

Central Sector Scheme of Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity

1. OBJECTIVE

- A. Ministry of Minority Affairs (hereinafter referred to as the Ministry) under the Central Sector Scheme 'Scheme of Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity' shall provide professional charges to those institutions/organizations which have the expertise and are willing to undertake purposeful studies on the problems and requirement of minorities including baseline surveys/surveys and also carrying out concurrent monitoring on the implementation of various schemes undertaken for minorities. Reports of such research/studies including baseline surveys/surveys are expected to provide information and data of development deficits, successful schemes, strategies and approaches worth replicating, suggest specific programme interventions and policy options, etc. Concurrent monitoring is also essential for enabling mid-course corrective measures to ensure effective implementation of programmes and schemes. Financial support will be extended to organization holding Workshop/seminar/ Conference provided the theme of workshop/seminar/conference has direct relevance to the mandate of the Ministry. Financial support will not be provided to any organization for holding Workshop/Seminar/Conference for formulation of research proposal. No funding will be given to any organizations for holding any group discussion.
- B. To carry out multi-media campaign involving print media, electronic media, outdoor publicity, etc. for dissemination of information to generate awareness relating to programmes, schemes and initiatives for minorities. Special focus would be given on publicity of the Prime Minister's New 15 Point Programme for the Welfare of Minorities, which is a flagship programme of the Central Government.

2. SCOPE

- A. The scheme covers expenditure for research/studies including baseline survey/survey, monitoring/ concurrent monitoring and evaluation studies of various schemes and programmes of the Ministry including the Prime Minister's New 15 Point Programme for the Welfare of Minorities throughout the country with special focus on Minority Concentration Districts/blocks/towns and holding workshop/seminar/conference on themes of direct relevance to the Ministry which are either proposed by the institutions/organizations themselves or proposed/sponsored by the Ministry itself.
- B. Creative multi-media campaign for dissemination of information relating to programmes, schemes and initiatives of the Ministry of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies would be carried out through reputed private media agencies. Special focus would be given to publicity of the Prime Minister's New 15 Point Programme. Efforts would be made to carry out intensive multi-media campaign with focus on districts, blocks and cities having a substantial minority population. For multi media campaign to be carried out by PIB, DAVP and other government agencies proposals will be invited and considered directly by the Ministry.

3. ELIGIBILITY

- A. The following categories of institutions and organizations are eligible for professional charges under the scheme for undertaking studies involving research, monitoring/concurrent monitoring, evaluation and baseline survey/survey and holding workshop/seminar/conference:-
- (i) Social science research councils/institutions/ organizations;

- (ii) Professional Organisations working in the field of minorities;
- (iii) Universities including Deemed Universities and Institutions of national repute and importance;
- (iv) Reputed Institutions of higher learning;
- (v) Autonomous Bodies; and
- (vi) Registered Bodies of professionals in the field of minority development.

Autonomous institutions/organizations, to be eligible to seek professional charges under this scheme, must be non-profit making and be set up either under a Statute of Central or State Legislature or registered under the Societies Registration Act, 1860.

- B. Reputed private media agencies would be eligible for making creative multi-media campaign of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies.

4. GUIDELINES FOR SUBMISSION OF PROPOSALS

- A. Proposals for research/studies including baseline survey/survey, monitoring/concurrent monitoring, evaluation may be invited either through advertisement in the newspaper and website of the Ministry or directly from research institution/council/organization of the Government or may be proposed/sponsored directly by the Ministry itself. Assistance given by the Ministry will be institution-based and released to the head of the institution/organisation. Staff appointed for a study are deemed to be employees of the institution/organisation; their remuneration, TA/DA, etc. should be as admissible under the rules of the institution/organisation.

