

**GOVERNMENT OF PUDUCHERRY  
PUDUCHERRY STATE HIGHER EDUCATION COUNCIL  
LAWSPET, PUDUCHERRY - 605 008.**

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**STANDARD OPERATING PROCEDURE (SOP):**

Government of India formulated the Centrally Sponsored Scheme (CSS) namely “Rashtriya Uchchatar Shiksha Abhiyan (RUSA)” spread over the XII and XIII Plan Period implemented through MHRD for funding the States and UTs to achieve Equity, Access and Excellence. The first phase of RUSA i.e. RUSA 1.0 was introduced in October 2013. The States and UTs were requested to submit their willingness to participate and commit fulfil of the pre-requisite under the Schemes as per the guidelines of RUSA. The Government and Government Aided Universities and Colleges become eligible for funding for various projects under the prescribed 18 components. The Government of Puducherry submitted its willingness in September 2014 to participate under RUSA 1.0 and commit to fulfil the pre-requisite under the Schemes.

The pre-requisites are at two levels - Commitments given by the States / UTs to the Centre and the commitment given by the Institutions to the State / UT and Centre. Unless these commitments are fulfilled, the States and Institutions will not be eligible to avail grants under RUSA.

**COMMITMENTS OF THE STATES / UTs TO THE CENTRE**

- Setting up of a State Higher Education Council (SHEC) by an Executive Order and subsequently enacting the State Higher Education Council Act by the Legislative Assembly.
- Submission of State Higher Education Plan (SHEP) prepared by the Council consolidating the requirements submitted by the Institutions through the Institutional Development Plan (IDP)
- Commitments of State funding for the State Share
- Filling up of the vacant faculty position
- Accreditation of all the Institutions by NAAC / NBA.
- Fulfilling the Governance and Administrative Reforms, Affiliation Reforms, Academic and Examination Reforms prescribed in the guidelines of RUSA.
- Constitution of State Project Directorate and Technical Support Group.

**COMMITMENTS MADE BY THE INSTITUTIONS TO THE STATES AND CENTRE**

- Implementation of Governance and Administrative Reforms, Affiliation Reforms, Academic and Examination Reforms and Accreditation commitments.
- Constitution of Governing Body and Project Monitoring Unit.

- Commitments to achieve accreditation, equity, research and innovation efforts.
- Faculty recruitment and improvement.
- Establishment of MIS.

## **STATE LEVEL STRUCTURE:**

### **STATE HIGHER EDUCATION COUNCIL**

The State Higher Education Council (SHEC) is formed for the active participation in RUSA which seeks to improve overall quality of Higher Educational Institutions in the State/UT by ensuring their conformity to prescribe norms and standards and adoption of accreditation as a mandatory quality assurance frame work which enable reforms in the affiliating system governance, academic and examination reforms in the State Higher Educational Institutions. The composition of the State Higher Education Council should reflect the needs and diversity of the States for planning and requirements in the Higher Education Sector.

### **POWERS AND FUNCTIONS OF STATE HIGHER EDUCATION COUNCIL**

- a. Strategy and Planning - preparing the State Higher Education Plan, providing State Institutions inputs for creating their Plans and implementing them and C-ordination between the apex bodies, regulatory institutions and Government.
- b. Monitoring the implementation of State Higher Education Plan, Creating and maintaining the Management Information Systems, compiling and maintaining periodic statistics at State and Institutional level and evaluating State Institutions on the basis of norms and KPIs developed under RUSA.
- c. Quality Assurance & Academic functions - faculty quality enhancement initiatives, quality of examinations, maintaining quality of curriculum, promoting innovation in research, protecting the autonomy of Institutions and accreditation reforms.
- d. Advisory functions - Advising State Government on strategic investments in higher education and advising Universities on statute and ordinance formulation.

### **PUDUCHERRY STATE HIGHER EDUCATION COUNCIL**

The Executive Order for the constitution of the Puducherry State Higher Education Council was issued by the Government of Puducherry (G.O.Ms.No. 12, Dt. 20-10-2014) and also constituted a Selection Committee (G.O.Ms.No. 118, dt. 12-11-2014) for the selection of the members as per the guidelines of RUSA. Based on the recommendations of the Selection Committee headed by Dr. A. Gnanam, former Vice Chancellor of Pondicherry University, the Puducherry State Higher Education Council (PSHEC) was constituted (G.O.Ms.No. 122, Dt. 15-12-2014) in December 2014 as per the Executive Order.

The Puducherry State Higher Education Council consists of the following members:

1. Hon'ble Higher Education Minister - Chairman
2. Secretary to Govt. (Higher Education) - Vice-Chairman
3. Director of Higher & Technical Education - State Project Director
4. Dr. K.Muthuchelian, Former Vice-Chancellor, Periar University, Tamil Nadu
5. Dean, School of Performing Arts, Pondicherry University
6. Dr. E.M.Rajan - Academician cum Social Scientist
7. Dr. M.P.Ramanujam - Scientist cum Environmentalist
8. Rev.Fr. Dr.Paul - Educationalist
9. Thiru Sriram Subramania, Integra,- Industrialist
10. Principal, Arignar Anna Govt. Arts College, Karaikal
11. Principal, Mahatma Gandhi Govt. Arts College, Mahe
12. Principal, Dr.S.R.K.Govt. Arts College, Yanam,
13. Director, Kanchi Mamunivar Centre for PG Studies(Autonomous), Puducherry
14. Principal, Pondicherry Engineering college, Puducherry
15. Principal, Karaikal Polytechnic college, Karaikal
16. Government of India Nominee
17. Dr. S.Mohandoss, Associate Professor of Chemistry(Retd)- Member Secretary
18. Dy. Secretary(Finance), Govt. of Puducherry – Co-opted Member
19. Chief Engineer, PWD, Govt. of Puducherry – Co-opted Member
20. Dr. T.Savadamuthu, Principal – Co-opted Member

#### **State Project Directorate (SPD)**

The SPD will consist of State Project Director and such adequate support staff as may be required for the effective functioning of the State Project Directorate.

The Director of Higher & Technical Education is the State Project Director.

The SPD will perform the following functions:

- Overseeing project implementation at the state level
- Maintain statistical data and MIS reports
- Engage project auditors as required

#### **Technical Support Group (State)**

The Council may appoint and decide the composition of TSG (State).

The following functions will be performed by the TSG:

- Monitor flow of funds and information,
- Generate MIS reports as required,
- Provide all operational support to the SHEC

## **INSTITUTIONAL LEVEL STRUCTURE**

### **Board of Governors (BoG)**

The BoG is a 10- 15-member body chaired by an eminent individual. The Chairman need not be an academic but must have prior experience in a similar capacity. The board members must comprise eminent individuals from the institutions itself, State government, society, industry as well as the academia.

The following functions will be performed by the BoG:

Form, supervise and -guide various Committees required for project implementation and internal project monitoring

### **Project Monitoring Unit (PMU)**

Representative from academic officials of the Institution, faculty, senior administrative officers, technical and non-technical support staff and students.

The PMU is responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

### **Submission of State Higher Education Plan**

The Institutional Governing Body has to prepare the Institutional Development Plan (IDP)

that depicts the resource requirements at Institutional Level as well as at its sub units for programme implementation in terms of infrastructure, HR, procurement, schemes execution etc. and provides an overall budget required for the Institution to execute those activities.

After submitting the Institution Development Plans to the SHEC, they are to be reviewed in detail at the state level and finalized through extensive meetings/ discussions at the various stakeholders. The requirements for all the areas/institutions will be clubbed with the State level budgetary requirements to form the State Higher Education Plan. The State Higher Education Plan has to be submitted to MHRD with the approval of the State Higher Education Council and the Government.

## **FUNDING PATTERN**

At the time of launching of RUSA 1.0, the funding pattern for the U.T. of Puducherry was Central Share 65% and State Share 35% which was subsequently revised by Government of India in August 2015 as 100% Central Share. In October 2016, as per the directions of NITI AAYOG, Ministry of Finance, Government of India, the funding pattern was again revised to Central Share 60% and State Share 40%.

## **Banking Arrangements**

- To facilitate movement of funds, proper banking arrangements at all levels is crucial.
- All funds are transferred through RBI approved banks.
- The transfer should take place through the e-banking/PFMS portal
- At Institutional level separate savings account may be kept for RUSA funds
- No funds would be kept in the form of a Fixed Deposit or any other investments of any nature other than the saving bank account.
- Accounts at all levels may preferably be kept in government approved banks. In case there are no approved banks in the region then accounts can be maintained with the post office. No funds other than GoI releases and State's contribution should be kept in RUSA bank Accounts.
- Separate Bank Account to be maintained for funds received from other sources.
- Under RUSA, a mandatory practice of Joint Signatories exists which should be in accordance with the RUSA Guidelines on finance, accounting and fund flow
- A set of designated signatories at State & designated signatory at Institutional level, to be notified. Two of those can jointly sign cheques/issue electronic instruction for e-banking to operate the bank accounts.

## **Project Approval Board**

The Project Approval Board (PAB) at the MHRD undertakes a detailed review of the SHEPs and the recommendations of the TSG on the SHEPs.

- The PAB approves the funds under various components based on certain parameters like the proposals' conformity with the programmatic norms, resource envelope available for a State, justification for the proposals, etc.
- The approval for disbursement of funds under various components by the PAB may be unconditional or conditional. In case of conditional approval, States are required to submit a Detailed Project Report (DPR) for the approved proposals. The DPR would again be assessed by the TSG at the Central level before release of funds.
- The Project Approval Board reviews the progress periodically. All the future approvals by the PAB takes into account outcomes and achievements against the targets set in the SHEPs. The emphasis is not only on physical output, but also on the intended outcomes.

## **FLOW OF FUNDS**

### **FLOW OF FUNDS FROM MHRD (RUSA) TO COUNCIL THROUGH UT**

- After the approval of the Project Approval Board of MHRD and with the approval of the appropriate authority of Government of India, the funds flow to the State Consolidated Fund from MHRD
- The funds are transferred on-line to the States / UTs.
- The Directorate of Higher and Technical Education get necessary sanction for the release of the Central Share along with the contribution for the State share from the Government of Puducherry
- The funds are transferred to the RUSA account of Puducherry State Higher Education Council.

### **FLOW OF FUNDS FROM COUNCIL TO INSTITUTION**

- The Council intimates the institutions regarding the funds received
- The institutions submit the Action plan for approval of the Council.
- The institutions submit the proposal for the project to get necessary sanction from the Council.
- With the approval of the Council, the necessary sanctions are issued by the Council for every project proposal submitted by the institution
- The fund for the Project is transferred to the RUSA account of the institutions for utilization.

## **GENERAL NORMS UNDER RUSA**

Following norms are overarching/universal norms under RUSA applicable for all components:

- All land must be provided free of cost by the State governments. The States shall be the exclusive owner of the land required for any activity under RUSA.
- The State Government shall acquire and have undisputed possession of land in cases where a new institution is proposed to be set up or existing one is proposed to be expanded. Any future legal disputes must also be handled by the State Government and the Centre shall not be a party to any such dispute.
- In case any Government aided institution is to be supported, the State shall provide a clear undertaking that any legal disputes arising out of ownership of land or building shall be defended/litigated by the State at its own cost and such costs shall not be loaded on to RUSA.

- For all civil works, the cost estimates mentioned for RUSA components would constitute the upper limit, when deciding the central support under RUSA. However, in case the State SSR (or SAR) is lower than the cost estimates of RUSA, it will be State SSR/SAR which shall apply for determining the Central share. In other words, central share for civil works under any component shall be restricted to either RUSA estimate or of the State SSR/SAR, whichever is lower.
- However, States would be free to enhance its own share for any component. It may also add new components, which are not mentioned under RUSA provided it is willing to bear the entire additional expenditure.
- States will be free to leverage resources or add extra components on to any of the RUSA targets. They may also dovetail any of the existing schemes of the State or centre for fusion gains. These schemes may be Member of Parliament Local Area Development Division (MPLAD), local body funds (panchayat or municipality by whatever name known), Jawaharlal Nehru Urban Renewal Mission (JNURM), National Mission on Education through Education and Information Technology (NMEICT), Rural Infrastructural Development Fund (RIDF) etc. (This list is only illustrative and not exhaustive).
- States may engage any of the Central/State agencies such as the Central Public Works Department (CPWD), State Public Works Department (PWD) and State and Central PSUs for civil works. In all cases States would be required to follow the relevant State Treasury rules and procedures.
- States would be required to procure all consumables, equipment, furniture, fixtures etc. in accordance with the State procurement policy and relevant rules for government
- procurement applicable to the States. In all such cases competitive bidding and e-procurement method should be adopted. RUSA PAB shall have a right to question any of the procurement which appears on a higher side.
- Affiliation reforms and accreditation norms as elaborated in the RUSA document should be followed by States. Accreditation shall be a pre-requisite for all the existing institutions which are more than six years old.
- Commitment of the institutions and the States to academic and examination reforms would critically evaluated by the TSG and PAB before sanctioning plans.
- Wherever RUSA initiatives are to be supported by necessary legal instruments (like legislation or Rules or Orders), the same shall be binding on the State. Any consequences arising out of delay in passing the legislation or litigation shall be fully discharged and

