



**NATIONAL INSTITUTE OF SOCIAL DEFENCE**

**(An Autonomous Organisation of Ministry of**

**Social Justice and Empowerment)**

**GOVERNMENT OF INDIA**

**Guidelines for Undertaking Research Work**

**(2008)**

## **GUIDELINES FOR FINANCIAL ASSISTANCE BY NATIONAL INSTITUTE OF SOCIAL DEFENCE FOR UNDERTAKING RESEARCH**

### **1. SCOPE**

- 1.01 The National Institute of Social Defence (hereinafter referred to as the Institute), an autonomous body under the Ministry of Social Justice and Empowerment, has been mandated, among others, to conduct research in the area of Social Defence which includes the fields of Care of the Elderly and Drug Abuse Prevention. To implement the mandate, the Institute offers financial assistance for conducting research in this fields to experts, institutions and organizations for the development of innovative programmes or for testing the feasibility and efficacy of the ongoing programmes and services. However, priority within these areas is on the necessity to obtain inputs through such research projects of an applied nature keeping in consideration plan policies, programmes and address social problems within the ambit of social defence requiring urgent attention.

Assistance under the guidelines covers the following categories:

- (A) Assistance for Institutions/Organisations for research studies
- (B) Assistance to individual scholars for research studies
- (C) In-House Research

### **A. Financial Assistance for Research Institutions/Organisations**

- 2.01 Under this category, financial assistance may be given to an Institution or a group of Institutions like universities, autonomous institutions of the government, institutions/schools of social works, etc. of repute, organizations registered as Trust or Societies, and have experience of undertaking research for carrying out a specific research project with at least two scholars, i.e. Principal Investigator and a Co-investigator directing/governing it. However, any individual research project proposal would not exceed Rs. 5.00 lakh. In exceptional cases, a research project involving expenditure above Rs. 5.00 lakh may be taken with the prior approval of the General Council.

Assistance may also be given to an Institution/Collective Group for a project, which is of the nature of collective effort of a group of scholars writing papers/undertaking studies on different aspects of a problem under a broad framework indicated by the investigators.

Assistance may also be given for a group of projects to be undertaken sequentially by an institution. But in this case, the financial sanction 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 may also be entertained for the purpose of financial support.

## 2.02 Eligibility:

The following categories of institutions and organizations will be eligible to received assistance under the scheme:

- (i) Non-profit making autonomous institutions/organization set up under a Statute of Central or State Legislature or registered under the Societies Registration Act, 1860.
- (ii) Voluntary organisations registered under the Societies Registration, 1860, and should have been functioning for a period not less than three years on the date of applying for assistance.
- (iii) Universities including Deemed Universities and Institutions of national importance in the field of research.
- (iv) Research institutions affiliated to universities or recognized by the Central or State Governments.

## 2.03. 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/institution will depend upon the strength and quality of staff and facilities available, past performance in research and research projects already in hand.

## 2.04. Research Projects:

The projects will be in the name of the Project Director, who will submit it through the head of the Institution where he/she is working. The head of the institution shall also propose a person as Co-Director or Associate Project Director for the project proposal. **The Project Director should not have less than four years of service left.**

The head of the institution shall furnish the following information:

- (i) Whether a similar proposal has been submitted to another organization for financial assistance and, if so, the name of the organisation and its observations should be sent with the project.
- (ii) Particulars of the research and the research projects on which the person whose name has been given as Director of the proposed project is currently engaged or is likely to be engaged in the near future.

2.05. Projects will be sanctioned to individual/group of individuals who will have the capacity and requisite experience to undertake the research and will be the sole responsibility for completing them. However, the financial assistance for the project will be made available to him through the institution, which, while forwarding the proposal, shall agree to:

- (i) Administer and manage the finance;
- (ii) Logistic support required for the projects;

- (iii) Make available the requisite research facilities;
  - (iv) Arrange the ministerial and messengerial assistance necessary for the project; and
  - (v) Provide adequate manpower/researchers to complete the project.
- 2.06. Proposals for the research assistance will be self-contained and prepared in accordance with the guidelines given in **Appendix I**.
- 2.07. Five copies of the project proposal will be submitted by the Project Director complete in all respects.
- 2.08. The Project Director will enclose the following details:
- (i) Bio-data in the prescribed proforma
  - (ii) A detailed note on the work done so far on the subject and the precise contribution which the proposed research project is expected to make to the existing body of knowledge.

