
Please read user manual before apply any Scheme.

Scheme Code	Scheme Name	Action
[CCS]	Scheme of Community Colleges for Universities and Colleges	<input type="button" value="Draft"/> <input type="button" value="Apply"/>
[WS]	Development of Women's Studies in Indian Universities and Colleges	<input type="button" value="Draft"/> <input type="button" value="Apply"/>
[EOC]	Equal Opportunity Center/Cell in Colleges/Universities	<input type="button" value="Apply"/>
[REC]	Remedial Coaching for SC/ST/OBC(Non Creamy Layer) and Minorities	<input type="button" value="Apply"/>
[CWH]	Construction of Women Hostel in Indian Universities and Colleges	<input type="button" value="Apply"/>
[SSC]	Organising Conferences, Workshops.Seminars in Colleges	<input type="button" value="Apply"/>
[COA]	Coaching Classes for entry into Services for SC/ST/OBC(Non Creamy Layer) and Minorities Students	<input type="button" value="Apply"/>
[SCT]	Coaching for NET/SET for SC/ST/OBC(Non Creamy Layer) and Minorities Students	<input type="button" value="Apply"/>
[PSN]	Higher Education for Persons with Special Needs(HEPSN)	<input type="button" value="Apply"/>
[VHT]	Visually Challenged Teachers	<input type="button" value="Apply"/>
[SIE]	Development of Sports Infrastructure and Equipment	<input type="button" value="Apply"/>

3: After Clicking on Apply button, following screen will appear

► Proposal for getting financial assistance for Equal Opportunity Centers in Colleges

Name of College	S.B.J. Degree College
Address	Bisawar, District Mathura.,
District	Mathura
State	Uttar Pradesh
E-mail of College Nodal Officer	priyar.r05@gmail.com
Mobile No. of College Nodal Officer	7838022610
Name of University to which affiliated	Dr. B. R. Ambedkar University, Agra
Whether the College is covered under section 2(f) & 12B of the UGC Act	Yes
Whether College is located under SC/ST/OBC/Minority concentrated district	Yes
If Yes,Indicate the class	SC
College Type	Government Aided
Teaching Level	Master

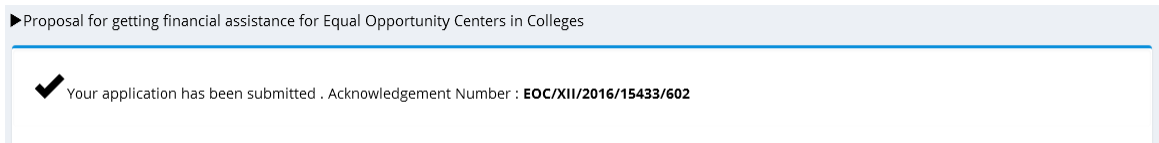
Details of Financial Assistance Sought

Items	Estimated Amount
Contingency *	₹ <input type="text" value="Please fill estimated cost"/>
Organizing Meeting *	₹ <input type="text" value="Please fill estimated cost"/>
Honorarium to Advisor *	₹ <input type="text" value="Please fill estimated cost"/>
Organizing Short Term Course *	₹ <input type="text" value="Please fill estimated cost"/>
Total	₹ <input type="text"/>

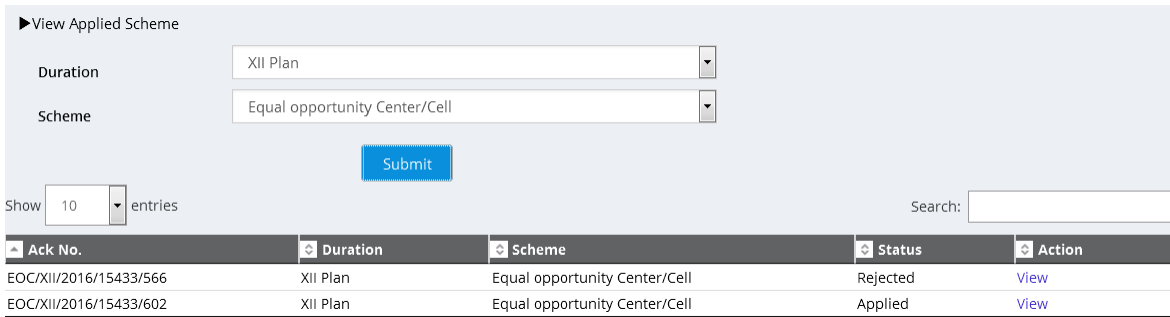
Select Bank Account *
(in which funds are to be transferred)

Attach Justification of the proposal (in pdf format) *
 No file selected.

4: User enters/ selects required information & press submit button to submit proposal. Acknowledgement number is generated by system & a screen like below will after successful submission of proposal.

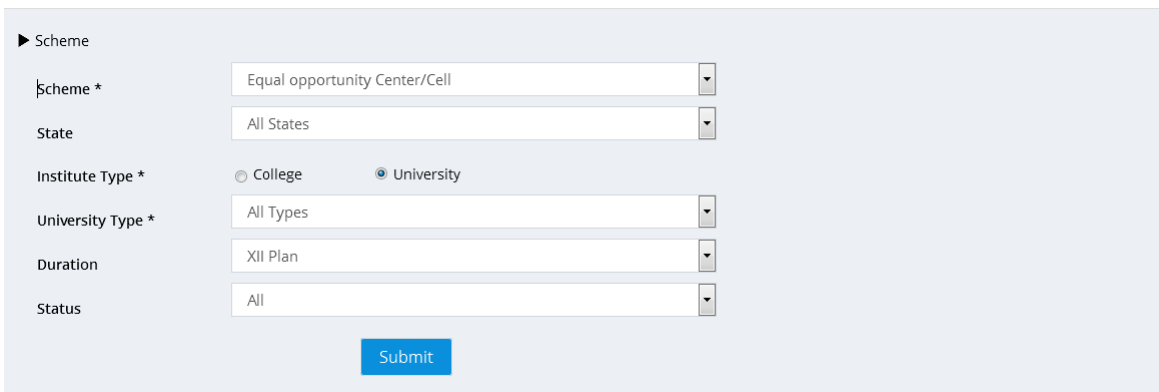


5: User may view his/her proposal & status of his/her proposal in View Applied Scheme Tab in scheme menu after selecting scheme name & pressing submit button.



