



Pradhan Mantri Uchchatar
Shiksha Abhiyan (PM-USHA)

ಕರ್ನಾಟಕ
KARNATAK



ವಿಶ್ವವಿದ್ಯಾಲಯ
UNIVERSITY

(NAAC Accredited with 'A' Grade-2022)

RUSA (PM-USHA) Cell
Pavate Nagar, Dharwad-580003



Karnataka State Higher
Education Council (KSHEC)

Ref. No.: KU/PM-USHA/2026-27/

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Standard Operating Procedures (SOPs) for Conducting Programmes under Soft Component Activities of PM-USHA Scheme

Introduction:

Ministry of Education, Department of Higher Education launched **Pradhan Mantri Uchchatar Shiksha Abhiyan (PM-USHA)** Scheme to fund State Universities with the vision to attain higher levels of access, equity, and excellence in the State higher education system with greater efficiency, transparency, accountability, and responsiveness. Karnatak University, Dharwad has been sanctioned PM-USHA scheme under **Component – 2 (Grants to Strengthen University)** as per the Government of Karnataka Sanction Order issued through KSHEC, vide G.O. No. ED 14 EGOV 2023, Dated: 17-08-2024.

PM-USHA aims to improvise by addressing the key gaps and issues pertaining to inclusion, quality enhancement, skilling, employability, technology, etc. which were identified in the evaluation report of centrally sponsored schemes by the NITI Aayog. Soft component activities to strictly follow expenditure as per UGC norms only aligned with NEP guidelines.

PM-USHA has major verticals such as

- 1) Enhancing Teaching-Learning and Quality by Curriculum revision as per NEP 2020, Faculty development programs (FDPs), Use of AI, AR/VR, online labs, Focus on outcome-based education.
- 2) Equity and Inclusion by financial aid to institutions in backward regions, Girls' hostels, SC/ST/OBC student support, Institutional facilitation for PwD students.
- 3) Accreditation and Assessment by Mandatory NAAC/NBA accreditation, Funding linked to performance, Internal quality assurance cells (IQACs).
- 4) Research, Innovation, and Entrepreneurship by research grants, establishment of Incubation centers and start-up hubs, collaboration with industry and international partners, student entrepreneurship to strengthen skills, innovations, and employability.
- 5) Establishment of ICT Digital Infrastructure facilities to provide Wi-Fi facilities, smart classes and virtual labs to enable and empower students-teachers to achieve expected learning outcomes.

Along with various verticals (also referred to as core pillars or components) implemented under PM-USHA scheme, **Component-4: soft component** is one of the verticals to be conducted the programmes for enhancing academic quality, professional skills, innovation, and institutional capacity. This component supports a wide range of academic and developmental activities designed to benefit faculty members, students, researchers, administrators, and other stakeholders. The awareness programmes, workshops, and training sessions related to patents, copyrights, trademarks, and research commercialization can be organized.

It also consists of various activities such as capacity building of stakeholders, conduction of ICT based skill development programmes, vocational programmes/courses for 21st century skills, industry-academia linkages and student internships/training, innovation of new courses, focus on skilling/training/workshops/placements and certification programmes for career guidance, structural reforms according to the increased industry-ready and market-linked courses, faculty training with the help of digital infrastructure to encourage interdisciplinary research, innovation, incubation initiatives, startups, and entrepreneurial thinking among students and faculty to develop innovation-driven academic culture within the institution.

The faculty development programs, seminars, workshops, conferences serve as vital mechanisms for training and knowledge sharing. When appropriately designed, they offer a time and cost-effective approach to learning by encouraging active participation and engagement, often through small group interactions. Hence, under this component, special lectures, national and international conferences/seminars/symposia in science, social science, humanities, arts, languages, training programmes in administrative reforms and research methodology etc. are to be conducted.

In this context, the present guidelines are issued to support the conduct of programmes under the soft component of the PM-USHA project, with provisions for full or partial financial assistance. This funding will enable departments and centres to organize faculty development programmes, seminars, workshops, conferences and student enrichment programmes thereby enhancing academic and research quality within the university through effective administrative management. These soft activates have to be conducted by strictly following UGC norms, PM-USHA guidelines aligned with NEP implementation guidelines & KTPP rules.

