

RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

56-57, Institutional Area, D-Block, Janakpuri, New Delhi – 110 058.

(Incomplete application shall not be entertained)

**APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR MAJOR/MINOR PROJECT &
TO NGOs/DEEMED SANSKRIT UNIVERSITIES/CBSE/NCERT/SCERT etc. 2016-17
(UNDER PROVISION 3 & 9) OF THE SCHEME.**

1. The Teacher's/Deptts. of the university should submit their application through the Registrar of respective university.
2. The NGO's should submit their application through the Principal Secretary, Higher Education or the Officer deputed for the purpose of respective State Govt.

APPLICATION FOR PROJECT

To,

Project proposed

by_____.

Sub :- Proposal for Financial Support to Rashtriya Sanskrit Sansthan (D.U.), New Delhi.

Sir/Madam,

I am forwarding the proposal received from_____ for financial support to the Rashtriya Sanskrit Sansthan (D.U.), New Delhi for_____.

If the scholar, directing the project leaves our Campus/institution to join other Campus/institution after part of the sanctioned grant has been received, we would have no objection to the transfer of the project to a new campus/institution.

The Campus/institution, however, shall continue to be responsible for submitting the audited statement of accounts and utilization certificate for the grant received by it, for this purpose.

With regards,

Yours faithfully,

()

Note:- Please attach Annexure V(b) to V(d), if NGO, attach V(b) to V(e)

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PROFORMA

- | |
|--|
| <ol style="list-style-type: none">1. The Teacher's/Deptts. of the university should submit their application through the Registrar of respective university.2. The NGO's should submit their application through the Principal Secretary, Higher Education or the Officer deputed for the purpose of respective State Govt. |
|--|

Proposal for preparing a project/Scheme on _____

- **Discipline of the Project/Scheme:-** The Title of the project/scheme should be concise (with subtitle, if any) reflecting the scope of the investigation.

- **Aim of the Project/scheme:-** The broad Aim of the project/scheme emphasizing the overall thrust of the proposed investigation should be clearly mentioned.

- **Overview of Literature:-** The aim identified should be logically linked to other studies on the theme in the literature delineating the need for the present investigation.

- **Conceptual Framework:-** The concepts to be used, their relevance and applicability to the study and their operationalisation should be indicated.

- **Project/Research Questions or Hypotheses:** The project/research questions to be answered/addressed need to be unequivocally stated.

- **Project/Research Methodology :-**

- (a) **Coverage:** The proposal should clearly indicate the universe of the study, sampling frame, sampling methods, sampling size, units of observation etc.

- (b) **Data Collection:** The proposal should indicate sources of data types of data, tools and techniques for collection of various categories of proposed data.

- (c) **Data Analysis:** It should indicate the statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis, indices/scaling techniques proposed to be used etc.

- Implications:-** The proposal should state whether this project/research would bring forth any implications for policy making either for the region concerned or the country, any methodological innovations or contribute to theory building.

- **References:-** The proposal should include a 'List of References' mentioned in the text alongwith other important recent additions to the literature on the theme. The references should indicate the author, title, publisher and year of publication.

- **Duration of the Project/Research work:-** The duration of the project/research can be estimated depending upon the scope and size of the project but **should not exceed two years**. It should indicate the time needed for various tasks such as preparation of schedules, pilot study (if any), data collection, data analysis, report writing etc.

- **Personnel :-** It should indicate the number and category of personnel needed for various tasks, their qualifications and the man-months needed with adequate justification.

- **Budget:** This should indicate the cost of personnel, travel (no. of days and places with justification), data processing, stationery and printing, books, journals, equipment, contingency and any other items.

S.No.	Item	Amount Proposed Yearly		
		Ist Year	IInd yr.	IIIrd yr.
i.	Books & Journals			
ii.	Equipment			
iii.	Contingency			
iv.	Field work/Travel			
v.	Hiring Services			
vi.	Overhead			
vii.	Salaries			
viii	Stationary etc.			

- **Summary :- Five copies** of Summary of the project/research proposal (about 500 words) indicating the statement of the problem, objective of the study, research questions or hypothesis or both, sample size (if any) and research methodology should be provided.

Date: _____

Signature of the Applicant

ANNEXURE-V (C)

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FORMAT FOR PREPARING BIO-DATA BY SCHOLARS TO APPLY FOR A PROJECT

1. The Teacher's/Depts. of the university should submit their application through the Registrar of respective university.
2. The NGO's should submit their application through the Principal Secretary, Higher Education or the Officer deputed for the purpose of respective State

Affix attested
Photograph

1. Name in Full _____
2. Address (Permanent) _____

3. Address (Correspondence) _____

4. Phone no. (Office) _____ Residence _____ Fax _____
5. E-mail (It is Mandatory) _____
6. Date of Birth _____ Sex _____
7. Nationality _____
8. Whether * (SC/ST/OBC) _____
(Please attach photocopy of the category certificate)
9. Academic Qualifications (Please give in chronological order beginning from high school) :-

S.No.	Course/Degree	Subject(s)	Class/Grade	University/Board	Year of Passing
1					
2					
3					
4					
5					

10. Employed:- Yes/No (If 'Yes', please furnish information in chronological order in the following format):-

S.No.	Position Held	From	To	Salary Drawn
1.				
2				
3				
4				

11. Publication in the last five years (Please indicate title, publisher and year of publication):-

(a)	Books :-	
	(i) Authored	
	(ii) Co-authored	
	(iii) Edited	

(b)	Research paper in peer-reviewed journals only (Give title, journal, year)

12. Details of the Projects

(a) Completed: Yes/No (If 'Yes', please provide details in the format below)

S.No.	Title of the Project	Duration	Sponsored/Funded by the Institute	Year of Completions	Budget Sanctioned	Report Submitted/Year

(b) Currently being conducted : Yes/No (If yes, please furnish the details in the following format:-

S.No.	Title of the Project	Sponsored/Funded by	Budget Sanctioned	Likely date of Completion

(C) Whether any proposal submitted for a Project to other agencies for consideration : Yes/No
(If 'Yes', please indicate the details in the following format)

S.No.	Title of the Project	Duration	Budget	Submitted to the agency with date	Present Status

13. Please indicate the name and address of the institution where the scholars wants to affiliate this project and the reasons thereof :-

14. Any other relevant information in support of the proposal : _____

Date: _____

Signature of the Applicant

ANNEXURE-V (D)

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(UNDER PROVISION 3 & 9) OF THE SCHEME.

FORMAT FOR SHORT SUMMARY

1. Title of the study : _____

2. Name & Address of the Scholars : _____

3. Institution of affiliation (Full address): _____

4. Duration of the study : _____
5. Budget proposed by the scholar : _____

S.No.	Item	Amount Proposed Yearly		
		Ist Year	IIInd yr.	IIIrd yr.
i.	Books & Journals			
ii.	Equipment			
iii.	Contingency			
iv.	Field work/Travel			
v.	Hiring Services			
vi.	Overhead			
vii.	Salaries			
viii	Stationary etc.			

6. Specific objectives of the study : _____

7. Central idea of the problem : _____

8. Methodology in brief : _____

Date _____

Signature of Scholar/Project Director

Email id:

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FORMAT FOR PROFILE OF AFFILIATING INSTITUTION (Only for NGO) *

- (i) Name and Address : _____

- (ii) Registration Certificate : _____
No. (Please attached)
- (iii) Thrust of the Institute (Please tick appropriate column) :-
(a) Social Science Research _____
(b) Action Research _____
(c) Development _____
(d) Any other (Please specify) _____
- (iv) Faculty : (Please indicate the number their names, qualifications, specializations and major publications)
(a) Status of Research Faculty:- (Regular/Temporary/Part time/Honorary) _____
(b) Status of administrative staff: (Regular/Temporary/Part time/Honorary) _____
- (v) Infrastructural facilities :-
(a) Building : Owned/Rented/ (Number of Rooms with covered area) : _____
(b) Library : Yes/No (if yes, number of books, journals, periodicals) : _____
(c) No. of Computers available : _____
- (vi) Major activities undertaken during the last five years (please give details)
(a) Seminars/Conferences/Workshop : _____
(b) Projects : _____
(c) Training : _____

* This information is to be compulsorily supplied by NGOs and other registered societies, Research institutes fully funded by State or Central Government)

(vii) Research Projects :-

(a) Completed

S.No.	Title	Project Director	Amount	Details funding agency	Year of Completion

(b) On-going

S.No.	Title	Project Director	Amount	funding agency	Likely date of Completion

(c) Under Consideration

S.No.	Title	Project Director	Budget	Funding Agency

(viii) Name(s) and Address(es) of the Governing Body Members : _____

(ix) Name (s) and Address (es) of the Research Advisory Committee: _____
 (Please submit a copy of the minutes of the last meeting)

(x) A copy of the M.O.A. of the organization: _____

(xi) Details of Audited Statement of Accounts and Annual Reports (Please enclose documents for the last three years)

- (xii) Whether the organization is recognized by any university/state central government for training/research purposes/Financial Assistance :-
- (xiii) Details of publications year wise brought out by the organization during the last five years.
- (xiv) Photocopy of Income tax exemption certificate issued to your organization.
- (xv) Any other Relevant Information:-
(All points have to be answered. Incomplete information given will be rejected)

Date: _____

Signature of the Head of the Institute
with stamp
Name and Designation
(In Block letters)

ANNEXURE-V (F)

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(UNDER PROVISION 3 & 9) OF THE SCHEME.

PROGRESS REPORT

1. Title of the Research/Project :- _____

2. Period of the Report : _____ From _____ to _____

3. Progress Report of the Work Done on the Research/Project :- _____

(Please prepare a detailed and self-contained note (not less than 1000 words) of the work done on the research/project during the period under review and enclose it with this report)

4. Personnel at Work During the Period :

S.No.	Name	Designation	Scale of Pay	Total Emoluments	Total period for which employed and period during which the persons worked on the project	
					From	To

5. Statement of expenditure incurred during the period :- The following expenditure was incurred during the period and review :-

S.No.	Item	Amount approved in accordance with the sanction order	Expenditure incurred at during the period	Total expenditure at the end of the period under review	Balance of the grant still available

Certified that the expenditure of the scheme/project has been incurred in accordance with the budget approved by the Rashtriya Sanskrit Sansthan (D.U.), New Delhi.

- (a) Total amount sanctioned for the project _____
- (b) Amount received from the Sansthan as at the beginning of the period under review: _____

- (c) Amount received from the Sansthan during the period under review: _____
- (d) Total amount received from the Sansthan at the end of the period under review: _____
- (e) Proposed Budget : _____

S.No.	Item	Amount Proposed Yearly		
		Ist Year	IIInd yr.	IIIrd yr.
i.	Books & Journals			
ii.	Equipment			
iii.	Contingency			
iv.	Field work/Travel			
v.	Hiring Services			
vi.	Overhead			
vii.	Salaries			
viii	Stationary etc.			

Total _____

Certified that no change has been made in the project as approved by the Sansthan.