2.09. Break up of the Assistance:

The following items shall be covered under the assistance for research:

- (i) Honorarium and allowances of the project staff (research and action component) and honorarium for the Project Director.
- (ii) Travel to be undertaken in relation to the project
- (iii) Books and journal.
- (iv) Stationery and Printing of questionnaire, schedules and forms
- (v) Computer data entry/analysis
- (vi) Contingency including overhead charges (10% of the total cost of (i) to (v))

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

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

**Item (i) Honorarium and allowances of the project staff**

- (a) The Project Director can be paid an honorarium provided the project is completed within the stipulated time limit and a satisfactory quality report is submitted within the given time frame. The honorarium will be limited to a maximum of 5% of the total approved cost of the project, subject to a minimum of Rs.5000 and a maximum of Rs.20,000.
- (b) The requisite qualifications, experience and the rates of the emoluments of the Research Project Staff to be engaged will be as under:

Sl. No.	Post	Qualification	Consolidated Emoluments per month
1.	Associate/Joint Director	M.A. in Social Work or Social Sciences in II class with 5 years research experience. Persons having undertaken similar research projects or PhD to be preferred.	Rs. 14,000*
			Rs. 16,000* for PhD
2.	Research Officer/Resarch Associate	M.A. in Social Work or Social Science in II class with 3 years research experience	Rs.11,000*
			Rs. 12,500* for PhD
3.	Research Investigator	M.A. in Social Sciences or Graduate with Social Sciences as a subject	Rs.8,000*
4.	Computer Operator/Analyst	Graduate with Diploma in Computer Applications	Rs. 8,000*#
5.	Stenographic Assitant		Rs. 6,000*

- \* Subject to deduction of TDS as per the Income Tax Act.  
# Out of the two items of expenditure, only one will be admissible

#### Item (ii) Travel

The rates of TA/DA for the purpose of the project will be the same as that of the Institution.

#### Item(iii) Books and Journals

Estimated cost of the books and journals required for the project will be indicated.

#### Item (iv) Printing

Estimated cost of printing of questionnaires, interview schedules etc. will be furnished.

#### Item (v) Contingency including Overhead charges

The amount to be provided under this head will include postage, stationery, telephone charges and other unforeseen items of expenditure subject to a maximum of 10% percent of the total expenditure on items (i) to (iv) as prescribed by the Institution will be admissible as overhead charges.

- 2.10 Duration: The financial assistance will ordinarily be given for projects covering a period of not more than two years. In exceptional cases, the period may be extended to a maximum period of three years.

## **2.11 Scrutiny and Sanction**

- (i) After an initial scrutiny, the proposal will be placed before the Research Advisory Sub-Committee of the Institute for its recommendation. The Institute may also call for any clarification or suggest modifications therein. It may also get the opinion of expert(s) (not more than two experts for each proposal) on the project and pay a consolidated fee of Rs. 1,000 to each expert for the purpose.
- (ii) The research proposals recommended by the Research Advisory Sub-Committee headed by the Director shall be submitted to the Executive Council of the Institute for approval. A representative of PREM Division of the Ministry will also be included in the Sub-committee to avoid duplication of research work by the agencies.
- (iii) The institution/organization receiving assistance will confirm in writing that the conditions contained in the guidelines are acceptable to it. It will also execute an agreement/undertaking that it will abide by the terms and conditions laid down failing of which, it will refund to the Institute the amount given to it as assistance for the purpose with interest thereon.
- (iv) The assisted institution/organization shall maintain separate accounts in respect of this assistance. The accounts will remain open to inspection to the representatives of the Government of India/the Institute, including the Comptroller and Auditor General of India. The Institute will issue a sanction letter in the proforma prescribed for issue of the financial sanctions by the Government in respect of every approved project.

