

National Institute of Open Schooling
(Academic Department)

11-01-2012

Research and Development Cell of the Academic Department of National Institute of Open Schooling invites Research Proposals on Open and Distance Learning from all the Universities and Institutions both Government and Non Government. Funds are available, up to INR 5, 60,000.00 for one year project.

The priority area in research at NIOS includes:

- Accessibility of Open Schooling System
- Courses of Study; Identification of academic, professional and vocational education
- ICT and Media Research
- Teaching and Learning Strategies
- Student Support Services
- Evaluation of Learners
- Cost Effectiveness of ODL System

A copy of the Scheme of Grant-in-Aid- for Research Projects in Open Schooling (GRPOS) and format for Research Proposal is enclosed.

The Research Proposals may be sent to:

Director (Academic)
National Institute of Open Schooling
A-24-25, Sector-62
Ministry of HRD,
Government of India
Email: diracad@nios.ac.in

Annexure-I

**Scheme of Grant-in-Aid for
Research Projects in Open Schooling
(GRPOS)**

Framework of GRPOS

**National Institute of Open Schooling
A-24/25, Sector-62, NOIDA-201309**

CONTENTS

I.	NIOS: An Overview	1-4
II.	Research in Open Schooling	5-7
III.	Scheme of Grant-in-Aid	8-10
IV.	Guidelines for Submission of Proposal	11-13
V.	Rights of NIOS in the context of GRPOS	14
VI.	Guidelines for Appointment of the Research Personnel	15-16
	Annexures	
	I Proforma for Research Projects	17-22
	1.1 Financial Budget: Overview	23
	1.2 Bio-Data of the Principal Investigator	24-25
	1.3 Certificate by the Head of the Institution for forwarding the Project	26
	1.4 Guidelines for filling in the Proforma for Research Project	27-29
	II Agreement Bond	30-31
	III Grant-in-Aid Bill	32
	IV Proforma for Progress Report of the Research Project	33

I. National Institute of Open Schooling (NIOS): An Overview

1.1 Why Open Schooling?

The emergence of Open and Distance Learning (ODL) System has been a natural and phenomenal evolution in the history of educational development towards the latter half of the twentieth century. While the conventional system continues to be the mainstream of educational transaction, it has its own limitations with regard to expansion, access, equity and cost effectiveness. Major challenges that India faces today in the educational arena are:

- the challenge of numbers,
- the challenge of credibility, and
- the challenge of quality.

The revolution brought about by the growth of Information and Communication Technology (ICT) has greatly facilitated the expansion of Open and Distance Learning (ODL) System and permitted adopting a flexible, constructivist, learner friendly and multiperspective approach to teaching learning process which is so essential for creativity, leadership and scholarship leading to total development of human personality and in responding appropriately to the challenges identified above.

The Open and Distance Education is a new paradigm with some elements of shift such as:

- From classroom to anywhere
- From teacher centric to learner centric
- From teacher as an instructor to teacher as a facilitator
- From mainly oral instructions to technology aided instruction
- From fixed time to anytime learning
- From “you learn what we offer” to “we offer what you want to learn”.
- From education as one time activity to education as life long activity.

The concerns for adoption of ‘open schooling’ programmes with the objective of providing “Education to All” include:

- i. to provide education to those who are unable to attend conventional schools for a variety of socio - economic reasons, as well as to those who for similar reasons missed opportunities to complete school and developmental education,
- ii. to meet the educational needs of differently abled children,
- iii. to provide wider choice of educational programmes to learners,

- iv. to provide a 'safety net' to school drop-outs so that they do not remain under-educated.

Every region and state of India faces, more or less, the above mentioned educational challenges.

1.2 What is NIOS?

NIOS is an "Open School" to cater to the needs of a heterogeneous group of learners at school education level. It was started as a project with in-built flexibilities by the Central Board of Secondary Education (CBSE) in 1979. In 1986, the National Policy on Education suggested the strengthening of Open School System for extending open learning facilities in a phased manner at secondary level all over the country as an independent system with its own curriculum and examination leading to certification.

Consequently, the Ministry of Human Resource Development (MHRD), Government of India set up the National Open School (NOS) in November 1989. The pilot project of CBSE on Open School was amalgamated with NOS. The National Open School (NOS) was **vested with the authority to register, examine and certify students registered with it up to pre-degree level courses**. In July 2002, the Ministry of Human Resource Development amended the nomenclature of the organisation from the National Open School (NOS) to the National Institute of Open Schooling (NIOS).

1.3 What does NIOS do?

The National Institute of Open Schooling (NIOS) provides opportunities to interested learners by making available the following Courses/Programmes of Study through open and distance learning (ODL) mode.

- Open Basic Education (OBE) Programme for Children (upto 14 years), adolescents and adults at A, B and C levels that are equivalent to classes III, V and VIII of the formal school system.
- Secondary Education Course
- Senior Secondary Education Course
- Vocational Education Courses/Programmes
- Life Enrichment Programmes

The OBE programme envisages schooling by providing a learning continuum based on graded curriculum ensuring quality of education for children, neo-literates, school drop-outs/left-outs and NFE completers.

For implementation of OBE programme, the NIOS has partnership with Agencies

providing facilities at their study centres. It is a sort of academic input relationship with partnering agencies. The NIOS provides **resource support** such as adaptation of NIOS model curricula, study materials, joint certification, orientation of Resource Persons and popularisation of OBE to the **voluntary agencies and Zila Saksharta Samities (ZSSs)** for implementation of its OBE programme.

At the **Secondary and Senior Secondary** levels, NIOS provides flexibility in the choice of subjects/courses, pace of learning, and transfer of credits from CBSE and State Open Schools to enable learner's continuation. A learner is extended as many as nine chances to appear in public examinations spread over a period of five years. The credits gained are accumulated till the learner clears required credits for certification. The learning strategies include; learning through printed **self-instructional material**, audio listening and viewing video programmes, participating in personal contact programme (PCP), and Tutor Marked Assignments (TMA). NIOS offers 26 courses in seven mediums (Hindi, English, Urdu, Marathi, Telugu, Gujarati, Malayalam) for Secondary Examinations and 19 courses in Hindi, English and Urdu mediums for Senior Secondary Examinations.

