सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)
Savitribai Phule Pune University
Formerly Pune University

अंतर्गत गुणवत्ता सिध्दता कक्ष	**Internal Quality Assurance Cell**
गणेशखिंड, पुणे — ४११००७	**Ganeshkhind, Pune – 411007**
दूरध्वनी क्रमांक : ०२०—२५६२१०४८/४९	**Contact No. : 020-25621048/49**
ई—मेल : iqac@unipune.ac.in	**E-mail - iqac@unipune.ac.in**
संकेतस्थळ - www.unipune.ac.in	**Website – www.unipune.ac.in**

Ref. No. IQAC/470   Date : 29/11/2024

To,

The Principal/Director/HoD,

All affiliated colleges/recognized institutes/University departments,

Savitribai Phule Pune University, Pune

Subject : Call for Research Proposals under 'Assistance by SPPU for project-based innovative Research' Scheme (ASPIRE 2024).

Sir/Madam,

Savitribai Phule Pune University (SPPU) provides financial support to the emerging researchers among teachers working in the University Department, affiliated colleges and recognized institutes, under scheme 'Assistance by SPPU for project-based innovative Research' Scheme (ASPIRE 2024).

The aim of the scheme is to strengthen research quality among the University and College/Institute teachers. Online proposals are invited under **ASPIRE 2024** scheme. The period for online submission of the proposal is 29 November 2024 to 30 December 2024. A copy of detailed guidelines is enclosed herewith for your information. To develop a systematic mechanism for tracking the performance of the scheme, both at individual proposals level and at gross level.

It is mandatory to submit the proposals through **online mode only**. Incomplete or incorrect application forms or applications that lack essential information/documents will be summarily rejected without any correspondence. Proposal submitted through e-mail will not be entertained. Application must be uploaded at the online ASPIRE portal, Go to http://www.unipune.ac.in – Click on ASPIRE Portal – Click on Login or **ASPIRE Research Proposal** Click here to Apply – Login with your teacher profile username and password – Click on ASPIRE 2024 – Click on Create New Proposal. Applicant has to use teacher's login-id provided by the University through respective affiliated colleges/recognized Institute/University Departments.

For any query regarding this scheme, please send e-mail to iqac@unipune.ac.in

You are requested to bring the content of this circular to the notice of all the eligible faculty members of your College/Institute/University Departments.

With regards,

Prof. (Dr.) Sanjay Dhole
Director,
Internal Quality Assurance Cell

Encl. : ASPIRE guidelines.

Savitribai Phule Pune University

(Formerly University of Pune)

Assistance by SPPU for Project-based Innovative Research

(ASPIRE)

Revised Guidelines

Implemented from Academic Year 2020-21

Savitribai Phule Pune University,
Ganeshkhind, Pune-411007 (M.S.)
E-Mail: iqac@unipune.ac.in
Website: www.unipune.ac.in

PART - I

GENERAL GUIDELINES

Savitribai Phule Pune University

(Formerly University of Pune)

1. PREAMBLE

Savitribai Phule Pune University started a research grant scheme in the year 2006, initially with the name 'BCUD Research Project Scheme', with initial budgetary provision of Rs.5 Crore. The scheme was aimed at providing initial seed funding to budding researcher teachers, so as to develop their confidence to apply for larger funding to various funding agencies outside. Subsequent to an overview of the functioning and performance of the scheme over last 12 years, the Hon'ble Vice Chancellor constituted an Advisory Committee under the Chairmanship of Prof. S. Ananthakrishnan to frame the guidelines, monitoring processes and scrutinize the proposals. The Advisory Committee recommended a need to restructure the scheme with following purpose:

a) To develop a systematic mechanism for tracking the performance of the scheme, both at individual proposal level and at gross level.
b) To make the process of approval of the proposal transparent and strictly on merit involving national level subject experts for scrutiny and assessment of the proposals.
c) To develop a mechanism to monitor progress of the proposals periodically against stated goals.