## **2.12 Release of Financial Assistance**

The sanctioned financial assistance will be released in three installments, depending upon the duration of the project. The first installment upto 40% of the sanctioned amount will be released after approval of the project and receipt of the acceptance of the terms and conditions laid therein by the Project Director. Subsequent installments will be released on the basis of the receipt of the progress reports and financial statement on the use of the financial assistance. The last installment of twenty percent of the assistance will be released on the submission of the project report and accounts of the expenditure.

## **2.13 Additional funds**

Ordinarily, No financial assistance in excess of the sanctioned amount shall be given, unless a specific prior approval 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 Institute may sanction an additional grant upto 15% of the project cost.

The Institute shall not accept any 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/organization or University through the sanction letter.

## **2.14 Re-appropriation**

The Institution may re-appropriate expenditure from one sanctioned sub head to another, subject to a maximum of 15 percent within the overall sanctioned amount. Prior approval in such cases is not necessary.

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

## 1.5 Interim Progress Report

The Project Director will submit to the Institute an interim progress report on commencement of the data alongwith certified statement of the expenditure actually incurred and estimate of the expenditure for the next six months period in the prescribed form (Appendix III). The release of subsequent installments will be subject to the satisfactory progress of the project.

## 1.6 Changes in approved projects

The Project Director will report about the changes, if any, he/she proposes in the research design. However, no major change shall be allowed therein without the prior approval.

1.8 On a request from the institution, the Institute may, in exceptional cases, permit the appointment of another Project Director.

1.9 When the Director of a project takes up an appointment with another Institution before the project is completed, the Institute may permit, with the consent of both the Institutions with regard to the transfer of the project to other Institution.

## 2.0 Extension

On a request from the Project Director, the Institute may grant extension of time to complete the project within the prescribed limits.

## 2.1 Termination of assistance

If the Institute reserves the right to terminate its financial assistance, if it is not satisfied with the progress of the project or if it finds that the guidelines/terms and conditions are being violated. In such a case, the institution/organization shall be liable to refund the entire amount of financial assistance together with damages at the rate of 9% p.a. thereon from the date of encashment of the Cheques/Bank Drafts for the amounts released for the project so far. The Institute may, on its discretion relax the date for the purpose of calculation of the interest to be charged.

## 2.2 Final report

(1) The Project Director will submit five copies of the Final report of the project along with a soft copy to the INSTITUTE on or before the completion of the project period and in no case later than three months thereafter. The final report, which will be comprehensive enough to serve as a definite record, is expected to cover the following points:

The title of the project reflecting the scope of investigation/study

Aim of the project emphasizing the overall thrust thereof.

III. The problem studied, which includes the following:

- (i) Theoretical background of the issues
- (ii) Review of existing literature; and
- (iii) Statement of the problem, including explanation of key concepts and hypothesis tested.

IV. The methodology of the study:

- (i) The design of the research
- (ii) The selection of the universe and the units for study: considerations that governed the selection of the universe, size of the sample and the procedure for the 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) Fieldwork: The manner in which the fieldwork was conducted including division of the labour among the project staff and the problems encountered.
- (v) The schedule of the project
- (vi) Organisational structure and problems
- (vii) Methodological gains
- (viii) Limitation of the study; and
- (ix) Other observations, recommendations/comments, etc.

V. **Findings and conclusion:**

Findings and conclusions must include the followings:

- i) Summary of the findings
- ii) Conclusions
- iii) Implications for further research; and
- iv) Suggestions for action and policy making
- v) An account of the population studied
- vi) Description and analysis of data

(2) The Institute may, after scrutiny of the final report, request the Project Director to revise it, if so warranted. It will be the responsibility of the Project Director to revise the report on the broad lines indicated and resubmit the same within three months. No further assistance shall, however, be given for this purpose over and above the initially sanctioned assistance.