Any institution/organization eligible and desirous of undertaking research/studies including survey and concurrent monitoring under this scheme will apply to the Ministry in the prescribed

format (Appended) along with an outline of the proposed study/workshop/seminar/conference in accordance with the following broad guidelines:-

- (i) Objectives: The focus and orientation as well as specific objectives spelt out in detail.
- (ii) Justification: A precise identification of the problem, the hypothesis to be tested and the question to be answered.
- (iii) Relevance to an action programme: A statement in concrete terms as to how the results of the study will be relevant to improvement in formulation and implementation of the policy, plan or programme for minorities.
- (iv) Approach and methodology: The extent to which the study is reflective or empirical; whether it is intended to collect primary data and if so, based on a sample survey or a case study; relevant sources or necessary data if the use of available data is envisaged.
- (v) Details of data collection and analysis: Concepts, definitions, important variables, sampling design if necessary, broad contents of schedules/questionnaires of relevant lines of analysis, tabulation, programme and synopsis of chapter plan of the report, if possible.
- (vi) Project Duration: Time required for completing the study and submission of the report, period envisaged for preparation, field study/collection of data and drafting of the report. Research study should normally be completed within the duration of six months and in any case not beyond a period of one year.
- (vii) Staffing pattern: The number and types of supporting staff, the period for which are required and remuneration to be paid.

- (viii) Budget: Financial requirements broken down under different items of remuneration of staff, TA, workshops/seminars, stationery/printing of forms, computation and contingencies.
- (ix) Institute's contribution: The extent of contribution proposed by the institution/organization towards the cost of undertaking the study.
- (x) Bio-data of staff: Sufficient information about the academic qualifications and research experience of the Project Director and the senior staff to be associated with the study. This is not required in the case of institutions/council/organization of the Government.

A.2 Following broad guidelines are for preparation of Proposals for organizing workshop/seminar/conference:-

- (i) The main topic/theme of the workshop/seminar/conference, etc.
- (ii) Significance/purpose indicating clearly the contribution which the proposed seminar/workshop/conference is expected to make;
- (iii) Subjects/contents proposed for discussion;
- (iv) Level of participants and their number;
- (v) Duration and venue;
- (vi) Programme; and
- (vii) Collaborating agency, if any.

B. The Ministry may invite applications for making creatives for multi- media campaign of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies through advertisement in newspapers and website of the Ministry or from the list of reputed private media agencies supplied by PIB/DAVP.

5. SCREENING OF FRESH PROPOSALS

A. On receipt of sufficient proposals for research/studies including baseline survey/survey, monitoring, evaluation/concurrent monitoring, the following Committee shall consider in the meeting as deemed fit by the Chairman:

- | | | |
|---|---|----------|
| 1. Joint Secretary (IM) | - | Chairman |
| 2. Joint Secretary concerned for the theme | - | Member |
| 3. Representative of Financial Adviser | - | Member |
| 4. Representative of Planning Commission | - | Member |
| 5. Representative of Central Statistical Organisation (CSO) | - | Member |
| 6. Representative of National Sample Survey Organisation (NSSO) | - | Member |
| 7. Director/Deputy Secretary dealing with the scheme | - | Convenor |

B. On receipt of sufficient proposals for multi-media campaign/publicity, the following committee shall consider in the meeting as deemed fit by the Chairman:

- | | | |
|---|---|----------|
| 1. Joint Secretary (IM) | - | Chairman |
| 2. Joint Secretary concerned | - | Member |
| 3. Representative of Financial Adviser | - | Member |
| 4. Representative of Planning Commission | - | Member |
| 5. Representative of Prasar Bharati | - | Member |
| 6. Representative of Press Information Bureau (PIB) | - | Member |
| 7. Representative of Directorate of Audio Visual Publicity (DAVP) | - | Member |
| 8. Director/Deputy Secretary dealing with the scheme | - | Convener |

6. PATTERN OF ASSISTANCE

A. The Ministry will bear the expenditure on the following approved items of expenditure connected with the research/studies including baseline survey/survey, evaluation/concurrent monitoring:-

- (i) Remuneration for project staff
- (ii) Traveling and Daily Allowances for project staff
- (iii) Stationery and printing of questionnaires, schedules and forms.
- (iv) Hiring of office equipment like computer, printer, photocopier, fax, scanner etc. (in case there is no participating institution or where the institution is not in a position to provide the same).
- (v) Workshop/seminar.
- (vi) Contingencies including postage charges, computation and tabulation charges.

