

GRANT-IN-AID FOR RESEARCH, PUBLICATIONS AND MONITORING

1. Scope :

1.01 The projects sponsored by the Department of Women & Child Development will be in the fields of welfare and development of women and children including Food and Nutrition aspects. However, priority within these broad areas will be given to research projects of an applied nature keeping in consideration plan policies and programmes, and social problems requiring urgent public intervention. The grants will cover (i) research including action research for the development of innovative programmes or for testing the feasibility and efficacy of programmes and services ; and (ii) workshops/seminars/conferences which will be helpful in formulating research proposals, disseminating research findings or in social situational analysis likely to be helpful in planning, programming and review of implementation, (iii) monitoring of programmes and (iv) training of personnel, (v) promotion of innovative activities.

Grants (and expenditure) under the scheme cover the following categories :

- (a) Grants for research (including action research) ;
- (b) Grants to individual scholar for research studies ; and
- (c) Grants for Workshops/Seminar/Conferences
- (d) Grants for monitoring activities
- (e) Grants for training of personnel
- (f) Grants for promotion of innovative activities

All social science disciplines will be recognized for sponsoring projects.

1.02 The detailed rules will be as follows :

2. Research Grants :

2.01 (A) : Grant under this category can be made to an institution or a group of institutions for carrying out a specific research project with one or more scholars directing it. These institutions will include universities, research institutes, and voluntary organizations, professional associations in the field of women and child development and similar organizations/agencies which have the capacity to do research. Institutions set up and fully funded by Central Government/State Governments/Public Sector Undertakings will also be eligible. The voluntary organization should have 3 (three) years experience after registration.

It may also be given to an institution for a project which is of the nature of collective effort of a group of scholars writing papers on different aspects of a problem under a broad framework by the editors.

Assistance can also be given for a group of projects to be undertaken sequentially by an institution(s). But in this case, the financial sanction of the Department of Women and Child Development (mentioned as Department hereafter) will be given only to one project at a time. Research projects on a specific topic carried out simultaneously by several institutions following a common framework can also be entertained for purpose of financial support.

Professional and Consulting agencies/Organisations engaged in research activities will be extended assistance for conducting qualitative research studies. The selection procedure for organizations undertaking qualitative work will however not be governed by general norms, but would be based on technical proposals on competitive basis.

The Department can also undertake research activities itself.

2.01 (B) Eligibility : Non University organizations registered under any statute in India e.g. Societies Act, Trust Act, Co-operatives Act, Companies Act etc. normally with three years experience after registration would be eligible for assistance, besides all UGC approved academic institutions engaged in research activities and scholars, under individual research category.

2.02 Limits to the number of projects to be sanctioned : The decision as to the exact number of research projects to be sanctioned to any organization will depend upon the strength and quality of staff, facilities available, past performance in research and the research projects already in hand.

2.03 Research project : The project should be in the name of the **Project Director**, who should submit it through the head of the institution where he is working. The head of the institution shall inform (i) whether a similar proposal was submitted to another organization for financial assistance and, if so, the name of the organization and its observations and (ii) particulars of the research projects on which the person whose name has been given as Project Director of the proposed project is currently engaged or is likely to be engaged in the near future.

2.04 Projects are granted to individuals who will have the responsibility for completing them subject to the condition that the scholar should submit a bond in favour of President of India.

2.05 Proposals for research grants will be self-contained and prepared in accordance with the guidelines given later.

2.06 The Project Director will submit five copies of the project, complete in all respects.

2.06.1 The Project Director will enclose :

- (i) His bio-data in the prescribed proforma, and
- (ii) A detailed note on the work done so far on the subject and the precise contribution which the research project is expected to make to the existing body of knowledge.

2.07 Items covered under the grants : The following items are covered under the grants :

- (i) Salaries and allowances of the project staff (research and action component), other than the Director who will be honorary.

(N.B. : The salary of peons will not be sanctioned as a part of expenditure on a research project. Any expenditure on this account may however, be met out of the overhead charges mentioned under item (viii) below).

- (ii) Travel undertaken in relation to the project
- (iii) Consultancy charges
- (iv) Printing
- (v) Equipment and books
- (vi) Computer and machine tabulation costs
- (vii) Contingency
- (viii) Overhead charges.

2.08.1 Components viz. meetings/camps, training, delivery of services on a limited scale will additionally be covered for action research projects.

(Note : Payment with retrospective effect for work already done before the submission of the research proposal will not be permissible).

2.08.2 Pre-conceptualisation activities like preparation of specialized papers etc. proper designing of projects for improving/implementation of any scheme, with the assistance of external experts will be extended. Expenses for discussions needed with experts for formulating common designs of multicentric studies and for developing schedules during the pre project stage for use in such studies.

2.08.3 The scheme provide for pre-sanction discussions, pre-sanction evaluation of the capacity of the applicant institution which will be done by reputed Organisations to verify the capabilities and claims of the applicants under various schemes of the Department. Periodic on site monitoring of the implementation of the projects sponsored and schemes implemented by the Department would also be funded through competent individuals and institutions.

2.08.4 The following explanations are given in respect of the above items to serve as guidelines in the preparation of financial estimates of the research projects.

Items (i) Salaries and allowances of the project staff :

(a) The Project Director shall not be entitled to any salary, or allowances (other than TA/DA) from the project funds. Project Director will be honorary, however, in exceptional cases, honorarium may be considered subject to the extent of 10-15% of the total salary component of an approved study project.

(b) The remuneration, mode of recruitment and conditions of service of the staff employed in the project, shall be the same as those of the Institution to which the research project is sanctioned. In exceptional cases, remuneration as per slabs or renowned national bodies may be allowed.

