



## सोलापूर विद्यापीठ, सोलापूर परिपत्रक

मा. संचालक, सर्व संकुले व मा. प्राचार्य, सोलापूर विद्यापीठाशी संलग्नित महाविद्यालये व मान्यता प्राप्त संस्था यांना या परिपत्रकाद्वारे कळविण्यात येते की, "Seed Money for Research" या योजनेतर्गत विविध विद्याशाखेतील शिक्षकांना संशोधनामध्ये उत्तेजन मिळण्याकरिता विद्यापीठाकडून उपक्रम राबविण्यात येत असून या करिता प्रस्ताव मागविण्यात येत आहेत. शिक्षकांकडून प्राप्त झालेल्या संशोधन प्रस्तावांच्या छाननी व अंतिम निवडीनंतर विद्यापीठाकडून संशोधनाकरिता आर्थिक सहाय्य देण्यात येणार आहे. तरी "Seed Money for Research" ची नियमावली व विहित प्रोफॉरमा यांची माहिती विद्यापीठाच्या संकेतस्थळावर BCUD Department या मथळ्याखाली Teachers Approval Section (UGC) - II मध्ये "Norms, Guidelines and Format of Seed Money for Research" या लिंकवर अद्ययावत केलेली आहे.

सबब, विद्यापीठातील सर्व संकुले / संलग्नित महाविद्यालयातील शिक्षकांचे खालील नमूद केलेल्या कागदपत्रासह विहित नमून्यातील प्रस्ताव दोन प्रतीत **Hard / Soft कॉपीमध्ये Form - I Times Roman Font 12 Microsoft Office Excel** मध्ये संबंधित महाविद्यालयाचे प्राचार्य / संचालक यांच्यामार्फत दि. १२/१०/२०१७ पर्यंत या कार्यालयाकडे सादर करावेत. तदनंतर प्राप्त झालेले प्रस्ताव स्वीकारले जाणार नाही याची नोंद घ्यावी.

जा. क्र.: सोविसो/शि.मा.-२/ २०१७-१८/ ६६९९ }  
दिनांक :- 1 1 SEP 2017

*Bshewale*  
11/10/17

प्र. अतिरिक्त कार्यभार,  
शिक्षक मान्यता विभाग - २ (युजीसी)

प्रति,  
मा. प्राचार्य/संचालक/संस्थाचालक,  
सर्व संकुल व संलग्नित महाविद्यालये व मान्यता प्राप्त शिक्षण संस्था,

प्रस्तावासोबत जोडावयाचे कागदपत्र :-

१. विहित नमून्यातील प्रस्ताव (दोन प्रती)
२. विद्यापीठ मान्यता.
३. नेमणूक आदेश.
४. चेंजिस इन स्टाफ मान्यता.



## SOLAPUR UNIVERSITY, SOLAPUR

### Details of Research Project of Principal Investigator

Name of the College:- \_\_\_\_\_

Form - I

Sr. No	Name of Principal Investigator (Teacher's Name)	Designa-tion	Name of Co-Investigator (s)	Joining date	Qualification s	Faculty	Subject	Project Title	Teaching Experience	Research Experience	If Project is supported by any other funding agency (Yes/No)	Estimated Expenditure	Remarks (for office use only)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Date :-

Place:-

Principal





## **Solapur University, Solapur**

Solapur University will provide financial support under “Seed Money” for researcher for research proposals submitted by the permanent approved teachers of University department and its affiliated colleges. The aim of scheme is to strengthen quality research activity among the university and college teachers.

### **\* NORMS AND GUIDELINES \***

The Hon’ble Vice-Chancellor is pleased to sanction budgetary provision for research projects which will be undertaken by the faculty pursuing research in various areas. The objective to initiate “Seed Money for researcher scheme is to strengthen the research activity especially among the young faculty members who will have an opportunity to apply for the present scheme. Research proposals are invited in the prescribed available format on web site from the faculty working in the University Departments/Schools and Affiliated Colleges. The last date for submission of duly filled application form is **dt. 12/10/2017**.

The norms and guidelines of the “Seed Money for Researchers” scheme are given below to prepare draft proposal from the faculty:

1. The proposal should clearly state the objectives, indicate current national and international status, methodology employed , 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 1 lakh for (Science & Engineering ) and Rs. 60,000/- for (Arts, Social Science, Commerce, Education & Law) and the duration of the project will be for two years.
3. The selection of the projects will be based on peer review and presentation of short-listed proposals by an Expert Committee constituted by the university.
4. The budget estimate should provide the details under different heads such as equipment, consumables/chemicals/reagents/supplies, contingency, travel, books etc. 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 Laptop, is not allowed. 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.