3.3.1.3.2 Processing of Application by Section officer /Dealing hand

1. UGC Officer Login, following screen will appear to him.



2: User selects scheme name as well as other parameters to filter records and click submit button.

3: Screen given below will appear to User. User may view & download the application on clicking Institute name.

Email-To	User Id.	Ack No.	Aishe Code.	Institute Name	Institution Type	State	Status	Applied Date	Action
<input type="checkbox"/>	U0252	EOC/XII /2016/0252/590	0252	Central Univeristy of Kerala, Trivandrum	University	Kerala	Applied	2016-08-01	Process 1
<input type="checkbox"/>	U0034	EOC/XII /2016/0034/519	0034	Sri Padmavathi Mahila Visva Vidyalayam, Tirupathi	University	Andhra Pradesh	Received & Under Processing	2016-06-27	Process 2
<input type="checkbox"/>	U0314	EOC/XII /2016/0314/517	0314	Mahatama Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha	University	Maharashtra	Applied	2016-06-24	Process 1
<input type="checkbox"/>	U0050	EOC/XII /2016/0050/501	0050	Assam University, Slichar	University	Assam	Applied	2016-06-15	Process 1
<input type="checkbox"/>	U0157	EOC/XII /2016/0157/488	0157	Bhagat Phool Singh Mahila University, Khanpur Kalan, Sonipat	University	Haryana	Applied	2016-06-06	Process 1
<input type="checkbox"/>	U0350	EOC/XII /2016/0350/459	0350	Berhampur University, Berhampur	University	Odisha	Received & Under Processing	2016-05-10	Process 2

4: To process application user clicks on Process1 link. Following screen will appear.

►Scheme

Click to see the application of Central Univeristy of Kerala, Trivandrum for the scheme Equal Oppportunity Cell(XII Plan)

Name of University	Central Univeristy of Kerala, Trivandrum	
Address	Tejaswini Hills, Periy e,	
District	Kasaragod	
State	Kerala	
E-mail of University Nodal Officer	priyar.r05@gmail.com	
Mobile No. of University Nodal Officer	7838022610	
Whether the University is covered under section 2(f) & 12B of the UGC Act	Yes	
Whether University is located under SC/ST/Minority concentrated district	Yes	
(i) If Yes, Indicate the class	SC	
Management Type	Central University Govt_Aided	
Highest Teaching Level	Bachelor	
Bank Account in which funds are to be transfered	Bank Name: Hdfc Bank Ltd Account No: 3333333333333333 IFSC Code: HDFC0444444	
Details of Financial Assistance Sought		
S.No	Item	Estimated Amount in (₹)
1	Contingency	5564
2	Organising Meeting	565
3	Honorarium to Adviser	566
Need and Justification of proposal	Download	
Print the application after downloading this pdf		
Update Status *	<input type="text" value="Select"/> <ul style="list-style-type: none"> Select Received & Under Processing Rejected 	
<input type="button" value="Submit"/>		

5: User may select status between Received & Under Processing and Rejected depending on user proposal. Status Rejected indicates that proposal is not in correct format and Received & Under Processing indicates that proposal is fit for sending to expert Committee. In case user selects Received & Under Processing status & he/she press submit button, following screen appears.

User Application has been Accepted and forwarded to Expert Committee

6: Status of application gets changed to Received & Under Processing as shown below.

Email-To	User Id.	Ack No.	Aishe Code.	Institute Name	Institution Type	State	Status	Applied Date	Action
<input type="checkbox"/>	U0252	EOC/XII /2016/0252/590	0252	Central Univeristy of Kerala, Trivandrum	University	Kerala	Received & Under Processing	2016-08-01	Process 2
<input type="checkbox"/>	U0034	EOC/XII /2016/0034/519	0034	Sri Padmavathi Mahila Visva Vidyalayam, Tirupathi	University	Andhra Pradesh	Received & Under Processing	2016-06-27	Process 2
<input type="checkbox"/>	U0314	EOC/XII /2016/0314/517	0314	Mahatama Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha	University	Maharashtra	Applied	2016-06-24	Process 1

7: Now user again repeats steps 2 & 3, to process application user clicks on Process2 link. Following screen will appear to him.

Scheme			
S.No	Item	Estimated Amount	Approved Amount
1	Contingency	₹ 5564	₹ <input type="text" value="Please fill approved cost in"/>
2	Organising Meeting	₹ 565	₹ <input type="text" value="Please fill approved cost in"/>
3	Honorarium to Adviser	₹ 566	₹ <input type="text" value="Please fill approved cost in"/>
Total Amount		₹ 6695	₹ <input type="text"/>
Update Status			<input type="text" value="Select"/> ▼
<input type="button" value="Submit"/>			

8: User may select one of the statuses (Rejected, Approved). It is mandatory to enter amount in all items. Finally he clicks on Submit button. Once section officer/dealing hand change the status of proposal, an alert through SMS/Email goes to respective college/ university.

9: User may view & print synopsis report in Report Tab.

10: College /University may view status of proposal on their respective dashboard.