

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)

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GUIDELINES FOR SUBMISSION OF PROPOSALS FOR EXTERNAL PROJECTS

Following are the guidelines to be followed by the External Researchers in course of submission of proposals for external projects. The guidelines are subject to changes by the Institute time to time.

1. Proposals shall be received only for projects on topics/subjects mentioned below:
 - a) Social, cultural, economic and political administrative developments in Asia, from the middle of the nineteenth century onwards, with special emphasis on their links with India;
 - b) Secularism and universal brotherhood;
 - c) Life and works of Maulana Azad, and
 - d) North Eastern Region.

It is, therefore, emphasized that the project programme might be sharply focused on the concerns of INDIA.

2. The Proposal shall be submitted by the Primary Researcher, hereinafter referred to as the Proposer (As per format in Annexure – I). He will approach to the Director, MAKAIAS in writing showing his interest to conduct the project and the proposal should be submitted in Annexure – I along with requisite papers. Upon acceptance of the proposal by the Institute the Proposer may be termed as **External Fellows**.
3. The Proposer must meet all Qualifying Criteria, and the proposal shall include a separate detailed CV of his/her qualifications and accomplishments. The CV shall be treated as an integral part of the proposal. Any false statement in the CV shall be construed as misrepresentation of fact and the proposal shall be rejected summararily, subject to punitive action. If a project/proposal is approved, then before commencement, all certificates/testimonials must be presented in original for verification (to be returned immediately to the applicant (Primary Researcher)).
4. The proposal shall be prepared and submitted with due care and diligence as this shall be the legal/contractual basis of the project, if awarded.
5. The Proposal shall, at minimum, contain respective information under the following headings (see proforma below). Though it is understood that the proposer shall exercise his/her own judgment to add more information if those are deemed essential, it is advised that proposals are succinct.

6. Proforma Proposal:

- a. **Reference to the Advertisement:** Date of advertisement and media
- b. **Title:** The Title shall be such as to clearly correspond/associate the project with one of the advertised areas/topics of research
- c. **Objective(s)** of the project
 - i. **Deliverables**
- d. A brief (less than 500 words total) **description of the project**, including the following:
 - i. **Context** of the current research with reference to earlier work, if any, etc.
 - ii. **Scope** (geographic, temporal, ethno-linguistic, political, etc. so as to clearly indicate what all is included and what is not)
 - iii. **Methodology:** This shall include the likely extent of literature survey, primary data/sources, secondary data/sources, field work, archival and library work, Internet or other electronic media based research, etc.
- e. **Human Resources Requirement:** This shall detail the number of researchers/assistants required for the project as per the objective(s) and description given above. The number of researchers, their respective required skills/qualifications, tasks to be carried out, their duration of engagement in the project, etc. are clearly to be mentioned. For example, if two Research Assistants are required for a total of 3 months of field work for primary data gathering, and one Research Assistant is required for 3 months for the analysis/interpretation of the data, then those shall be clearly mentioned
- f. **Effort Estimation:** Total duration of the project. This shall not be more than three years. Following details must be given:
 - i. Duration of the project can be 1 year to 3 years, depending upon the scope and size of the project. The application should clearly indicate the time required for different phases and various tasks such as Literature Survey, Self-Reading, Primary Data gathering based on field-work, Data gathering from Secondary Sources(Library/Archive/Internet based), Analysis, Writing, etc. as applicable
- g. **Project Timeline:** the total calendar span of the project, and the objectives for every quarter (particularly field-trips etc.)
- h. **Financial Estimate (Budget):** A detailed, justified budget, with break ups indicating remuneration of the researcher, field work (places, mode of transport, number of days with justification), stationery, printing etc. have to be submitted. This should be detailed as per the following heads in the following format:

- i. **Primary Researcher Emoluments:**
 - ii. **Secondary Researcher(s):** For each secondary researcher (maximum of 2 per project) the duration of engagement (in months) and emoluments per month (between 8,000 – 10,000 per month)
 - iii. **Cost of books and Stationery:**
 - iv. **Field-trips:** For *each and every field trip, the following details are to be furnished separately*
 1. Objective of the particular trip
 2. Geographic Location(s) covered
 3. Number of Researcher(s)
 4. Total number of days and nights (including days spent in travel)
 5. Main Journey Fare (from residence of researcher to the main/central town/city of the trip)
 6. Accommodation Charges
 7. Food Expenses
 8. Local Transportation
 9. Research Related expenses, if any (example, cost of taking surveys)
 - v. **Research Related Expenses** (other than those included in field trips)
7. A consent letter or No Objection Certificate (NOC) from employer or affiliating institute, if any, must be submitted, along with a profile of the affiliating institute in case of NGOs/societies.

Financial Terms and Conditions:

1. Budget, once approved, is final. No additional funds shall be provided under any circumstances
2. Traveling by Air, if required in exceptional case, should be limited to economy class fare. Train journey fare should be limited to 2AC class. Any traveling expenses for personal reason will not be entertained. In all cases original vouchers, tickets, boarding passes, should be submitted along with accounts.
3. Rates of Daily Allowance in course of Field visit: The daily allowance during field trips shall be as per actual up to a maximum of INR 1,500 per day per person. This DA shall include all boarding/lodging, food expenses, and local transportation

4. Contingency should be limited to 3% of the project cost.
5. Proposal for project work once approved by the Academic Committee/MAKAIAS along with sanction of Budget will be considered for awarding grant as an external project subject to availability of fund. Cost once sanctioned will not be enhanced. Savings achieved, if any, should be deposited with MAKAIAS immediately.
6. Grant will be released through A/C Payee cheque in the name of the Primary Researcher/Fellow, or directly deposited electronically through NEFT to a bank account held in the name of the Fellow. For NEFT deposits the requisite information (Bank and Branch Name with IFSC code, Account Number, Account Holder's name and address) must be submitted in advance in the stipulated form.
7. Grant sanctioned against a Project will be divided based on the duration of the project and annual requirement will be determined. Grant required during a financial year will be released in four installments i.e. in the month of April, July, October and January on application of the Project Fellow. Before release of grant for a quarter (other than 1st installment), the accounts for expenditure incurred during the previous quarter should be submitted to MAKAIAS. Accounts for related quarter should be submitted in the month of July, October, January & March. It is to be ensured that the accounts for the quarter ending March should be submitted in the month of March of the financial year to accommodate the expenditure in the accounts as per provision of General Financial Rules – 2005
8. The amount of money (proportion of the total budget) that shall be paid at each quarter and be decided based on the total project cost and the Project Timeline submitted in the proposal
9. Accounts for expenditure should be accompanied by vouchers in original. Submission of photocopy of vouchers is strictly prohibited. Accounts submitted without complete vouchers shall be treated as incomplete accounts. In such a situation the next installment of grant will be held up till the accounts is completed and accepted by the office of MAKAIAS.
10. Payment vouchers for payment of any sum to the Research Assistants should be acknowledged by the recipient and countersigned by the External Fellow. All other vouchers in original should be endorsed by the External Fellow.
11. Any sum remains unspent during a quarter will be adjusted with the subsequent installment.
12. All books purchased out of the grant in connection with the project should be returned to MAKAIAS on completion of the project. The standard charges for return of books by courier shall be borne by MAKAIAS.
13. The project grant does not allow purchase of equipment like computer, laptop, printer, scanner, camera or any other electronic gadgets

14. The Primary Researcher shall submit a quarterly progress report to the Director, MAKAIAS. This is mandatory. Otherwise subsequent grant for the project shall not be released. If the progress report and statement of expenditure for two consecutive quarters are not furnished, or if furnished, are not found satisfactory, the grant may be discontinued, and the Researcher is liable to refund all monies paid till that time
15. The External Fellow may apply for extension of the project period only in exceptional cases like on certified/documented medical ground and in cases of "Acts of God". In such a case he/she shall submit the reports for the whole previous periods along with the statement of expenditure for those periods, if otherwise due. Extension of project period shall be granted by the Director/MAKAIAS for a maximum period of six months from the last validity date of the Project. No additional fund will be granted for such extension of a project once approved
16. **The Primary Researcher shall submit the final report of the project within three months of completion of project;** and the last and final installment of the entire grant of the project awarded shall be withheld, to be released on reimbursement basis only after the final statement of expenditure is received. Unspent money if any will be adjusted accordingly against the installment due
17. Period of delay (beyond the extension, if granted) in completion of Projects and submission of final project report will attract penalty on the External Fellow @ Rs.1000.00 per month in the event of failure of the External Fellow.
18. The External Fellow will be liable to refund the total money granted to him for project work if he quits the project before completion or submission of the Report. If no reports of progress and accounts are submitted for two consecutive quarters, the Project shall automatically lapse, and the Researcher shall be liable to return the total money granted to him/her till that time.

Undertaking upon Acceptance:

Upon the acceptance of the project, the Proposer shall have to give a written undertaking(*shown below*) following to certify the authenticity of the proposal and terms given thereof shall be legally binding, with penalties attached, including but not limited to full return of all monies paid along with punitive charges, for any non-conformance, and mis-representation of facts.

UNDERTAKING

To
The Director,
Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata

“ The Project (title).....
submitted by me and approved for funding by the Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS) has not formed , in part or full, any other project being funded by other agency. Nor will be submitted in part or in full to any other agency for funding and the MAKAIAS shall have the right to publish the complete manuscript.

I,(name)..... further undertake that I will complete the project in the time stated within the time stipulated and if not I will refund the amount received together with penal interest that the MAKAIAS may choose to set. I also agree to pay penalty Rs.1000(Rupees one thousand) per month or part thereof for the delayed period beyond the actual date of completion of the project.

Signature in full:

Date:

FORMAT FOR SUBMISSION OF THE PROPOSAL

S. No.	Particulars	Details
	Reference to the Advertisement :	
	Name & Contact no. of the Proposer:	
	Address:	
	Title of the Project:	
	Whether the project concerns of India:	
	Objective of the project(in brief): i) Description of the Project ii) Context of the current research with reference to earlier work, if any iii) Scope iv) Methodology	
	Human resource requirement:	
	Duration of the Project:	
	Budget Estimate of the Project: i) Primary researcher's Allowances..... ii) Secondary researcher's Allowances..... iii) Cost of the Books and Stationery..... iv) Research / Field Trips: a) Air Fare i) Domestic..... ii) Foreign..... b) Travel cost other than Air Fare.. c) Maintenance Allowance..... v) Contingency (Max 3% of the Project Cost).. Total:.....	
	Whether NOC enclosed :	
	Whether CV has been attached:	

Signature of the Proposer:

Date: