

GUIDELINES FOR GRANTS TO ORGANISE RESEARCH METHODOLOGY COURSE/SPSS FOR PH.D. STUDENTS.

1. General

The Indian Council of Social Science Research (ICSSR) under the above programmes provides grant to the faculty members of social sciences for organizing the above programmes on social science in general or discipline specific. The broad disciplines within the domain of social sciences, would be as under:

- (i) Sociology and Social Anthropology;
- (ii) Political Science/Public Administration and allied;
- (iii) Economics and allied;
- (iv) International Studies;
- (v) Social Geography and Population Studies;
- (vi) Commerce and Management;
- (vii) Social Psychology and allied;
- (viii) Education and allied;
- (ix) Social Linguistics/Socio-Cultural and allied;
- (x) Law, International Law and allied;
- (xi) National Security & Strategic Studies;
- (xii) Any other (specify)

Despite the fact that the sanction of research grant under this programme is exclusively application based or demand driven, or ICSSR may advertise to obtain desired applications from the Course Directors.

2. Eligibility for Award

Eligibility for Course Directors

The Course Directors must be Professor or Associate Professor. However, under Special Component Plan for SC/ST Assistant Professor with the Ph.D. Degree may also apply. Under SCP there is a separate budget allocation for faculty members of the SC/ST categories and the Course Director should be SC/ST. However, the Course Director from General Category may also apply under this scheme, but the SC/ST participants must dominate in this Course. The Course Director may apply for research methodology course or discipline specific. The Course Directors should read the following Guidelines before submitting the application to ICSSR.

2.2 Eligibility for participants

2.2.1 Research Methodology Course/SPSS (For Ph.D. Student)

- a. All those, pursuing their doctoral work, and college of university teachers, or members of recognized research institutions who are engaged in doctoral work or engaged in or planning to engage in research work (not necessary for Ph.D.) will be eligible to apply for these courses. Due care will be given to allocate in General Category to OBC and Minorities as instructions of Government of India. Recipient of Post Doctoral Fellowship from ICSSR/UGC, from State University may apply.
- b. The applications of all these candidates should be forwarded by the sponsoring authorities, namely the Institution/ Employer/ Research Supervisors of the candidates concerned.

c. All the applicants will submit their biodata, present status of their research work duly recommended by the Supervisor, a copy of the Registration certificate, a synopsis/note on their research work along with their applications. The academic career of the candidate, as well as the recommendations of the supervisors in regard to their competence and motivation should be given due edge.

d. Scholars will be selected from the neighboring states/catchments area of the course organizing institute.

e. In SCP scheme the scholars will be selected from SC/ST category and they must dominate in the course. Some scholars from Other Categories preferably OBC category may also be selected.

2.3 Priority consideration will be given to proposals forwarded by public-funded institutions and only standing proposals from reputed NGOs, may be considered

3. How to apply

3.1 All applications for financial grant have to be made on the prescribed application form for the above schemes as attached with these guidelines.

3.2 Course contents: The Course Director should submit a brief note about course contents including SPSS/objective of the course along with specific topics to be assigned to each resource persons/experts.

3.3 Course Directors are required to submit the following documents

i) Forwarding letter from the Head of the Institutes/Registrar/Director of the Institute/Principals of the Colleges provided in the Application Form.

i) CV of the Course Director, as Annexure-II.

iii) List of Resource Persons (Experts)

(a) Local Resource Persons

(b) Outstation Resource Persons (Not more than five) (Kindly refer to ICSSR National Pool at Annexure-VI)

iv) A brief outlines of the course contents, Duration of the course and tentative programme, As Annexure- III

3.2 All application forms have to be submitted in soft copy either through e-mail or online application as the case may be and subsequently a hard copy of the proposal is also required to be sent, which must be duly forwarded on the prescribed format of the application form with signatures and seal of the Head of the Institution from where the project grant is to be financially administered.

3.3 Applications for research grant can be made throughout out the year. Applications received will be processed quarterly in April/July/October/January.

3.4 Incomplete applications and those not duly forwarded will not be considered for research grant.

4. Duration of the course/ Number of participants and Registration fees

4.1 Minimum duration of the course is 3 days and maximum 10 days. The number of participants in this course may be 30-40.