Acknowledging the fact that the young entrepreneurs will be the wealth of the nation, the learner friendly **Vocational Education programmes** of NIOS provide excellent prospects for the learners. It offers 75 Vocational Education Courses in different areas such as Agriculture, Business and Commerce, Engineering and Technology, Health and Paramedical, Home Science and Hospitality Management, Teacher Training, Computer and IT related sectors, Life Enrichment Programmes and General Services. Knowledge, skills and qualities of entrepreneurship have been made essential components in curricula for Vocational Education with emphasis on practical and on the job training in related industrial units. In order to upscale and place the Open Vocational Education Programme on a sound pedestal, NIOS is seeking collaboration with leading organizations in different educational development sectors like Industries, Medicines, I.T. etc. The NIOS programmes pay special attention towards requirements of the first generation learners, physically, mentally and visually challenged learners and candidates from disadvantaged sections of the society.

1.4 How does NIOS function?

NIOS operates through a network of five Departments, eleven Regional Centres and more than 3300 Accredited Institutions (Study Centres) in India and abroad. It has a current enrolment of about 1.6 million students at Secondary and Senior Secondary levels which makes it **the largest open schooling system in the world.**

1.5 Vision and Mission of NIOS

Vision

The National Institute of Open Schooling, with international recognition and presence, provides

access to sustainable and learner-centric quality school education, skill upgradation and training through open and distance learning and ensures convergence of open schooling organizations, resulting in an inclusive learning society, human resource development, national integration and global understanding.

Mission

The National Institute of Open Schooling:

- Promotes a system of open learning for providing quality education which results in a dynamic inclusive learning society.
- Provides a **dynamic flexible system of open schooling** for development of a knowledge society.
- Acts as a **national resource centre** to set a **proactive role model** for learner centric **open and distance learning system** at school education stage.
- **Develops professional support network** using current technologies.
- Provides **education and training** for skill upgradation and lifelong learning for all.
- Provides need based Vocational Education for making the students entrepreneurs and not simply job seekers.
- Establishes action oriented research for strengthening the Open and Distance Learning System at school level.
- Achieves excellence in matters such as quality of learning material, student support services, system of assessment and professional development of staff.
- **Identifies and reaches out to prioritised client groups** viz., school drop-outs and marginalized groups such as rural youth, urban poor, girls and women, scheduled castes, scheduled tribes, backward classes, minorities, differently abled and ex-servicemen to universalize education.
- Promotes **national integration** and integrated development of people.
- Strives for **promotion of open schooling at national and global level** through **advocacy** and **consultancy** programmes, by providing **forum for exchange** of ideas and information, and **capacity building of open schooling functionaries** by way of training and attachment programmes.
- Undertakes continuous self-assessment and self-improvement for systemic improvement.

II. Research in Open Schooling

2.1 Aims and Objectives

Amongst the objectives of NIOS, the objectives concerning research are:

- *To undertake research studies, and surveys from time to time, to obtain feedback on the quality of the materials developed, of the facilitation and support offered to students in their study, and on the effectiveness of all the support structures and procedures used by the institution in pursuance of its aim and objects.*
- *To identify and promote standards of learning in Distance Education System and Open Schools which may be set up in different parts of the country, through Research & Evaluation and to maintain standards of equivalence with formal system while relating its own distinct character.*

2.2 Research will play an important role in planning the future growth of NIOS, establishing its credibility and monitoring the progress being made in its different functional areas. Research will provide direction for deciding the courses to be offered in the future and making modifications in them as and when necessary. Feedback from research and evaluation studies will help in taking corrective action whenever and wherever needed and improving the quality of the courses that are offered for the different client groups.

2.3 The research studies to be undertaken would be planned carefully taking into account the genuine needs and problems. The Research Advisory Committee (RAC) would provide direction for research studies and surveys to be undertaken. Provision will be made for commissioning or farming out research studies. The RAC would help in deciding the studies to be conducted and guide in selection of agencies (institutions, research organizations, NGOs, etc.) to be entrusted with studies on selected topics. It would also have a role in monitoring the quality of research and ensuring that research is done scientifically and the findings of research are trustworthy.

More specifically, the Research Advisory Committee (RAC) performs the following roles and functions:

- To formulate/suggest the thrust areas for research projects.
- To consider the research proposals from outside institutions/organisations for grant-in-aid and give its recommendations.
- To consider the research projects formulated by internal faculty members of NIOS.
- To recommend farming out research projects to outside institutions/organisations as per need.
- To monitor implementation of the research projects sanctioned by NIOS.
- To evaluate the outcomes/end products of the research projects sanctioned by NIOS.
- Any other task assigned by the Chairman, NIOS to the Research Advisory Committee.

The RAC consists of eminent educationists from various disciplines and

institutions. It comprises of seven eminent educationists nominated by the Chairman of NIOS and all Heads of Departments. The Chairman, NIOS is the Chairperson of RAC.

2.4 **RAC** recognizes development and testing of alternate methods for admission, curricular inputs, personal contact programme (**PCP**), management practices, examination, effectiveness of Students Support Services (**SSS**) and effectiveness of print and non-print materials (audio/video). It also promotes and supports research initiatives of the scholars working within the various departments of NIOS and its constituents. RAC gives importance to research proposals developed under common design and the issues of national importance. These are implemented in collaborative way by institutions located in different parts of the country. However, preference would be given to those proposals, which fall within the priority areas decided by the NIOS from time to time. NIOS will, monitor progress of all research proposals and provide feedback to ensure that the studies proceed in right direction.

2.5 **Priority Areas of Research**

Research programmes, both systemic and discipline based, will be undertaken at institutional level in collaboration with other institutions/organizations. Specific areas for research will be identified. **The priority areas in research at NIOS include:**

1. Accessibility of Open Schooling System

- 1.1 Studies on accessibility of NIOS and the constraints both from learner and institutional point of view.
- 1.2 Studies on critical review of the flexibilities and openness in the Open Schooling System.

2. Courses of Study

- 2.1 Identification of academic, professional and vocational education courses keeping in view the needs of various target groups, including deprived sections of the society, with the help of survey studies etc.
- 2.2 Development of course materials, especially with ICT application, and assessing their efficacy through experimental and follow up studies.
- 2.3 Experimentation on making learning package more self instructional with and without practical components.
- 2.4 Rational Evaluation and Empirical Evaluation of Self Learning Materials (SLM) with the help of tools for Evaluation of SLM.

3. ICT and Media Research

- 3.1 Studies on delivery system, use of ICT and different modes of providing instruction when multi-media are used.

4. Teaching and Learning Strategies

- 4.1 Studies on instructional methods suitable for Open and Distance Learning (ODL), support systems needed to enhance learning and procedures of continuous evaluation to be adopted for monitoring the progress of learners and also for helping them in learning more effectively.

4.2 Studies on efficacy of teaching learning (or self-learning) materials provided to students.

5. Student Support Services

5.1 Augmentation and strengthening of student support services, improvements in the delivery system, decentralization of administration and extensive use of communication systems need to be studied using the experimental and the case study approaches.

5.2 Studies on entry behavior of candidates of ODL system need to be further strengthened.

6. Evaluation of Learners

6.1 Development of formative and summative models for evaluating performance of distance learners with the help of well designed experimental studies.

6.2 Experimentation on alternative models/systems of evaluation based on changing needs and problems of learners under ODL system.

6.3 Evaluative studies pertaining to organization, methods, procedures and results in terms of the learning outcomes of distance learners, and the impact of distance/open education on the socio-economic development of various target groups deserve special attention for planning and policymaking.

6.4 Studies based on analysis of examinations data to assess the quality of questions and to analyse the performance of examinees on different competencies tested by the questions.

6.5 Studies on socio-economic background of learners and analysis of the examination results of different socio-economic groups, caste groups and other disadvantaged groups.

6.6 Studies that compare the performance of pass outs of ODL system with those of formal school system on certain indicators. (Such studies may help in establishing the credibility of the ODL system and also in providing feedback in areas in which improvement is needed).

7. Cost Effectiveness of ODL System

7.1 Studies on per student cost and cost-effectiveness of the ODL system for different types of courses.

8. Study of effectiveness of monitoring and supervision of the NIOS programmes in the Study Centres.

9. Tracer Studies and Other Studies

9.1 Tracer and other follow up studies to find out how the pass outs are employed and, in general, what they are doing and what their views are about the courses completed by them.

These are just a few examples of the areas of research. The Research Advisory Committee would suggest some more areas that would be worth including in the list of priority areas of research under Open Schooling programme of NIOS.

III. Scheme of Grant-in-Aid

3.1 Under its Scheme of Grant-in-Aid for Research Projects in Open Schooling (GRPOS), grant-in-aid will be provided to organizations/institutions which desire to conduct research in the prioritized areas identified by NIOS.

3.2 Eligibility

3.2.1 Financial assistance will be provided to an Institution/Organisation and not to an individual. An organisation refers to a Government body, autonomous organisation, registered Society/Non Governmental Organization (NGO) whose audit is being done regularly. The institution/organisation should have experience in the area of educational research. The head of the institution will act as Ex-officio Project Director. In case the proposal for grant-in-aid is submitted by a University, the Head of the Department concerned may be considered as the Ex-officio Project Director. Given below are the Roles and functions of the Project Director.

- (i) To monitor progress of the project.
- (ii) To monitor flow of finances/grants under different project heads.
- (iii) To get quarterly/half yearly/annual statement of expenditure audited and submit the same to NIOS along with Progress Report (**Annexure-IV**)
- (iv) To settle all issues pertaining to finances within three months after completion of the project.
- (v) To ensure preservation of data generated under the project after its completion for a period of three years.

3.2.2 The Principal Investigator of the Project should be a faculty member of a recognized Institution or registered Society/NGO. A researcher can have only one project of NIOS at any given time. It would be the responsibility of the Principal Investigator and the Institution for total accountability of the project.

3.2.3 NIOS may invite research proposals from its regular internal faculty/officials. The internal faculty/official may submit a proposal to the Head of the Department (**HOD**) concerned. The HOD should make his/her recommendations on the proposal. If the project is approved, the research work will be carried out by the concerned faculty/official in addition to his/her regular duties. No extra honorarium will be admissible.

3.3 Duration

NIOS encourages research projects of maximum of 2-3 years duration. NIOS will not generally encourage external research projects of a budget less than Rs. 20,000 unless quick feedback is required. The quantum of assistance for a research project will depend on the merit of the proposal received.

3.4 Processing of Research Projects:

The research projects will be processed by the Research and Development Cell of NIOS. The procedure for processing the projects will be worked out by the Research Advisory Committee (RAC).

3.5 Items for which Grant-in-Aid is Admissible

Under GRPOS, grant-in-aid for the following items will be admissible.

3.5.1 Manpower Assistance

Depending upon the merit of the project, NIOS may approve and provide assistance to engage one Junior Project Fellow (JPF) during the tenure of the project. The JPF shall not accept or hold any other appointment, paid or otherwise, or receive any emoluments, salary, stipend etc., from any other source during his/her tenure. The Project Fellow will work full time with the Principal Investigator (PI) on the research project.

3.5.2 Honorarium and Allowances to the Project Staff

Project Director	No Honorarium
Principal Investigator	Honorarium of Rs. 15,000 (Rupees fifteen thousand only) after successful completion of the project of one year or more.
Junior Project Fellow (JPF)	Rs. 10,000/- p.m (For NET qualified candidate) Rs.8,000/-p.m(For non-NET candidate)

3.5.3 Hiring Technical Services

Technical staff required for the implementation of the project may be hired on a fixed amount for a fixed period on contract basis which should be mentioned in the proposal. Modalities for the utilization of research funds under the head of hiring services are as under:

- (i) Stenographic services may be hired on contract basis for the purpose of typing of questionnaires/schedules, Reports etc., and not for routine correspondence. For this, a consolidated amount per month for a fixed period of time may be paid.
- (ii) Skilled/unskilled workers may be engaged on daily wages for field work only and not as peon, attendant, lab attendant, clerk, accountant etc.
- (iii) Expenditure on payment of consultancy fees etc., shall be admissible under this head, if the payment is made to a person outside the Institution of the Principal Investigator.

3.5.4 Books and Journals

The Books and Journals acquired/purchased under the approved research project must be deposited in the library of the institution concerned at the end of the project. These would become institutional property. The expenditure on purchase of books and journals should not generally exceed 5% of the total grant-in-aid for the project.

3.5.5 Contingency

- (i) The admissible contingency grant may be utilized on xeroxing, typing, stationery, postage, telephone calls, internet, fax, computation and printing needed in connection with the project. Under no circumstances should the amount under this head exceed 10% of the total budget.
- (ii) The contingency grant is not intended to meet expenditure on furniture etc. Such items are to be provided by the concerned Institution.
- (iii) Expenditure towards advertisement for the post of research personnel

and the audit fee may also be claimed under this head.