defended by the State Governments. RUSA shall be at liberty to stop grants, or even to recover the same in case of such an eventuality.

- SHECs and Institutions participating in the programme shall maintain a separate single account in the name of RUSA, to be operated by an authorized representative of the SHEC or institution as the case may be. The account details will be shared with MHRD, and any subsequent change in account must be done in consultation with the Ministry.
- All receipts and expenditure under RUSA shall be debited and credited to RUSA. Interest accrued, if any on such an account shall be credited to RUSA.
- States must ensure that the State machinery and the State institutions necessarily become a part of the MIS developed by the RUSA Mission Authority since a robust MIS only can ensure optimum gains from the project.
- States would be entitled to 1% of the total State allocation as Management Monitoring Evaluation and Research (MMER) to be spent on maintaining the State TSG and other institutional structures and corollary expenses. However, the salary of the Government staff/officers deployed by the State shall be charged on to State exchequer only.
- In respect of proposals from North-Eastern States, the PAB will consider prioritization in respect of certain components on a need-based approach, taking into account their geographical and other challenging circumstances under which institutions function.
- North eastern, Himalayan states (special category states) will be adequately considered in components, wherever applicable on the basis of their needs.
- State Governments may review state higher education policies and work out measures to significantly ease hurdles in attracting private investment in education, especially in backward areas.
- All infrastructure constructed under the scheme shall be barrier free and accessible to persons with disability and follow Harmonised Guidelines and Space Standards for Barrier-Free Built Environment to persons with disability and elderly persons, published by CPWD in February 2016.



## **Progress of RUSA in the UT of Puducherry**

### **RUSA 1.0**

The Institutions submitted the Institutional Development Plan seeking funds under the various components prescribed by RUSA. The Technical Support Group and The State Project Directorate scrutinized, consolidated and prepared the State Higher Education Plan (SHEP). The Puducherry State Higher Education Plan was submitted to the MHRD with the approval of the Council and the Government seeking grants under 8 eligible components for a sum of Rs.181.40 crores.

The Project Approval Board (PAB) of MHRD accepted the proposals for funding under four components under RUSA 1.0 for the XII Plan Period (2013-2017) for the UT of Puducherry and approved a sum of Rs.88.00 crores under the following four components:

- Up-gradation of Pondicherry Engineering College to Puducherry Technological University (55.00 crores)
- Infrastructure grants to 11 Arts & Science Colleges @ Rs.2.00 crores each (Rs.22.00 crores)
- Equity Initiatives (Rs.5.00 crores)
- Preparatory Grant for the establishment of the State Higher Education Council and implementation of RUSA in the Colleges including capacity building, gender development etc. (Rs.6.00 crores)

The first instalment of Rs.40.99 crores has been received and the Utilisation Certificate for Rs.36.79 crores was submitted to the MHRD in August 2017. Subsequently, Rs.5.055 crores has been released as Central Share under the four components as second instalment in March 2018.

### **RUSA 2.0**

The second phase of RUSA known as RUSA 2.0 was launched in June 2018 under Challenge-cum-Performance mode, wherein, the funding for the Institutions were selected based on the fulfilment of the pre-requisites and the performances under RUSA 1.0.

The U.T. of Puducherry submitted the proposals for the eligible 7 components out of 14 components on-line under RUSA 2.0, of which, the PAB of MHRD approved funds under 2 components only.

- i. Starting of new Professional College at Yanam Region (Rs. 26 crores) and
- ii. Institutional restructuring, capacity building and reforms (Rs.3.00 crores).

The first instalment of Rs.7.80 crores for starting of new Professional College at Yanam has been received.