NORMS AND STANDARDS

The Hon'ble Vice-Chancellor has allocated budget to fund research projects to be undertaken by the faculty pursuing research in various areas. The aim of the scheme is to strengthen the research activity especially among the young faculty members which will act as a catalyst for them to apply to the various funding agencies for major grants. Research proposals are invited in the format provided in the web site from the faculty working in the University Departments/Centers/Recognized Institutes and Affiliated Colleges. The last date for submission is **30th November 2011.** The norms and guidelines of the scheme are given below to help the faculty in the preparation of the proposals.

1. The proposal should clearly state the objectives, indicate current national and international status, methodology employed, plan of the research work, expected results and outcome of the project along with the budget estimate for two years.

2. The **maximum grant available for each project is Rs 3 lakhs** and the duration of the project is for **two years**.

3. Research proposals from young faculty and in collaboration with faculty from within and other departments (intra and interdepartmental) involving interdisciplinary research areas are given preference.

4. The selection of the projects will be based on peer review and presentation of short-listed proposals in front of Expert Committee.

5. The budget estimate should provide the details under different heads such as equipment, consumables/chemicals/reagents/supplies, contingency, travel, books etc.

6. The appointment of staff (Project Assistant/JRF etc) is not permissible. However, the hiring of services for completion of a specific task of the project is allowed.

7. On receipt of approval letters, the Principal Investigator / Department or College should inform the University of their Consent to implement the project and send the Acceptance Certificate *(Annexure-VII)*. Acceptance Certificate may be sent within one month from the date of issue of approval letter, otherwise it will be presumed that the Principal Investigator (PI) is not willing to implement the project and the approval will be withdrawn.

8. Project once approved is not mutually transferable. The transfer of project to the Co-Investigator will be considered by University provided he/she fulfils the eligibility criterion.

9. If the awardee is transferred from his/her original place of work to another Institution, a No Objection Certificate should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the awardee is transferred for the smooth running of the project.

10. All assets generated out of the fund for the project including equipment, books and journals will become the property of the host institution on completion of the project. However, in case of transfer of the project, assets (or a part of it) generated out of the funds of concerned project, may be transferred to the concerned Institution on request, with prior approval of the University.

11. Prior approval of the University of Pune will not be necessary for publishing the results of the study on the project supported by the University. In all such cases, however, the investigator should acknowledge the contribution made by the staff appointed for the project and the support received from the University.

12   (a) A bound copy of the final report of work done on the project in thesis form along with CD/Floppy be submitted to Pune University on completion of the research project.
(b) A copy of the "Final Report" of the work done may be kept in the Library of the respective department and/or the University/College / Institute. Books, Journals and Equipment will come under `Non-Recurring Items' and Contingency, Research Personnel, Hiring Services, Chemicals and Consumables, Travel and Field work, Special Needs etc. under `Recurring Items'.

13. The Principal Investigator should submit annual progress report along with the statement of accounts *(Annexure-IV)* and utilization certificate *(Annexure-III)* at the end of financial year for the release of the subsequent grant.

14. After completion of 2 years, those projects which are rated high will be eligible for extension for one more year with an additional grant as decided by the review committee.

Note :

(1) The proposal is liable to be rejected in case any item or column of proforma is left blank or incorrect or the required information is not properly provided

(2) Investigator who have on going research project under the same scheme need not apply.

UNIVERSITY OF PUNE
Board of College and University Development
GUIDELINES FOR RESEARCH PROPOSAL

Research proposal is an opportunity to College / University Teachers to start or continue their research work in the college / Institute. Head/Principal of the Institute / Colleges should give them freedom to spend the funds as per the requirement of Principal Investigator. It should be observed that, the research proposals help in developing research culture in the College / Institute. The guidelines for the research proposal are similar to the Minor / Major Research Projects framed by University Grants Commission, Delhi.

Following are some of the additional guidelines for the proposals sanctioned by BCUD, University of Pune.

1. For purchase of equipments, following procedure should be followed
   (a) Call at least three quotations from suppliers.
   (b) Purchased equipments should be kept in College / Institute during the work and after the completion of work.
   (c) If the work is in collaboration, the equipment may be kept in any either center in consultation with principal of the college.
   (d) The sanctioned amount shall be transferred to a separate account operated jointly by Principal Investigator and Principal or his nominee. The Principal Investigator will have the right and responsibility for auditing the accounts.

2. Duty leaves should be given to Principal Investigator / Co-Investigator as per the requirement of the project work.

3. Principal Investigator is allowed to hire a vehicle for field work as per University of Pune rules.

4. The participation of Principal Investigator in two days' conference entitle INNOVATION organized by University of Pune is mandatory.

5. The Principal Investigator will have to present their project work in the Conference as a part of completion of first stage.

6. The release of funds as a second Installment will depend on quality as well as the performance of work done at first stage.

7. All Principal Investigators are advised to publish their work in reputed National / International Journals.

8. Parent organization shall not charge any overhead charges.

9. Purchases above 15,000/be made as per the decision of the Purchase Committee consisting of Principal Investigator as a Chairman with two other members nominated by the Principal.

10. Every bill must be signed by college principal before submission of Research project for audit.

11. The cost of equipment should not normally exceed 40% of the total grant. Expenditure towards the purchase of air-conditioners, or renovation of laboratories or the purchase of Mother Board, DVD writer, Hard Disk, RAM, Antivirus, Pen drive, Computer, Laptop, Mobile, DVD, Steam Oven, Home Theatre, Mixer, Handy cam, Printer, Scanner, Fridge, Cupboard, Books rack, Furniture etc. will be not allowed.

12. Dead stock entry is necessary for purchase on Research project. Quotation is necessary on expenditure above Rs. 20,000/- and order should give to lowest quotation for same quality of product.

13. Library's Accession No. is important on purchased books & Stock entry is important if purchase of equipments under the Research project scheme.

14. Air ticket & other expenditure will not be sanctioned for attending National & International conference. Only attending INNOVATION conference of University of Pune expenditure is allowed under the research project scheme.

15. The 40% amount of the sanctioned grant under the research project scheme allowed for travelling expenses for Earth Sciences and Life sciences subjects and 10% for remaining subjects with prior permission of B. C. U. D. The 50% amount of the approved project will be sanctioned for purchase of equipment only for Engineering, Science and Pharmacy faculties and 25% for other faculties.

16. Company bill is essential, if Internet facility used for the project work. Prior permission is necessary for the utilization of Internet facility.

17. Traveling expenditure & student's remuneration will be sanctioned as per the rules of University of Pune.

18. The purchase of Camera is allowed for Life Science, Geology and Geography ect. Subjects with permission of Director, B.C.U.D and its depending on project.

19. Every PI has submitted annual report of project (one copy) to the OSD/BCUD office through their colleges A.R.C.

20. If PI has published their Research paper in National & International Journal, one copy of the paper submit in the OSD/BCUD office. The acknowledgement of University of Pune is essential in the research paper.

21. The final report of research project should include
    (i) Technical Report along with conclusions (two hard bound copies) / and published, presented, accepted paper(s) (A soft copy)
    (ii) Statement of accounts
    (iii) Utilization certificate

22. First installment of Research project sanctioned in the year 2012 should be utilized in period of April 2012 to March 2013.

23. The central audit will be organized at the end of financial year for financial assessments of research projects.

24. Schedule for Research Project Sanctioned for the year 2012 :-
    1. First Installment of Grant: - April 2012.
    2. Central Audit of University of Pune: - March 2013.
    3. Second Installment of Grant: - April 2013.
    4. Central Audit of University of Pune: - March 2014.
    5. Submission of Projects Final Report copy in OSD office: - March 2014.
    6. Third Installment of Grant: - April 2014.

In spite of these guidelines, any additional thing which will help in strengthening the research culture in Departments/Colleges/Institutes shall be adopt