Guidelines

Training and Capacity Building (TCB)

Indian Council of Social Science Research (ICSSR)
Ministry of Education (MoE)

JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 (INDIA)

1 INTRODUCTION

1.1 ICSSR funds and promotes Research Methodology and Capacity Building Programmes in Universities, Colleges and Research Institutes to enhance the research capabilities of young research scholars and early-career academics and to promote a deeper understanding of the theoretical and methodological concepts of research.

A comprehensive understanding of the methodologies and strategies employed in research is essential for the development of high-quality research. Although the philosophical underpinnings of social science research are universally shared, each discipline has created its own distinctive theoretical framework and research methodologies. Researchers engaging in an interdisciplinary or multidisciplinary study need to familiarize themselves with the methodologies of disciplines beyond their own area of competence.
Furthermore, there are a plethora of areas in which a proficient researcher must improve their skills, from the initial stage of the research problem to the final reporting and publication of the results, in order to make a substantial contribution to the advancement of knowledge in their respective fields.

The Training and Capacity Building (TCB) division provides grants to the Social Science faculties for organizing Research Methodology Courses and Capacity Building Programmes for Young Researchers and Faculty Members in the following areas of social science research:

S. No.	Broad Domains	Priority Areas
1.	**Economics / Development Studies**	a. Innovations in Agriculture and Rural Development b. Entrepreneurship and Start-ups c. Blue Economy d. Natural Resources and Regional Development e. Sustainable Livelihood f. Green Economy Transition g. Fintech and Fintech-based Solutions for Economic Development h. Cooperatives and Rural Transformation i. Emerging Technologies and Socio-economic Development

2.	**Management**	a. Financial Management b. Human Resource Management c. Supply Chain Management
3.	**Commerce**	a. Trade and Commerce b. Rural and Urban Tourism c. Fintech and Fintech-based Trade and Commerce
4.	**Sociology/Social Work**	a. Artificial Intelligence: Social Impact b. Development and Empowerment of Vulnerable Sections of Society c. Sociology of Family in India d. Urban Sociology e. *Janjatiya* Studies
5.	**Social Anthropology**	a. Linguistic Anthropology b. Cultural Anthropology c. Ethnographic Studies d. Food, Culture and Society
6.	**Culture Studies**	a. Digital Humanities b. Life, Literature and Thought in India c. Literature and Globalization d. Art Practices and Folk/Oral Forms e. Regional Cinemas
7.	**Sanskrit Studies**	a. Grammatical Tradition b. Manuscript Studies c. Poetics d. Literary Traditions
8.	**Socio-Philosophical Studies**	a. Indian Philosophical Systems b. Comparative Ethics c. Artificial Intelligence and Ethics
9.	**Sociolinguistics**	a. Language, Culture and Society b. Social Concepts and Theories in Indian Languages
10.	**Gender Studies**	a. Women-Led Development b. Gender and Society c. Women and Democracy
11.	**Health Studies**	a. AYUSH Community Medicine b. Indigenous Healing Methods and Practices c. Health of Women

		d. Food and Nutrition of Children e. Sports and Fitness
12.	**Political Science**	a. E-Governance b. G20 Declaration and Global Sustainability c. Human Rights and Legislation d. Contemporary Electoral System e. People's Participation in Politics f. Politics and Technology g. Indian Political Thought h. Indigenous Polity i. Rural and Urban Governance j. Indian Constitutionalism
13.	**International Relations/ Geopolitics**	a. Geo Politics b. Indo-Pacific Strategic Relations c. India's Cultural Diplomacy and Soft Power
14.	**Public Administration**	a. Public Policy b. Ethical Governance c. Tribunals, Commissions and Bureaucratic System
15.	**Diaspora Studies**	a. Role of Indian Diaspora in the Development of Bharat b. Multiculturalism c. Migration and Cultural Identity
16.	**National Security and Strategic Studies**	a. Defence and National Security b. Defence Manufacturing c. Peace and Conflict Studies d. Internal Security
17.	**Education and Skilling**	a. Digital Learning Technology Integration b. National Education Policy: Implementation and Challenges c. Ethics, Values and Innovation in Education d. Artificial Intelligence and Education e. Skilling Youth for Future Jobs f. Skill Education in HEIs
18.	**Social Psychology**	a. Mental Health Social Inclusion b. Social Dimensions of Indian Psychology
19.	**Legal Studies**	a. Legal and Para-legal Studies b. Legal History of India

20.	**Social and Human Geography**	a. Demography b. Migration c. Human Resource and Holistic Growth d. Regional Geography e. Rural and Urban Landscape
21.	**Environmental Studies**	a. Human-Environment Relationship b. Climate Change c. Sustainable Development Goals in Indian Context d. Renewable Energy Resources
22.	**Modern Social History**	a. History and Heritage b. Memory and History c. Maritime History
23.	**Media Studies**	a. Mass Media and its Socio-Cultural Impact b. Mass Media and Society in India
24.	**Library Science**	a. Bibliometric/ Scientometric/ Webometric Studies b. E-Resources and IT Application c. Metadata Harvesting Techniques and Digital Repository
25.	**Language Studies**	a. Knowledge Traditions in Indian Languages b. Application of Knowledge Contained in the Vernacular Texts
26.	**Indian Knowledge Systems**	a. Indian Textual and Oral Traditions b. Indigenous Innovation, Technology and Development c. Development of Pedagogical Materials in Diverse Disciplinary/Inter-disciplinary Areas Based on Indian Intellectual Texts
27.	**Rural and Urban Studies**	a. Rural Economy b. Rural Society c. Rural-Urban Migration d. Rural Culture and its Signifiers e. Urban Planning and Policy f. Urbanisation and Urban Environment
28.	**Divyangjan Studies**	a. Intersectional /Multidisciplinary Studies on Divyangjan b. Policy Research for Divyangjan

		c. Rehabilitation, Innovation Technology for Divyangjan d. Financial Empowerment of Divyangjan

2. CATEGORIES

2.1 The Training & Capacity Building Programme is categorized into two distinct categories:

(A) Research Methodology Course (RMC)

The course aims to develop the PG/PhD/PDF scholars as future academicians and social science researchers by strengthening their methodological and writing skills.

(B) Capacity Building Programme (CBP)

This programme aims to improve the general methodological and writing abilities of in-service faculty members, primarily Lecturers/Assistant Professors in Social Science disciplines, and to expose them to the newest developments in their fields, technology spin-offs and the like.

3. ELIGIBILITY

3.1 **Institutions/ Organizations:**

The organizing institution, which plans to organize a TCB programme should be an ICSSR Research Institutes, ICSSR Recognised Institutes, Institutes of National Importance as defined by the Ministry of Education (MoE), UGC Recognized Indian Universities/Deemed Universities/Colleges under (2) F / 12(B) having proven research capacity, infrastructure and resources.

3.2 **Course Directors**

The Course Director for both programmes should be a serving Professor/Associate Professor/Assistant Professor(with PhD and minimum 5 years of teaching/research experience) in social and human science disciplines and must have a good publication record. In case a Co-Course Director is required, the person must also be a serving Professor/Associate/Assistant Professor and have a good publication record. There shall, however, be a cooling period of two (2) years for individual applicants from the date of one RMC/CBP and the submission of a new application.

3.3 **Participants**

3.3.1 Under the RMC, the participants should be enrolled for PG/Ph.D./PDF in a UGC-recognized University/Deemed University/College under 2F/12B /Institutes of National Importance or ICSSR Research Institutes/ Recognised Institutes and their application should be duly forwarded by the affiliating institution.

3.3.2 Under the CBP, the participants should be a Lecturer/ Assistant Professor in a UGC-recognized Indian University/Deemed University/Colleges/Institutes of National Importance or ICSSR Research Institutes/ Recognised Institutes and their application should be duly forwarded by the parent institution.

3.3.3 There should be at least thirty (30) participants from social science disciplines of which ten (10) may be local, ten (10) within the state and ten (10) from outside the state. The Course Director may however enrol more than thirty participants but ICSSR will not provide additional grants for the same.

3.3.4 Under the SC and ST component plan, the requisite participants may belong to these categories. However, in case of non-availability of requisite SC/ST participants, preference may be given to OBC, Women, and Persons with benchmark disability and minorities.

4. HOW TO APPLY

4.1 Applications are received online **throughout the year**. Additionally, Special Call CBPs and RMCs dealing with specific themes and issues as decided by the ICSSR will also be invited from time to time through an advertisement which shall be published on the ICSSR website, social media platforms of ICSSR and if required, in print media.

4.2 The applications should be sent **at least three months before** the due date of the RMC/CBP.

4.3 The applicants need to submit an **online application**, a hard copy of the same duly forwarded by the affiliating institution along with all the **Enclosures I to V** must be sent to:

The Deputy Director,
TCB Division,
Indian Council of Social Science Research,
Aruna Asaf Ali Marg,
New Delhi 110067

With the following enclosures:

Enclosure I Forwarding Letter duly signed by the affiliating university/institutions
Enclosure –II: A concept note in about 1000 words that may be either in English or Hindi
Enclosure-III Date wise Tentative Programme Schedule
Enclosure-IV List of Resource Persons with their Affiliation, Designation, Department**,** Specialisation, Mobile No. And Email IDs,
Enclosure V Budget Allocations of the programme

Enclosure-VI Duly Attested SC/ST/Disability certificate, if applicable
Enclosure VII- Brief Academic CV of the Course Director and Co-Director (not more than 2-5 pages)
Enclosure VIII - Self-attested copy of the PhD Certificate

5. PROCEDURE FOR AWARD

5.1 All applications submitted to the ICSSR will be screened by the division regarding the submission of complete documents by the applicants.

5.2 The proposals shall be evaluated by the Expert Committee and grants will be awarded on the basis of recommendations of the committee.

5.3 The recommendations of the Expert Committee are then placed before the Research Committee and the Council for final approval.

6. DURATION, VALUE AND RELEASE OF GRANT

(A) Research Methodology Course (RMC)

6.1 The duration of the course will be ten (10) full working days.

6.2 The maximum limit of the grant may be **Rs. 8.00 lakh.**

6.3 Budget may be prepared as per the table given below:

S. No.	Expenditure Head	No.	Unit Cost (Rs.)	Maximum Limit (In Rs.)
1.	**Travel** Outside the state Resource Persons (5 within the state, 5 outside the state 5 local) ICSSR Observer (s)	15	--	1,50,000/-
	Participants (10 within, 10 outside the state & 10 local)	30		30,000/-
2.	**Honorarium** Outside the state Resource Persons per session (5x2=10x4000= 40000/-)		4,000/- per session	40,000/-
	Within the state Resource Persons per session(5x2=10x4000= 40000/-)		4,000/- per session	40,000/-
	Local Resource Persons per session (5x2= 10x4000= 40,000/-)		4,000/- per session	40,000/-
	Course Director			10,000/-
	Co-Course Director			5,000/-
3.	Stay Costs Outstation Resource Persons Participants			2,00,000/-

4.	Food charges			2,00,000/-
5.	Course material			15,000/-
6.	Fieldwork			25,000/-
7.	Contingency (including paper, stationary, photocopying, advertisement costs etc.			20,000/-
8.	Overhead charges payable to the organising institution			25,000/-
	TOTAL			**8,00,000/-**

The duration of each session is one and a half hour (90 Minutes). Number of sessions 30**. The total Resource Persons from outside the state can be 5, from the state can be 5 & local Resource Persons can be 5 to 8. Resource Persons from outside the state and from the state will be assigned two (2) sessions each, while local Resource Persons may be assigned 1 to 2 session/s subject to a maximum limit of 10 lectures in all three categories.

(B) Capacity Building Programme (CBP)

6.4 The duration of the course will be twelve (12) full working days.

6.5 The maximum limit of the grant may be **Rs. 10 lakh**.

S. No.	Expenditure Head	No.	Unit Cost (Rs.)	Maximum Limit (in Rs.)
1.	**Travel** Outside the state Resource Persons (6 within the state, 6 outside the state & 6 local) ICSSR Observer	18		1,50,000/-
	Participants (10 within the state, 10 outside the state & 10 local)	30		1,00,000/-
2.	**Honorarium** Outside the state Resource Persons per session (6x2=12x4000= 48000/-)		4000/per session	48,000/-
	Within the state Resource Persons per session(6x2=12x4000= 48000/-)		4000/per session	48,000/-
	Local Resource Persons per session (6x2=12x4000= 48,000/-)		4000/ per session	48,000/-

	Course Director			12,000/-
	Co-Course Director			6,000/-
3.	Stay Costs Outside the state Resource Persons Participants			2,25,000/-
4.	Food charges			2,50,000/-
5.	Field Work			30,000/-
6.	Course Material			20,000/-
7.	Contingency (including paper, stationary, photocopying, advertisement costs etc.			35,000/-
8.	Overhead charges payable to the organising institution			28,000/-
	TOTAL			**10,00,000/-**

*No. of resource persons 18 (6 Local, 6 within the state and 6 outside the state). The duration of each session is one and a half hour (90 Minutes). Total sessions 36. ** The total Resource Persons from outside the state can be 6, from the state can be 6 & local Resource Persons can be 6 to 8. Resource Persons from outside the state and from the state will be assigned two (2) sessions each, while local Resource Persons may be assigned 1 to 2 session/s subject to a maximum limit of 12 lectures in all three categories.*

6.6 The grant in both schemes will be released in two instalments. The 1st instalment of 75 percent will be released after getting the actual and detailed time schedule of the programme. The 2nd and final instalment of 25 percent will be released upon receipt of the Final Report, Audited Statement of Account (AC) and Utilization Certificate (UC) in the GFR 12 A form. In the case of Central Universities, AC/UC signed by the Finance Officer is acceptable. For all other Institutions/Universities, the AC/UC should be countersigned by a Chartered Accountant/Local Fund Audit.

7. MONITORING

7.1 The ICSSR may depute an Officer/Observer to oversee the quality of the programme.

7.2 On the final day of the workshop, the Course Director/Co-Course Director is required to conduct a test for assessing all the participants based on the lectures delivered by the Resource Persons.

7.3 The ICSSR may directly take feedback from the Resource Persons and the participants on the quality of the course conducted.

8. CONDITIONS

8.1 Once the programme is approved by the ICSSR, wide publicity with the ICSSR logo should be given to attract a sufficient number of applicants. This may be done through advertisements in the newspaper and uploading the information to the institution's website. A copy of the same may be sent to the ICSSR for uploading to its website.

8.2 There shall be at least three lectures per day followed by a detailed discussion/interaction with the participants.

8.3 The Course Director will ensure that at least two sessions each are dedicated to the use of data in social science research, research tools, and library & e-library training. If any Course Director proposes any special training such as SPSS, Disaster Management, Health Training, use of ICT in social science research etc, it must be clearly stated in the proposal along with additional budgetary requirements. One session each should focus on Indian Knowledge Systems and Elements of Academic Writing.

8.4 For a course under a Special Component Plan, there should be more than 50% of participants from the SC and ST categories. However, in case of non-availability of SC and ST participants, priority should be given to OBC, women, Persons with Benchmark Disability and minorities.

8.5 The Resource Persons invited for the course should be from different geographical & social science backgrounds preferably a Professor/Associate Professor with sufficient expertise in Resource Methodology and publications. While selecting the Resource Persons for both RMC/CBP, the Course Director should ensure that Resource Persons from outside the state, from the state and from the local area should separately share 1/3 (33%) of total lectures.

8.6 For the Travel & stay of the Resource Persons, the host institution's rules will apply.

8.7 No Registration fee would be charged to the participants for attending the Course.

8.8 The Course Director/Co-Course Director is not entitled to draw an honorarium for taking sessions in the same Course.

8.9 The travel, lodging and boarding expenses of the ICSSR Observer, if any, will be borne from the approved budget head "travel & stay for outstation resource persons".

8.10 The institute may re-appropriate expenditure from one sanctioned sub-head to another subject to a maximum of ten per cent. Any re-appropriation beyond ten per cent of the amount sanctioned for any item shall require the prior approval of the ICSSR.

8.11 The amount of grant sanctioned is to be utilized within 3 months/same financial year. If the Grantee fails to utilize the grant within the stipulated period, it will be refunded to the ICSSR with 10% penal interest p.a. from the date of receipt of the amount.

8.12 The Council reserves the right to reject any application without assigning any reason. It is also not responsible for any postal delays/loss.

8.13 Incomplete applications in any respect shall not be considered.

8.14 The final authority related to the interpretation of the guidelines or any issue left is vested with the ICSSR.

8.15 ICSSR follows Government of India Rules & Directives with regard to SC, ST and Persons with Benchmark Disability categories.

9. COMPLETION OF THE COURSE

9.1 Upon completion, the Course Director will submit the following within ONE month:

(a) Final report including observations/recommendations by the Resource Persons;
(b) Course Outlines, Attendance sheets with signature, programme schedule, list of resource persons, programme photographs
(c) One set of Course/Study Materials
(d) Summary of Evaluation by the Participants (annexure II & III)
(e) Suggestions for further improvement
(f) Certificate to the participants with ICSSR Name and Logo issued by the Organizing institute
(g) Feedback Form by the participants on the Course
(h) Feedback Form by the participants on Resource Persons
(i) Headwise audited statement of accounts and Utilization certificate in GFR-12 A form for the entire sanctioned amount duly signed by the Finance Officer/Registrar/ Principal/Director/Chartered Accountant in case the accounts of the Institution are audited by the CAG/AG. Otherwise, they need to be signed both by the competent authority of the affiliating institution along with a chartered accountant/Local Audit Fund.

10. OBLIGATION OF THE AFFILIATING INSTITUTION

10.1 The forwarding institution, where the proposed Course is to be located, has to provide, in the prescribed format duly stamped and signed by the Competent Authority, an undertaking to administer and manage the ICSSR grant and provide logistical support for the Course.

10.2 The Institute hosting the programme should provide overall management and facilities such as logistic help, staff support, lecture venue etc. For this, the overhead charge as mentioned in the budget, given above, will be paid to the host institute which will be released after receiving the final report and an Audited Statement of Accounts and Utilization Certificate. **(As per the ICSSR prescribed format)**

10.3 The Course Director shall be responsible for the overall management and timely conduct of all the sessions and active engagement of the participants during the programme. The Co-Course Director, if any, will assist the Director in discharging the overall responsibility of conducting the workshop.

10.4 The host University/Institute & Course Director are expected to give wide publicity to the programme, clearly mentioning that it is an ICSSR Sponsored Programme, at least one month in advance.

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