(c) The staff appointed for the research project should be professionally qualified and confirm to the standards laid down by the Institution for similar positions and such model qualification as the Department may law down.

(d) The Institution will inform the Department as soon as possible, of all appointments made for the project, the expenditure on which is to be met from the grant of the Department.

(e) All persons appointed to work on the project, and paid from the project funds, will be the employees of the Institution concerned.

(f) All employees appointed under the project will be full time and used exclusively for the project work. If any part-time employees are intended, this should be done in consultation with the Department.

(g) Items (ii) Travel :

As per project requirement and justification and GOI norms.

Item (iii) Consultancy, etc.

- (a) The Project Director will specify in the research proposal, the type and cost of consultancy that will be needed. He will also indicate in the research proposal if honoraria or fees are to be paid to a specialist for contributing a paper for the project.
- (b) No employee of the Research Project will be eligible for a consultancy fee for any work done for the project.

Item (iv) Printing :

Estimated cost of printing of forms etc. will be furnished.

Item (v) Equipment and Books :

- (a) Normally, the equipment required for the project is expected to be provided by the Institution. However, in exceptional cases where full justification is given, purchase/hire of equipment can be sanctioned. Details of equipment/stores of capital nature proposed to be purchased/hired for the project will be furnished alongwith the estimated cost of each item. No foreign exchange should be involved. The grantee institution shall refund in full if the scheme is abandoned by it during the period of sanction or if the scheme has not started after the purchase of the stores.
- (b) Estimated cost of books and journals required for project work will be indicated.
- (c) The stores purchased out of the grant given by the Department shall be entered in stock registers and presented to the auditors for checking.

Item (vi) Computer and machine tabulation costs :

The Project Director shall give a rough estimate of expenditure on different items of tabulation exercises such as coding, punching, verifying, programming, computer work etc. The Department of Women and Child Development will pay the actual cost of computerization and machine tabulation on production of bills, whether they are more or less than the estimated costs.

Item (vii) Contingency :

The amount to be provided under this head will include postage, stationery, telephone charges and other unforeseen items of expenditure.

Item (viii) Overhead charges :

Dropped by a decision of Research Advisory Committee meeting held on 4.3.2013.

2.09 The grants of the Department will ordinarily be given for projects covering a period of not more than three years. In exceptional cases the period may be extended to five years.

2.10 Scrutiny and Sanction :

- (i) The Department will scrutinize every research project received in such manner as may be decided upon from time to time. It may get the opinion of expert(s) on the project and pay a consolidated fee of Rs.1000/- to each expert for the purpose. Ordinarily all research projects to be sponsored by the Department will be placed

before the Research Advisory Committee for its approval. RAC can relax any of the stipulated conditions in exceptional cases and also review the norms after an interval of three years.

- (ii) After scrutiny of the project the Department may call for any clarification or suggest modifications therein.
- (iii) If it is found that some seed money will have to be sanctioned to have the project formulated properly, the Department may sanction a grant not exceeding Rs.5000/-.
- (iv) The Department may come to the conclusion that a pilot study be undertaken in the first instance. In that case, an appropriate grant will be sanctioned for such a study. The proposal for the main project will be reviewed in the light of the findings of the pilot study.
- (v) If the project satisfies the criteria laid down from time to time the Department will sanction a grant-in-aid in its support.
- (vi) The grantee Institution will confirm in writing that the conditions contained in the grant-in-aid rules are acceptable to it. It will also execute a bond in favour of the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case it fails to abide by the same it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with interest thereon.
- (vii) The grantee Institution will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the Government of India including the Comptroller and Auditor General of India. At the end of the period, the Institution will have the accounts of this grant audited by a Government Auditor or a Chartered Accountant, and supply a copy of the audited accounts, together with a utilization certificate to this Department. Any unspent balance out this grant will be refunded by the Organisation immediately.

2.11. The Department will issue a sanction letter in respect of every approved project.

2.12. Installments :

- (i) The grants of the Department will be released for six months or 50% of the sanctioned amount whichever is less as first installment being determined in the light of the estimate of expenditure for the ensuing six months furnished by the Project Director. On receipt of the preliminary report, audited statement of accounts, utilization certificate of the grant released and report of the expert, if necessary 30 percent will be released as second installment. Changes in the schedule of release of grants in specific projects could be made by the Division while sanctioning the project.
- (ii) **20 percent of the total grant-in-aid will be withheld** and paid as the last instalment only after :
 - (a) the final report of the research project is received and accepted by the Department
 - (b) The audited statement of accounts for all expenditure incurred together with a utilization certificate is received and is found to be in order, and
 - (c) a statement of equipment purchased out of the grants-in-aid has been received

Provided that in special circumstances depending on the merit of each case the amount of last installment may be fixed at less than 20 percent.

2.13. Additional Funds :

The Institution will not be eligible for grant-in-aid in excess of the sanctioned amount, unless a specific prior approval of the Department to that effect has been applied for and obtained. Full justification has to be provided in such a case. Taking into consideration the merits of the case, the Department may sanction an additional grant upto 15 percent of the project cost.

2.14 The Department will accept no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the Institution or University through the sanction letter.

2.15 Re-appropriations :

The Institution may re-appropriate expenditure from one sanctioned sub-head to another, subject to a maximum of 15 percent in either case within the overall sanctioned amount. Prior approval in such cases is not necessary. All such re-appropriation, however, should be reported to the Department.

No expenditure shall, however, be incurred by re-appropriation of savings, on items not sanctioned by the Department. Savings shall not be re-appropriated for incurring expenditure on staff that has not been sanctioned by the Department.

2.16 Six-monthly progress reports :

The Project Director will submit to the Department six-monthly progress reports of the project alongwith certified statement of expenditure for the next six-month period in the prescribed form. The release of subsequent installments will be subject to satisfactory progress of the project.

2.17 Changes in approved project :

The Project Director will report to the Department changes he/she makes in the research design and no major change will be made therein unless the prior approval of the Department has been obtained.

2.18 On a request from the Institution, the Department may in exceptional cases, permit the appointment of another Project Director.

2.19 When the Director of a project takes up an appointment at another institution before the project is completed, the Department may permit, with the consent of both the Institutions concerned the transfer of the project to other institution.

2.20 Extension :

On a request from the Project Director, the Department may grant extension of time to complete the project.

2.21 Termination of grants :

If the Department is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate its grant-in-aid.

2.22 Final report :

(1) Final report of the project will be submitted by the Project Director to the Department (ten copies) on the completion of the project period and in no case later than three months thereafter. The Project Director shall also give the report in a floppy in MS Word. This final report which will be comprehensive enough to serve as a definite record is expected to cover the following points :

I. The problem studied including the following :

- (i) Theoretical context ;
- (ii) Review of existing literature ; and
- (iii) Statement of the problem, including explanation of key concepts and mention of the hypotheses tested.

II. The procedure followed Methodology of the study :

- (i) The design of research ;
- (ii) The selection of the universe and the units for study ; considerations that government the selection of the universe, size of the sample and the procedure for sample draw ;
- (iii) Tools used : detailed account of the exercise of tool construction, special contribution made by the project in devising new tools or sharpening existing ones ;
- (iv) Field work : The manner in which field work was conducted including division of labour among the project staff ; problems encountered ;
- (v) The schedule of the project ;
- (vi) Organizational structure and problems ;
- (vii) Methodological gains ;
- (viii) Limitation of the study ; and
- (ix) Other observations.

III. An account of the population studied

IV. Description and analysis of data, vis-à-vis objectives of the study

V. Findings and conclusions :

- (i) Summary of findings ;
- (ii) Conclusions ;
- (iii) Implications for further research ; and
- (iv) Suggestions for action and for policy making.

(2) The Department may, after scrutiny of the final report, request the Project Director to revise it. If so requested. It will be the responsibility of the Project Director to revise the report on the broad lines indicated and to resubmit it within three months. No further grant will, however, be given for this purpose over and above the sanctioned grant.

(3) The Project Director will submit, alongwith his final report 25 copies of a short summary upto 5,000 words. No extra remuneration will be admissible for this.

2.23. Finalisation of accounts :

(1) When the project is completed the Institution will submit an audited statement of Accounts with a utilization certificate for all expenditure incurred, audited by a Government Auditor or a Chartered Accountant, within six months of the date of acceptance/clearance of the project report or termination of the project.

(2) The Institution will also submit to the Department a statement showing the equipment purchased out of the grant-in-aid, with its price, alongwith the audited statement accounts.

For the purpose of this rule, equipment will mean articles costing Rs.500/- or more.

(3) Equipment purchased out of the grant-in-aid will be the property of the Department which will decide about its disposal on the completion of the project. The grantee institution may submit a proposal in this regard before the completion of the project. The Department may agree to its transfer and permit the institution to utilize the equipment, provided the equipment is used for research teaching and the Institution give an undertaking for its proper care and maintenance.

(4) All books and periodicals purchased for the project will be transferred, on its completion, to the library of the Institution in which the project is located.

2.24 Conditions for Publication : The Department reserves the first right to publish the final report of the research project financed by it. If it decides to do so, the decision will be communicated to the Project Director alongwith the acceptance of the report. Such report will be published in the form of a book within one year from the date of acceptance of the report. A royalty of 10 percent on the sale price will be paid to the Project Director/author on the number of copies actually sold.

2.25 Except in cases covered by the preceding rule, or in cases where the Department fails to publish a report reserved for its publication within one year the decision, the Project Director may publish the project report in such manner as he deems fit and through such agencies as he may choose, after getting permission from the Department. He will submit ten copies of the publication free of cost, to the Department for its use, immediately on its release.

2.26 In all publications, which are based on the projects financed by the Department due acknowledgement will be made for the contribution of all professional staff working on the project and also for the financial assistance received from the Department. The publications will bear the following inscription :

“The project on which the present report is based was funded by the Department of Women and Child Development. However the responsibility for the facts stated, opinions expressed, and conclusions reached is entirely that of the Project Director/Author and not of the Department of Women and Child Development”.

2.27 The copyright of all publications not published by the Department relating to a research project shall vest in the author. The Department, however, reserves the right to make use of them in any of its publications.

2.28 Preservation of data :

(1) The Institution receiving grant-in-aid for a project shall make suitable arrangements for the preservation of the data, such as filled in schedules, tabulation or working sheets, punch cards, manuscripts or the reports, etc. relating to the Project.

(2) The Department, however, reserves the right to demand that the raw data or such part of it as may be specified, shall be transferred to the Department.

(3) If the Institution proposes to destroy the data or of otherwise dispose it of it will do so after obtaining the approval of the Department

(4) The data shall be accessible to bonafide research scholars.

Guidelines for the Formulation of a Research Proposal

Project Director (preferably a doctorate) are requested to furnish a detailed research proposal covering (a) statement of the problem (b) hypotheses to be tested, if any, (c) definition of the key concepts, (d) research design including the universe of study, sampling frame and sampling procedure, (e) tools to be used in data collection (f) time schedule, (d) staffing pattern, and (h) estimate of costs.

A research proposal is a sort of a blue print. Apart from helping the Department to process it quickly, a well conceived research proposal will add to the efficiency in its implementation. Every effort made to formulate a proper research proposal will, therefore, pay rich dividends.

To facilitate the task of the Project Director in formulating a research proposal, a few detailed guidelines are given below :

I. The title of the Project (in capital letters)

II. Statement of the problem

In the opening paragraphs of the research proposal, the problem to be investigated should be presented clearly and briefly. The key originating questions(s) and the location of the problem in the theoretical context of the concerned discipline should be specified. Specific mention should be made of the rationale of the approach adopted to study the problem and the specific aims of this project.

While indicating the significance of the problem, the contribution which the proposed study is expected to make to the theory and methodology as well as its practical importance, usefulness to the Department and national relevance should be specifically indicated.

III. A brief overview of work already done in the area of the Proposal.

A note summarizing the current status of research in the area including major findings and highlighting research gaps should be included in the project proposal.

IV. Objectives of the project

This should list in clear and precise terms the main objectives

V. Research questions or hypotheses

Enumerate the specific research questions and/or hypotheses that you wish to investigate in this study.

VI. Methodology

In the light of the questions raised or the hypotheses proposed to be tested, full information of the following points should be given :

1. Universe of study
2. Sampling frame
3. Sampling procedure
4. Units of observation and sample size

If the study requires any control groups, they should be specifically mentioned. An explanation of the determination of size and type of sample will also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and described the rationale.

The different types of data that are proposed to be gathered should be specifically mentioned.

The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.

For questionnaire or schedule to be used, the following should be indicated :

1. Distribution of the questionnaire or schedule in different sections, e.g. identification data. Socio-economic data, questions on various themes etc.
2. Approximate number of questions to be asked from each respondent
3. Any scaling technique proposed to be included in the instrument
4. Any projective tests incorporated in the questionnaire/schedule.
5. Approximate time needed for interview
6. Any plans for index-construction
7. Coding plan (whether the questions and responses will be pre-coded or not, whether the coding is done for computer, or for hand tabulation).

For the interview, the following details should be given :

1. How are they to be conducted ?
2. Particular characteristics that interviews must have

For the use of observation techniques, describe :

1. The type of observation, participant, quasi-participant, non-participant
2. Units of observation
3. Whether this will be the only technique or other techniques will also be employed

VII. Data processing

The manner in which the different types of data will be processed, the tabulation plan, and the type of data that will be processed through the computer, should be explained in details.

VIII. Time budgeting

The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover :

1. preparatory work, including selection and appointment of staff and their training
2. pilot study, if any
3. drawing of sample
4. tool construction (including their presenting and printing)
5. data collection
6. data processing (which should include coding, editing, punching, verification, sorting, computer analysis)
7. data analysis
8. report writing

IX. Organizational framework

An organizational chart indicating the positions, tasks and number of persons required to fill the different positions should be given.

X. Cost estimate

The cost of the project is to be estimated in terms of total man-months and the facilities needed and calculated under following headings :

1. Personnel

Position	No. of Persons	Salary (fixed consolidated)	Duration	Amount required
(1)	(2)	(3)	(4)	(5)
1. Project Director				
2. Project Coordinator				
Total				

2. Travel *

3. Consultancy

4. Printing

5. Equipment and books

6. Computer and machine tabulation costs

7. Contingency

8. Overhead charges 5 percent of items 1 to 7

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Grand Total

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* Details of rates of TA/DA, as applicable in the Institutions for various categories and the number of planned visits should be furnished.

Non-university organizations applying for grants should enclose the following papers :

- (i) Copy of registration
- (ii) Annual report (latest)
- (iii) Audited statements of accounts of previous three years (receipt and payments statement and balance sheet)
- (iv) Articles of Memorandum of Association
- (v) List of office bearers
- (vi) Brief account of work done by the organization in social science research and in social development
- (vii) Bio-data of the Project Director preferably Phd. in social science indicating research work done and published work

B. Grant to individual scholars for research studies

Scope :

3.01 Grants will be given to individual scholars for undertaking research studies on the subjects and the areas of the interest of the Department in the field of women and child development including nutrition and related aspects. However, priority within these broad areas will be given to studies of an applied nature taking into consideration of policies and programmes and social problems requiring urgent public intervention.

The rules governing sanction of projects will be as follows :

3.02 Eligibility : Grants shall be given to a person belonging to a discipline falling within the scope of social sciences, nutrition provided he/she is interested in and has, in the opinion of the Department of Women and Child Development, necessary expertise to conduct such research.. An applicant should possess at least High Second class (fifty five percent) Master Degree in social science (Sociology, Anthropology, Economics, Statistics, Social Work etc.) Home science and Nutrition from a recognized university with at least two years research experience in the relevant field. In case where the nature of the problem demands specialization other than in social sciences, persons with qualifications in other disciplines will also be considered.

3.03 The scholar shall engage himself on his research work on a whole time basis and shall not accept, during the period of study, any other assignment (with or without payment) without the prior permission of the Department of Women and Child Development. An undertaking to this effect and fulfillment of other terms of reference (agreement bond etc.) as may be prescribed by the Government shall have to be executed in favour of President of India.

3.04 Duration : The maximum period for grant will be for two years.

3.05 Amount : The grant will be equivalent to amount given to JRF/SRF of UGC Fellows, depending upon the standing of the scholar provided he is not in receipt of emoluments from any other source. The costs of TA/DA will be as per the research study, typing printing of schedules, report data processing, as per justification and requirement and contingency including books stationery etc. will be Rs.5000/- per annum.

3.06 Procedure : The application should give a statement of the problem, review of work done on the problem, objectives of the study, main research questions and issues, methodology, likely utilization of the findings, duration and budget estimates (item-wise). The bio-data of the scholar should be appended giving his academic qualifications, employment experience and research experience. The application should be addressed to the Secretary, Department of Women and Child Development.

