

सावित्रीबाई फुले पुणे विद्यापीठ  
(पुर्बीचे पुणे विद्यापीठ)

दूरध्वनी क्रमांक. :

२५६०१२६४

२५६०१२६५

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गणेशखिंड, पुणे ४११००७  
नियोजन व विकास विभाग

संदर्भ — साफुपुवि/निववि/१०५५

दिनांक १४/०८/२०१५

प्रति,  
मा. विभाग प्रमुख,  
सर्व शैक्षणिक व प्रशासकीय विभाग,  
सावित्रीबाई फुले पुणे विद्यापीठ,  
पुणे ४११००७.

विषय — विद्यापीठ शैक्षणिक व प्रशासकीय विभाग गुणवत्ता सुधार योजनेअंतर्गत प्रस्ताव सादर करणेबाबत.

महोदय/ महोदया,

विद्यापीठ शैक्षणिक व प्रशासकीय विभागांकरीता गुणवत्ता सुधार योजना सन २०१२-१३ पासून सुरु करण्यात आलेली आहे. त्याचप्रमाणे सन २०१५-१६ या वर्षीदेखील सदरहू योजना राबविण्याकरीता विद्यापीठाच्या अधिकार मंडळाने मान्यता दिलेली आहे. सदरहू योजनेची नव्याने तयार करण्यात आलेली मार्गदर्शकतत्वे व प्रस्तावाचा नमुना या पत्रासोबत जोडलेला आहे.

सदरहू योजने अंतर्गत कार्यशाळा, चर्चासत्रे, व्याख्यानमाला, उपकरणे इ. साठी अर्थसहाय मिळण्याकरीता आपल्या विभागाचा प्रस्ताव संबंधित विभाग प्रमुखांमार्फत दिनांक १७ ऑगस्ट, २०१५ ते दिनांक २६ ऑगस्ट, २०१५ या कालावधीत नियोजन व विकास विभागाकडे कार्यालयीन वेळेत सादर करण्यात यावा. वेळेची मर्यादा लक्षात घेता मुदतीनंतर आलेल्या प्रस्तावावर कोणतीही कार्यवाही केली जाणार नाही याची कृपया नोंद घ्यावी.

कळावे,

उपकुलसचिव  
नियोजन व विकास

सोबत — मार्गदर्शकतत्वे व प्रस्तावाचा नमुना.

sunita 2014/QIP department

## Savitribai Phule Pune University



### Guidelines for Quality Improvement Programme For University Departments(Teaching & Administrative)

#### ***1. Deadlines for receiving proposals of Quality Improvement Programme in Planning & Development Section of Savitribai Phule Pune University:-***

| Sr. No. | Description  | Dates                             |
|---------|--|-----------------------------------|
| 1       | Submission of proposals for Seminar/Conference/Workshop/Lecture Series & Equipments                                  | From 17-8-2015<br>To<br>26-8-2015 |
| 2       | Submission of utilization certificates/bills etc to Finance and Accounts Section of Savitribai Phule Pune University | Third Week of March               |

#### ***2. The financial sanction for various programmes under Quality Improvement programme will be subject to the following:-***

- 2.1** The University will provide **100%** assistance (admissible expenditures) to the all University Departments (Teaching & Administrative) of Savitribai Phule Pune University *for all the schemes e.g. Organization of Seminar/Workshop/Conference & Lecture Series etc. and Purchase of Equipments under* Quality Improvement Programme. Maximum 10% of sanction grant may be sanctioned as matching grant for purchase of equipment.
- 2.2** Savitribai Phule Pune University will provide financial assistance for Research Project/equipment procured from funding agency other than UoP if sanctioned amount is less than actual heads of expenditure.
- 2.3** Financial assistance to Administrative Departments will be provided for office Equipments only.
- 2.4** All the University Teaching Departments must attach a *Departmental Committee Resolution* along with proposal.

**3. CRITERIA FOR FINANCIAL SANCTION FOR ORGANIZING WORKSHOP/CONFERENCE/SEMINAR/SYMPOSIA ETC. (Annexure-1)**

**3.1(a) Ceiling of Financial Help under Quality Improvement Programme by Savitribai Phule Pune University.**

| Sr. No. | Level  | Minimum No of Participants | Outside Participants (Including Resource Person)               | Maximum limit of sanction Rs.   |
|---------|--|----------------------------|--|---|
| 1.      | Within University Jurisdiction (Local)   | 30                         | --   | 30,000/-  |
| 2.      | State (Minimum 2 days)   | 30                         | 10-Outside University Jurisdiction                             | 75,000/-  |
| 3.      | National (Minimum 3 days) Conference, Seminars, Workshops and Academic events  | 30                         | 10-Outside State   | 2,00,000/-  |
| 4.      | International (Minimum 3 days) Conference, Seminars, Workshops and Academic events   | 30                         | 5-International (including at least minimum 3 recourse person) | 4,00,000/-  |
| 5.      | In Case of more than two departments collaborating for any of the academic events mentioned above<br>a. International<br>b. National |                            |  | a.1,00,000/--Additional promotional grant<br>b. 50,000/- Additional promotional grant |

© University Department students are allowed to participate.

**3.1(b)The Department/ Institute/ School completing 25 Years/50 Years/60 Years will be eligible for Special financial Assistances of Rs. 10 Lakhs to Organize National/ International Event excluding 3.1(a).**

**3.2 Financial assistance will be sanctioned for each department in a year for two events from 3.1(a).**

**3.3 Expenditure:-**

- a) The maximum expenditure of **Rs. 450/-** (Within **University** Jurisdiction), **Rs. 800/-** (for **State** Level), Rs. 1,000/- (For National Level), Rs. 1,100/- (for International Level) only **per participant per day** is admissible. This is **inclusive of all heads of expenditure** for the conference **except T.A. D.A.**
- b) The University will sponsor the event only if the requisite no. of **participants as mentioned in guidelines, are present.**

- c) **T.A.D.A will not be held admissible in the scheme except for Resource persons** (as per University rules). **Air fare is admissible** for resource person for **national and international** level seminar/workshops /conferences.
- e) **REMUNERATION TO THE ADMINISTRATIVE STAFF:-**

| Sr. No. | Level                                  | Total Remuneration to Administrative Staff in Rs. | Total Remuneration to Co-ordinator in Rs. |
|---------|--|---|---|
| 1.      | Within University Jurisdiction (Local) | 2000/-  | 1,500/-                                   |
| 2.      | State                                  | 3,000/-   | 2,000/-                                   |
| 3.      | National                               | 4,000/-   | 2,500/-                                   |
| 4.      | International                          | 5,000/-   | 3,000/-                                   |

**The list of delegates /participants** with their postal addresses and telephone numbers must be submitted. **Please note that these may be verified.**

#### **4. Lecture Series (Annexure-2):-**

##### **A. Lecture Series/ Invited Talk**

- 4.1 Maximum limit per Department is Rs. 50,000/-
- 4.2 Honorarium Rs. 3,000/- per lecture.
- 4.3 T.A.(2<sup>nd</sup> A/c Rail Fare) + D.A. as per University Rules.
- 4.3 Air Fare is admissible in this Scheme, subject to delivery of five Special Lectures.

##### **B. Thematic Lecture Series**

- 4.4 Maximum Limit per series is Rs. 75,000/-
- 4.5 Lecture by different experts on a particular theme of relevance to the Department
- 4.6 Air fare is admissible and T.A. (2<sup>nd</sup> A/c Rail Fare) + D.A. as per University Rules.
- 4.7 Honorarium Rs. 3,000/- per lecture.
- 4.8 Video recording of lectures by professionals from EMRC/Communication Studies Department or other documentation/uploading on university website is recommended.

#### **5. Criteria for financial sanction for Equipments/Research equipments (Annexure-3):-**

- 5.1 Equipments Grant will be sanctioned once in a Year.
- 5.2 The Maximum sanction of Financial Assistance for equipments to each of the University Departments (Teaching & Administrative) will be Rs.2,00,000/- (Rs. Two lakh).

- 5.3 ***A) The Sanction will be given to purchase the following equipments:***  
Fax machine, Xerox machine, Computer, Computer software, Laptop, LCD Projector, OHP, Video Camera, Digital Camera, Educational aids, U.P.S. with Accessories, Genset etc. and any other equipment sanctioned by committee, and matching assistance to research equipment under research project to fill up gap between project amount & actual cost.  
***B) After the completion of project the equipment should be handed over to concerned Department /Center.***

**6. Seed Grant For Initial Proposals**

Grants will be sanctioned on case to case basis for travel of faculty members to support presentation of research/academic programmes for strengthening thrust areas of the Department. (programmes other than Conference, Seminars, Workshops only)

**7. Utilization:**

- 7.1 The grants provided under the scheme should be utilized properly and in accordance with the guidelines of the Scheme.
- 7.2 The all University Departments (Teaching & Administrative) must send the Utilization Certificate and Statement of Expenditures in the prescribed Performa along with other necessary documents **to Finance & Accounts Department upto the last week of March of every year.**
- 7.3 The grant is sanctioned for the financial year only, the ***expenditure will not be granted after 31 March by Finance & Accounts Department.***

**8. Evaluation:**

- 8.1 **QIP Committee will visit** to the University Departments (Teaching & Administrative) **at any time for Evaluation of Implementation of QIP activities and Utilization of funds** provided by Savitribai Phule Pune University under University Departments (Teaching & Administrative) **QIP** scheme.
- 8.2 A qualitative report of the activity receiving support from QIP must be submitted. The report must clearly the contribution of the activity to improving quality of research and teaching programmes.

**Deputy Registrar  
Planning and Development**

# SAVITRIBAI PHULE PUNE UNIVERSITY

Planning & Development

Ganeshkhind, Pune-7



## Applications for getting financial assistance for organization of Local/District/State/ National / International level Seminar/Conference/Workshop during the financial year

(20 - 20 )

1. (a) Name of the Department & Address : \_\_\_\_\_

(b) Telephone No.: \_\_\_\_\_

(d) Email: \_\_\_\_\_

2. Annual Report Information Given to Planning & Development Dept. : (Previous Academic Year)

Yes  No  (If yes Date & Letter No): \_\_\_\_\_

3. (a) **Title of the Seminar** \_\_\_\_\_

\_\_\_\_\_

**Level:** Local/District  State  National  International  (tick out which is applicable)

4. (a) Scope and area to be covered. (Enclosed separate sheet for them)

(b) Objectives (1) \_\_\_\_\_

(2) \_\_\_\_\_

8. Total No. of days of the Programme

(a) Opening date \_\_\_\_\_

(b) Closing date \_\_\_\_\_

9. Number of participants

Expected to be enrolled (as per guideline)

(a) No. of Outstation Participants \_\_\_\_\_

(b) No. of Local Participants \_\_\_\_\_

**Participants should be as per guidelines.**

10. Whether accommodation would: Yes/No  
be available/Provided.

11. Name and address of the proposed Co-coordinator of the Programme with E-mail & Mobile \_\_\_\_\_

12. Names with full addresses of the Resource Persons, if any, to be Invited and duration of their visits. (Annex separate sheet, if necessary)

13. Whether student participation is involved Yes/No

14. Total estimated amount for

(a) Conveyance and Hospitality to local resource and hospitality to participants Rs.

(b) Conveyance/T.A. D.A. and Honorarium To resource persons Rs.

(c) Miscellaneous and contingencies Such as stationery, printing, Postage, cyclostyling, consumable in Case of Laboratory course Rs.

(d) Remuneration to Administrative staff Rs.

TOTAL Rs. \_\_\_\_\_

MINUS  
(e) Contribution, if any, from UGC or other Funding agency sources, registration fees. (income from other sources, please Indicate the source and amount). Rs.