Based on the recommendations of the Committee, following revised guidelines are hereby being issued for the restructured scheme.

2. AIMS & OBJECTIVES

With a purpose of broadening the footprint of the novel initiative as well as to provide for intrinsic accountability and outcome-orientation, the scheme is hereby being revised and restructured as per the guidelines here. The scheme has been renamed as 'Assistance by SPPU for Project-based Innovative Research' with its acronym ASPIRE.

The scheme aims at promotion of research culture in the affiliated institutions and recognized institutes in closer collaboration with the university campus. It also intends to provide guidance, mentorship and financial assistance to young teachers so as to nurture them as researchers in the near future. The scheme shall identify talented researchers with proven

3

track record and support them to realize their innovative and original research ideas into impactful research outcome.

Through this scheme, the university shall strive to develop a research ecosystem for university departments, affiliated colleges and recognized institutes where every competent and willing researcher shall be given opportunity for furtherance of his/her research interests. The scheme will enable close interaction with industry and society to develop useful technologies and intellectual properties.

3. ELIGIBILITY for ASPIRE Research Mentorship Program

Young Teachers (Full Time Approved/Appointed) of affiliated institutions/university Departments, below the age of 40 years who are in the initial stage of their academic careers, with demonstrated interest/inclination to pursue research activities and have potential to be nurtured as researchers if provided guidance, mentorship and funding.

University Department/Affiliated Colleges/Recognized Institute forwarding the proposal should have adequate research facilities for implementation of such projects.

4. NATURE OFASSISTANCE

Funding for individual proposal shall not exceed Rs. 3 Lakhs for subjects in Science/ Engineering/Pharmacy and Rs. 2 Lakhs for all other disciplines, based on the realistic requirements of the proposal. Duration of the project shall be maximum two years.

5. APPLICATION PROCEDURE

All eligible teachers (Regular Full Time Approved/Appointed) may submit their applications ONLINE in the prescribed proforma available on the University website. Before submitting the proposal to the University, the HoD/Principal/Director of concerned University Department/Affiliated College/Recognized Institute should assess the proposal with a certificate that the proposed research work conforms to the guidelines. The downloaded three (3) copies of the same duly forwarded by the HoD/Principal/Director of concerned University Department/Affiliated College/Recognized Institute should be brought at the time of presentation.

6. SELETION PROCEDURE

a. Online applications for the scheme shall be invited in the prescribed proforma along with necessary documents.
b. Every proposal shall include a two-page synopsis of the proposal in English language clearly stating objectives, methods and deliverables of the project.

c. Every proposal shall be scanned for plagiarism wherever possible and proposals not complying with the UGC guidelines in this regard shall be rejected.

d. The University shall decide on the number of proposals to be selected in the year concerned.

e. A suitable screening process through multistage selection and / or evaluation will be evolved by the University depending on the number of proposals received.

7. MONITORING OF THE PROJECTS

a. It shall be mandatory for every Principal Investigator (PI) to submit a six-monthly progress report to the university in the prescribed format.

b. At the end of first year, the PI shall make a presentation before the expert committee, whose decision regarding continuation of financial assistance shall be final.

c. Along with third six-monthly progress report, it shall be mandatory for the PI to submit at least preliminary draft of a paper that will be later prepared for publication at the end of the project in a UGC-referred journal.

d. At the completion of the project i.e. after two years, every candidate shall submit a project completion report to the university in the prescribed format within one month from the date of completion of two years. Along with the completion report, the PI shall submit a full draft of the paper that is planned to be published.

e. The University shall recommend appropriate action in case the research work is not found satisfactory and/or any unethical practices are noticed.

PART - II

FINANCIAL GUIDELINES

The University will provide financial support for the items like Equipment, Books, Hiring Services, Contingency, Chemicals and Consumables, Travel and fieldwork. The applicant shall submit budget head wise expenditure plan.

