



University of Pune,
Pune- 411007

Board of College and University Development

जा. क्र. ओ.एस.डी/बी.सी.यु.डी/२७६

दिनांक: १४/०८/२०१३

प्रति,
मा. प्राचार्य / मा. संचालक,
पुणे विद्यापीठ संलग्न महाविद्यालये
व मान्यता प्राप्त शिक्षण संस्था

विषय : संशोधन प्रकल्प योजना (Research Project Scheme) लेखापरीक्षण
बाबत...

महोदय,

पुणे विद्यापीठाच्या सर्व संलग्न महाविद्यालयामध्ये व मान्यता प्राप्त संस्थांमध्ये शैक्षणिक वर्ष २०१२-१३ व त्यापूर्वीच्या वर्षांमध्ये (२००६ ते २०११) अनुदान प्राप्त संशोधन प्रकल्पांपैकी अपूर्ण व लेखे (Audit) सादर न केलेले संशोधन प्रकल्प यासाठी केंद्रिय पध्दतीने लेखे स्विकारण्यासाठी शिबीर बोलविण्यात येत आहे.

तरी संबंधित महाविद्यालयातील शैक्षणिक व संशोधन समन्वयक अथवा संशोधन प्राध्यापक यांनी दिलेल्या तारखांप्रमाणे उपस्थित रहावे.

अ. क्र.	जिल्हा	ठिकाण	दिनांक	वेळ
१	अहमदनगर, नाशिक (२०१२-१४ व त्यापूर्वीचे प्रकल्प) व पुणे (२०१२-१४)	क्लासरूम कॉम्प्लेक्स, आरोग्य	२२/०८/२०१३	१०.३० ते ५. ००
२	पुणे (२०१२-१४ च्या पूर्वीचे)	केंद्रासमोर, पुणे विद्यापीठ, पुणे	२३/०८/२०१३ व २४/०८/२०१३	

शिबीरास येताना सोबत प्रकल्प मान्यता पत्र, प्रत्यक्षात अनुदान मिळाल्याचा चेक नंबर व रक्कम रूपये, लेखा प्रमाणपत्र (Audit Statement), मुळ देयके, Innovation चे प्रमाणपत्र आणणे आवश्यक आहे. एकूण हिशोब सनदी लेखापाल (Chartered Accountant) यांच्याकडून तपासून लेखा प्रमाणपत्रासह सादर करावा. उपकरणे, साधने यांची (Stock entry) पुस्तकांच्या ग्रंथालयातील नोंदीचा पुरावा व सर्व कागदपत्रांवर मा. प्राचार्यांची सही सादर करणे आवश्यक आहे. हिशोब सादर करताना विद्यापीठाने दिलेल्या नमुन्यात (Annexure I-VI) करण्यात यावा.

तसेच सन २०१२ व त्यापूर्वीच्या वर्षामध्ये अनुदान प्राप्त संशोधक प्राध्यापकांनी त्यांचा संशोधन प्रकल्पाची (Research Project) एक (Hard Bound Copy with Embossing) स्वरूपात आणि एक (Soft Copy) जमा करणे अपेक्षित आहे.

या नंतर पुन्हा २०१२ व त्यापूर्वीच्या वर्षामध्ये अनुदान मिळालेल्या संशोधन प्रकल्पांच्या हिशोब तपासणीसाठी केंद्रिय पध्दतीने शिबीर आयोजित केले जाणार नाही. आपल्या महाविद्यालयातील संशोधन प्राध्यापकांचे अपूर्ण राहिलेले संशोधन प्रकल्प जमा होत नाहीत, तोपर्यंत संबंधित महाविद्यालये/संस्था नव्याने देण्यात येणारे संशोधन प्रकल्प मिळण्यास पात्र राहणार नाही.

कळावे,

s/d

डॉ. रविंद्र जायभाये
विशेष कार्याधिकारी, म.वि.वि.मं.

UNIVERSITY OF PUNE, PUNE
Check List for Research Grant Camp

Sr. No.	Particular	Status (Yes / No)
1	College Covering Letter	
2	Research Grant Proposal Copy	
3	Research Grant Sanction Letter	
4	Acceptance Letter	
5	Two years Budget Copy	
6	First & Second Year Installment Letter	
7	Utilization Certificate	
8	Income & Expenditure Statement	
9	Equipments (Annexure – I)	
10	Books & Journals (Annexure – II)	
11	Chemical & Consumables (Annexure – III)	
12	Hiring Services (Annexure – IV)	
13	Field Work & Travel (Annexure – V)	
14	Contingency (Annexure – VI)	
15	Innovation Certificate Xerox Copy	
16	Progress Report (For 1 st Year) / Final Report (For 2 nd Year) Submitted	

Name & Sign. Of
Prin. Investigator

Name & Sign. Of
ARC

Name & Sign. Of
Principal

Sr. No.	Name	Contact No.	Email ID
1	Name of the Principal		
2	Name of the ARC		
3	Name of Prin. Investigator		

UTILISATION CERTIFICATE

Certified that the accounts of the _____
College in respect of _____ Research
Project of _____, Principal Investigator (P.I.) have been audited by
me with reference to the Vouchers, books of accounts, norms of expenditure and
relevant guidelines there to. The Statement of expenditure of Research Project duly
signed by me is enclosed, for the year 20__ – 20__.