3.5.6 Travel and Field Work

Modalities for the utilization of research funds under the head “Travel/Field Work” are as follows:

- (i) The amount allocated under the head Travel/Field Work is to be utilized for implementation of the ongoing project only. This should not be used for attending conferences, seminars, workshops or training etc., which has no linkage with the approved project. The travel/field work is to be undertaken only for data collection within the general scope and sphere of the project.
- (ii) The mode of travel shall be as per the entitlement of the researcher concerned in the respective institution. Travel by Air and /First AC (by rail) is not admissible. Travel by taxi/own car is permissible within the city where the project is undertaken. If the travel is performed by taxi/own car outside the city, the expenditure would be limited to II AC/Deluxe Bus. Other research personnel shall travel by Rail in sleeper class and ordinary buses. The travel/halting DA and incidentals shall be according to NIOS norms applicable to the Principal Investigator or Research Personnel on the basis of salary/fellowship. The **Head of the grantee Institution is not empowered to relax the modalities as detailed above.** Non-compliance of the rules shall result in the recovery of the inadmissible expenditure by NIOS from the Institution. The travel expenses under a project should not exceed 15% of the total grant-in-aid for the project.

3.5.7 Institutional Overheads

The institution will provide infrastructure facilities such as accommodation/set up for research, library, and laboratory equipments (if required). For ministerial and managerial staff required for the project, provision may be made under overheads (except travel and fieldwork). The overheads will not exceed 5% of the total project cost generally. Only in exceptional cases, it can go upto a maximum of 10%. However, in case of re-appropriation of funds, the allocation towards overheads will remain unchanged.

3.5.8 Re-Appropriation

On a case to case basis, NIOS may consider the re-appropriation of funds (among various heads of estimated expenditures) initially allocated for the project subject to the maximum of 10% of the total cost. The **grantee Institution should justify the re-appropriation of funds and shall require prior approval of NIOS in this regard.** The grant towards fellowship cannot be re-appropriated.

3.5.9 Date of Commencement of the Project

The date of release of the first instalment of grant to the institution would be considered as the date of commencement of the project.

IV. Guidelines for Submission of Proposal

4.1 Submission of Proposal

All proposals need to be routed through the heads of the concerned institutions with a commitment to administer the funds and also be accountable for grants received from NIOS. The academic accountability rests with the faculty/staff who initiates the proposal as a Principal Investigator (PI).

The research project can be submitted to NIOS in the prescribed Proforma (**Annexure-I**) with supporting documents at any time of the year.

4.2 Screening/ Processing of Research Projects

NIOS will get the research projects screened/processed with the help of experts drawn from NIOS faculty, members of the Research Advisory Committee and outside experts. The modality of screening the research projects in working groups etc., will be decided by the Chairman, NIOS. If some modifications in a project design are needed, the matter will be referred to the Principal Investigator for modifying the Project by incorporating the suggestions of NIOS. If need be, the Principal Investigator may be invited to come to NIOS for making presentation and giving responses to queries.

4.3 Release of Funds

In case a research project is approved by NIOS for grant-in-aid under GRPOS, the grantee institution/organisation will be issued a **Sanction Letter** mentioning the amount of grant, duration of the project, number of instalments of grant, and other terms and conditions of the grant along with a Proforma for executing an **Agreement Bond (Annexure-II)**. The grantee institution/organisation will be required to submit the Agreement Bond (Annexure-II) duly filled up and signed along with '**acceptance**' on a copy of the sanction letter. The instalments of grant-in-aid for the Project sanctioned to the grantee institution/organisation will be decided by NIOS. The first instalment of grant will be released upon receipt of (i) Agreement Bond, (ii) Sanction Letter duly acknowledged, and (iii) duly filled in **Grant-in-Aid Bill (Annexure-III)**.

The institution will **maintain a subsidiary account for the grant-in-aid received for the project from NIOS**. All expenditure connected with the project are required to be adjusted against various heads given under the project proposal. A token sum can be kept aside for getting the **accounts audited** by a Chartered Accountant by the grantee institution or it can be adjusted in overheads.

The grantee institution is required to submit **Quarterly Progress Reports (QPRs)** in the Prescribed Proforma (**Annexure-IV**). Among other things the Progress Report may also include the item-wise expenditure incurred in the first quarter. In subsequent QPRs, item-wise expenditure since the commencement of the project is also to be submitted by the grantee institution/organisation. The subsequent instalments of grants will be released after satisfaction of NIOS that the progress of the project is satisfactory.

The last instalment will be released only after acceptance of the **final report** and receipt of the **final accounts** duly certified by a Chartered Accountant along with **Utilization Certificate** by the competent authority of the institute concerned receiving the project grant.

NIOS may organize review meetings of the projects which have completed one to two years duration. If need be, the Principal Investigator may be invited for presentation of the work done. The expenditure for attending such meeting may be met out of the project funds. The Review Meetings may take decision about the corrective measures that may be needed and continuation or otherwise of the project.

4.4 Submission of Final Report

The grantee institution/organization is required to **submit initially three copies of the Draft Report**. The draft Report would be got evaluated. NIOS may refer the Draft Report to **two outside experts** for their comments. Each expert would be paid an honorarium of Rs.2,000/- per report. The Principal Investigator would be required to modify the report on the basis of comments made by the experts. *The revised report is to be submitted within three months to the Chairman, NIOS, A-24/25, Institutional Area, Sector-62, NOIDA-201309.*

The grantee institution is requested to **submit four copies of the final report in bound hard cover alongwith four copies of the Summary of the Report (2000 to 5000 words)** to NIOS. The NIOS will take at its level action about use of the outcomes of the Project.

4.5 Extension of the Project

Upon receipt of request (giving justification/reasons for delay in conducting the project) from the grantee Institution, the NIOS may approve extension of time to complete the project. In such case, **no additional grant-in-aid would be admissible.**

4.6 Preservation of Data

- 4.6.1 The grantee institution shall make suitable arrangement for **safe custody** of data of the project such as filled in schedules, tabulation or work sheets, tapes, floppies, manuscript of the report etc., **for three years** after completion of the project. If the scholar associated with the project leaves the institution after a part of sanctioned grant has been received, the grantee institution would have no objection to the project being transferred to a new institution if the NIOS so desires. However, the institution should be responsible for submitting the statement of accounts and utilization certificate of the financial assistance received for the project by that date.
- 4.6.2 NIOS, however, reserves the right to demand that the raw data, or such part of it as may be specified, shall be transferred to NIOS.
- 4.6.3 If the institution proposes to destroy the data or otherwise dispose it off, it would do so only after obtaining the approval of NIOS.
- 4.6.4 The data shall be accessible to bonafide researchers with the permission of NIOS.