(3) The Project Director will submit his/her final report, along with 15 copies of a short-summary containing up to 5000 words. No extra remuneration/honorarium will be admissible for this.



### **2.23 Finalization of Accounts**

- (1) When the project is completed, the institution will submit a statement of expenditure preferably audited by a Chartered Accountant alongwith original bills and vouchers for all expenditure incurred within six months of the date of acceptance/clearance of the project report or termination of the project.
- (2) All books and periodicals purchased for the project will be transferred on its completion to the library of the Institution.

### **2.24 Publication**

The Institute reserves the right to publish the final report of the research project financed by it. The final report will be evaluated by an Expert Committee to be set up by the Institute and the reports recommended to and accepted for publication, will be published by the Institute. The copyright in respect of all reports vests in the Institute. The institution/organization/Project Director will be entitled to publish the final report, if the Institute for any reason, whatsoever, does not do so within 12 months.

### **2.25 Preservation of data**

- 1) The Institution/organization receiving assistance for a project will make suitable arrangements for the preservation of the data, such as filled in schedules, computer data files, manuscripts or the reports etc. relating to the Project.
- 2) The Institute, however reserves the right to demand that the raw data or such part of it as may be specified will be transferred to it.
- 3) If the Institution proposes to destroy the data or otherwise dispose it of, will do so after obtaining the approval of the Institute.
- 4) The data will be accessible to bonafide research scholars.

### **B. ASSISTANCE TO INDIVIDUAL SCHOLARS FOR RESEARCH STUDIES SCOPE:**

- 3.01. The National Institute of Social Defence provides financial assistance to individual scholars for undertaking research studies or submitting reports on approved subjects in the fields of Social Defence. However, priority within theses broad areas will be given to the studies of an applied nature taking into consideration policies and programmes and social problems requiring urgent public intervention.

### **The detailed guidelines for giving assistance will be as follows:**

#### **3.02. Eligibility:**

Assistance shall be given to a person belonging to a discipline falling within the scope of Social Defence provided she/he is interested or in the opinion of the Institute, has the necessary competence to conduct research. He/she should possess at least a doctorate degree of a recognized university. In cases 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 will be attached to an institution/organization approved by the Institute/Ministry of Social Justice & Empowerment, through which the assistance will be given for the study.

3.04 The scholar will engage herself/himself on her/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 prior permission of the Institute.

**3.05 Duration:**

The maximum period for the project will be restricted to two years

**3.06 Amount:**

The assistance will be restricted to a consolidated payment of Rs. 10,000/- to Rs. 12,000/- per month depending on the standing of the scholar provided she/he is not in receipt of emoluments from any other source. The costs of TA/DA, typing, stationery etc. will be reimbursed. In addition, the rates for the purpose of the assistance towards the other project staff/investigators, etc. will be the same as that prescribed for the Institution/Organisations.

**3.07 Procedure:**

The applicant will submit 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 her/his academic qualifications, employment experience and research experience. The application should be submitted to the Director of the Institute through the head of the Institution to which the scholar proposes to affiliate herself/himself.

3.08 The application will be submitted to the Research Advisory Sub-Committee of the Institute for its recommendation. The applications recommended by the Research Advisory Sub-Committee, shall be submitted to the Executive Council of the Institute for approval and financial assistance will be provided ordinarily on the approval of the Executive Council.

3.09 The Institute will issue a sanction letter in respect of every approved project. The letter will be accompanied by a copy of the research project as approved by the Institute.

3.10 Mode of Payment and Conditions: The assistance will be paid to the institution affiliating the scholar every three months in advance. The institution will, in turn, make the payment to the scholar after satisfying itself about the progress in work.

3.11 The scholar shall submit a quarterly progress report to the Institute through the head of the institution.

3.12 The institution/organization shall provide to the scholar, through whom the scholar/individual investigator routes his proposal, office accommodation, including furniture, library and research facilities and messengerial services. For this, the Institute will pay to the institution overhead charges at ten per cent of the amount

sanctioned as financial assistance to the individual for the study. The amount of these overhead charges will be paid on the conclusion of the study and on receipt of audited statement of expenditure with vouchers.