Objectives:

The financial assistance will be provided to Departments/Study Centres for organizing different programmes as identified under soft component of PM-USHA in various fields. Further, this assistance intends to promote high standards in university by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings. The basic objective of the scheme is to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/research institutions.

In addition, the proposed programmes shall promote and encourage sharing of information amongst participants, provide educational sessions and sometimes technological displays encompassing the best and most current information in the particular field and to generate activities of professional association. Activities such as international collaborations, academic exchange programmes, joint seminars, and interaction with global experts to expose participants to international academic standards are to be conducted for Promotion of Internationalisation. The development of digital learning resources, including modules related to Indian Knowledge Systems (IKS) and core academic courses can be conducted.

Main Objectives of the Soft Component Activities:

- Improve quality of teaching and learning methodologies.
- Strengthen academic, research and innovation ecosystem.
- Promoting innovation, entrepreneurship, and industry interaction
- Enhance professional and entrepreneurial skills.
- Building professional capacity among stakeholders.
- Encouraging international collaboration and global academic exposure.
- Encourage the integration of traditional knowledge with modern education.
- Support institutional development and academic excellence.
- Supporting digital learning and e-content development.
- Promoting awareness about Intellectual Property Rights (IPR).

The Soft Component Activities organized in collaboration with recognized academic associations/academic bodies, academic/professional institutions, associations of business/industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from the academic association/academic body or academic/ professional institution, association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, may be furnished with the application.

Planning Procedure

1. Department identifies the need for the activity.
2. Prepare a **concept note** containing:
 - Title
 - Objectives
 - Target participants
 - Resource persons
 - Budget estimate
3. Submitting the proposal to:
 - PM-USHA Coordinator
 - Head of the Institution/University
4. Obtain administrative and financial approval.

Budget Guidelines

Expenses may include:

- Honorarium for speakers
- Travel and accommodation
- Training materials
- Printing and stationery
- Refreshments
- Technical support
- Certificates

All expenditures must follow institutional financial rules and PM-USHA norms.

Implementation of Programme:

Steps involved:

1. Constitution of organizing committee.
2. Preparation of brochure and schedule.
3. Publicity through website and academic networks.
4. Participant registration.
5. Conduct of programme.
6. Collection of feedback from participants.

Documentation:

The following documents must be maintained:

- Approval letters
- Programme brochure
- Attendance sheets
- Photographs
- Session reports
- Participant feedback
- Financial records

Report Submission:

After completion of the programme, a report must include:

- Title of activity
- Date and venue
- Objectives
- Details of speakers
- Number of participants
- Outcomes and impact
- Photographs
- Audited Financial utilization

The report should be submitted to PM-USHA Cell / KSHEC.

Monitoring and Evaluation:

Evaluation may be based on:

- Participation levels
- Feedback analysis
- Learning outcomes
- Research collaborations
- Future academic initiatives

Expected Outcomes:

- Improved teaching quality
- Increased research output
- Enhanced employability skills
- Greater innovation and entrepreneurship
- International academic exposure
- Strengthened institutional capacity

Duration of the Programme:

In general, the minimum duration of the programme shall be as follows:

- 1) International/National/State Level Conferences/Seminars : 2-3 days
- 2) Women Empowerment in Higher Education/workshops/
Faculty development programmes/Student enrichment programmes
like skill development programmes/Cyber Security/vocational programmes/
industry-academia linkages/internships/innovation of new courses/certification
programmes/industry-ready and market-linked courses/
training programs on innovation, incubation initiatives,
startups, and entrepreneurs/any advanced topics with respect to
Science, Technology and Social Science disciplines
(International/National/State Level/Local). : 1-6 days

The grant may be utilized for the following items:

- Preparatory work allowance of programme like brochure, invitation, certificates, banners, publicity, correspondence etc.
- Course materials (Folders, writing pads, proceedings printing, stationary items, photography and videography etc.)
- TA/DA and Honorarium shall be paid to the resource persons as per PM-USHA guidelines, in accordance with UGC-Malaviya Mission Teacher Training Programme (MMTTP) norms.
- Lunch and Refreshments limiting to Rs.200/- per person per day with capping of 30% of total sanctioned amount.
- Contingency grants for additional expenses towards conduct of the programme limiting to 10% of the overall cost.