3.07 The application will be considered by the Department of Women and Child Development in accordance with the procedure laid down from time to time and grant-in-aid will be awarded ordinarily on the recommendation of the Research Advisory Committee.

3.08 The Department of Women and Child Development will issue a sanction letter in respect of every approved project

3.09 Mode of payment and conditions : The funds will be paid to the scholar on six monthly basis or as may be determined by the Department keeping in view the period of the study,

submission of utilization certificate and the progress report on the study before releasing the second instalment. However, of the total project cost approved, 20 per cent of the funds will be released to the scholar after the receipt of final report and acceptance of the same by the Department.

3.10 The scholar shall submit a quarterly progress report to the Department of Women and Child Development

3.11 Ten copies of the final report of the study will be submitted by the grantee to the Department immediately after the project period. He will also submit alongwith his final report, 25 copies of executive summary report not exceeding 5,000 words.

3.12 The scholar may publish the report or a part thereof after he receives communication from the Department of Women and Child Development about the acceptance of the report and its clearance for publication.

Documents to be submitted alongwith the application

3.13 Following documents should be attached with the project proposal

- i) No objection certificate, in case the applicant is employed
- ii) Certified copies of the academic qualifications and experience certificate
- iii) Atleast two references and recommendations from individuals in academic institutions/ research agencies who are ordinarily engaged in research activities

C. GRANTS FOR WORKSHOPS/SEMINARS/CONFERENCES

4.01. Grants under this category can be made to an institution or a group of institutions for organizing workshops/seminars/conferences which will help to disseminate research findings, identify problem areas, discuss social problems and identify research needs etc. in the broad field of women and child development including nutrition and related aspects. The institutions will include universities, research institutions, voluntary organizations, professional associations working in the field of women and child development and similar organizations/agencies. Institutions set up and fully funded by Central Government/State Government/Public Sector Undertakings will also be eligible.

4.02. Grants for workshop/seminar will be made available through the head of the institution organizing it. He will agree to :

- (a) arrange the physical facilities ;
- (b) administer and manage the finances received for the purpose :
- (c) arrange ministerial and managerial assistance ; and
- (d) organize the workshop/seminar

4.03. Proposals for organizing workshops/seminars will be self contained and indicate :

- (i) The main topic/theme of the workshop/seminar
- (ii) Significance/purpose indicating clearly the contribution which the proposed seminar/workshop is expected to make especially for the Department
- (iii) Subjects/contents proposed for discussion ;
- (iv) Level of participants and their number; particulars of resource persons and number,
- (v) Duration ;
- (vi) Tentative programme ;
- (vii) cost estimates : details should be given under the following headings giving full justification for each :

- (a) pre-workshop expenses for organizing team
- (b) TA (restricted to 25 persons) (5 foreigners and DA for 50 persons)
- (c) honoraria for resource person (specifying purpose)
- (d) material for participants
- (e) boarding and lodging
- (f) contingencies including postage stationery, cyclostyling etc.
- (g) preparation of base papers
- (h) publication of proceedings ;
- (i) hall charges
- (j) working lunch etc.

The Department's assistance would be limited to 55 participants in the case of National/State level workshop/seminar conference and 45 persons in the case of International conference.

4.04 Scrutiny and Sanction

All proposals received for holding workshops/seminars/conferences will be placed before a committee headed by Joint Secretary in charge of the research schemes for approval. However, approval of the Secretary may be obtained in case a conference/workshop is scheduled to be held within a short period of notice.

The Department's contribution will not exceed 80 percent of the total approved cost of the programme and the grantee agency will have to contribute atleast 10 percent of the expenditure from its own resources

(A) Release of grants

Sixty percent of the sanctioned grant will be released to the organization immediately. Balance of the grant-in-aid will be released only after the receipt of the report, base papers discussed in the meeting and the audited accounts alongwith utilization certificate (duly certified by the Chartered Accountants) pertaining to the total expenditure incurred on the workshop/seminar/conferences.

(B) The organization shall forward the proceedings of the workshop/seminar/conference to all the participants of the workshop/seminar

Documents to be submitted with the proposal

4.05 Non university organizations applying for grants should enclose the following papers :

- (1) Copy of registration
- (2) Latest Annual report
- (3) Latest Audited statements of accounts for three years (Income and expenditure, receipt and payments and balance sheet)
- (4) Memorandum of Association & Rules and Regulations
- (5) Particulars of office bearers
- (6) Brief account of work done by the organization in the field of women and child development
- (7) List of resource persons and participants with their designation and addresses
- (8) Tentative programme schedule for various sessions
- (9) A note on the usefulness of the Seminar/Conference/Workshop for policy formulation by the Department
- (10) NOC from Ministry of External Affairs for international conferences
- (11) List of foreign participants giving details of their Name, Father's name, Nationality, Date of Birth, Place of Birth, Date, Number & Place of issue of Passport, Date of issue & expiry of passport, current residential address and permanent address

4.06. The Department may also organize workshops/seminars/conferences. Further, expenditure on meetings of different committees constituted by the department on different issues may also be met under the scheme. Limitation of participants shall not be applicable for the workshop/seminar/conference meetings organized by the Department.

D. GRANT-IN-AID RULES FOR SPONSORING PUBLICATION

5.01 Categories of Grants : The publication grants of the Department of Women and Child Development (mentioned as Department hereafter) fall into the following categories :

- (i) Publication of studies in the field of women and child development including nutrition and
- (ii) Publication of documentation in the field of women and child development including nutrition aspects

5.02 Expenditure on account of preparation of manuals, materials and publications by the Department.

5.03 Eligibility : An institution or individual who has carried out a research project in the field of women and child development, whether financed by the Department or not may apply for a grant-in-aid to publish its report. If the proposal is approved, the Department make a grant-in-aid towards the publication in accordance with the provisions of these Rules.

