

UNIVERSITY OF PUNE



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

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

Sr. No.	Description	Dates
1	Submission of proposals for Seminar/Conference/Workshop/Lecture Series & Equipments	From 28-01-2013 to 05-02-2013
2	Submission of utilization certificates/bills etc to Finance and Accounts Section of University of Pune	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 University of Pune **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** University of Pune 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 Ceiling of Financial Help under Quality Improvement Programme by University of Pune.

Sr. No.	Level	Minimum No of Participants	Outside Participants (Including Resource Person)	Maximum limit of sanction Rs.
1.	Within University Jurisdiction (Local)	30	--	20,000/-
2.	State (Minimum 2 days)	30	10-Outside University Jurisdiction	60,000/-
3.	National (Minimum 3 days) Conference, Seminars, Workshops and Academic events	30	10-Outside State	1,50,000/-
4.	International (Minimum 3 days) Conference, Seminars, Workshops and Academic events	30	5-International	3,00,000/-
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.

3.2 Frequency of Financial assistance will be sanctioned as under (Per Department):-

- | | | |
|----|---|---------------------|
| a) | Within University Jurisdiction (Local) | Maximum two in year |
| b) | State Level Seminar/Workshop/Conference etc. | Maximum two in year |
| c) | National Level Seminar/Workshop/ Conference etc. | Only one in a Year. |
| d) | International Level Seminar/Workshop/ Conference etc. | Only one in a Year. |

3.3 Expenditure:-

- a) The maximum expenditure of **Rs. 350/-** (Within **University** Jurisdiction), **Rs. 700/-** (for **State** Level), Rs. 800/- (For National Level), Rs. 950/- (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)	700/-	1,000/-
2.	State	1,000/-	1,500/-
3.	National	1500/-	2000/-
4.	International	2000/-	2500/-

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. 20,000/-
- 4.2 Honorarium Rs. 2,000/- 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 delivery of five Special Lectures.

B. **Thematic Lecture Series**

- 4.4 Maximum Limit per series is Rs. 50,000/-
- 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. 2,000/- 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.1,00,000/- (Rs. One 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 University of Pune 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**

UNIVERSITY OF PUNE

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 University of Pune must be strictly followed.

Annexure-2

UNIVERSITY OF PUNE

**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 University of Pune must be strictly followed.

UNIVERSITY OF PUNE

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 University of Pune must be strictly followed.