- 3.13 The head of the institution affiliating the scholar shall undertake to supervise/oversee the work of the scholar in terms of the sanction and ensure the successful completion of the work.
- 3.14 The final report of the project will be submitted by the scholar to the Institute, in eight copies, in the last month of the project period. She/he will also submit along with her/his final report 25 copies of a short summary report not exceeding 5,000 words.
- 3.15 The scholar will not publish the report or a part thereof. The Institute may publish the report after its evolution.

### **C. CRITERIA FOR IN-HOUSE RESEARCH**

- 4.01 The Research and Documentation wing of the Institute may also undertake in-house research under the guidance of the Deputy Directors/Research Officers to be considered as the Principal Investigator of the Research Project. They may engage one or more project associates/assistants/co-investigators, depending upon the size of the Project/Study. Adequate justification has to be given for the number and category of the staff needed for various tasks and the man-months needed for them.

In-house research project proposals will also be evaluated and approved by the Research Advisory Sub-Committee.

Honorarium of the co-investigators/project associates/assistants and other requisite staff would be the same as in the case of a Project undertaken by an outside institute/organization for researchers/investigators, etc.

- 4.02 The following criteria will be applied for selection:

#### **Qualification and Experience:**

Project Associate: M.A. in Social Work or Social Science in II Class with five years research experience. Persons having undertaken similar research projects or PhD to be preferred.

Project Assistant: M.A. in Social Work or Social Sciences with two years research experience

Project Investigator: Graduate in Social Work or in a Social Science with some experience of data collection or M.A. in Social Sciences.

Computer Analyst: Graduate with Diploma in Computer Applications.

#### **4.03. Terms and Conditions:**

1. The project posts will be purely temporary based on the specific assignment given during the project period and will be engaged only for the duration of the project which should not normally be more than three months. Any extension beyond three months would be with the approval of Chairman, Executive Council.

2. Travel: The eligibility for travel and boarding and lodging will be the same as applicable to the regular staff of equivalent categories.
2. Medical, LTC, EPF, insurance, etc. will not be admissible to the project staff.
3. The project staff will be entitled to casual leave only.

4.04. **Selection:**

The Project Associates will be selected by a Committee headed by the Director and Deputy Directors of the Institute as Members. The other project staff will be short listed/selected by a Committee of Deputy Directors of the Institute and would be engaged with the approval of the Director for a period upto three months. Any extension beyond three months would require approval of Chairman, Executive Council.

4.05. **Preparation of Research Proposal:** The Project Proposal will have the following details:

**Title:** The title of the project reflecting the scope of the investigation.

**Aim of the Project:** The broad aim of the project emphasizing the thrust of the study/investigation.

**Hypothesis:** The specific research questions to be investigated/answered to be unequivocally stated.

**Research Methodology:**

a) **Coverage:** The universe of the study, sampling frame, sampling methods, sampling size, units of observation, etc. to be clearly indicated.

b) **Data Collection:** Indicate the source of data, types of data, tools and techniques for collection of various categories proposed data.

c) **Data Analysis:** Statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis and indices/scaling techniques, etc., proposed to be used.

4.06 **Conclusion & Recommendations**

4.07. **Interim Progress Report:** The Project Director will submit Six Monthly Progress Report of the project to the Principal Investigator.

4.08. **Final Report:** Guidelines given in Para 2.22 will be followed for the submission of the Final Report of the Project.

4.09. **Publication:** The guidelines for the publication of the Report will be the same as given in Para 2.24.

**Guidelines for the Formulation of a Research Proposal.**

Project Directors are required to furnish a detailed research proposal covering the following:

- 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
- e) Sampling frame, and sampling procedure
- f) Tools to be used in data collection
- g) Time schedule.
- h) Staffing pattern
- i) Estimate of costs

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

**I) The Title:**

The title of the Project (in capital letters) should be concise reflecting the scope of study

**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 question(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 the project.