A.2 The Ministry will bear the expenditure on the following items of expenditure connected with workshop/seminar/conference, whenever necessary.

- (i) Travelling and daily allowance for participants
- (ii) Honorarium (specifying purpose)
- (iii) Stationary, etc.
- (iv) Contingencies including postage charges etc.
- (v) Publication of the seminar/workshop papers and Proceedings.
- (vi) Any other (specify)

B. In respect of multi-media campaign/publicity the pattern of assistance will be based on the proposal.

7. QUANTUM OF ASSISTANCE

- A.1 The professional charges would be released in the case of studies/survey in three installments; first installment – 50%, second installment - 40% on receiving progress reports and expenditure statements and the third and final installment - 10% after receiving the final report. In the case of research/studies including baseline survey/survey undertaken at the behest of the Ministry through institution/council/organization of the Government, 90% of the sanctioned amount may be released as the first installment.
- A.2 The professional charges would be released in the case of workshop/seminars/conference in two installments, first installment – 90% and the second installment – 10% after the workshop/seminar/conference is over, receipt of the report and the audited statement of accounts.
- B. The quantum of professional charges in respect of multi-media campaign/publicity will be based on the budget provision for the year concerned.

8. TERMS AND CONDITIONS.

The following general conditions will be complied with by any institution/organization receiving assistance for research/studies including baseline survey/survey, concurrent monitoring and evaluation:

- (i) The institution/organization will maintain the accounts and get the final accounts audited by Government auditors in case of institutes whose accounts are audited by Government auditors or by a Chartered Accountant, as the case may be, and submit these to the Ministry, along with the Utilisation Certificate on the completion of the study/survey. The accounting and auditing arrangements in respect of this scheme will be the same as those prevailing in the institution/ organization.
- (ii) The institution/organization will not accept or apply for any professional charges from any other source towards the

assignment approved under this scheme except with prior approval of the Ministry.

- (iii) Separate account will be kept of the project receipts and expenses even though some of the items of expenditure may be common with that incurred by the institution/organization of other activities.
- (iv) The institution/organization will be required to prepare a quarterly progress report on the study and submit the same to the Ministry along with a statement of expenditure actually incurred during the quarter. It will also be required to record a certificate to the effect that the expenditure has incurred in accordance with the sanctioned grant.
- (v) The accounts, equipment, etc relating to the project for which professional charges has been provided will be made available for inspection by an officer authorized by the Ministry. The accounts relating to the project shall be open to audit also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.
- (vi) The institution/organization shall prepare and maintain records of all assets acquired whole or substantially out of the funds received under the scheme. Such assets shall not be disposed, encumbered or utilized for other purpose without prior sanction of the Ministry.
- (vii) The Project Director of the institution/organization will be required to give an undertaking in writing duly signed by him/her to undertake the research/study/survey/ baseline survey/ concurrent monitoring/evaluation and complete it in time. Delay in completion of the assignment may cause reduction in the professional charges. The Project Director shall submit the final report (with 10 additional copies) to the Ministry within the stipulated duration of study/survey. Normally, studies, etc. under this scheme would be expected to be completed within the

duration of six months and in any case not beyond a period of one year. Final report will include the problem studied, the procedure followed—methodology of study/survey/monitoring/evaluation, an account of the population studied/surveyed, description & analysis of data and findings & conclusion.