Signature of the Project Director

Counter signature of the Administrative Head of the Institution/Campus/University

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PROFORMA FOR REVIEW THE PROJECT/SCHEME

1. Name and Address : _____

2. Registration Certificate No. (If any, please attached) _____
3. Title of the Research/Project :- _____
4. Sanction letter no. & date for the project _____
(Copy of sanction to be enclosed)
5. Sanctioned project period : _____ from _____ to _____
6. Total Sanctioned post _____ Filled _____ Vacant _____
7. Name of the Investigator/Observer _____
8. Name of the Constituted Committees (At-present) _____
(Please mentioned the names individual)
9. Engaged persons during the Period
(If 'Yes', please furnish information in chronological order in the following format):-

S.No.	Name	Position Held	From	To	Salary Drawn

10. Details of completed work:-

Sl.No	Name of the published title	Editor/Author	Volume	Year

11. Amount approved and utilized during the project period: _____

(a) Details of expenditure

S.No.	Item	Amount approved which received	Expenditure incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field work/Travel		
v.	Hiring Services		
vi.	Overhead		
vii.	Salaries		
viii	Stationary etc.		
ix	Any other items (Please specify)		

12. Number of equipments which used for the project _____
(Please attached the details)

S.No.	Description of item	Qty

13. If the project has not been completed, please state the reasons:

14. If project has not been completed, please indicate the approximate time by which is likely to be completed. A summary of the work done for the period may please be sent on a separate proposal with the follows :

15. Required period for completion the project _____

16. Work Target and Proposed funds for execution of the project/scheme

S.No.	Item	Work Target and Proposed amount (yearly)					
		Ist year		IInd year		IIIrd year	
		Work	Amount	Work	Amount	Work	Amount
i.	Books & Journals						
ii.	Equipment						
iii.	Contingency						
iv.	Field work/Travel						
v.	Hiring Services						
vi.	Overhead						
vii.	Salaries						
viii	Stationary etc.						

Date _____

Signature of the Head of Institution/
Investigator/Observer

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**FEED BACKPROFORMA FOR FINANCIAL ASSISTANCE TO NGOS/CAMPUS/AFFILIATED
INSTITUTIONS/ DEEMED SANSKRIT UNIVERSITIES ETC. FOR
SEMINARS/SYMPOSIA/WORKSHOP (UNDER PROVISION 3,8,9) OF THE SCHEME.**

1. Name of the Organisation/Campus _____

 2. Complete Postal Address : _____

_____ Pin _____ Phone _____
Fax no. _____ E-mail _____
 3. Director of the Programme: _____
 4. Whether registered at NGO portal i.e. ngo. India.gov.in (If yes give unique
I.D./Registration
No.) _____
 5. Details of the Programme:-
 - (i) Area of the Programme :- _____
 - (ii) Period during which the programme was conducted: _____
 - (iii) Objectives of the programme : _____
 - (iv) Incurred Expenditure : _____
(Separate sheet with break-up and recurring & non recurring)
 - (v) Achievements : _____
 - (vi) List of participants/trained with qualification: _____
- (a) Experts -**

Sl.No.	Name of the Scholars with address	Designation	Telephone no. & e-mail

(b) Participants -

Sl.No.	Name of the Scholars with address	Designation	Telephone no. & e-mail

(vii) Major outcome/recommendation of the programme (enclosed separate sheet): _____

6. Whether Accounts and Utilization Certificate are furnished for the grant received: _____

7. Proposed Budget :-

Sl.No.	Details	Amount
1.	Honorarium	
2.	TA /DA	
3.	Food Tiffin, Meals & Tea	
4.	Bags, Pen & pads	
5.	Printing of certificates, Invitation, Seminar proceedings, Broacher etc.	
6.	Video and Photo	
7.	Accommodation and Transportation	
Total =		

8. Whether grant was received from any other source (give details _____)

9. Sanctioned Fund _____
10. Copies of cutting from news papers covering the details of the last programme (if any) _____
11. Publication :- full papers/summaries of lectures brought out under the programme (Please enclosed hard & soft copies)
12. List of reading material supplied to the participants of the Seminar/Conference/workshop. _____
13. Registration date and no. _____.
14. Audited account for the last three years. _____

(Name _____)

Designation _____

Institution with seal _____

Date: _____