

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

दूरध्वनी क्रमांक. :

०२०-२५६०१२६४

२५६०१२६५

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गणेशखिंड, पुणे ४११००७

नियोजन व विकास विभाग

संदर्भ — साफुपुवि/निववि/ ४२०

दिनांक : ३०/०५/२०१६

प्रति,

मा. विभाग प्रमुख,

सर्व शैक्षणिक व प्रशासकीय विभाग,

सावित्रीबाई फुले पुणे विद्यापीठ,

पुणे-४११००७.

विषय : विद्यापीठ शैक्षणिक व प्रशासकीय विभाग गुणवत्ता सुधार योजनेअंतर्गत ऑनलाईन पध्दतीने प्रस्ताव सादर करणेबाबत.

महोदय/महोदया,

विद्यापीठ शैक्षणिक व प्रशासकीय विभागांकरीता गुणवत्ता सुधार योजना सन २०१२-१३ पासून सुरु करण्यात आलेली आहे. त्याचप्रमाणे सन २०१६-१७ या वर्षीदेखील सदरहू योजना राबविण्याकरिता विद्यापीठ अधिकार मंडळाने मान्यता दिलेली आहे. या योजनेअंतर्गत कार्यशाळा, चर्चासत्र, व्याख्यानमाला आयोजित करण्याकरिता व तसेच शैक्षणिक उपकरणे खरेदीसाठी अर्थसहाय्याकरिता ऑनलाईन पध्दतीने प्रस्ताव मागविण्यात येत आहेत. सदरहू योजनेची मार्गदर्शकतत्वे या पत्रासोबत जोडलेली आहेत.

आपल्या विभागाचा प्रस्ताव संबंधित विभाग प्रमुखांमार्फत दिनांक ०१ जून, २०१६ ते दिनांक ३० जून, २०१६ या कालावधीत ऑनलाईन पध्दतीने भरून सदर प्रस्तावाची एक प्रत (Hard Copy) नियोजन व विकास विभागाकडे दिनांक ७ जुलै, २०१६ पर्यंत कार्यालयीन वेळेत सादर करण्यात यावी. ऑनलाईन पध्दतीने प्रस्ताव सादर करण्याची Link पुढीलप्रमाणे :-

www.unipune.ac.in → BCUD Online → Login → For University Departments

वेळेची मर्यादा लक्षात घेता मुदतीनंतर सादर केलेल्या प्रस्तावावर कोणतीही कार्यवाही केली जाणार नाही याची कृपया नोंद घ्यावी.

कळावे,

उपकुलसचिव
नियोजन व विकास

सोबत : मार्गदर्शक तत्वे

Savitribai Phule Pune University



Planning & Development Department

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 1-6-2016 to 30-6-2016
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 a. International b. National			a. 1,00,000/- Additional promotional grant 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:-

- 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.**
- 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.(2nd A/c Rail Fare) + D.A. as per University Rules.
- 4.3 Air Fare is admissible in this Scheme, subject to delivered 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. (2nd 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**