4.7 Publication and Copyright

- 4.7.1 The Principal Investigator and the project staff should take **prior permission of NIOS** for the publication of research papers/articles arising from the research project financed by NIOS.
- 4.7.2 No data of any research project, for which financial aid has been sanctioned by NIOS, shall be sent or taken out of India or given to any outside scholar or agency without the prior approval of NIOS.
- 4.7.3 The **Final Report of the Research Project** would be the **property of NIOS**. NIOS reserves the right to publish the final report of the research project financed by it. If it decides to do so, the decision would be communicated to the grantee Institution.
- 4.7.4 In all publications, which are based on the projects financed by NIOS, an **acknowledgment** would be made of the contribution of the professional staff work on the project, and also of the **financial assistance received from the NIOS**. The publication should bear the following inscription:

"The project on which the present report is based was funded by the National Institute of Open Schooling (NIOS). However, the responsibility for the facts stated, opinions expressed, and conclusions reached is entirely that of the Principal Investigator and not of NIOS."

V. Rights of NIOS in the context of GRPOS

5.1 Right to Call for Information

NIOS may call upon the grantee institution to supply any information or to produce any document necessary to satisfy it about proper utilization of the grant. It may also request the institution, or any other committee specially appointed for the purpose, to hold an enquiry into a specific matter and submit a report to the NIOS.

5.2 Right to direct an officer of NIOS to enquire into the specific issues

NIOS may, at any time, depute any of its officers to inspect the accounts and other papers relevant to the grant-in-aid sanctioned to an institution.

5.3 Right to Terminate the Grants

If NIOS is not satisfied with the progress of the project or if it finds that rules/norms are being violated, it reserves the right to terminate its grant-in-aid for the project. If it is found that the funds have been misused/misutilised and deviated to activities other than the approved items of expenditure, the grantee institution will be liable to refund such misused funds along with interest @18% per annum.

5.4 Right to transfer the project

5.4.1 NIOS reserves the right to transfer the project from one Institute to another.

5.4.2 When the Principal Investigator of a project takes up an appointment in another institution before the project is completed, NIOS may consider to transfer the project to the other institution.

5.4.3 Where, however, a project has been sanctioned to an institution and/or a number of researchers in the institution are involved in the project jointly, transfer of the project to another institution will not be permitted by NIOS.

5.5 Correspondence

All correspondence should be addressed to:

The Chairman

National Institute of Open Schooling

A-24/25, Institutional Area, NH-24

Sector-62, NOIDA, District-Gautam Buddha Nagar

Pin Code-201309 (Uttar Pradesh), INDIA

NIOS Web sites: 1. <http://www.nios.ac.in>

2. <http://www.nos.org>

VI. Guidelines for Appointment of the Research Personnel

6.1 NIOS may consider appointment of a **Junior Project Fellow (JPF)** on contract basis for a fixed duration by the grantee institution depending upon the merit and nature of research study. The appointment in any case would not generally be for more than two years. However, as a special case, where the tenure of the project is extended, the fellowship can be extended for a limited period (not beyond one year) with the prior approval of the Chairman, NIOS and after assessing the work to be done by the research personnel. The essential qualifications, amount of fellowship, age, mode of selection and other aspects for the JPF may be strictly followed as per the following guidelines.

Junior Project Fellow

Essential Qualifications Second class Master Degree with a minimum of 55% marks or equivalent grade in the subject concerned. However, a person having basic knowledge of computer will be given preference.

Amount of Fellowship Rs.8,000/-p.m (consolidated) for non-NET candidate and Rs. 10,000/- p.m (consolidated) for NET qualified candidate.

Age Should be below 35 years of age. In case of female and SC/ST candidates, the age may be relaxed from 35 years to 40 years.

Note: If the grantee institution proposes to appoint some **retired well qualified person** in place of the Junior Project Fellow, the person concerned may be designated as **Project Associate** and he/she may be paid **honorarium upto Rs. 10,000/- per month**. However, **prior approval of NIOS** for such appointment should be obtained from NIOS giving justification and supporting documents (Bio-data, Date of birth etc.)

6.2 Mode of Selection

6.2.1 The research personnel will be appointed by inviting application through an advertisement or by circulation among Institutions/Universities etc. For this purpose, the head of the grantee institution concerned shall constitute a Selection Committee under his/her Chairmanship and Principal Investigator as the Convener.

The constitution of the **Selection Committee** may be as under:

- Head of the Institution/Department : Chairperson
- One subject expert (External, not below the rank of Reader) : Member
- One expert in the field of Education (External, not below the rank of Reader) : Member
- Principal Investigator : Member Convener

Three Members, including one expert (External), will constitute the quorum. The **Fellowship** to the research personnel may be disbursed after obtaining **approval of NIOS** on sending the **following information** duly signed by the Principal Investigator and Registrar/Head of the grantee Institution to NIOS immediately after the person is selected for the post:

- Proceedings of the Selection Committee.
- Appointment order.
- Attested copies of testimonials.
- Joining report.

The external experts invited for selection of the research personnel may be paid actual local conveyance subject to the limit of one-day DA of the city concerned as per NIOS norms.