(f) **Net amount required** Rs. \_\_\_\_\_

15. Any other information: (annex separate sheet, if any)

Signature & Seal of the  
Co-ordinator of the Programme.

Signature & Seal of  
Head /Director of the Department

❖ **Note** : University Departments are permitted to change the dates of program & Resource names of the persons for the QIP activities mentioned in proposal, The last date of submitting the bills to Finance & Accounts section of Savitribai Phule Pune University must be strictly followed.

Deptt. QIP/SRS/2015-16

**SAVITRIBAI PHULE PUNE UNIVERSITY**

**Planning & Development  
Ganeshkhind, Pune-7**



**Applications for Financial Assistance for organizing Expert Lecture Series / Individual  
Talk/Thematic Lecture Series during the financial year (20      - 20      )**

1. (a) Name of the Department & Address where the lectures are to be arranged:  
\_\_\_\_\_  
\_\_\_\_\_  
(c) Telephone No.: \_\_\_\_\_  
(e) Email: \_\_\_\_\_
2. Name of the Teacher and address: \_\_\_\_\_  
\_\_\_\_\_
3. Designation of the teacher  
and his field of specialization \_\_\_\_\_
4. Annual Report Information given to the Planning & Development Dept. : (Previous Academic Year)  
Yes  No  (If yes Date & Letter No): \_\_\_\_\_
5. Total days of the Programme : Day & Date: \_\_\_\_\_ / \_\_\_\_\_ /20  
Time : \_\_\_\_\_
6. Topic of Lectures: \_\_\_\_\_  
\_\_\_\_\_
7. Scope and area to be covered: \_\_\_\_\_
9. Benefits/Utility of the proposed Lectures : \_\_\_\_\_  
\_\_\_\_\_
10. Objectives: \_\_\_\_\_  
\_\_\_\_\_

11. Number of participants expected to be enrolled including Resource Persons/Guest/Visiting lecturers :
12. Total estimated Expenditure :
13. Any other relevant information :

Date :

Signature & Seal of  
Head /Director of the Department

***Note : Departments are permitted to change the dates of program & the names of Resource persons for the QIP activities mentioned in proposal, as per requirements, The last date of submitting the bills to Finance & Accounts section of Savitribai Phule Pune University must be strictly followed.***

**SAVITRIBAI PHULE PUNE UNIVERSITY**

**Planning & Development  
Ganeshkhind, Pune-7**



**Proposal for the Financial Assistance for purchase of equipments  
during the financial year (20    - 20    )**

1. (a) Name & Address of the Department/ Administrative Department :-

\_\_\_\_\_

\_\_\_\_\_

(c) Telephone No.: \_\_\_\_\_

(e) Email: \_\_\_\_\_

2. Annual Report Information given to the Planning & Development Dept.: (Previous Academic Year)

Yes     No     (If yes Date & Letter No): \_\_\_\_\_

**PART I**

3. Details of equipment for which Financial assistance is requested

| Sr. No. | Description of office & Lab Equipment | Specifications (if any) | Quantity | Financial assistance Requested (Rs.) |
|---------|---------------------------------------|-------------------------|----------|--------------------------------------|
|         |                                       |                         |          |                                      |
|         |                                       |                         |          |                                      |
|         |                                       |                         |          |                                      |
|         |                                       |                         |          |                                      |
|         |                                       |                         |          |                                      |
|         |                                       |                         |          |                                      |
|         |                                       |                         |          |                                      |

## PART II

### 5. Supplementary assistance for equipment/project:-

| Sr. No. | Name of Project | Specifications of Equipment | Project funding agency Amount funded | Amount required to complete the project/ equipment with justification |
|---------|-----------------|-----------------------------|--------------------------------------|---|
|         |                 |                             |                                      |   |

Certified that above information is correct.

Date :

Signature & Seal of  
Head/Director of the Department/Deputy Registrar

***Note : Last date of submitting the bills to Finance & Accounts section of Savitribai Phule Pune University must be strictly followed.***