4.2 Registration Fees: Rs.1000/- for Lecturer or equivalent

Rs.500/- for Ph.D Scholars getting any fellowship

Rs.200/- for scholars without any fellowship

This registration fees may be utilised by the Course Directors as per the additional course requirements with the consent of head of the institutes

5. Budget Estimates:

5.1 TA to non-local participants

Non-local participants will be entitled to get 2nd class return railway fares/actual Bus fare in Research Methodology Programme for Ph.D. Students.

5.2 TA and Honorarium to Resource Persons/Faculty Members

5.2.1 TA Ist Class train Fare or 2nd AC class rail fare/Air fare, if he/she is of the status of Professor.

5.2.2 Local faculty will also be entitled to charge conveyance at the rate prevailing in the institution, where the course is being organized.

5.3 Local and non local Resource Persons /Faculty Members from outside the institution will be paid honorarium @ Rs.1000/- with a ceiling

upto Rs. 2000/- per day and a maximum of Rs.3,000/- for the entire training programme.

5.4 The Course Directors may be paid an honorarium @ Rs.5000/- for the course. If there is a co-course Director under special component programme for SC/ST each Course Director will be paid an equal of Rs.5,000/- as an intensive.

5.5 Advertisement: Rs.10,000/- may be allocated for advertisement.

5.6 Accommodation Charges

5.6.1 Rs. 500/- per day for A & B class cities

5.6.2 Rs. 300/- per day for C and other cities or actual rates of institutes hostel/guest house which ever is less.

5.7 Breakfast, lunch & dinner, tea & snacks etc.

5.7.1 Rs.500/- for outstation participants

5.7.2 Rs.200/- for local participants

5.7.3 Simple vegetarian food cost will be considered by the ICSSR.

5.8 Writing materials and books to participants

Rs.500/- per participants, both local and as well as non-local participants.

5.9 Office Expenditure & Contingency

Photocopying, stationary. Secretarial assistance: Rs.20,000/- per course , other office expenses and contingency etc.

5.10 Field Exposer/Field Visit to participants within the urban frings Rs.10,000/- per course.

5.11 Overhead Charges:

Rs.10,000/- per course. No service charges are any percentage of the total budget will be paid to institution as it is a **short term course**.

6. Procedure of the grant

6.1 All proposals are to be considered by the Committee on Research Methodology Programme. The meeting of the Committee will be held in the month of April, July, October and January. The Course Directors are requested to submit the application three months in advance.

6.2 The grant will be released in two instalments.

6.3 The incomplete application will not be entertained by the Council.

6.4 The decision of the Committee will be final.

6.5 The recipients of the grant/course Director/Department under the schemes may apply after a gap of one year except ICSSR institute.

7. Monitoring and Evaluation

7.1 ICSSR OBSERVER

The Council reserves the right to send an **Observer** to the training Course whose TA would be borne by the ICSSR and the local hospitality by the organizer.

7.2 Course Director Report

After the completion of the course, Course Director's report will be submitted to the ICSSR covering following points along-with the two copies of the course material given to the participants:

- a) Introduction
- b) Selection of the participants
- c) The course content of the resource persons
- d) Write up on Practical Sessions/Field Trips, Participant's opinion etc.
- e) Course Director's recommendations and suggestions, the Course Director will also collect a short note from the participants about their

opinion on the academic front, highlights/weaknesses of the course. Their comments and suggestions to improve the programme.

f) The participants are also free to convey their opinion and suggestions to DD(TCP) through e.mail arehman@icssr.org

7.3 Certificate to participants

At the end of the course certificate to the participants will be issued by the course/programme organizing institute.

8. Obligations of the Affiliating Institution & Course Director

8.1 The affiliating institution shall make all suitable arrangements for organizing the training Programme successfully.

8.2 The affiliating Institute & Course Director both will be responsible for wide publicity of the programme at the regional level, through Circulars to the Neighboring Universities/Colleges/ Govt. Planning, Development and Welfare Departments. The advertisement of the programme will be given in local news papers/Regional languages at least one month in advance, clearly mentioning it is an ICSSR Sponsored Training Programme/ Special Component Plan for SC/ST, ICSSR (Govt. of India).

8.3 It must be advertised at the website of Institute/University/College .

8.4 Such institution will be under obligation to ensure submission of the Course Directors report and audited statement of accounts & Utilization Certificate in the format of GRF-19-A.