

# **ICSSR Institutional Doctoral Fellowship**

## **INTRODUCTION**

Doctoral Fellowships are awarded to registered Ph. D. scholars from ICSSR Research Institutes, to pursue and complete their doctoral research in any social science discipline.

The broad disciplines of study within the domain of social sciences are:

Economics  
Management  
Commerce  
Sociology  
Social Work  
Social Anthropology  
Cultural Studies  
Socio-Sanskrit Studies  
Socio-Philosophical Studies  
Social Linguistics  
Gender Studies  
Health Studies  
Political Science  
International Studies  
Public Administration  
Diaspora Studies  
National Security and Strategic Studies  
Education  
Social Psychology  
Legal Studies  
Social Geography  
Environmental Studies  
Modern Social History  
Media Studies  
Library Science

## **INSTITUTIONAL DOCTORAL FELLOWSHIP**

The scholars seeking institutional doctoral fellowship are required to apply directly to the concerned ICSSR research institute against the call for such fellowship.

## **PROCEDURE FOR THE AWARD**

Applications are forwarded by institution and initially scrutinized by the ICSSR Secretariat and thereafter by the Screening Committee.

Thereafter, Subject Group(s)/Expert Committee(s) will short-list the meritorious proposals from the eligible applications.

Such applicants may also be invited for a presentation before an Expert Committee at ICSSR or its Research Institutes/Regional Centres.

The recommendations of the Expert Committee will then be placed before the Research Committee/Council for its final approval.

## **DURATION AND VALUE**

Doctoral Fellowship is a full time research work.

The duration of the fellowship is strictly for two years.

The value of the fellowship is Rs.20,000/- p.m. and contingency grant is Rs.20,000 /-p.a.

## **JOINING & RELEASE OF FELLOWSHIP**

The scholar has to join the fellowship within two weeks of the date of the award letter by submitting the required documents through the affiliating/administering institution. This may be extended by the ICSSR up to six months in deserving cases.

The sanction of the fellowship will be issued initially for a period of one year, effective from the date of joining of the scholar in the Fellowship. The renewal of the Fellowship for the subsequent year shall be subject to the receipt of satisfactory Annual Progress Report and statement of expenditure for the entire fellowship released for first year.

The first year fellowship and contingency will be released in two equal instalments. The first instalment will be released after receiving the documents prescribed in the Award letter along with the Grant-in-aid-Bill (GIB) and Registration Mandate Form of PFMS Account of concerned affiliating/administering institution. The second instalment shall be released after receiving a satisfactory Six Monthly Progress report in the prescribed format along with statement of expenditure.

The second year fellowship will be released in three instalments:

The first instalment will be released on receiving a satisfactory Annual Progress Report of the first year and statement of expenditure.

The second instalment will be released on receipt of satisfactory First Six Monthly Progress report of the Second Year in the prescribed format along with statement of expenditure.

The third and final instalment will be released on receipt of one copy each of Ph. D thesis submitted to the University and summary along with the audited statement of account and utilization certificate in GFR-19A Form.

The accounts and utilization certificate will be signed by the Finance Officer/Registrar/Principal/Director 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 the chartered accountant.

## **MONITORING OF FELLOWSHIP**

Regular monitoring of Fellowship is done on the basis of Six Monthly and Annual Progress Report in the prescribed format submitted by the scholar and duly forwarded by the supervisor.

The fellowship may be discontinued if research progress is found unsatisfactory or any ICSSR rules are violated.

The ICSSR may ask for annual presentation/mid-term appraisal of the research work.

During the course of the fellowship, the scholars are required to publish at least two research papers in reputed journals on the theme of the research undertaken and submit a copy of these to ICSSR.

## **COMPLETION OF FELLOWSHIP**

If a fellow leaves the fellowship before its full-term, he/she has to inform ICSSR in advance.

The scholar shall be permitted to retain the grant released from the Joining date till the date of leaving subject to submission of the following:

An updated Progress Report for the said period duly forwarded by the Supervisor.

An Undertaking for submission of Ph.D. thesis within a reasonable time on a Non-Judicial stamp paper of Rs. 100/- (in prescribed format).

Statement of Accounts and Utilization Certificate in GFR 19A form for the admissible amount.

Refund of unspent balance, if any, through payment made in favour of ICSSR, New Delhi.

In such cases, the ICSSR may consider to pay contingency grant subsequent to submission of thesis to ICSSR.

In other case, the scholar can leave the fellowship by refunding the entire amount already released by the ICSSR.

The scholars who have left the fellowship without completion and without informing ICSSR, are required to refund the entire amount of fellowship released with penalty/penal interest.

If, as a special case, a scholar remains on leave due to maternity/medical/extra ordinary circumstances (not to exceed six months) duly approved by the ICSSR, the tenure of fellowship will be extended by that period but the total amount of fellowship will not exceed 24 months.

On completion of the fellowship, the scholar should submit the following within one year:

- (a) Copy of the Ph. D thesis submitted to the University for award of the Degree along-with a Summary of the report (3000-4000 words) and research papers published.
- (b) These documents should be submitted in hard copy (one copy each of Ph. D Thesis, Summary and research papers) and a soft copy in a pen-drive.
- (c) In case a thesis is revised and re-submitted, a copy of the same should be submitted to the ICSSR also.

On completion of the fellowship, the scholar should submit the following:

- (a) Copy of the thesis submitted to the University for award of Ph. D Degree along-with a Summary of the report (3000-4000 words) and research papers published.
- (b) These documents should be submitted in hard copy (one copy each of Ph. D Thesis, Summary and research papers) and a soft copy in a pen-drive.
- (c) The second and final instalment will be released on receipt of one copy each of Ph. D thesis submitted to the University and summary along with the audited statement of account and utilization certificate in GFR-19A Form.
- (d) The accounts and utilization certificate will be signed by the Finance Officer/Registrar/Principal/Director 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 the chartered accountant.

## **OBLIGATION OF THE AFFILIATING INSTITUTION**

The affiliating institution is required to provide the requisite research infrastructure to the scholar and maintain proper accounts.

The affiliating institution is required to give an undertaking in the prescribed format contained in the Application Form to administer and manage the ICSSR fellowship grant.

The affiliating institution shall maintain a dedicated bank account for ICSSR grant (Scheme Code-0877) that is duly registered at PFMS portal for release of the Doctoral Fellowship Grant.

The affiliating institution will be under obligation to ensure submission of the final thesis and an audited Statement of Accounts and Utilization Certificate, (in the prescribed Performa GFR 19-A) duly certified by the Competent authority including refund of any unspent balance.

## **CONDITIONS**

The Doctoral Fellows must stay and work full time at the affiliating University/Institute. However, they may go on field work with the express approval of their supervisor. For rest of the period, they must continue to work at the concerned University/Institute.

The Fellow shall not accept or hold any appointment (paid or otherwise) or receive any emoluments, salary, stipend etc., from any other source during the tenure of the award. However, a fellow may undertake teaching assignments for not more than four hours a week, assist in tutorials, evaluation of the papers, laboratory/demonstration work, etc.

The tenure of fellowship is strictly for two years. Any extension can be granted under exceptional circumstances without any additional financial implications to ICSSR. The ICSSR reserves the right to determine exceptional circumstances.

The contingency grant may be utilized for books, stationery, computer consumable costs and field work expenses related to the research work.

The ICSSR reserves the right to publish the Ph.D. thesis funded by it, provided the work is recommended for publication by the ICSSR expert Committee.

The scholar shall prominently acknowledge ICSSR's support in all publications resulting from the research output of the fellowship and should submit a copy of the same to the ICSSR.

ICSSR follows Government of India Rules & Directives with regard to SC, ST and Persons with benchmark disability.

Defaulters of any previous ICSSR fellowship/project/grant will not be eligible for consideration until the applicant obtains the clearance from the concerned administrative division.

A fellow is not entitled for same type of fellowship more than once.

While accepting Doctoral fellowships from the ICSSR, a fellow should not accept any other fellowship from any other University/Institute.

During the tenure of fellowship, the fellow will be governed by the rules of the affiliating/administering institution in all matters including drawls of TA, holidays/leave and contingency grant, etc.

The selected fellows are expected to do full time research in India. They could, however, undertake data collection outside India in exceptional cases, if warranted by the needs of the proposal. For this, they are required to apply separately for consideration under the Data Collection Scheme of the International Collaboration Division of ICSSR and the decision of the ICSSR in this regard will be final.

ICSSR makes positive efforts to encourage less represented sections such as women, people belonging to Educationally Backward Areas/Districts, minorities, etc.

The scholar should not have been subjected to any disciplinary/legal action/proceedings/ financial penalties in his/her research career.

Books/periodicals/equipment purchased by the scholar out of the contingency grant should be deposited with the affiliating/administering institution and a certificate to this effect be submitted along with the final report.

Application submitted against a Call will not be considered for the subsequent Calls on its own.

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

Incomplete applications in any respect shall not be considered for fellowship.

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

## **RESEARCH PROPOSAL FORMAT**

Other than the mandatory information accompanying each application, candidates should submit their research proposal in two parts:

- A) Abstract of the research proposal (about 300 words)
- B) Detailed research proposal (about 3000 words) An indicative outline for the detailed research proposal is given below:

1. Title: The research proposal should have a clear, meaningful and concise title reflecting the scope of the investigation.
2. Introduction The research proposal should begin by clearly stating the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area.
3. Objectives of the Study The general aim of the study as well as its specific objectives should be clearly stated in the proposal.
4. Research Questions or Hypotheses Given the conceptual framework and the specification of dimension, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, specification of variables and positing of relationship among them through specific hypotheses must form a part of the research proposal.
5. Review of Literature (National & International) The proposal should summarize the current status of research in the area and major findings, including the researcher's own work in the area. Existing empirical findings may also be discussed. The overview should clearly demonstrate the relevance as well as inadequacy of existing findings or approaches and provide a rationale for the proposed study.
6. Research Methodology The researcher must describe in detail (a) the scope and coverage of her/his study; and (b) approach and methodology with adequate justification. Emphasis should be given to bringing out innovativeness in approaches proposed to be followed. The detailing of the methodology may include research design, data to be collected and empirical and analytical methods

to be used. The description of the methodology must be clearly linked to the aims of the research and the research questions/hypotheses of the study.

7. Relevance and Anticipated Outcomes The proposal should include a statement on the relevance of the study and the anticipated outcomes. It should bring out the significance of the research problem, the contribution which the proposed study is expected to make to theory and to methodology as well as its practical importance to society and policy making. It should also describe the proposed outputs from the study (Books, research papers, occasional papers with themes etc.)

8. Tentative Chapterisation. Details chapterisation should be clearly spelt out in the research proposal

9. Bibliography: Bibliography should be prepared in Chicago Manual Style.

Interested registered Ph.D. scholars at MPISSR, Ujjain should submit their application in prescribed format to Director, MPISSR Ujjain on or before 31 August, 2019.

**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**  
Application Form for Institutional Full Term Doctoral Fellowship

**Paste Your  
Passport  
Size  
Photograph  
Here**

Name of the ICSSR Research Institutes	
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**PERSONAL INFORMATION**

1.	Name of the Applicant																																					
2.	Address for Communication <i>(including mobile number and email ID)</i>																																					
3.	Permanent Address																																					
4.	Date of Birth (DD/MM/YYYY) (Age as on last date of application).	____/____/____,      ____ Years ____ Months																																				
5.	Educational Qualifications	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Name of Degree</th> <th style="width: 15%;">Name of the University</th> <th style="width: 10%;">Year of Passing</th> <th style="width: 10%;">% of Marks</th> <th style="width: 10%;">Division</th> <th style="width: 15%;">Main Subjects</th> </tr> </thead> <tbody> <tr> <td>B.A.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Master's</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>M. Phil</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>NET/ SLET/ RET</td> <td>NA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Qualified NET / SLET</td> <td>Yes</td> <td></td> <td>No</td> </tr> </tbody> </table>	Name of Degree	Name of the University	Year of Passing	% of Marks	Division	Main Subjects	B.A.						Master's						M. Phil						NET/ SLET/ RET	NA					Qualified NET / SLET			Yes		No
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7.	Details of Ph.D. Registration  Name and address of the University  Department  Date of confirmed Registration																																					

	Last Date of Submission of Thesis Title of Ph.D. thesis	Year: _____ Month: _____
8.	Name of the Supervisor	
	Designation	
	Address	
	Mobile Number	
	Email id	
	Area of Specialization	
9.	Type of affiliating institution	ICSSR Research Institute <input type="checkbox"/> Institute of National Importance <input type="checkbox"/> Central University <input type="checkbox"/> State University <input type="checkbox"/> College with Ph.D. Programme <input type="checkbox"/> Deemed University <input type="checkbox"/> Public funded research institute <input type="checkbox"/>
10.	Whether received any financial assistance from ICSSR Yes/No Year of Award Amount sanctioned Date of Completion, if completed If incomplete, likely date of completion Duration of extension taken, if any.	
11.	Whether received any financial assistance from any other institution e.g. UGC, ICAR, CSIR, ICPR, ICHR, etc. Yes/No Year of Award Amount sanctioned Date of Completion, if completed If incomplete, likely date of completion Duration of extension taken, if any	
12.	Mother's Name	
	Mobile Number	
	Email ID	
13.	Father's Name	
	Mobile Number	
	Email ID	



## DETAILS OF THE PROPOSAL

14.	Details of Ph.D. Registration	
	Date of confirmed Registration	
	Last Date of Submission of Thesis	Year: _____ Month: _____
	Title of Ph. D thesis	
15.	Study Implications	<p>Please summarize the expected impact of your study (in 500 words each).</p> <p>(a) How will it benefit the society at large</p> <p>(b) How will it be relevant for a definite policy area and policy making</p>
16.	Details of Published Articles/ Papers / Publications (max. 5).	

### Declaration

I hereby declare that:

1. I am not a defaulter of any previous ICSSR grant.
2. I have neither been subjected to any disciplinary action nor found guilty of any offence in my career.
3. The Research Proposal and its contents are entirely original and as per the standard practice.
4. I have not concealed any information in my fellowship application. If ICSSR finds any contrary information at any stage, it may cancel my fellowship out rightly.

Place:

Date:

Signature of the Candidate

### Annexure/Checklists (in the given order)

1. Abstract of the proposal (about 300 words)
2. Detailed Research Proposal (*about 3000 words in the format as indicated in the guidelines*). In addition to this, applicants for Short-Term and Contingency Grant are required to submit the status report of their ongoing research work duly signed by the Supervisor.
3. One page academic CV of the applicant.
4. Brief academic CV of the Supervisor (2-3 pages)
5. Forwarding letter from the Head of the affiliating Institution duly stamped and signed on the letter head.
6. Self-attested Matriculation/Graduation/Post-Graduation/M Phil Certificates and mark sheets.
7. Self-attested copy of the Ph. D Registration Certificate.
8. Self-attested SC/ST certificate or certificate of disability issued by the competent authority.