5.04 Conditions and Procedure :

- (i) The Department will scrutinize each proposal for publication which will be accompanied by a copy of the manuscript in such a manner as may be decided upon from time to time. It may get the opinion of expert(s) on the proposed publication and pay a consolidated fee of Rs.1000/- (Rupees One thousand only) to each expert for the purposes. All the proposals for publication grant shall be placed before the RAC for approval. In specific cases, Secretary may approve the proposal.
- (ii) The grantee shall have to supply 25 copies of the publication free to the Department as specified in the sanction letter. The cost of postage, handling charges etc. will be borne by the grantee.
- (iii) The application for publication grants shall be made on the proforma prescribed by the Department of Women and Child Development (Annexure)
- (iv) While applying for the grant, the recipients will have to give in writing that no such grant has been or is being or will be obtained from any other source.

5.05 General :

- (i) The publisher shall pay a royalty of 10 to 15 percent of the sale price on actual sales to the author/institution regularly in accordance with the agreement entered into for the purpose.
- (ii) The amount of the grant-in-aid shall be paid by the Department to the publisher in one lump-sum after the book is published, and after he submits a statement of the cost of publication and 25 copies of book free of charges, to the Department of Women and Child Development
- (iii) In all publications supported by a grant-in-aid from the Department specific mention shall be made of the following points :
 - (a) The publication was financially supported by the Department of Women and Child Development

- (b) The responsibility for the facts stated, opinions expressed or conclusions reached is entirely that of the author and that the Department of Women and Child Development accepts no responsibility of liability for them
 - (c) The copyright of all publications shall vest in the author. The Department, however, reserves the right to make use of the material in any of its publications without making any payment
 - (d) The publisher will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the Government of India including the Comptroller and Auditor General of India. At the end of the period, the publisher will have the accounts of this grant audited by a Government Auditor or Chartered Accountant and supply a copy of the audited accounts, together with a utilization certificate, to this Department. Any unspent balance out of this grant will be refunded by the publisher within three months.
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- (iv) The publisher will not be eligible for a grant-in-aid in excess of the sanctioned amount.
 - (v) The Department of Women and Child Development will accept no responsibility for any financial expenditure or liability arising out of the publishing of the publication except what has been specifically approved by it and conveyed to the publisher through the sanction letter.
 - (vi) The amount of grant-in-aid shall not exceed 50 percent of the cost of production of Rs.25,000 whichever is less to the non-aided Government organization. In case of Government aided bodies, it will be Rs.50,000/- or the actual costs of production whichever is less. In case of Department publications, the expenditure can be met-fully.

Proforma for application for Publication Grant :

1. Name and address of the institution/person/publisher applying for the grant
2. Title of the proposed publication
3. Name, designation, address of the person to be specified as 'author'
4. Details of the manuscript :
 - (i) Number of double spaced fair typed/cyclostyled pages
 - (ii) Size of the paper on which typed/cyclostyled
5. Cost estimates of the proposed publications :
 - (i) Size in which publication is desired
 - (ii) Estimated number of pages
 - (iii) Number of copies desired
 - (iv) Quality of the paper and its total cost
 - (v) If any chart, diagram or photographs, are included in the publications their particulars
6. Amount of grant asked for
7. If any grant has been received or request thereof made to other bodies, e.g. University, Central/ State Government/local bodies/quasi-Government Institutions/private institution for the purpose of publication, the decision of these bodies may be indicated in details.
8. Details of the project/study on which the proposed publication is based :
 - (i) Title of the project/study
 - (ii) Main objectives of the project/study
 - (iii) Institution under whose aegis the project/study was carried out
 - (iv) Name and address of the project/study sponsoring authority with period of study
 - (v) Total cost of the project/study
 - (vi) The sources and the quantum of assistance financing the project/study
 - (vii) Date of completion of project/study
9. A brief note justifying the proposed publication is in the field of women and child development including nutrition

I undertake to abide by the rules and conditions of the Government of India, Department of Women and Child Development, governing the grant for the publication and I believe, that in default thereof the decision of the Government shall be final and binding.

Date :

(Signature)

Name :
Designation :

E. Grants/Expenditure for Monitoring related activities :

SCOPE :

6.01 Grants under this category can be given to competent institutions/NGOs for the following purposes :

- (i) Projects for monitoring schemes/aspects for women and children
- (ii) Capacity building of Institutions for the purposes of regular monitoring of schemes for women and children

6.02 Projects for monitoring schemes :

Conditions and procedures as applicable for sanctioning the research project shall apply for processing the monitoring proposals. Further, Department can also undertake monitoring activities/projects. The following items will be covered under the grant :

Personal computer with printer, software, internet facility charges and other items as per research scheme detailed at para 2.08

6.03 Capacity building of Institutions

Grants will be given to selected institutions (as at para 2.01) engaged in research and monitoring activities for strengthening their monitoring mechanism for undertaking monitoring of schemes for women and children on regular basis.

Financial assistance for the following items will be covered :

(i) Core staff :

- One Assistant Director
- One Research Investigator
- One Data Entry Operator

(ii) Hardware and Software

- PC with printer
- Internet facilities
- Standard computer softwares
- New software/programmes

(iii) Maintenance of Hardware @20% of the procurement cost of the Hardware per year.

Pattern of Assistance :

The assistance will be available on a graded scale with 90% for the first year 75% for the second year and 60% for the third year. The rest will have to be borne by the Institutions. The assistance will however, be available, only if, the institutions take the entire liability including staff cost for continuing the activity subsequently on regular basis.

The project will normally be upto a period of 3 years and could be extended to another 2 years after review.

Additional Guidelines

The following additional guidelines will need to be followed for extending financial assistance for capacity building for the purpose of undertaking monitoring activities :

- (i) The organization should be registered and based in the concerned State
- (ii) The organization should have experience in research, monitoring activities in the area of women and children for atleast a period of 10 years
- (iii) The organization should be incurring major part of its expenditure on the above activities
- (iv) The organization should have necessary infrastructure and expertise for undertaking the activities. The annual turn-over, in case of non governmental organization should not be less than Rs.50 lakhs. Preference will, however, be given to Universities and State run agencies.
- (v) The Government run agencies will have to given an undertaking to continue the activities on regular basis atleast for three years after the Department's grant ceases, failing which the sanctioned grant will have to be refunded to the department. For non government organization, bank guarantee for the sanctioned amount would be required for three years, after the govt. grant ceases to ensure that the activity is continued by the organization.
- (vi) The institutions/organizations will send half yearly analytical reports on progress of the implementation, impediments and suggestions for corrective actions to the Department and to the concerned state Government Department.
- (vii) The personnel appointed for the project should have necessary qualifications and experience which may be laid down by the Department.
- (viii) The software developed under the project could be used by the Department or State Governments either during the project or thereafter. Equipment purchased out of the grant in aid will be the property of the Department which will decide about its disposal on the completion of the project. The Department may agree to its transfer and permit the Institution to utilize the equipment provided the equipment is used for monitoring activities and the Institution given an undertaking for its proper care and maintenance. The grantee institution may submit a proposal in this regard before the completion of the project.

The Department can also undertake monitoring activities.

F. Innovative Activities

Lectures on Major Topics of the Day

6.04 To organize lectures on major topics of the day, expenditure on the following items will be covered :

- Honorarium to the speaker/activist
- TA/DA
- Boarding and Lodging
- Hall charges
- Printing and publicity
- Other organizational expenses

6.05 Fellowships for academic work on women and children (DELETED W.E.F. 23.9.2011 F.NO.8-3/2011-RESEARCH):

Chairs on Women and Child Development (DELETED W.E.F. 23.9.2011 F.NO.8-3/2011-RESEARCH)

6.06 Grant under this category can be made to an Universities/Institution for giving impetus to the academic work for the cause of women and children by creating a Chair. This will be done by upgrading one academic post in an University/Institute to that of the level of Professor. The Chair will coordinate and manage studies, academic courses, training, curriculum development, publications, dissemination of information and documentation on women and child issues in the Universities/Institutions.

Release of Grant : Grant will be released on six monthly basis to the universities/institutes on the pattern of research projects.

Period :

The Chairs will be created for a period of 5 years in Universities/Institutes. The following items are covered under the scheme :

- The difference between the emoluments of the person appointed as Chair in the rank of Professor, and his/her existing emoluments, will only be met from the Scheme. The emoluments at the level of his/her existing post will however, continue to be met by the University/Institute, as usual.
- Contingency including travel

Selection process :

An expert committee will examine and decide on the proposals from the University/Institutes for setting up the Chair. A representative of the Department will be included in the selection of the person by the University/Institutions.

Expenditure on Expert Committee meetings viz. payment of honorarium to jury, TA/DA, boarding and lodging, advertisement etc. will be met from the scheme.

The Chair will regularly apprise the Department about the activities being undertaken on women and children in the University/Institutions.

Interaction with subject experts/academicians

6.07 Eminent persons/activist from academic and other relevant circles will be invited for exchange of ideas/discussions with Senior Officers of the Department on various topics of interest to the department to keep them abreast of the latest issues on the subject.

The expenditure for honorarium, conveyance allowance to such persons/activists and other expenditure on this account will be met from the scheme.

H. Training of personnel

6.08 To enhance the capabilities of persons working in the field of research and monitoring and to keep them abreast with the latest techniques in this field, the personnel involved in carrying out such activities both in the government and on government institutions will be trained in professional institutions.

Eligibility

Personnel, from government and non government institutions, working in the monitoring and research agencies for 5 years would be eligible for undergoing training as may be envisaged by the Department from time to time. All prospective trainees should be below 55 years of age. However, in specific cases, the Government may consider relaxation of age if required.

The scheme would cover items of expenditure such as Course fee, TA/DA, book grant etc. The cost of the training package will be met by the Department as per the requirements of the agencies organizing the training.

Other conditions

The person trained under this scheme will have to give an undertaking to work on research and monitoring activities for at least 3 years after completion of training.

The person trained will be required to submit a report to the Department suggesting possible areas of improvement in undertaking research and monitoring activities in his/her organization.

Nomination should be submitted through the Head of the Institution to the Department. Nomination will be invited through the advertisement/circular.

A committee will examine and decide the nomination for sponsorship.

I. Other Activities :

6.09 Expenditure could be met from the scheme for preparation of manuals, reports, replication/modification of existing material, preparation of instructional material – both audio and visual based on actual justification.

Grants can be given to agencies for information dissemination activities concerning women and children based on actual justification.