Procedure for Applying to Conduct the Programme.

The Departments which wish to avail of financial assistance under PM-USHA shall submit their proposal to the university with an approval by the Department Council. The centres wish to organize such program shall be partnered with any Department having related theme and can submit the proposal with an approval by the concerned Department council. The program approved for organizing a particular activity cannot be utilized for any other program.

The Department may submit the proposal well in advance and any number of proposals shall be submitted by the department and proposals may be sent any time during the year. Resource Persons should be Eminent Speakers on the selected topic. Advised to arrange a Panel Discussion with all the invited experts during the end of the Programme.

Procedure of Approval

The Project Monitoring Committee (PMU) and Implementation and Monitoring Committee for Soft Component Activities of PM-USHA Scheme will consider the proposals and provide recommendations. The final decision will be taken by the university administrative authorities, keeping in view the recommendations made by PMU, the availability of funds for the scheme and the number of proposals submitted by the Department. An equal priority shall be given to all the departments/centres and the grants are allocated on a case-to-case basis. The university administration reserves the right to specify the quantum of financial assistance to be sanctioned based on the proposal details. Prior permission of the university is required in case the date(s) and/or venue for the activity (activities) is (are) changed.

Terms and Conditions for Release and Utilization of the Grants:

After the approval of the proposal by the university, the approval letter for the activity shall be sent to the Department/Coordinator. The department shall seek the financial assistance from the other organizations/industries also. The amount approved can be spent under the approved heads/items only within the allocation under respective heads/items.

The programmes should be conducted with proper administrative approval and allocated amount must be utilized strictly in accordance with KTPP Act & Rules, Karnatak University Norms, PM-USHA/KSHEC and UGC Guidelines.

Wide publicity about the programme should be given on the University Website/Notice Board and other University/Institutions/Organizations.

The Invitation/Flyer and Banners of the programme should be displayed as "Under the Sponsorship of Pradhan Mantri Uchchar Shiksha Abhiyan (PM-USHA) Scheme, Ministry of Higher Education, Govt of India and Karnataka State Higher Education Council (KSHEC), Govt of Karnataka, Bangalore".

Following mandatory documents are to be submitted within one week from the date of completion of the programme by the Convener/Coordinator of the programme to RUSA Cell through the Chairperson of the Department/Section/Centre with duly approved by the internal audit cell and higher authorities of the University.

- a) Original and Photocopies in 2 sets of Statement of Expenditure & Audited Utilization Certificate/computerized printed Tax Invoice Bills/Vouchers/Invoices etc. duly signed by Convener/Coordinator and Head of the Dept, and countersigned by Registrar/Finance Officer/Government Auditor with approval from the University.
- b) Original statement of expenditure & audited utilization certificate/computerized printed Tax Invoice bills/vouchers/invoices etc. shall be digitized after approval from the higher authorities of the University and scan copy of all the documents should be mailed to: rusa@kud.ac.in for submission to KSHEC, Bangalore.
- c) Audit office of the KSHEC will scrutinize the bills and approve for fund allocation.
- d) Brochure and Geo-tagged photos of the programme including lecture sessions, feedback forms obtained from the participants should be enclosed.
- e) List of participants with institution details along with signed copy of the attendance sheet.
- f) Completion report and copy of the proceedings of the programme should be submitted.
- g) Major Output Indicators of the programme are participation and inclusivity by academic participation from SC, ST, OBC, and PwD categories, aligning strongly with PM-USHA's mandate of equity, access, and inclusion thereby providing equal academic exposure to marginalized and under-represented groups.
- h) The bills will be submitted to KSHEC by the finance section through SNA-SPARSH module for verification and approval for fund allocation.
- i) The billing will be done through TSA module in Khajane-2 as per KSHEC guidelines.
- j) No advance payment will be done as per the guidelines of PM-USHA, Ministry of Higher Education, Govt. of India.

