

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

GUIDELINES FOR GRANTS TO ORGANISE TRAINING COURSES IN RESEARCH METHODOLOGY AND COMPUTER APPLICATION IN SOCIAL SCIENCES

1. **Criteria for Eligibility:**

For all Courses

- a) All those, pursuing their doctoral work, and college of university teachers, or members of recognized research institutions who are engaged in doctoral work or engaged in or planning to engage themselves in research work (not necessary for Ph.D.) will be eligible to apply for these courses.
- b) **For Courses in Data Processing:** The candidates should have adequate background knowledge of statistics and preferably some knowledge of computer applications. Further, ordinarily, they should have made some progress in data collection as a part of their research studies.
- c) The applications of all these candidates should be forwarded by the sponsoring authorities, namely the Institution/ Employer/ Research Supervisors of the candidates concerned.
- d) All the applicants will give one to two page synopsis/note on their research work along with their applications. The academic career of the candidate, as well as the recommendations of the supervisors in regard to their competence and motivation should be given due edge.

2. **Course Contents and Faculty Members:**

The faculty members are expected to supply an outline of their lectures and also of the reading list etc. to make their lectures meaningful.

The ICSSR should be informed of the course contents, detailed programme indicating, names of faculty members along with specific topics assigned to each of them. After completion of the course, a course Director's report along with filled in evaluation schedules by the participants are to be sent to the ICSSR.

3. Budget

I TA / DA to Participants :

TA – Non local participants will be entitled to get 2nd class return railway fares.

DA – Rs. 300/- per day for class 'A' cities and Rs. 250/- for other cities in case of free lodging 75% of ordinary rates of DA.

DA to Local participants Rs. 100/- per day.

II TA/DA & Honorarium to Faculty Members

The Core Faculty Members and Guest Lecturers will be paid TA/DA at the following rates:

- a) TA – 1st class train fare or AC 2nd class fare, Air fare, if the train journey takes more than 24 hours & if he/she is of the status of a Professor.
- b) DA – At the rate prevailing in the Institution, where the course is being organized, to its own staff, subject to a maximum of Rs. 100/- per day for the entire stay.
- c) Local faculty will also be entitled to charge conveyance at the rate, prevailing in the Institution, where the course is being organized.
- d) Local and Non-local Faculty Members from outside the Institution will be paid honorarium @ Rs. 500/- with a ceiling up to Rs. 1,000/- per day and a maximum of Rs. 3,000/- for the entire training course.
- e) The Course Director may be paid an honorarium @ Rs. 4,000/- for the course (the Course Director can divide the total amount of honorarium available to him and the core Faculty members in mutually acceptable manner, if he so desires).

Free lunch and tea/coffee at the rate of Rs. 100/- per day will be provided to the lecturers.

III. Other Misc. Items:

- a) Reading Materials – Rs. 500/- per participant, both to local as well as Non-local participants.
- b) Data Processing – Actual Computer charges up to Rs. 10,000/-. This ceiling however, may be relaxed for data processing courses or depending on / duration of the Training Course.
- c) Local conveyance for non-local participants – Rs. 3,000/- (To be budgeted only when the participants are staying at a place different from the place where the training course is being organized).
- d) Stationery / Secretarial Assistance – Rs. 5,000/- per course.
- e) Cost of reference books to be purchased for the training course – Rs. 5,000/-.
- f) Overhead charges @ 7.5 % (Overhead charges will be calculated after deducting the participation fees).

IV Participation Fee:

It is expected that in order to mitigate the expenses on the training course, nominal fee may be charged from the participants @ Rs. 800/- for lecturer or equivalent; @ Rs. 400/- for scholars getting any fellowship and @ Rs. 200/- for those without any fellowship or financial support.

Please note that all proposals are to be considered by a Committee, which generally meets twice a year. Proposals may be sent three to four months in advance for processing the request.

Kindly ensure that the proposals are complete in all respect and are submitted well in time.

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

Guidelines for preparation of Course Director's Report (for all Research Methodology Courses in Social Sciences and on Data Processing)

The Course Directors, after the successful completion of the Courses sponsored by the ICSSR under the Programme of Training, are expected to submit a Report along with copies of course materials given to the participants. To enable the Council to evaluate the programme, the Report must contain atleast the following sections.

- 1. Introduction:**
The title of the Course, its duration with exact dates and place where it was organized.
- 2. Selection of Participants:**
A brief write up on the selection procedure may be given in this section. Mention may also be made of the announcement of the course along with eligibility of participants. Regional for state-wise and discipline-wise distributio of the applicants and selected candidates may be provided in a tabular format to know the extent of coverage of the clientele. (the list of selected candidates along with their addresses may be given as an appendix to the Report).
- 3. The Course Content and the Faculty:**
A brief outline of the Course content, along with time / sessions devoted to cover these, and their sequence of presentations may be given in this section. (The detailed time-table may be presented as an appendix).
- 4. Write-up on Practical Sessions / Field Trips etc.:**
In case, the Course involved practical sessions/field trips etc. besides lecture sessions, these may briefly be reported in this section of the Report.
- 5. Evaluation by Participants:**
The Course evaluatio by the participants. In terms of relevance of course contents, their presentations, etc., may be reported with frequency distributions of the responses (on specific items/questions) in this section.
- 6. Course Director's suggestions / Recommendations:**
The Report may conclude with the suggestions / observations and recommendations of the Course Director for improving the quality of the course in future.