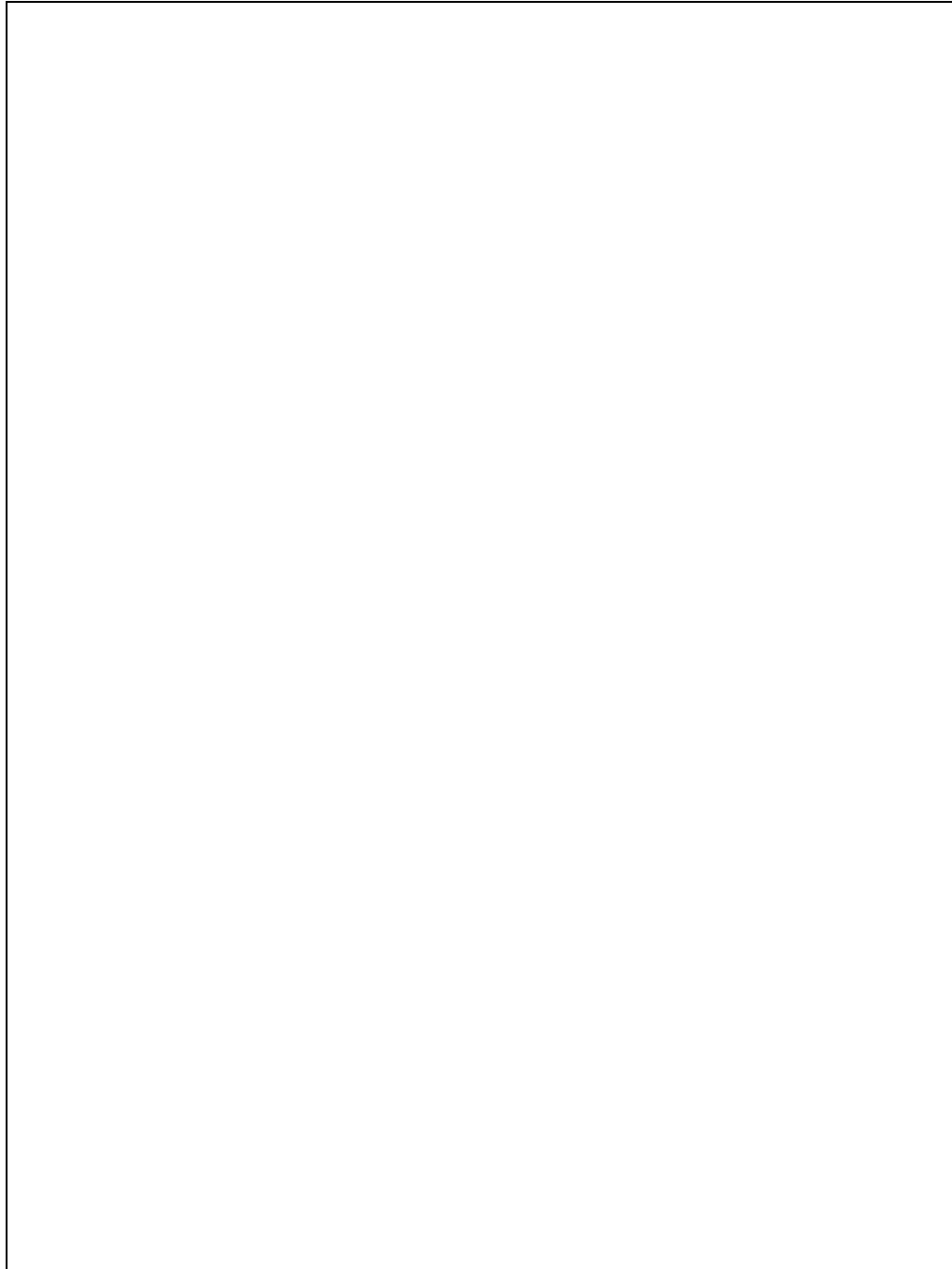
6.3 Terms and Conditions for the Research Personnel

6.3.1 The Research Person is entitled to **leave for a maximum period of thirty days per year** in addition to general public holidays. He/she is not entitled to vacations e.g., summer, winter and pooja vacations. However, **women JPF** would be eligible for maternity leave at full rates for a period not exceeding one hundred and thirty five days once during the tenure, in case a project is of minimum two years duration. In case a project of duration less than two years, women awardees would be eligible for maternity leave for a maximum period of thirty days pending which appointment shall be automatically terminated.

6.3.2 The JPF will not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, other fellowships etc., from any other source during the tenure on the Project sanctioned by NIOS to the grantee institution.

6.3.3 The fellowship may be terminated at any time without assigning reasons and the decision of NIOS in this regard shall be final.

4.3 Methodology*



* While filling in the Proforma, the **Guidelines given in Annexure 1.4 may, please, be kept in view**. The methodology of conducting the Project may be mentioned in detail keeping in view the guidelines. Among other things, it should include details of research design, the modality of collecting information and method of providing meaning to the collected data. As mentioned in the Guidelines, the information related to (i) approach, (ii) coverage, (iii) major variables for data collection, (iv) tools to be used, (v) activity schedule, (vi) case study, (vii) field visits, and (viii) seminar/workshops may be included as per nature and need of the project.

4.4 Phasing of the Project*

S. No.	Activities	Duration		Estimated Expenditure (in Rupees)	Remarks, if any
		From	To		
1.	2.	3.	4.	5.	6.
Total					

* Under Phasing of the Project, **please include all significant activities that are to be organised** while conducting the project. There may be **two types** of activities: (i) Activities on which **expenditure** is to be made out of the project funds, and (ii) Activities not **needing finances**. Please mention all such activities in a chronological order. Please also include under Item No. 4.4 information about honorarium to the Project Fellow, estimated expenditure on contingencies, travelling expenses etc. The estimated expenditure on contingencies may not exceed 10% of the total budget; and the expenditure on TA/DA for project work may not exceed 15% of the total budget.

4.5 Details of Budget of each Activity under item No. 4.4 in the following

Format

If there is more than one activity involving expenditure on workshop, meeting, seminar, conference, purchase of equipment etc., then mention the estimated expenditure under items 4.5.2: 4.5.3: 4.5.4 etc., on the pattern of item No. 4.5.1 given below.

4.5.1 Activity No. _____ (From 4.4)

Title of the Activity

Duration: _____ From _____ To _____

S. No.	Items of Expenditure	Estimated Expenditure	Remarks, if any
1.	2.	3.	4.
Total:			

5. Collaborating Agencies, if any

S. No.	Name of the Agency	Nature of Collaboration
1.	2.	3.

6. Human Resource

It may include information about the Principal Investigator, other faculty if involved, and the Project Fellow, if needed.

S. No.	Name	Designation	At what stage?	Duration of Involvement		Remarks, if any
				From	To	
1.	2.	3.	4.	5.	6.	7.

7. **Stage of Education to which the Programme/Project is meant:**
Primary/Middle/Secondary/Senior
Secondary/Out of School Population
Groups. Any other (Please specify)

8. **Beneficiaries**
Learners/Teachers/Teacher Educators/
Principals/Educational Planners and
Administrators/ Coordinators of Study
Centres/Academic Facilitators.
Any other (Please specify)
9. **Excepted Outcome** (Publication etc.
emanating from the Project)
10. **Plans for utilization and dissemination
of end product/outcome**
11. **Name and Designation of the
Principal Investigator**

**Signature of the
Head of the Institution/Organisation
(Project Director)**

Name
Designation
Full Address

Date: _____

**Signature of the
Principal Investigator**

Name
Designation
Full Address

Date: _____

Annexure 1.1

Financial Budget: Overview

PROPOSED ITEMS OF EXPENDITURE

Staff	Monthly Honorarium (in Rupees)	Duration	Total Estimated Expenditure (in Rupees)
I. Honorarium to Project Staff			
1. Junior Project Fellow			
2. Technical staff			
3. Secretarial Staff			
Total			
Other Items of Expenditure		Total Estimated Expenditure	
II. Field Work and Travel			
III. Stationery, Printing, Photocopying, Postage etc.			
IV. Any other Item (Please specify)			
Total Items (I to IV)			
V. Overheads, if any			
Grand Total Items (I to V)			

Terms and conditions of the grant (if sanctioned)

1. The organisation will maintain **separate accounts** in respect of the financial assistance.
The accounts will remain open to inspection to the representatives of NIOS. The **periodical audited statement** will be submitted to NIOS by the organization before release of subsequent instalments. If regular process of audit takes more time, the accounts may be got audited by a **Chartered Accountant** and the **Audit Fee** may be charged under "**Institutional Overheads**" of the project. *Any unspent balance out of this grant will be refunded to NIOS by the organization immediately.*
2. The honorarium to the staff is consolidated and may not be revised during the course of the project.

