

**SCHEME OF ASSISTANCE FOR STUDIES IN EDUCATIONAL
PLANNING AND ADMINISTRATION**

Application Form

(It is to be submitted in Quadruplicate. In case the space shown against any column is found to be insufficient, separate sheet (s) may be attached and signed)

I. Institutional Particulars

- (1) (a) Name of the Organisation/ Individual.....
- (b) Mailing Address.....
- (2) Title of the Project.....
- (3) (a) Status of the Organisation/ Individual
Voluntary
Organisation/
University/
Deemed University/
Any other Statutory
Organisation/
Government
Department/
Individual
(to be stated specifically)
.....
- (b) Name of the parent body, if any, to which attached
.....
- (4) Nature of functions of the Organisation/ Individual
Teaching
Examining
Research
Funding
Other Organisation
Government
Department
.....

- (5) Manner in which the Organisation was established
 Act of Parliament/
 Act of State
 Legislature
 Registered under
 Societies
 Registration Act
 1960

- (6) (a) In case established under an Act of Parliament/State
 Legislature, the Name of Statute, No of Act and Year.
 (b) In case established under an Societies Registration Act, the Place,
 Registration No. and Date of Registration.
- (7) If Semi-Government organization, the name of the Government
 Department to which it is attached.
- (8) (a) Whether Organisation/Individual has a source of income?

 (b) Whether it runs on no profit no loss basis?

- (9) Brief history of the Organisation, objectives and activities academic
 pursuits in case of the Individual.

- (10) Whether the Organisation/Individual has any previous experience in the
 Field Mentioned in item I (2); If so, details thereof

(Portions II, III and IV of the application form should be filled-in accordance with
 The Details shown in para 4 of the scheme)

II. Project Outline

- (1) Objectives.....
- (2) Justification for taking up the Study mentioned it Item I (2)

- (3) Relevance to the Scheme Objective

- (4) Approach and Methodology

- (5) Details of Data Collection and Analysis Proposed
.....
- (6) Estimated time in which Project will be completed
.....

III. Staffing Pattern

- (1) (a) Name of the Project Director
.....
- (b) Position held by the Project Director in the Organisation
Mentioned in Item I (1) and elsewhere, at present
.....
- (c) Major positions held by Project Director previously
.....
- (d) Curriculum Vitae of the Project Director/Individual (to be
attached)
.....
- (e) Field of Specialization of Project Director/ Individual
.....
- (f) Project completed by Project Director/Individual previously and
Organisation for which undertaken
.....
- (g) List of Publication in last 3 years (to be attached)
.....
- (h) Name of other projects in hand of the Project Director/ Individual
and names of their commissioning agencies
.....
- (2) **Other Staff**
(Number of person to be employed, designation, pay, duration of
employment to be Specified); in case of senior staff, bio-data may be
attached.)

IV. Budget Estimate

- (1) Estimate of Expenditure on
 - (i) Consolidated salaries of staff
.....

- (ii) Traveling allowances
.....
 - (iii) Stationery and printing of questionnaires schedules and forms
.....
 - (iv) Hiring of Office Equipment
.....
 - (v) Books, Journals, Photo-copies etc.
.....
 - (vi) Contingencies including postage
.....
 - (vii) Computation and Tabulation
.....
 - (viii) Remuneration in the case of an individual
.....
 - (ix) Other item of expenditure
.....
- Total.....

(2) The extent of contribution by Organisation/ Individual to the study in terms of staff and others including financial support, (may be quantified in financial terms)

V. Additional Information

- (1) Whether the Organisation/ Individual is itself aware of any studies having Been done in regard to the project shown in item I (2)
.....
- (2) Whether the project conforms to the topics circulated by the NIEPA?
.....
- (3) If the Project relates to a new topic whether the new topic has had earlier approval of the NIEPA?
.....
- (4) Any other remarks
.....

VI. List of Documents to be attached with each copy of application form

- (1) Memorandum of Association and Rules/ Constitution
.....
- (2) Composition of Board of Governors/ Executive or Governing Body
.....
- (3) Latest available annual report
.....
- (4) Audited statements of accounts for last two years (receipts and payments statement and balance sheet) only in case of Private and non-government organisations/institutions.

VII. Certificate

- (1) Certified that this application is accompanied by a detailed project Proposal
.....
- (2) Certified that I shall abide by all the conditions laid down in the scheme of grants in respect of the project.
.....

Place:

(Signature of the Principal Investigator)

Telephone No.

Date:

The forwarding note of the project proper authority should specify that all facilities for the research will be given.

(Signature of Head of the Institution/
Organisation)

Date

Office Stamp