Non-Recurring Grants

Equipment /Books.

i) Researcher should mention name and detailed configuration/specification of the equipment along with its cost.
ii) Equipment shall be purchased only in first year of the research project.
iii) The escalation, if any, in the cost of approved equipment may be met out of savings/re- appropriation from non-recurring head, only with the approval of the University.
iv) The equipment and books acquired by the Principal Investigator under this Research Project must be deposited to University Department/ Affiliated College/ Recognized Institute after the completion of the project which will be the institutional property.
v) The University Department/Affiliated Colleges/Recognized Institute should make every effort to make such equipment available in the laboratories for effective use by all.
vi) Equipment and books so purchased from the sanctioned grant shall not be written off without the prior approval of the University.

Recurring Grants

(a) Hiring Services

i) This is meant for specialized technical work, such as sample analysis, for which the University Department /Affiliated College/Recognized Institute either has no infrastructure or such services are available on payment basis.

ii) However, if such services are availed for the purpose of collection of data, preparation of questionnaire/ schedule or report writing except for routine administrative work. Such person may be paid remuneration @ maximum Rs.200/- per day. The expenses shall be sanctioned to appropriate limit only on the production of record regarding daily work done   by the hired person datewise.

(b) Contingency

i) The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, computation and printing needed for the project.

ii) Expenses to the maximum limit of Rs.3,000/- shall be permitted for purchase of Pen

Drive (Max. 2) Toner refilling and printing and binding, photocoping etc.

iii) Expenditure towards the audit fee can also be claimed under contingency head.

(c) Special Needs

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Budget Head' of the scheme with the prior approval of the University at the time of sanctioning the project. (Justification should be submitted separately).

(d) Chemicals and Consumables

To meet expenditure on chemicals, glassware and other consumable items required for the project.

(e) Travel and Fieldwork

i) The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information within the scope of the ongoing project.

ii) Travel allowance shall be admissible only for travel made by road/rail public transport. No DA shall be admissible.

iii) Travel by Air is strictly prohibited under this scheme.

iv) Travel expenses for visits/discussion to/with the expert, to purchase books, equipment or to visit Research Institutions, Libraries, Museum, attending conferences, seminars, workshops and training courses etc. **shall not be** permissible under the project grant.

(f) Re-Appropriation

The Principal Investigator may request to the University for re-appropriation of the recurring grant allocated under each head along with the justifications only at the end of first year.

Project Assistant is not allowed for Research Mentorship Program.

General Conditions of use of grants

1. Maximum of 50% of the sanctioned amount shall be disbursed to their respective affiliated colleges/recognized institute/university department on notification of sanction of the project. However, the University may take appropriate decision in exceptional cases for reasons to be recorded in writing.
2. Purchases from the grant sanctioned for research project shall be done as per the University norms notified from time to time.
3. Tax Invoices shall be obtained for all the purchases from the sanctioned grant.

4. As per the Indian Stamp Act, revenue stamp shall be affixed for all the receipts above Rs.5000/-.
5. While carrying out purchases from the sanctioned grant, exemption of Goods and Services Tax available for research purpose shall be obtained.
6. Every purchase shall be recorded in appropriate stock register i.e. Dead Stock Register or Consumable Stock Register.
7. Stock entry number shall be recorded on each and every bill along with seal and signature of the Principal/Director/HoD of the affiliated college/recognized institute/University Department.
8. While purchasing Books, discount for academic purpose shall be obtained.
9. Books should be recorded in the accession register and entry number shall be recorded on the bill with signature of the Librarian/In-charge of the Library and the Principal/Director/HoD of the affiliated college /recognized institute/ University Department.
10. Purchase of any equipment required for research shall not be purchased by combining grants sanctioned to more than one teacher without prior written permission of the University.
11. Audited statement of accounts and Utilization Certificate shall be produced in the Audit Camp organized by the Finance and Accounts Department of the University through Academic and Research Co-ordinator of the college/recognized institute concerned.
12. Admissible budget for various budget heads shall be as below:

Sr. No.	Budget head	Faculty of Science and Technology (% of upper limit)	Faculties other than Science and Technology (% of upper limit)
1	Books/e-books	05%	10%
2	Equipment/Specialized software	50%	25%
3	Contingency	05%	10%
4	Field work/Travel	05%	10%
5	Hiring services	15%	40%
6	Chemicals & Glassware/ Consumables	20%	05%

13. Purchase of Computer, Laptop or spare parts i.e., Mother Board, DVD Writer, Hard disk, RAM, Anti-virus etc., Mobile Hand Set, DVD Player, Micro-Oven, Home theatre, Mixer, Camera, Handycam, Printer, Scanner, Refrigerator, Book Rack, Furniture and such other appliances / material shall not be permitted.
14. Expenditure on membership/subscription of any services as well as expenses for filing patents/publication charges shall not be permitted.
15. If field work or data collection is a part of the research project, daily expenses on

daily allowances of the person hired for the purpose shall not be more than Rs. 200/- per day. The expenses shall be sanctioned only on the production of record mentioned regarding daily work done by the hired person.

16. If researcher is transferred to other college/institute or opted for new employment, within the jurisdiction of the University she/he shall communicate the change immediately to the University along with NOC from both colleges/institutes.

17. In case the Principal Investigator leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the Principal Investigator subject to approval of the Principal Investigator, HoD/Principal/Director of the University Department/College/Institute concerned.

18. The project stands terminated in the absence of the P.I./Co-Investigator for a continuous period of six months without intimation to the University. In such a case the College/Institute shall be required to refund the entire amount to the University immediately.

19. Prior approval of the University shall be obtained for carrying out consultancy based on the project.

20. Distribution of the Consultancy charges so received shall be done as per the University rules.

21. University shall not take any liability (Financial/Life) of persons engaged for hiring services.

22. If researcher files patent application on the basis of research done through project sanctioned and funded by the University, it should be mandatorily disclosed.

23. On the non-production of financial reports as required by the University, grants sanctioned to the project along with interest @ 10% p.a. shall be recovered from the college/Institute. University shall have right to recover such dues from any amount due to College/Institute under any other scheme of the University.

24. Researcher shall not use outcome of the research project for any commercial purpose without written prior permission of the University.

25. The final decision will be taken by the University authorities on the basis of recommendations made by the Committee and the availability of funds under the scheme.

8. PROJECT MONITORING & ASSESSMENT:

i. The amount released shall be spent according to the approved heads/items within the approved allocation mentioned in sanction letter.

ii. After one year from the date of implementation of the project the University will organize Mid-term evaluation interface meeting wherein PI will present the progress of the project before the subject experts.
On the basis of recommendations of the experts, progress report, expenditure statement and utilization certificate, the University will release the 35% of the total sanctioned amount (70% of Balance amount) recurring and non-recurring grant as the Second installment.

iii. If the Non-Recurring grant is not utilized before Mid-term Evaluation meeting, prior permission may be obtained from the University.

iv.   Remaining 15% of the total sanctioned amount (30% of Balance amount) will be released on receipt of following completion documents as final reimbursement.

v.   The final report of the project should be uploaded on IQAC portal of University website and a Certificate of the same duly signed and stamped by the HoD/Principal/Director of concerned University Department/Affiliated College/Recognized Institute.

vi.   It is mandatory to post the FINAL REPORT and Executive summary of the report, Research documents, monograph, academic papers provided under Research Project on the website of the University. A Certificate of the same duly signed and stamped by the HoD/Principal/Director of concerned University Department/Affiliated College/Recognized Institute.

vii.   A consolidated audited item–wise detailed statement of expenditure incurred during the complete project period duly signed and sealed by Chartered Accountant, HoD/Principal/Director of concerned University Department/Affiliated College/ Recognized Institute well as the Principal Investigator in the prescribed proforma.

viii. A consolidated audited detailed statement of travel and fieldwork during the complete project period duly signed and sealed by Chartered Accountant, HoD / Principal /Director of concerned University Department /Affiliated College / Recognized Institute as well as the Principal Investigator in the prescribed proforma.

ix.   The unutilized grant if any should be refunded immediately through RTGS / Online Transfer directly in favour of the Finance and Accounts Officer, Savitribai Phule Pune University, Pune-411007.

x.   The Principal Investigators/HoD/Principal/Director of concerned University Department/ Affiliated College/Recognized Institute is expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

9.   GENERAL

a) After finalization of the selection procedure of the Research projects the names of the selected PI will be posted on the University website. The PI should check their names and send their acceptance certificate duly forwarded by the HoD/Principal/Director of concerned University Department/Affiliated College/Recognized Institute immediately, to enable the University to send the approval/sanction letters.

b) Any Principal Investigator, who wants to go on any assignment outside the country not exceeding three months, in the absence of Principal Investigator Co-Investigator may act as Principal Investigator.

c)It is mandatory to acknowledge the financial support provided by the University in affiliation and acknowledgment section of publication/patent/technology transfer documents.

d) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount disbursed with interest @ 10% per annum.

e) As a general policy, no time extension shall be given to a project, however, in exceptional circumstance, the University shall make appropriate decision on an appeal by the Principal Investigator.

f) Teacher will be eligible to avail the benefit of same scheme again after 5 years, from completion of the prior project.

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PART - III
ANNEXURES

Annexure - I

(Application Form Online)

http://bcud.unipune.ac.in/BCUD_Research/Investigator/Default.aspx

Savitribai Phule Pune University
(Formerly University of Pune)

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name:_____

Project No.: _____

Project Title: _____

_____

_____

1. The research project is not being supported by any other funding agency.

2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University Department/Affiliated College/Recognized Institute.

3. At present, I have no research project approved by University or any other funding agency and the accounts for the previous project, if any, have been settled. The details of the earlier research project are as under:

Project No._____

Project Title: _____

4.
(i) Applicants date of birth: _____

(ii) Age: _____

5. The date of implementation of the project is_____

Signature of PI   Signature of the Co PI   Signature of HoD/Principal/Director

Savitribai Phule Pune University

(Formerly University of Pune)
STATEMENT OF EXPENDITURE IN RESPECT OF RESEARCH PROJECT

1. Name of Principal Investigator: _____

2. Application ID _____

3. Name of the University Department/ College/Institute: _____

   _____

4. Project Title:_____

   _____

5. Effective date of starting the project_____

6. a. Period of Expenditure: From _____ To _____

   b. Details of Expenditure

S.No.	Particulars	Amount Approved(Rs.)	Expenditure Incurred(Rs.)
i.	Books/e-books		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel (Give details in the proforma at Annexure- IV).		
v.	Hiring Services		
vi.	Chemicals & Glassware/ Consumables		
vii.	Any other items (Please specify)		

1. If as a result of audit objection some irregularity is noticed at later date, action may be taken to refund, adjust or regularize the objected amounts.

2. It is certified that the grant of Rs._____(Rupees_____only) received from the University under the scheme of Assistance by SPPU for Project-based Innovative Research (ASPIRE) entitled _____

   _____

   vide University letter No. _____dated_____has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University.

Signature of PI   Signature of the CoPI   Signature of HoD/Principal/Director

Annexure - IV

Savitribai Phule Pune University
(Formerly University of Pune)

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the University norms for Assistance by SPPU for Project-based Innovative Research (ASPIRE).

Signature of PI   Signature of the CoPI   Signature of HoD/Principal/Director

Savitribai Phule Pune University
(Formerly University of Pune)

<u>Utilization certificate</u>

Certified that the grant of Rs._____ (Rupees_____
_____only) received from the University

under the scheme of Support for Assistance by SPPU for Project-based Innovative Research (ASPIRE)

Entitled _____

_____

Vide University letter No._____ dated _____has been fully utilized for the purpose for

which it was sanctioned and in accordance with the terms and conditions laid down by the University.

If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to

refund, adjust or regularize the objected amounts.