1. It is hereby certified that the total grants of Rs. _____ /- has been
sanctioned to the Principal Investigator (P.I.)
2. The P.I. has received Rs. _____ /- towards the 1st / 2nd Installment.
3. The P.I. has incurred the total expenditure of Rs. _____ /- for the Research
Project against 1st / 2nd Installment.

The Original Vouchers and stamped receipts for the above mentioned statement of
Accounts are retained in College / Institute office and will be made available to
University as when required.

Date:

Place:

**Name & Sign. of
Prin. Investigator**

College Seal

Name & Sign. of Principal

**Chartered Accountant
Sign., Seal & Regn. No.**

STATEMENT OF EXPENDITURE

Name of the College : _____

Name of the Principal Investigator : _____

A) RECEIPT: -

Total grants Sanction for Two years Rs. _____

Research Grant received Rs. _____ /- towards the 1st / 2nd Installment from

University of Pune Vide letter no. _____ Dated _____

Ch. No. _____ Date _____ Amount Rs. _____

B) EXPENDITURE :

Sr. No.	Particulars	Budget Provision	Exp. Amt. in Rs.
1	Equipments (Annexure – I)		
2	Books & Journals (Annexure – II)		
3	Chemical & Consumables (Annexure – III)		
4	Hiring Services (Annexure – IV)		
5	Field Work & Travel (Annexure – V)		
6	Contingency (Annexure – VI)		
	TOTAL		

C) Unspent Balance / (-) Excess Expenditure Rs. _____.

**Name & Sign. of
Prin. Investigator**

College Seal

Name & Sign. of Principal

**Chartered Accountant
Sign., Seal & Regn. No.**

University of Pune
Research Grant (1st Year)

Name of the College	
Name of the Principal Investigator & Contact No. Email ID :	Name :
	Mob. No.
Name of the ARC & Contact No. Email ID :	Name :
	Mob. No.
Sanction Year	
A) Sanctioned Amount (For 2 Years)	Rs.
B) 1st Installment Amount (50%)	Rs.
Cheque No. & Date	
C) Exp. Incurred against 1st Installment	Rs.
D) Balance Amount (A - B)	Rs.
E) 2nd Installment Amount (70% on D)	Rs.
F) Released of 2nd Installment Amount (E - D) (After Submission of Progress Report)	Rs.
Progress Report Submitted	Yes / No
Remark : -	

Name & Sign. of
Principal Investigator

Name & Sign. of
ARC

Name & Sign.

University of Pune
Research Grant (2nd Year)

Name of the College	
Name of the Principal Investigator & Contact No. Email ID : -	Name :
	Mob. No.
Name of the ARC & Contact No. Email ID : -	Name :
	Mob. No.
Sanction Year	
A) Sanctioned Amount (For 2 Years)	Rs.
B) 1st Installment Amount (50%)	Rs.
Cheque No. & Date	
C) Exp. Incurred against 1st Installment	Rs.
D) Balance Amount (A - B)	Rs.
E) 2nd Installment Amount (70% on D)	Rs.
Cheque No.& Date	
F) Exp. Incurred against 2nd Installment	Rs.
G) Final Expenditure (C + F)	Rs.
H) Total Paid (B + E)	Rs.
I) 3rd Install. Amount /Recovery Amount (G - H) / (H - G)	Rs.
Final Report Submitted	Yes / No
Remark : -	

Name & Sign. of
Principal Investigator

Name & Sign. of
ARC

Name & Sign.

EQUIPMENTS

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

BOOKS & JOURNALS

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

CHEMICAL & CONSUMABLES

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

HIRING SERVICES

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Brief Description about the work : -

.....

.....

.....

.....

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

FIELD WORK & TRAVEL EXPENDITURE FOR PRIN. INVESTIGATOR

(Amt. in Rs.)

Sr. No.	Name	Place	Mode of Journey	Date of Journey	TA	DA	Total
1							
2							
3							
4							
5							
6							
7							
8							
10							
	TOTAL						

Brief Description about the work : -

.....

.....

.....

.....

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)

CONTINGENCY

Sr. No.	Name of the Supplier	Particulars	Bill No.	Bill Date	Amt. in Rs.
1					
2					
3					
4					
5					
6					
7					
8					
10					
	TOTAL				

Name & Sign. of Prin. Investigator

Name & Sign. of A.R.C.

Name & Sign. of Principal
(Seal)