5. Research proposals from young faculty and in collaboration with faculty from within and other departments (intra and interdepartmental) involving interdisciplinary research areas will be given preference.
6. The priority of sanction of project will be based on the number of applications received after scrutinizing out of which quota of project considered for sanction will be 70% for Assistant Professor, 20% for Associate Professor, 10% for Professor.
7. Faculty will be eligible to seek project once in the tenure of his service period.
8. Principal investigators who have received research grants for ongoing /completed research projects from any funding agency is not eligible to apply.
9. 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-VI*). Acceptance Certificate may be sent within one month from the date of issue of approval letter, otherwise it will be treated that the Principal Investigator (PI) is not willing to implement the project and the approval will be automatically cancelled.
10. 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.
11. If the awardee is transferred within the University jurisdiction 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.
12. All assets generated out of the fund for the project including equipment, books and journals will become the property of the parent 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.

13. Prior approval of the University 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 support received from the University.
14. (a) A bound copy of the final report of work done on the project in book form alongwith CD should be submitted to University on completion of the research project within Six Weeks.  
(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.  
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’.
15. 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.
16. After completion of 1 years, the mid term project presentation by the PI must be satisfactory upon which the remaining amount of grant will be released.

***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.***

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## **SOLAPUR UNIVERSITY, SOLAPUR**

### **Board of College and University Development**

#### **GUIDELINES FOR RESEARCH PROPOSAL**

Research proposal is to inculcate research culture in the College / University Teachers to start or continue their research work in the college / University. 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 tempo in the College / Institute.

The guidelines for the research proposal are similar to the Minor / Major Research Projects framed by University Grants Commission, New Delhi.

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

- i) For purchase of equipments, following procedure should be followed;
  - (a) Call at least three quotations from suppliers, for amount more than Rs. 5000/-
  - (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.
- ii) Duty leaves should be given to Principal Investigator / Co-Investigator as per the requirement of the project work and rules laid down by the University.
- iii) Principal Investigator is allowed to hire a vehicle for field work pertaining to the project work as per University rules.

- iv) The release of funds as a second Installment will depend on quality as well as the performance of work done at first stage.
- v) All Principal Investigators are advised to publish their work in reputed National / International Journals.
- vi) Parent organization shall not charge any overhead charges.
- vii) Purchases above Rs. 25,000/- 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 / Head of the Department.
- viii) 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

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

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Annexure-I

**SOLAPUR UNIVERSITY, SOLAPUR  
FORMAT FOR SUBMISSION OF  
PROPOSAL FOR RESEARCH PROJECT  
PART – A**

1. Broad Subject : Faculty :

2. Area of Specialization :

3. Duration :

4. Principal Investigator :

- i) Name:
- ii) Sex: M/F
- iii) Date of Birth:
- iv) Qualification:
- v) Designation:
- vi) Address:

Office :  
Residence :  
E-mail :  
Cell No. :

5. Co – Investigator(s) (If any ):

- i) Name:
- ii) Sex: M/F
- iii) Date of Birth:
- iv) Qualification:
- v) Designation:
- vi) Address:

Office:  
Residence:  
e-mail :  
Cell No.:

6. Name of the Institution where the project will be undertaken:

a. Department:

b. University/College:

7. Teaching and Research Experience of Principal Investigator

a. Teaching experience:

b. Research experience:

c. Publication:

i. Papers

Published

Accepted

Communicated

ii. Books

Published

Accepted

Communicated

( Please enclose the list of papers and books published and/or accepted during last five years )

## **Part B**

### **Proposed Research work**

8. i) Project Title
- ii) Introduction
- Origin of the research problem
  - Interdisciplinary relevance
  - Review of Research and Development in the Subject :
    - International status
    - National Status
    - Significance of the study
- iii) Objective
- iv) Methodology
- v) Year wise Plan of work and targets to achieve ( PERT Chart ).
- vi) Details of collaboration, if any intended
9. Financial Assistance required

<b>Item</b>	<b>Estimated Expenditure</b>
(i) Hiring Services	
(ii) Field Work and Travel	
(iii) Chemicals and glassware	
(iv) Contingency (including special needs)	
v) Books and Journals	
vi) Equipment, if needed	
(please specify name, justify need with approx. cost)	
<b>Total</b>	

10. (a) Details of the project/scheme completed or ongoing with the P.I

<b>Name of the agency</b>	<b>Year Started</b>	<b>Total Completed</b>	<b>Equipment/Infrastructural facilities obtained</b>

(b) Institutional and Departmental facilities available for the proposed work :

Equipment :

Other Infrastructural facilities :

11. Any other information which the investigator may like to give in support of

this proposal which may be helpful in evaluating.

To certify that:

- a). General physical facilities, such as furniture/space etc., are available in the Department/College.
- b). I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the Solapur University, Solapur for the above project.
- c) I/we shall complete the project within the stipulated period. If I/we fail to do so and if the Solapur University, Solapur is not satisfied with the progress of the research project, the Solapur University, Solapur may terminate the project immediately and ask for the refund of the amount received by me/us.
- d) The above Research Project is not funded by any other agency.

**Name and Signature**

**(a) Principal Investigator**

**(b) Co- Investigator**

**(i)**

**(ii)**

**(c) HOD / Principal ( Signature with Seal)**



Annexure-II

## SOLAPUR UNIVERSITY, SOLAPUR

### Annual/Final Report of the work done on the Research Project.

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

1. Project report No. 1<sup>st</sup> /2<sup>nd</sup> /Final \_\_\_\_\_
2. University Reference No. \_\_\_\_\_
3. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
4. Title of research project \_\_\_\_\_
5. (a) Name of the Principal Investigator \_\_\_\_\_  
(b) Deptt./ College where work is in progress  
\_\_\_\_\_
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. Whether the progress is 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 Solapur University, Solapur on a separate sheet.
- vi. If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the Solapur University, Solapur.
- 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) Publication of results (d) other impact, if any.

**SIGNATURE OF THE PRINCIPAL**  
**INVESTIGATOR**

**HOD/ PRINCIPAL**



**Annexure-III**

**SOLAPUR UNIVERSITY, SOLAPUR**

**Utilization certificate**

Certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) received from the Solapur University, Solapur under the  
scheme of support for Research Project entitled \_\_\_\_\_ vide  
University letter No. F. \_\_\_\_\_ 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 Solapur University, Solapur.

**Signature of the  
Principal Investigator**

**Head of Department /  
Principal**

**Finance & Accounts  
Officer**



Annexure-IV

## SOLAPUR UNIVERSITY, SOLAPUR

### STATEMENT OF EXPENDITURE IN RESPECT OF RESEARCH PROJECT

1. Name of Principal Investigator \_\_\_\_\_
2. Deptt. of University/College \_\_\_\_\_
3. Solapur University, Solapur approval No. and Date \_\_\_\_\_
4. Title of the Research Project \_\_\_\_\_
5. Effective date of starting the project \_\_\_\_\_
6. (a) Period of Expenditure: From \_\_\_\_\_ to \_\_\_\_\_
- (b) Details of Expenditure \_\_\_\_\_

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



- (c) (1) As a result of check or audit objective, some irregularity is noticed, at a later Date, action will 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 support for Research Project entitled \_\_\_\_\_ vide Solapur University, Solapur 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.

**Principal Investigator**

**Head of Department /  
Principal**

**Finance & Accounts Officer**



**Annexure-V**

**SOLAPUR UNIVERSITY, SOLAPUR**

**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 Solapur University, Solapur norms for Research Projects

**Principal Investigator**

**Head of Department /  
Principal**

**Finance & Accounts Officer**



**Annexure-VI**

**SOLAPUR UNIVERSITY, SOLAPUR**  
**Acceptance Certificate for Research Project**

**Name** \_\_\_\_\_

**No.** \_\_\_\_\_ **dated** \_\_\_\_\_

**Title of the Project** \_\_\_\_\_

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 College/Institution.
3. At present, I have no research project approved by University and the accounts for the previous project, if any have been settled.
4. The College/Institute is fit to receive financial assistance from University and is included in the list prepared by the University.
5. The date of implementation of the project is \_\_\_\_\_

**Principal Investigator**

**Principal**

**College**

**Dated:**



Annexure-VII

## SOLAPUR UNIVERSITY, SOLAPUR

**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF  
SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT  
(To be submitted within two months after completion of project period)**

1. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR .....
2. NAME AND ADDRESS OF THE INSTITUTION /DEPARTMENT .....
3. UNIVERSITY APPROVAL NO. AND DATE .....
4. DATE OF IMPLEMENTATION .....
- .
5. TENURE OF THE PROJECT .....
6. TOTAL GRANT ALLOCATED .....
7. TOTAL GRANT RECEIVED .....
8. FINAL EXPENDITURE .....
9. TITLE OF THE PROJECT .....
10. OBJECTIVES OF THE PROJECT .....
11. WHETHER OBJECTIVES WERE ACHIEVED .....
- (GIVE DETAILS)
12. SUMMARY OF THE FINDINGS / PUBLICATIONS.....
- ( IN 500 WORDS )
13. POSSIBLE APPLICATIONS .....
- (GIVE DETAILS)

**Principal Investigator**

**HOD/Principal**