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH, NEW DELHI
Training Course in Research Methodology

Venue.....

Type of Course.....

Participant's Overall Evaluation (POE)
(Questionnaire to be administered on the conclusion of the Course)

Now that the training programme is over, may we request you to kindly give your views on it. They will be helpful in assessing our performance.

Kindly fill out the questionnaire freely and frankly

The information supplied by you will be treated as confidential

Background Information

1. Name.....
2. Address.....
 - 2.1 Local.....
 - 2.2 Outsider.....
3. Discipline:.....
4. **Academic Status :**
 - 4.1 **Research Scholar**
 - 4.1.1 With Scholarship.....
 - 4.1.2 Without Scholarship.....
 - 4.2 **College Lecturer**
 - 4.2.1 Registered for Ph.D.....
 - 4.2.2 Not registered for Ph.D.....
 - 4.3 **University Lecturer**
 - 4.3.1 Registered for Ph.D.....
 - 4.3.2 Not registered for Ph.D.....
5. **If working for Ph.D.**
 - 5.1 Topic for Research.....
 - 5.2 Name of the Guide.....

VIEWS ON THE COURSE

6. Speaking generally, how would you describe the Course? Would you say
- 6.1 the course was a great success.....
 - 6.2 the course was just ordinary.....
 - 6.3 the course was much below the standard.....

The course had two major components : lectures and the practical sessions.
Can we know your opinion about each of these?

Lectures

First about the syllabus

7. What about its coverage? Do you think that the topics covered by the course are adequate for this kind of training?
- 7.1 Adequate.....
 - 7.2 Inadequate.....
 - 7.2.1 If inadequate, what topics do you think should also have been included?
Please list them.

8. Where there any topics which, in your opinion, should not have been included? If so, please list them.

9. Was there any over-emphasis on any specific topic or set of topics? If yes, please indicate

10. How do you view such over-emphasis
- 10.1 It was good and desirable.....
 - 10.2 It was not necessary.....

11. Was the three hours duration of lectures
- 11.1 Too much.....
 - 11.2 Just right.....
 - 11.3 Too little.....

12. How do you feel about the time Schedule
- 12.1 It was alright.....
 - 12.2 It was too heavy.....
 - 12.3 There was too much spare time.....

13 Will you kindly mention the lectures that you enjoyed the most?

Topic of the Lecture	Lecturer	Reason for liking

14 Were there any lectures that you did not like? Please list them and also assign reasons for your disliking.

Topic of the Lecture	Lecturer	Reason for liking

Practicals

Please give your comments on the practicals

15 To what extent were the practicals helpful?

- 15.1 Very helpful _____
- 15.2 Somewhat helpful _____
- 15.3 Not at all helpful _____

16 What is your opinion regarding the practicals

- 16.1 Necessary _____
- 16.2 Un-necessary _____
- 16.3 Too many sessions: number must be reduced _____
- 16.4 Adequate number of sessions _____
- 16.5 Number of sessions must be increased _____
- 16.6 Too long sessions, Tiring _____
- 16.7 Adequate duration _____
- 16.8 Duration must be reduced to _____ hrs.

17 How did you find the general atmosphere of the institution? Was it

- 17.1 Very cordial and personalized? _____
- 17.2 Very impersonal but cordial? _____
- 17.3 Too bureaucratic and uncordial? _____

18 What do you think you personally gained through this Course?

- 18.1 I had no formal training in methodology and therefore I learnt a lot.
- 18.2 The training that I received at the MA level was not adequate for research, and this course was a great help.
- 18.3 I did not learn any thing new, but it refreshed my knowledge.
- 18.4 It was a waste of time.
- 18.5 Any other (please write)

19 On the academic front, taking an overall view, what do you think were the highlights / weaknesses of the Course?

19.1 Highlights

- 1. _____
- 2. _____
- 3. _____

19.2 Weaknesses

- 1. _____
- 2. _____
- 3. _____

Let us talk about the mundane matters

20 Were the arrangements made for your stay and for boarding satisfactory

20.1 Satisfactory _____

20.2 Tolerable _____

20.3 Not Satisfactory _____

20.4 If Not, satisfactory, Please specify them:

Lodging _____

Boarding _____

Any other _____

21 Any other comments and suggestions you wish to make about training programme in research methodology will be most welcome.

(The core faculty and the ICSSR is grateful to you for offering your comments on the course) We wish you all the best.