(Signature of the Principal Investigator)

Date

(Signature of the Head of the
Institution/Department with
Office Seal)

Date

Annexure 1.2

Bio -Data of the Principal Investigator

1. Name and Designation of the Principal Investigator :
2. a) Date of Birth :
b) Date of Super annuation :
3. Full Address of the Institution/Organisation :
with PIN Code
4. Whether the Institution/Organisation is Recognized/Registered Society under Societies Registration Act 1860 (Attach Photocopy of the Document) :
5. Department in which the Principal Investigator is working :
6. Mailing Address of the Principal Investigator with Pin Code :
Telephone No. (Residence) :
Telephone No. (Office) :
Mobile No. :
E-mail :
Fax No. :
7. Permanent Address of the Principal Investigator :
8. Academic and Professional Qualifications

S. No.	Qualifications	Board/University	Division	Percentage of Marks	Year of Passing
1.	2.	3.	4.	5.	6.
A: Academic Qualifications					
B: Professional Qualifications					

9. Publications/Research Work (in the last five years)

10. Experience
(i) Teaching

(ii) Research

(iii) Any other

11. Projects completed so far (Please indicate Title, Duration, Total Cost, Source of Budget Support and whether report has been published/is to be published)

12. Research project(s) currently being conducted

13. Any other relevant information.

(Signature of the Principal
Investigator)

Name:

Designation:

Full Address:

Date:

Annexure 1.3

Certificate by the Head of the Institution for forwarding the Project

1. I am forwarding the research project titled _____
_____ of Mr./Ms. _____ who is working as _____ in our institution for financial support to the National Institute of Open Schooling (NIOS).
2. **The Institution agrees to administer the project, manage its finances, provide research facilities** such as accommodation, furniture and library, etc., required for the project and also provide managerial assistance for the project.
3. The Institution also agrees to submit **(phase wise) audited statement of accounts, and utilization certificate** for the grant received by it for conducting the research project.
4. It is certified that this proposal has not been submitted to any other agency/department for funding purpose.
5. It is also certified that the Principal Investigator _____ (Name and designation) will /is likely to continue with this Institution till the completion of the proposed study. In case the Principal Investigator leaves the Institution without completing the study, the Institution undertakes to get the study completed within the stipulated time without any additional financial liability on the part of NIOS. However, if NIOS desires to transfer the project to some other Institution, this Institution will have no objection to the same.

Enclosures

- **Research Proposal in triplicate** in the specified format.
- A brief account of the **research activities** and **financial status(audited)** of the Institute for last **three years**.
- **Bio-data of the Principal Investigator** in the specified format.
(In case of proposals emanating from non- government organization, the evidence to support the status of organization in the form of registration certificate, audited annual accounts and annual reports for the past two years immediately preceding the date of submission of proposal may be enclosed).

Note: *The proposal is liable to be rejected in case any item or column of proforma is left blank (or incorrect) or the required information is not properly provided.*

(Signature and office Seal)

Name :

(in BLOCK letters)

Designation :

Full Address of the Institution/

Organisation

Date

Annexure 1.4

National Institute of Open Schooling (NIOS)

Guidelines for filling in the Proforma for Research Project

Some guidelines for filling in the Proforma are as follows:

Item 1: Title of the Project

While mentioning the title of the project, it may be ensured that the title matches with the objective of the project.

Item 2: Name of the Institution/Organisation

Mention complete name and address of the Institution/Organisation with:

- PIN Code
- E-mail
- Telephone No.
- Fax No.

Item 3: Duration of the Project

Duration of the Project may be mentioned in terms of the number of months. Against item No. 3.1, the likely date/month of commencement may be mentioned. The target date/month of completion of the project may be mentioned against item No. 3.2.

Item 4: 4.1 The need and justification of the project may be mentioned clearly and precisely.

4.2 Specific Objectives:

There should be no mismatch between the title of the project and its objectives. The corresponding research questions may be spelt out. Hypothesis, if any, may also be spelt out.

4.3 Methodology

4.3.1 **Approach:** *The extent to which the study is reflective or empirical; whether it is intended to collect primary data; if so, whether based on a sample survey or a case study. The relevant sources of necessary data. If the use of available data is envisaged, it should be mentioned.*

4.3.2 **Coverage:** *In the light of the hypothesis to be tested, complete information on the following should be given:*

- a) *Universe of the study*
- b) *Sampling Frame*
- c) *Sampling Procedure*
- d) *Units of observation and sample size*

4.3.3 **Major variables for data collection and analysis:** *The important variables*

on which data are to be collected and their sources should be indicated. Concepts and definitions to be followed in the study should be defined and important lines of analysis are to be spelt out.

- 4.3.4 **Tools to be used:** *The broad content of the schedules/questionnaires/ observation charts or any other tool to be used may be given.*
- 4.3.5 **Activity schedule:** *Time phasing of the programme where primary data are proposed to be collected and also where secondary data are proposed to be utilized may be drawn up.*
- 4.3.6 **Case study:** *The number of units proposed to be studied and the method and justification for their selection may be indicated.*
- 4.3.7 **Field visits:** *The proposal should clearly mention the field work, if any, to be undertaken. If any questionnaire or any other research tool is proposed to be used in the field work, a design thereof may also be submitted along with the proposal.*
- 4.3.8 **Seminars/Workshops:** *The proposal should mention seminars/workshops, if any, to be conducted for generating new knowledge or developing tools as a part of the design of the study or considering draft report of the study before its finalization.*

4.4 Phasing of the Project

Under this item, details of all the significant activities are to be given. The Phasing should inter alia clearly indicate methodology to be followed.

The activities may be of two types. (i) – activities involving expenditure. (ii) – activities for which expenditure is not needed. All such activities should be mentioned under Item No. 4.4 in a chronological order. The details of activities involving expenditure from grant-in-aid may be mentioned as 4.5.1, 4.5.2, 4.5.3 etc.

4.5 Details of each Budgeted Activity under item No. 4.5

Under Item No. 4.5, activity number such as 4.5.1, 4.5.2, 4.5.3 may be mentioned. These are the activities that involve expenditure. The items of expenditure may be mentioned in such a manner that a clear idea about the items for which expenditure is proposed to be made is indicated suitably. For example, in case of a Workshop/Working Group Meeting, the items of expenditure may be as follows:

- (i) T.A. for _____ participants @ Rs. _____ per person =
- (ii) DA for _____ participants @ Rs. _____ per day for _____ =
- (iii) Honorarium for _____ Resource Persons @ Rs. _____ per day =
- (iv) Local conveyance for _____ participants @ Rs. _____ =
per participant for _____ days.
- (v) Contingencies _____ (Mention items and _____) =

Amount for each item and total amount)

If there is more than one activity involving expenditure (workshops, meetings etc.), then mention the estimated expenditure under items 4.5.2, 4.5.3, etc., on the pattern of item No. 4.5.1 given in the proforma as an example.

Item 5: Collaborating Agencies, if any

There may be a project that is to be conducted by the Institution/Organisation in collaboration with other agency/agencies. The name(s) and address(s) of such collaborating agency/agencies and the nature of collaboration may be mentioned.

Item 6: Human Resource

Involvement of internal human resource and Project Fellow may be mentioned under Item 6.

Item 8: Mention beneficiaries from the project during its currency and/or from outcomes or end product of the project.

Item 10: Plans for utilization and dissemination of the end product(s)

While planning for research project, it should be kept in view the outcomes need to be properly utilized in/for the education system. The strategies for wider infusion of the end products/outcomes into the system may be planned well in advance. Precise Information in this regard may be mentioned in the project proposal.

Item 11: At the end, the Principal Investigator and the Head of the Institution/Organisation may mention their names, full addresses. The Proposal for Grant-in-aid under the NIOS Scheme (GRPOS) may be signed by the Principal Investigator as well as by the Head of the Institution/Organisation with date.

Annexure-II

AGREEMENT BOND

KNOW ALL MEN BY THESE PRESENTS THAT I, _____

_____ (hereinafter called the 'obliger') which term shall unless excluded by agreement to the context be deemed to include its successors, permitted assignees and all persons entitled to and capable of disposing off the assets and properties of the obliger are held and firmly bound to the Secretary, National Institute of Open Schooling (hereinafter called the NIOS) which term shall unless excluded by or repugnant to the context be deemed to include the successors and assignees in the sum of Rs. _____ (Rupees _____) well and truly to be paid to NIOS on demand and without a demur for which payment **I firmly bind myself by these presents.**

SIGNED this _____ day of _____ in the year two thousand _____

Whereas on the Obliger's request the NIOS has as per its letter No. _____ dated _____ (hereinafter referred to as the "**letter of sanction**") which forms an integral part of these presents and a copy whereof is annexed hereto and marked with the letter 'A') agreed to make in favour of the obliger for the purpose of _____

_____ of a **grant** of Rs. _____ (Rupees _____ only) have been paid to the obliger (**the receipt of which sum of obliger do hereby admit and acknowledge**) on condition of the obliger **executing a bond in the terms and manner contained hereinafter which the obliger has agreed to do.**

The obliger agrees and undertakes to surrender/pay to NIOS the monetary value of all such pecuniary or other benefits which it may receive or derive/have received out of NIOS grant. The **decision of** the Secretary, **National Institute of Open Schooling**, New Delhi as regards the monetary value aforementioned to be surrendered/paid to NIOS **will be final and binding on the obliger.**

Now the condition of the above written obligation is such that **if the obliger duly fulfils and comply with all the terms and conditions** mentioned in the letter of sanction, **then the above written bond or obligation shall be void and no effect**, but otherwise it shall remain in full force, effect and virtue.

AND these presents further witness as under:

- I. The decision of the Secretary, National Institute of Open Schooling on the question whether there has been breach or violation of any of the terms of conditions mentioned in the letter of sanction shall be final

and binding on the obliger.

- II. The NIOS have agreed to bear the stamp duty, if any, chargeable on these presents.

Signed and on behalf of _____
the **obliger** in the presence of _____

1. Witness _____

Name & Address _____

2. Witness _____

Name & Address _____

(FOR USE IN NIOS)

(Accepted for and on behalf of the National Institute of Open Schooling)

Date:

Secretary
NIOS, New Delhi

Witness _____

Name & Address _____

Principal Investigator Please note:

- I. *The Agreement Bond should be signed by the Head of the Institution or the Registrar of the University concerned as the case may be.*
- II. *Agreement Bond should be purchased in favour of Head of the Institution or Registrar of the University concerned as the case may be.*

Annexure-III

Grant-in-Aid Bill

Head of Account :

Received a sum of Rs. (Rupeesonly)
being financial assistance for the year sanctioned by NIOS, A-
24/25, Institutional Area, Sector-62, NOIDA-201309 vide their sanction No.
..... dated for Rs.
(Rupees) in connection with Research
Project titled

Name of Institution/Organisation
..... agrees to be
governed by the terms and conditions of the grant of Rs.
.....(Rupees) laid
down in NIOS sanction letter No.dated.....for
Rs.....

The Cheque/Demand Draft may
be prepared in favour of
.....
.....
.....

Signature
Designation
(Office stamp)

Date
(Please affix Revenue Stamp)

(For office use in NIOS)

Countersigned for Rs. (Rupees
.....)

Dated:

Signature
Designation

(For use in Accounts Section, NIOS)

To: Accounts Branch, NIOS
Admitted Rs.
Objected Rs.
Reason of objection

Accountant Officer

Secretary

Annexure-IV

Dated:

Proforma for Progress Report of the Research Project

Research Project titled.....

Period of Progress Report : From _____ To _____

1. Duration of Project : From _____ To _____

2. Date of Commencement : From _____

3. Principal Investigator (P.I): _____

4. (Name and Designation) :

* Progress made during the period under report (Please give item-wise specific details during the period under Report with reference to the Schedule of Activities mentioned in the Project Proposal)

Note: A copy of the tools, sampling plan and any other relevant information may also be attached.

5. Possible uses of the products at the stage completed

6. Is the progress according to the phasing indicated in the proposal. If not, give reasons thereof.

7. Amount sanctioned and amount spent so far, (give detailed statement of head-wise expenditure)

8. Difficulties, if any, being faced by the P.I. in running the project efficiently.

Signature of the Project Director



Signature of PI:

Name:

Designation:

* Among other things, please furnish progress on items such as (i) on preparation/selection of tools, (ii) on selection of sample-indicating sampling technique used, (iii) on intervention, if any, (iv) data collection and scoring etc., (v) analysis of data indicating statistical techniques used, and (vi) preparation of report.