Research, Monitoring and Publication Scheme of MWCD

Financial norms(w.e.f. 23.9.2011)

RESEARCH STUDIES

Sl. No.	Items of Expenditure approved under the scheme (with maximum limit)
(A)	Project Staff (Remuneration)
1.	Project Director Project Director will be honorary. In exceptional cases, honorarium may be considered subject to the extent of 10-15% of the total salary component of an approved study project.
2.	Project Coordinator (Rs.25,000/- p.m.)
3.	Research / Statistical Officer (Rs. 20,000/- p.m.)
4.	Investigators/ Research Assistants (Rs. 10,000/- p.m.)
5.	Typist/Data Entry Operator (@ Rs. 7,000/- p.m. for half of the project period)
	Sub-Total (A)
(B)	Other Expenditure
1.	Travel cost (As per project requirement and justification and GOI norms).
2.	Printing of schedule and report(As per justification)
3.	Data processing charges (As per estimates and rationale for the study proposal.)
4.	Data processing charges (Actual costs)
5.	Consultancy (Rs.30,000/-)
	Sub-Total (B)
	Total (A+B)
(C)	Contingency @ 5% of (A+B)
---	Overhead Charges- <i>Dropped by a decision of Research Advisory Committee meeting held on 4.3.2013</i>
(D)	Grand Total (A to C)

Financial Norms for Workshops/Seminars (For three Day event)

Sl. No	ITEMS OF EXPENDITURE (WITH COST CEILINGS)	FINANCIAL NORMS (WITH COST CEILINGS)
A.	INTERNATIONAL, INCLUDING SAARC LEVEL WORKSHOPS/SEMINAR	
1.	Material to the participants	Rs. 48,000/- (@ Rs.1200/- x 40 persons)
2.	Hall charges	Actual charges or upto : Rs. 15,000/- per day for metro cities. Rs. 10,000/- per day for A Class City. Rs. 7,500/- per day for B & C Class cities.
3.	Honorarium to the organizing team	Rs.15,000 lump sum.
4.	Accommodation to participants	Per head actual charges or upto: Rs. 2,500/- per day for metro cities. Rs. 1,500/- per day for A Class city. Rs. 1,000/- per day for Class- B & C cities. Rs. 350/- per day for rural areas..
5.	TA for 25 Inland participants; Overseas-5 participants	As per GOI rules.
6.	DA	-do-
7.	Pre-workshop expenses including commissioning of base papers or theme papers	Rs.40,000/-
8.	Honorarium to resource persons	20,000/- (@ Rs.2,000/- a day x 10 persons).
9.	Stationery	Rs.10,000/- lump sum.
10.	Contingency including postage & ministerial assistance	Rs.25,000/- lump sum.
11.	Publications & distribution of the seminar proceedings	Rs.15,000/- lump sum for 50 sets. Rs. 40,000/-, if the Ministry finds worth publication at larger scale.
12.	Working lunch and tea	As per GOI norms.
	TOTAL GRANT TO EACH ORGANIZATION SHALL NOT EXCEED <u>RS. 5.50 LAKH</u>	

B.	WORKSHOP/SEMINARS AT NATIONAL LEVEL	
1.	Material to the participants	Rs. 30,000/- (@ Rs.600/- x 50 persons)
2.	Hall charges	Actual charges or upto : Rs. 15,000/- per day for metro cities. Rs. 10,000/- per day for A Class City. Rs. 7,500/- per day for B & C Class cities.
3.	Honorarium to the organizing team	Rs.15,000 lump sum. (@1500/- per head x 10)
4.	Accommodation to participants	Per head actual charges or upto: Rs. 2,500/- per day for metro cities. Rs. 1,500/- per day for A Class city. Rs. 1,000/- per day for Class- B & C cities. Rs. 350/- per day for rural areas..
5.	TA/DA	As per GOI rules.
6.	Pre-workshop expenses including commissioning of base papers or theme papers	Rs.25,000/-
7.	Honorarium to resource persons	Rs.20,000/-(@ Rs.2000/- per day x 10 persons)
8.	Stationery	10,000/- lump sum.
9.	Contingency including postage & ministerial assistance	Rs.15,000/- lump sum.
10.	Publications & distribution of the seminar proceedings	Rs.15,000/- lump sum for 50 sets. Rs. 40,000/- if the Ministry finds the proceedings worth publication at larger scale.
11.	Working lunch and tea	As per GOI norms.
SUBJECT TO THE CEILING OF <u>RS.4.00 LAKH.</u>		

C. WORKSHOP/SEMINAR AT STATE LEVEL		
1.	Material to the participants	Rs. 25,000/- (@ Rs.500/- x 50 persons)
2.	Hall charges	Actual charges or up to : Rs. 10,000/- per day for metro cities. Rs. 7,500/- per day for A Class City. Rs. 6,000/- per day for B & C Class cities.
3.	Honorarium to the organizing team	Rs.10,000/- lump sum.
4.	Accommodation to participants	Per head actual charges or upto: Rs. 2,500/- per day for metro cities. Rs. 1,500/- per day for A Class city. Rs. 1,000/- per day for Class- B & C cities. Rs. 350/- per day for rural areas..
5.	TA/DA	As per GOI rules.
6.	Pre-workshop expenses including commissioning of base papers or theme papers	Rs.15,000/-
7.	Honorarium to resource persons	Rs. 10,000/- (@ Rs.1000/- per person x 10 person)
8.	Stationery	Rs.10,000/- lump sum.
9.	Contingency including postage & ministerial assistance	Rs.10,000/- lump sum.
10.	Publications & distribution of the seminar proceedings	Rs.20,000/- lump sum.
11.	Working lunch and tea	As per GOI norms.
SUBJECT TO THE CEILING OF <u>RS. 3.00 LAKH.</u>		

Note: These ceilings are for the maximum entitlements. Pro rata deductions could be made in case, the number of days are less. Internal re-appropriations to the extent of **10 %** *of the receiving head will be permissible to the organization and upto **15%** *with the prior permission of the Ministry.