

**GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF EDUCATION**

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**Revised Guidelines for Scheme of Studies, Seminars, Evaluation, etc. for  
Implementation of Education Policy.**

**OBJECTIVE**

The implementation of the various parameters of the National Policy on Education (NPE) including its further elaboration in the Programme of Action (POA), 1992 requires wide dissemination of its objective as also a close association with the agencies working in the field of education including non-governmental and voluntary agencies and social activist groups. With a view to promoting greater coordination in implementation of the Policy, it is necessary to develop inter-disciplinary approach with support systems at the national as well as local levels.

2. In this context, it is necessary (a) to generate wider awareness of educational policies and Programmes in the country; (b) to initiate policy oriented studies and seminars enabling mid-course corrections, modifications and adjustments of policy interventions; (c) to involve associations of teachers, students, youth and women as well as media in the process of formulation of various programmes through sponsored seminars on related themes and topics; (d) to facilitate dissemination of innovative and good practices as well as successful experiments in the field of education; and (e) to facilitate review of NPE and POA.

**SCOPE**

3. The scheme is intended to provide financial assistance to deserving institutions and organisations, on the merits of each proposal so as to admit of financing a variety of activities having a direct bearing on the management and implementation aspects of the Education Policy. This would include sponsoring of seminars, conduct of impact and evaluation studies, make consultancy assignments in order to advise the Government on the best alternatives and models for making the system work, making of video films, etc.

While the monitoring and evaluation of various schemes sanctioned under the NPE, will be undertaken under the relevant schemes themselves, however, in

case, where no provision exists for conduct of monitoring and evaluation studies such studies will be financed under the scheme.

It is also necessary to encourage specific activities of Registered Professional bodies of educationists and experts, which, through sharing of new knowledge and experience, enrich the process of education.

## **ELIGIBILITY**

**4.** The following categories of institutions and organisations will be eligible to receive assistance under the scheme: -

- i. Professional associations of women, youth, teachers, parents, students, media, trade unions etc., working in the field of education;
- ii. Voluntary organisations and non-governmental agencies including social activist groups of repute engaged in research and innovations in the field of education;
- iii. Universities including Deemed Universities and Institutions of national importance;
- iv. Institutions of higher learning;
- v. Postgraduate academic and Professional/Research institutions of repute affiliated to universities or otherwise set up and recognised by the Central or State Governments;
- vi. State Councils of Educational Research Training and State Institutes of Education;
- vii. State Boards of Secondary Education/Technical Education/Central Board of Secondary Education;
- viii. Association of Indian Universities, Council of Boards of Secondary Education and similar organisations;
- ix. Non-profit making trusts, educational publishers and Panchayati Raj Institutions.
- x. Autonomous Bodies, Subordinate and Attached Offices under the Department of Education
- xi. Registered Body of professionals in the field of Education.

**5.** Autonomous institutions/organisations, to be eligible to seek assistance 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. In case of voluntary organisations registered under the Societies Registration Act, 1860, they should have been functioning for a period not less than three years on the date of applying for assistance.

## **GUIDELINES FOR SUBMISSION OF PROPOSALS**

**6.** Assistance given by the Ministry will be institution-based and released to the head of the Institute/Organisation. The Project Director has to work in an

honorary capacity. He can draw TA/DA and outstation expenses but not any honorarium. 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.

**7.A** Any institution/organisation eligible and desirous of undertaking studies under this scheme will apply to the Ministry in the prescribed form (Appended) along with an outline of the proposed study in accordance with the following 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 education policy, plan or programme.
- 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 scheduled/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.
- 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 for staff, TA, stationery/printing of forms, computation and contingencies.
- ix. **Institute's contribution:** The extent of contribution proposed by the Institution/organisation 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.

**7.B** Any institution/organisation eligible and desirous of organising Seminars under this scheme will apply to the Ministry in the prescribed form (Appended) along with an outline of the proposed Seminar in accordance with the following guidelines: -

- i. **Background and justification:** Background and justification as well as specific objectives spelt out in detail.

- ii. Relevance of this Seminar to monitoring, management and implementation aspects of Education Policy.
- iii. Anticipated outcome of the Seminar with reference to Education Policy.
- iv. Budget proposal for the Seminar.
- v. Institution's own contribution.
- vi. Other contributors with amounts

## **SCREENING OF FRESH PROPOSALS**

**8.** All proposals received for consideration under the scheme will be considered by a Grant-in-aid Committee under the Chairmanship of Additional Secretary which will meet at regular intervals to consider the project proposals so received. Composition of the Committee is given as under:-

- I. Joint Secretary (Planning) --- Chairman
- II. Representative of the concerned Bureau at the level of Director/DS (based on the subject matter of the proposal viz. elementary education, secondary education, technical education etc.)
- III. FA(HRD) or his nominee
- IV. Representative of Planning Commission
- V. Representative of NIEPA
- VI. Representative of NCERT
- VII. Outside Experts co-opted by Chairman, if found necessary
- VIII. Director/Deputy Secretary dealing with the Scheme -- Convenor

## **PATTERN OF ASSISTANCE**

**9.A** The Ministry of Human Resource Development (Department of Education) will bear the expenditure on the following approved items of expenditure connected with the study as a grant-in-aid:-

- i. Remuneration for project staff
- ii. Travelling and daily allowances for project staff
- iii. Stationery and printing of questionnaires, schedules and forms.
- iv. Hiring of office equipment like typewriters, computers etc. (incase there is no participating institution or where the institution is not in a position to provide the same).
- v. Contingencies including postage charges.
- vi. Computation and tabulation charges.

**9.B** The Ministry of Human Resource Development (Department of Education) will bear the expense on the following items of expenditure connected with the seminar/conference/symposia as a grant-in-aid:-

- i. Hiring of accommodation/venue
- ii. Travelling Allowance/Daily Allowance

- iii. Refreshments viz. Tea/Coffee with biscuits and working lunch during the day of Seminar to participants at the rates approved by Ministry of Finance.
- iv. Documentation of Seminar Materials.
- v. Contingencies -- Not exceeding 10%

## **QUANTUM OF ASSISTANCE**

**10.** It is expected that the participating institution/organisation will provide on its/their own the physical facilities necessary for the project and also meet a part of the cost of study. Normally, assistance to a single impact study/evaluation will not exceed Rs. 5.00 lakh. The ceiling on expenditure on National Conference/Seminars will be Rs.3.00 lakh and International Conferences (or with substantial International participants/ members) will be Rs.5.00 lakh. The actual quantum would, however, be decided by the Ministry of Human Resource Development (Department of Education) in each case on the merits of the proposals received. The funds would be released in the case of studies in three instalments; first instalment - 50%, second instalment - 40% on receiving progress reports and expenditure statements and the last instalment - 10% after receiving the final report. The funds for Seminar will, however, be released in two equal instalments, the first instalment on execution of bond and the second and final instalment on receipt of Utilisation Certificate and Statement of Audited Expenditure. The Department of Education has discretion to increase the quantum of first instalment depending on merits. Cent per cent funding will be admissible only for proposals for studies, seminars, conferences and projects undertaken by the Department of Education or at the behest of the Department. Preference will be given to institutions/organisations which are willing to share/provide physical facilities for the seminars etc. and are prepared to make a matching financial contribution. Education Secretary, in consultation with Finance Adviser (HRD), is competent to relax financial ceilings on quantum of assistance.

## **TERMS AND CONDITIONS**

**11.** The following general conditions will be complied with by any institution/organisation receiving assistance under the scheme: -

- i. The institution/organisation will maintain the accounts and get the final accounts audited by Government auditors in cases 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 a study/seminar. The accounting and auditing arrangements in respect of this scheme will be the same as those prevailing in the institution/organisation.
- ii. The institution/organisation will not accept or apply for any financial aid from any other source towards the study/seminar approved under this scheme except with prior approval of the Department.

- iii. Separate account will be kept of the project/seminar receipts and expenses even though some of the items of expenditure may be common with that incurred by the institution/organisation of other activities.
- iv. The institution/organisation will be required to prepare a quarterly progress report on the study and submit the same to the Department 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. related to the project for which assistance is received under this scheme will be made available for inspection by an officer authorised by the Department. The accounts relating to the project shall be open to check also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.
- vi. The institution/organisation shall prepare and maintain a record of all assets acquired whole or substantially out of the grants received under the Scheme. Such assets shall not be disposed of, encumbered or utilised for other purposes without prior sanction of the Department.
- vii. The institution/organisation will be required to complete the study and submit the final report to the Ministry within the stipulated duration of study. Normally, studies under this Scheme would be expected to be completed within one year after formal sanction subject to the grant of extension of time by the Department up to one more year in exceptional cases depending upon the merits of each case.
- viii. The final report on the study will be evaluated by an Expert Committee to be set up by the Ministry and such of the reports as are recommended to and accepted for publication shall be published by the Department. The copyright in respect of all reports shall vest in the Government of India. In case, the institution desires to publish the report on its own, prior permission of the Department should be taken.
- ix. In the case of seminars, three copies of the proceedings should be furnished along with Utilisation Certificate, etc.
- x. The grantee 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.
- xi. The decision of the Secretary to the Government of India in the Ministry of Human Resource Development (Department of Education) 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 letters, shall be final and binding on the grantee.