

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र. ५२/२०२२

विषय : 'शिक्षक, संशोधक व विद्यापीठ प्रशासकीय सेवक प्रवास खर्च अर्थसहाय्य योजना'

संदर्भ : मा. व्यवस्थापन परिषदेचा ठराव क्र. म:३४६/०८१२२१, दि. ०८.१२.२०२१

विद्यापीठातील पूर्णवेळ शिक्षक/शैक्षणिक/प्रशासकीय विभागातील शिक्षकेतर सेवक व संलग्न महाविद्यालये/मान्यताप्राप्त परिसंस्थेतील पूर्णवेळ मान्यताप्राप्त शिक्षक व संशोधक विद्यार्थी यांना राष्ट्रीय/आंतरराष्ट्रीय पातळीवरील कार्यशाळा/परिषदा/चर्चासत्र यांमध्ये सहभागी होण्यासाठी व संशोधन पत्रिका सादर करण्यासाठी विद्यापीठ अनुदान आयोगाच्या अनिर्देशित अनुदान योजने अंतर्गत प्राप्त निधीतून व 'तरुण शिक्षक/संशोधक प्रवास खर्च' या योजने अंतर्गत विद्यापीठ निधीतून अर्थसहाय्य देण्यात येत होते. परंतु १२ व्या पंचवार्षिक योजनेची मुदत सन २०१७ साली संपुष्टात आल्यानंतर विद्यापीठ अनुदान आयोगाकडून सादर अर्थसहाय्य मिळणे बंद झालेले असताना देखील या दोनही योजनांसाठी विद्यापीठ निधीतून अनुदान देण्यात येत होते.

एकाच उद्देशासाठी 'अनिर्देशित अनुदान योजना' व 'तरुण शिक्षक/संशोधक प्रवास खर्च योजना' या दोनही योजनांसाठी विद्यापीठ निधीतून अनुदान देण्यात येत असल्याने या योजनेमध्ये सुधारणा करण्यासाठी मा. कुलगुरू यांनी समिती गठित केली होती.

सदर समितीने दिलेल्या अहवालानुसार सध्या एकाच उद्देशासाठी 'अनिर्देशित अनुदान योजना' व 'तरुण शिक्षक/संशोधक प्रवास खर्च योजना' या दोनही योजनांसाठी विद्यापीठ निधीतून अर्थसहाय्य देण्यात येते ही बाब विचारात घेता, सदर दोनही योजनांऐवजी 'शिक्षक, संशोधक व विद्यापीठ प्रशासकीय सेवक प्रवास खर्च अर्थसहाय्य योजना' अशी नविन योजना सुरू करण्यात आली आहे.


सदर समितीने 'शिक्षक, संशोधक व विद्यापीठ प्रशासकीय सेवक प्रवास खर्च अर्थसहाय्य योजनेची' तयार केलेली सुधारित मार्गदर्शकतत्वे सोबत जोडली असून सदर समितीने तयार केलेल्या अहवालास मा. व्यवस्थापन परिषदेने ठराव क्र. म:३४६/०८१२२१ अन्वये मान्यता दिलेली आहे. सदर योजनेची अंमलबजावणी आर्थिक वर्ष २०२२-२३ पासून करण्यात येणार आहे.

या परिपत्रकाद्वारे मा. प्राचार्य/संचालक/विभागप्रमुख/प्रशासकीय अधिकारी यांना विनंती करण्यात येते की, सदर योजनेची माहिती आपल्या महाविद्यालय/परिसंस्था/विभागातील विद्यार्थी, शिक्षक, शिक्षकेतर सेवक व इतर सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

गणेशखिंड, पुणे ४११००७.)

जावक क्र. साफुपुवि/निववि/८९)

दिनांक : २२/०२/२०२२)


(डॉ. वैशाली साकोरे)
उपकुलसचिव

प्रत माहिती व योग्य त्या कार्यवाहीसाठी :-

१. मा. संचालक, विद्यापीठातील सर्व प्रशाळा
२. मा. विभागप्रमुख, सर्व शैक्षणिक विभाग
३. मा. विभागप्रमुख, सर्व प्रशासकीय विभाग
४. मा. प्राचार्य, विद्यापीठाशी सर्व संलग्न महाविद्यालये
५. मा. संचालक, विद्यापीठाच्या सर्व मान्यताप्राप्त परिसंस्था.

SAVITRIBAI PHULE PUNE UNIVERSITY



Guidelines for Financial Assistance to Full Time Approved Regular Teachers, Research Students and Administrative Staff of the University

A. TRAVEL ASSISTANCE:

1. Introduction:

Teachers from university departments, colleges and recognized institutions, depending on the facilities available in their institutions take interest in research activities. They generate funds for research by submitting research proposals to various government and non-government funding agencies. On the basis of their research, the teachers publish research articles in peer reviewed journals and present research papers in conferences and also publish research papers as a part of proceedings of the conferences. Presenting papers in conferences provides opportunities to teachers to interact with peers and distinguished personalities in the field and share their research outcomes with the academic community.

Earlier, teachers having research projects used to manage their travel expenses from their projects while other teachers used to get part of their travel expenditure from university. Up to twelfth five years (2012-2017) plan of the University Grants Commission (UGC) the university used to provide such financial support from the unassigned grants received from the UGC and some part from university funds. Currently UGC does not provide grants to the university. Therefore, the part of financial support to teachers for their expenses is provided by the University from its own funds. Hence there was a need to revise the guidelines for providing financial support to teachers to meet part of their travel expenditure to participate in international conferences and present research papers. Similar is the case with university administrative staff and Ph.D. Students.

2. Objectives:

- a. To provide financial support to full time approved regular teachers working in the affiliated colleges / recognized institutes/ departments of the University to attend International academic conferences/ seminars/ symposia for contributing a research paper.
- b. To provide financial support to Ph.D. Students for attending National and International level conferences and seminars and National level workshops for contributing a research paper.



- c. To provide financial support to scientific/ technical officers and administrative staff, viz., Registrars/Librarians/Director of Physical Education, Group "A" administrative officers to attend academic / administrative conferences / seminars / symposia / workshops /training programs held in India and Abroad.

3. Eligibility for Travel Assistance:

- a) The teacher must be a Full time approved regular teacher working in the affiliated colleges/ recognized institutes and academic departments of SPPU below the age of 50 years will be eligible to apply for the Travel Assistance.
- b) The teacher invited to attend International academic conferences/ seminars/ symposia for contributing a research paper will be eligible.
- c) Ph.D. student invited to attend National level academic conferences / seminars/ symposia for contributing a research paper will be eligible.
- d) Administrative staff of the university who are invited to attend National and/or International academic /administrative conferences / seminars / symposia/workshops /Training Programs will be eligible.
- e) The financial assistance may be provided in the following order of preference:
- i. Those contributing a research paper.
 - ii. Those invited under International Collaboration/Exchange programs.
- f) Under this scheme financial assistance for international travel will be made available to the beneficiary only once in five academic years. Priority will be given to the proposals of younger/ junior faculty on the basis of merit of the proposals.
- g) Under this scheme financial assistance for National level (Within India) travel will be made available to Ph.D. students and administrative staff/officers only once in three academic years.

4. Application Procedure:

An Online application form will be made available in the teacher's login for Travel Assistance. It shall be filled by the concerned teacher using the BoD log in for teachers. Ph.D. students and administrative staff of the university need to submit an offline application form to the planning and development section of the University through the Principal of the College/ Director of the Institute /Head of the university Institution /Department. The application forms should be submitted at least 180 days before the date of the programme /conference along with the following documents.

- a. One hard and one soft copy of the full text of Research Paper prepared by the teachers/officers/Ph.D. student for presentation at the International conferences /seminars /symposia/ workshops.



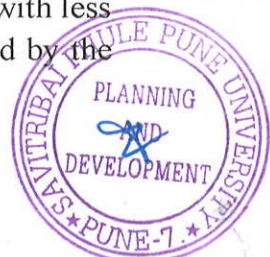
- b. The details of training programme should be provided by the administrative staff.
- c. Brief details of the organizers (Brochures), title of the programme, place and duration of the conference in which the paper is proposed to be presented.
- d. A copy of the letter from the organizers of the conference/ seminar/ symposium accepting the paper for presentation, or a letter of invitation from the organizers mentioning details of the financial support offered, etc. should be enclosed.
- e. In case of seminars/ symposia/ workshops / training programme of short duration, the invitation or other relevant documents along with information of the host organization should be attached.

5. Pattern of Assistance:

- a) The University may provide some percentage of the admissible expenditure mentioned for travel and registration charges from university funds, provided the remaining expenses are met by the person from other sources acceptable to the university.
- b) Persons selected for participation should travel by excursion and economy class only.
- c) Daily Allowance may be paid for actual days of conference at the rates as per the university rules.
- d) The maximum Travel assistance allocated to a Teacher, Administrative officer and Ph.D. student will not be more Rs. 1,00,000/- (Rs. One Lakh only).

6. Operating Procedure:

- a. The planning and development section of the University will invite applications round the year. An Online application form made available to the teachers in the teacher's BoD login for Travel Assistance shall be filled by the concerned teachers along with the required fees for processing the application (Rs. 500/- per application- to be mainly used for plagiarism check by CPE of SPPU). For Ph.D. Research students and officers an offline application form will be made available on the website. This form along with all the documents should be submitted to the University office through the Principal/Director of the College/Institute/Head of the Institution /Department at least 180 days before the date of the programme / conference.
- b. Research Paper submitted by the teachers/ officers/Ph.D. research student will be sent to the Centre for Publication Ethics of SPPU for plagiarism check.
- c. After receiving a plagiarism report from the Centre for Publication Ethics with less than 10 % of plagiarism count in the report, the research papers submitted by the



applicants will be scrutinized by three experts from the concerned research area. The experts will be appointed by the Hon'ble Vice Chancellor from among the names of experts suggested by the Deans of the respective faculties. These experts will be paid remuneration of Rs.500/- each for evaluation of the research papers.

- d. The Grades will be awarded by all the three experts based on the merit of the Research Paper/Article as mentioned below:

Sr. No.	Grade	Remark
1	A	Excellent
2	B	Good
3	C	Fair
4	D	Poor

- e. Applications only with average grades of "A" and "B" (average calculated on the basis of grades awarded by the experts- to be calculated as follows: for the average grade "A" at least two of three experts award "A" grade to the research paper, for average "B" grade at least two out of three experts award "B" grade to the research paper) will be placed before the Travel Assistance Standing Committee of the University for the final decision.
- f. The entire process of award of Travel and Publication Assistance will be monitored by a Travel Assistance Standing Committee of the University appointed by the Hon'ble Vice Chancellor. The committee will consist of five members representing all the four faculties.
- g. The Travel Assistance Standing Committee will meet twice in an academic year during the month of April and October to decide on the award of the travel Assistance.
- h. Papers will be considered on the basis of merit by the Travel Assistance Standing Committee for award of the Assistance.
- i. The exact number and the quantum of Travel Assistance awarded will be subject to the availability of funds, merit of the paper (based on the grades given by expert reviewers), the nature of the conference (including the profile of the organizers), faculty wise equitable representation and the role of the researcher in the conference. The Travel Assistance Standing Committee would also give priority to young/ junior scholars in its selection. The committee will also consider the past record of international travel of the applicant. Decision of the University authorities shall be final in this regard.
- j. Ten (10) percent of the total Travel Assistance budgetary provision made available by the University in a financial year will be earmarked/allocated to the Administrative Officers of the University for participating in the National/International events related to University governance including presenting papers based on their administrative expertise.



B. PUBLICATION ASSISTANCE:

Financial support was provided earlier for publication of Doctoral Thesis. Now all the Doctoral Theses are available on the website of INFLIBNET Centre <https://inflibnet.ac.in> hence, there is no need to publish the Theses again in the form of book. For publication of papers in conference proceedings also additional amount is not required as registration fees is provided in financial support for travel. Hence, the financial support may be provided for publication of the following after a professional peer review of the manuscript conducted by the experts appointed by the University for this purpose.

1. Scholarly contributions of the faculty in the form of Books/Monographs based on their research (not for text-books)
2. Lectures delivered such as National Lectures of UGC or lectures instituted by the University in the name of leading personalities.
3. Translations of scholarly works / classics into Marathi.

Operating Procedure:

- a) The planning and development section of the University will invite applications round the year.
- b) The Scholarly contributions submitted by the applicants will be scrutinized by three experts in the area nominated by the Hon'ble Vice Chancellor. The names of experts will be suggested by the Deans of respective faculties.
- c) The entire process of award of Publication Assistance will be monitored by the same standing committee of the University appointed by the Hon'ble Vice Chancellor for Travel assistance. The committee will consist of five members representing all the four faculties.
- d) The Standing committee will meet twice in an academic year during the month of April and October to decide on the exact number of awardee and the quantum of assistance under the Publication Assistance Scheme.
- e) The exact number and the quantum of assistance will be subject to the availability of funds, merit of the Scholarly contributions (based on the grades given by expert reviewers) and faculty wise equitable representation. The Standing committee would also give priority to young/ junior scholars in its selection. The committee will also consider the past record of publication of the applicant.

The expenditure on publication of proceedings of international or national conferences or seminars, hosted by the university, could also be considered under this scheme.

The university may follow the Indian Copyrights Act for deciding the question of Copyright of the work approved for the publication under this scheme.