- (viii) The final report on the study will be evaluated by an Expert Committee to be set up by the Ministry and such reports as recommended and accepted for publication shall be published by the Ministry. The copyright in respect of all reports shall vest in the Government of India. In case, the institution/organisation desires to publish the report on its own, prior permission of the Ministry should be taken.
- (ix) The institute/organisation shall be liable to refund the entire grant amount together with damages at the rate of 6% p.a. interest thereon for any violation of the terms and conditions mentioned in the Scheme/Government sanction, from the date of encashment of the cheque/bank draft for the amount sanctioned for the project, provided that the Government in its discretion may relax the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date.
- (x) The decision of the Secretary of the Ministry on the question whether there has been breach or violation of any of the terms and conditions mentioned herein as well as in the sanction letter, shall be final and binding on the institution/organisation.
- (xi) The Ministry reserves the right to terminate the professional charges, if it is not satisfied with the progress of the project, or finds that the terms and conditions are being seriously violated.

MODEL FORMAT FOR SUBMISSION OF PROPOSALS

I. INSTITUTIONAL PARTICULARS

- i) (a) Name of the Institution/Organisation

(b) Mailing Address

- ii) Title of the Project with scope and coverage of area/field.
- iii) Status of the Institution/Organisation

Professional organization/social service research organization/ autonomous bodies/ registered body of professionals/University/ Deemed University (to be stated specifically)
- iv) Nature and functions of the Institution/Organisation was established.
- v) Manner in which the Institution/Organization was established.

(Act of Parliament/Act of State Legislature/Registered under Societies Registration Act, 1860)
- vi) (a) In case established under any Act of Parliament/State Legislature, the name of the Statute, No. of Act and year

(b) In case established under the Societies Registration Act, the place, registration No. and date of registration.
- vii) If semi-Government Institution/Organization, the name of the Government Department to which it is attached.
- viii) (a) Whether Institution/Organisation has regular source of income.

(b) Whether it runs on no profit no loss basis.
- ix) Brief History of the Institution/Organisation, its objective and activities/academic pursuits in case of individuals.

- x) (a) Whether the Institution/Organisation has any previous experience in the field of welfare of Minorities in the country/or undertaken similar activities;
- (b) If so, detail thereof.

II. PROJECT OUTLINE

- i) Objective.
- ii) Justification.
- iii) Relevance of an action Programme.
- iv) Approach and Methodology.
- v) Details of Data collection and analysis
- vi) Project duration
- vii) Staffing pattern
- viii) Budget
- ix) Institution's/organisation's own contribution.

III. (1) STAFFING PATTERN

- i) Name of the Project Director
- ii) Position held by the Project Director in the Institution/Organisation mentioned in Item 1(i) and elsewhere, at present.
- iii) Major Positions held by Project Director previously.
- iv) Curriculum vitae of the Project Director (to be attached).
- v) Field of specialization of Project Director.
- vi) Projects completed by Project Director previously and organization for which undertaken.
- vii) List of publications in last 3 years period (to be attached).

- viii) Names of other Projects in hand of the Project Director and names of their commissioning agencies.

(2) OTHER STAFF

(Number of persons to be employed, designation, pay, duration of employment to be specified); inter case of senior staff, bio-data may be attached.)

IV. BUDGET ESTIMATES

ITEMS OF PROPOSED EXPENDITURE

1. REMUNERATION

Research and other staff category-wise

Job tasks to be done	Monthly remuneration	Duration	Amount in Rupees
----------------------	----------------------	----------	------------------

- (a) Project Director Honorary
- (b) Research/Survey Staff
- (c) Field Staff
- (d) Secretariat staff

Total _____

2. Travel

3. Data processing including computation/Computer work.

4. Stationery, printing, photocopying, postage, etc.

5. Any other (to be specified)

Total (1 to 5)

6. Overheads
Total (1 to 6)

V. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH
COPY OF APPLICATION FORM

1. Memorandum of Association and Rules/Constitution
2. Composition of Board of Governors/Executives or Governing
Body
3. Latest available annual report.
4. Copies of the reports published in the period of last three years.

(Name and Signature of the Head of the Institution/Organisation)

Place: New Delhi

Date: 6th October, 2010