Signature of PI   Signature of the Co PI   Signature of HoD/Principal/Director

Chartered Accountant

(Seal)

Savitribai Phule Pune University
(Formerly University of Pune)

Annual/Final Report of the work done on the Assistance by SPPU for Project-based Innovative Research (ASPIRE).

(Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st /2nd/3rd/Final _____

2. Project No. _____

3. Period of report: from _____ to _____

4. Title of research project _____

5. (a) Name of the Principal Investigator _____

(b) University Department/Affiliated College/Recognized Institute where work has progressed _____

6. Effective date of starting of the project _____

7. Grant approved and expenditure incurred during the period of the report:

a. Total amount approved Rs. _____

b. Total expenditure Rs. _____

c. Report of the work done: (Please attach a separate sheet)

i. Brief objective of the project _____

ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication)

iii. Has the progress been according to original plan of work and towards achieving the objective if not, state reasons _____

iv. Please indicate the difficulties, if any, experienced in implementing the project _____

_____

v. If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the University on a separate sheet.

vi. On completion of research project, the PI/Co-Investigator should submit final report (in the format provided) to the University within three months.

vii. Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as

(a) Manpower trained (b) Ph. D. awarded (c) Publications (d) Patents (e) Technology Transfer (f) other impact, if any.

Signature of PI   Signature of the Co PI   Signature of HoD/Principal/Director

Savitribai Phule Pune University

(Formerly University of Pune)

PROFORMA FOR SUBMISSION OF FINAL REPORT

1. Project Title: _____

2. Project ID _____

3. Name of the PI/ and Co-PI: _____
    _____

4. Name and address of the institution _____
    _____

5. University approval letter no. and date: _____

6. Date of implementation: _____

7. Tenure of the project: _____

8. Total grant allocated: _____

9. Total grant received: _____

10. Final Expenditure: _____

11. Objectives of the project: _____

12. Whether objectives were achieved (give details): _____

13. Achievements from the project: _____

14. Summary of the findings (in 500 words) (attach separate sheet)

15. Contribution to the society (give details) (attach separate sheet)

16. Whether any Ph.D. enrolled / produced out of the project: _____

17. No. of publications/patents/technology transfer out of the project (attach separate sheet)

Signature of PI   Signature of the Co PI   Signature of HoD/Principal/Director

Savitribai Phule Pune University

(Formerly University of Pune)

ASSESSMENT CERTIFICATE

(To be submitted with the proposal)

It is certified that the proposal entitled _____

_____

_____ by (Dr./Prof./Mr./Mrs.) _____

Dept. of _____ has been assessed by the

Committee consisting of the following members for final submission to the University, for

financial support under the scheme Support for Assistance by SPPU for Project-based

Innovative Research (ASPIRE):

The proposal is as per the guidelines.

(REGISTRAR/ PRINCIPAL)

(Seal)

Savitribai Phule Pune University
(Formerly University of Pune)

Final Report Assessment / Evaluation Certificate
(Two Members Expert Committee Not Belonging to the Institute of Principal Investigator)

(To be submitted with the final report)

It is certified that the final report of Support for Assistance by SPPU for Project-based Innovative Research (ASPIRE) titled _____

_____

by Dr./Prof._____ of Dept. of _____

has been assessed by the committee consisting the following members for final submission of the report to the University under the scheme of Support for Assistance by SPPU for Project-based Innovative Research (ASPIRE).

Comments/Suggestions of the Expert Committee:-

Name & Signatures of Experts with Date:-

1.

    Name of Expert:
    University/College:
    Signature:
    Date:

2.

    Name of Expert:
    University/College:
    Signature:
    Date:

3.

    Name of Expert:
    University/College:
    Signature:
    Date:

It is certified that the final report has been uploaded on Support for Assistance by SPPU for Project-based Innovative Research (ASPIRE) portal on _____.

It is also certified that final report, Executive summary of the report, Research documents, monograph academic papers provided under Research Project have been posted on the website of the University.

(HoD/Principal/Director)

Seal