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

**III) A brief overview of work already done in the area of proposed research:**

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 out in clear and precise terms the main objectives and thrust of the investigation.

**V. Research questions or hypotheses:** Enumerate the specific research questions or hypothesis that you wish to investigate in this study.

## VI. Methodology

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

- i. Universe of the study
- ii. Sampling frame
- iii. Sampling procedure
- iv. Units of observation and sample size

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 describe 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 Questionnaires or schedules to be used, the following details should be indicated.

- i. Distribution of the questionnaire or schedule in different sections e.g. identification of data, socio-economic data questions on various sub theme etc.
- ii. Approximate number of questions to be asked from each respondent
- iii. Any scaling techniques proposed to be included in the instrument
- iv. Any projective tests incorporated in the questionnaire or schedule
- v. Approximate time needed for interview
- vi. Any plans for index construction
- vii. Coding plan (whether the questions and responses will be coded or not; whether the coding is done for computer, or for manual tabulations)

For the interviews, the following details should be provided:

- i. How they are to be conducted
- ii. Particular characteristics that interviews must have

For the use of observation techniques, describe the following details:

- i. The type of observation: participant, quasi participant, non-participant
- ii. Units of observation
- iii. 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 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 the following details.

Preparatory work, including selection and appointment of staff and their training.

- i. Pilot study, if any,
- ii. Drawing of sample,
- iii. Tool construction (including their pre testing and printing)
- iv. Data collection
- v. Data processing (which should include coding, editing, punching, verification, sorting, computer analysis etc.)
- vi. Data analysis and data interpretation

1. Report writing

IX. **Implications**

The proposal should indicate whether this research/study would bring forth any implications for policymaking, any methodological innovations or contribute to theory building.

X. **Organization framework**

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

XI. **Cost estimate**

The cost of the project is to be estimated in terms of total staff, time period (in months) and facilities needed. This is calculated under following heads.

- i. Personal Travel

Position	No.of persons	Honorarium (fixed consolidated)	Duration	Amount required (rupees)
1	2	3	4	5
Total				

- ii. Consultancy
- iii. Printing
- iv. Computer and machine tabulation costs
- v. Contingency
- vi. Overhead charges 10 percent of items I to vi

Non-university organization applying for grants will enclose the following documents:

- i. Copy of registration
- ii. Annual Report (latest)
- iii. Audited statement of accounts of previous year (receipts and payments statement and balance sheet)
- iv. Articles of Memorandum of Association
- v. List of office bearers
- vi. Brief account of work done in social science research and in social development.

**GRAND TOTAL**



**Appendix II**

**PROFORMA FOR SUBMISSION OF BIO-DATA BY PROJECT DIRECTOR**

1. Name in Full:
2. Address  
(Permanent)  
Office
3. Phone:  
Office  
Residence
4. Fax No.
5. E mail address:
6. Date of Birth:
7. Academic Qualifications (Please give in chronological order beginning from High School):

Sl. No.	Course/Degree	Subject	Class/Grade	Board/University	Year of Passing

8. **Employment:**

Position held	Institute/Organisation	From	To	Sarlary

9. Experience of research/research projects undertaken:
10. Details of Publications:
11. Any other information in support of the proposal:

**Signature**

N.B.: The responses should be precise and concise limiting the bio-data to not more than three pages.

**Appendix III**

**Six Monthly Progress Report**

1. Title of the Project:

2. Period of the Report:

From:

To

3. Progress Report of the work done on the Project:

(A detailed and self-contained note (not less than 1000 words) of the work done on the project during the period under review should be submitted)

4. Personnel at Work during the period:

Sl. No.	Name	Designation	Emoluments p.m.	Total period for which employed and period during which the person worked on the project	
				From	To

5. Certified that the expenditure of the Project has been incurred in accordance with the budget sanctioned by THE INSTITUTE.

Total amount sanction for the Project:

Amount received from the INSTITUTE at the:

beginning of the period under review

Total amount received from the INSTITUTE at:

The end of the period under review

Signature of the Project Director

Counter Signature of the Administrative  
Head of the Institution/University