The above documents shall be submitted both in soft copy and the hard copies to the RUSA Cell within seven days after completion of the programme. The digitized documents listed above along with sanction order shall be submitted to IQAC for documentation purpose.

Karnatak University, Dharwad

Proposal for Organizing Conference / FDP / Seminar/ Workshop etc.

Under Component - 4: Soft Component Programmes of

Pradhan Mantri Uchcharat Shiksha Abhiyan (PM-USHA) Scheme

Sl. No.	Particulars	
1	Title of the Programme	
2	Type of the Programme National / International (Conference / FDP / Seminar / Workshop etc.)	
3	Theme / Sub-Themes	
4	Organizing Department/Centre	
5	Name and Address of the Program Coordinator/ Convener	
6	Dates and Duration	
7	Objectives of the Programme	
8	Brief Summary of the Proposal	

9	Expected Outcomes of the Programme	
10	Expected Number of Participants	

11	List of Resource Persons			
Sl. No.	Name & Address	Designation	Organization	Activity (Keynote Address/Invited Talk etc.)

12	Organizing & Advisory Committee Members	
13	Programme Schedule:	

14	Budget Estimate (Detailed)	Items	Estimated Expenditure (in Rs.)
		1) TA and Honorarium for Resource Persons:	
		2) Pre-Conference printing (Announcements, Brochures, Publicity, Banners, Invitations, Correspondence, Abstracts etc.):	
		3) Programme Materials (Folders, writing pads, proceedings printing, stationary items, photography and videography etc.):	
		4) Accommodation:	
		5) Food Expenses:	
		6) Publication of Proceedings & Report:	
		7) Others (please mention):	
Grand Total (Rs.)			

I / We undertake to

- Certify that the above Information is correct to the best of my knowledge.
- Abide by all the rules/regulations regarding utilization of amount that may be granted.
- Submit detailed reports about grant utilization.
- Submit UC duly signed by concerned authority at the time of submitting report.

Signature of the Convener/Coordinator

Signature of the Head of the Department

Date:

Place:

Karnatak University, Dharwad

Statement of Expenditure & Audited Utilization Certificate

Under Component - 4: Soft Component Programmes of Pradhan Mantri Uchcharat Shiksha Abhiyan (PM-USHA) Scheme

1. Title of the Conference/Workshop/Seminar/FDP:
2. Name of the Convener/Co-Ordinator:
3. Number of Participants:
4. Duration of the Activity (with dates):
5. Impact of the Programme:
6. Number of students benefitted (Participation & Inclusivity from SC/ST/OBC/PwD):
7. Number of faculty benefitted:
8. Number of students placement:
9. Number of research papers published:
10. Number of patents availed:
11. Outcomes and Outputs of the Programme:
12. Budget Details:

Sanction No. & Date	Grant Sanctioned	Details of expenditure incurred item-wise	Amount (Rs.)
		1) TA and Honorarium for Resource Persons 2) Pre-Conference printing (Announcements, Brochures, Publicity, Banners, Invitations, Correspondence, Abstracts etc.) 3) Programme Materials (Folders, writing pads, proceedings printing, stationary items, photography and videography etc.) 4) Accommodation 5) Food Expenses 6) Publication of Proceedings & Report 7) Others (please mention)	
Total Expenditure			
Total Expenditure in words:			

It is certified that the amount of Rs.....(in words:
.....) out of the total sanctioned grant of
Rs.....(in words:.....)
sanctioned to organize the above said programme under Soft Component Activity of PM-USHA
scheme, has been utilized for the purpose for which it was sanctioned and in accordance with the
terms and conditions as laid down by the KSHEC/PM-USHA Scheme.

If as a result of check or audit objections/irregularities are noticed at a later stage, necessary steps will
be taken for refund, adjustment or regularization.

Signature of the Convener/Coordinator

Signature of the Head of the Department

Date:

Place: