



**Guidelines for grant of Financial
Assistance for Research Studies
and Seminars for the year
2019 – 2020**

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Issues/Topics/Thrust Areas for undertaking Research Study and organising Seminars for the Financial Year 2019-20.

The National Commission for Women has identified the Issues/Topics/Thrust Areas, listed below, for undertaking Research Study and organising Seminars for the F.Y. 2019-20.

A. Topics for Research Studies:

Women Empowerment

1. Empowerment of rural women through education and skill development
2. Evaluation of Policies of women empowerment at grass root level

Crime against Women

3. Dayan Pratha: Specially in West Bengal, Bihar, Jharkhand and Orissa
4. Crime against Women through Technology
5. Best practices followed/adopted for prevention of Cyber Crime.

Women and Employment

6. Working women: New forms of employment in India.
7. Women and Labour Laws
8. Pay disparities in unorganized sectors in India

Women and their Rights

9. Strategies for enhancing women's participation in labour force.
10. Social Security for women in India: Impact of Laws and its implementation.
11. Self Defence: Utility and its importance in the curricular activity in educational institutions.

Women Health

12. Infertility and mental well being amongst Women in India
13. Menstrual hygiene – awareness in Rural /Urban Areas
14. Mental Health and coping strategies of Alcoholic husbands by wives living in slum areas.

Gender equality issues and challenges in India

15. Gender Discrimination in organized sector
16. Gender Discrimination in unorganized sector

Other topics related to Women Issues in different fields

17. Women in conflict areas.

B. Topics for Seminars:

Women Empowerment

1. Women Empowerment through Entrepreneurship and skill development.
2. Women Empowerment through Education and Primary Health Care.
3. Women's participation in the Research and development in India

Gender Equality Issues and challenges in India

4. Gender sensitization: issues and Challenges.
5. Women and Gender Equality in Higher Education of India: Issues & Challenges
6. Gender Sensitization in Medical and paramedical organisations.

Domestic Violence

7. Gender and Violence
8. Women's Emotional Abuse
9. Role of State agencies in curbing domestic violence

Women and Employment

10. Gender based harassment at the Work Place
11. Working women in unorganized sectors in India.
12. Strategies for enhancing women's participation in labour force.
13. Women and labour laws.

Crime against Women

14. Crime against women in conflict areas and areas affected by Natural calamities.
15. Technology and Crime against Women
16. Laws relating to Crime against Women
17. Self Defence and Cyber Protection

Sexual Harassment of women at workplace

18. Societal and Justice Response to Sexual violence: Measures for Policy reforms.
19. Sexual Harassment of women at workplace (PPR Act 2013)

Women and Health

20. Promoting positive mental health amongst women.
21. Awareness Generation on Reproductive rights of Women.
22. Menstrual Hygiene.

Other topics related to Women Issues in different fields

23. Gender & Media: Representation, issues and challenges

2. State Women Commissions, Universities/Research Bodies/Institutions, reputed NGOs and academic institutions/bodies may upload their proposals for undertaking Research Study and organizing Seminar on the above topics/issues through online mode at NCW website www.ncw.nic.in . or <http://ncwapps.nic.in/eproposalv2> , latest by 30th August, 2019.

3. **Incomplete proposals or proposals received after the last date will not be entertained.** The Commission reserves the right to select the organisation based on their eligibility, capability, area of work, expertise, etc. **No correspondence on reasons for non selection of the proposal will be entertained by the Commission. No proposal received by e-mail/hard copy or by any other mode will be entertained.**

4. Organisations / Institutions / Researchers are advised to go through the guidelines relating to Research Studies and Seminars available on the website of the Commission.

Sd/-
Loma Vasisht
(Senior Research Officer)
National Commission for Women

Guidelines for grant of Financial Assistance for Research Studies

1. Introduction:

1.1 The National Commission for Women, in pursuance of its mandate contained in Section (10) of the National Commission for Women Act, 1990 sponsors special studies and undertakes promotional and educational research either on its own or through other agencies / organizations / institutions, etc. in furtherance of its mandate. The specific provisions from the National Commission for Women Act, 1990, are reproduced below for ready reference.

Clause (g)

Call for special studies or investigations into specific problems or situations arising out of discrimination and atrocities against women and identify the constraints so as to recommend strategies for their removal.

Clause (h)

Undertake promotional and educational research so as to suggest ways of ensuring due representation of women in all spheres and identify factors responsible for impeding their advancement, such as, lack of access to housing and basic services, inadequate support services and technologies for reducing drudgery and occupational health hazards and for increasing their productivity.

1.2 The Commission funds selected research studies in accordance with the procedure laid down by the Commission from time to time. The Commission has, with a view to simplify the procedure to be followed in such cases, and to ensure improved outcomes of such studies, revised the guidelines for conducting research studies. The revised procedure is detailed in subsequent paragraphs.

2. Time Schedule for different activities:

2.1 In the ordinary course, the subjects, for special/research studies will be identified by the Commission every year and these will be disseminated through the Website of the Commission to all concerned. The Commission may, in its discretion, issue abbreviated advertisements in appropriate journals/news papers, etc. to disseminate information regarding such studies.

2.2 The proposals for undertaking studies will be required to be submitted through the online portal of the Commission within two months from the date of the notice being placed on the Website of the Commission.

2.3 The proposals received through the on-line portal before stipulated date only will be entertained.

2.4 The Commission will process and finalise the list of proposals to be funded by the Commission within three months or such other time as may be specified after the last date for submission of proposals.

2.5 In cases, where such proposals are approved by the Commission, the first installment of the approved amount shall be required to be drawn within the same financial year. The research study will also be required to be completed as per time-frame approved in individual cases.

2.6 Ordinarily, the time-frame approved for completion of a study will not be extended. However, the Commission may, in extreme cases, at its discretion, extend the tenure for completion of a research study, if in its opinion there are justified and valid reasons for granting such extension.

2.7 The organisation undertaking research will, where so required, be responsible to seek extension of time at least two months prior to the approved tenure coming to an end and provide detailed justification for seeking extension.

3. Categorization of Studies and time limit for their completion:

3.1 The proposals for seeking financial assistance for conducting such studies can be made under any one of the following three categories:

Category I

3.2 This category will cover proposals for research studies requiring funding **up to Rs. five lakh**. The studies under this category will be required to be completed **within a period of 12 months to be** reckoned from the date of drawl of first installment. Broadly, Impact Assessment Studies/ Awareness Studies and other similar studies where, survey is required, **is mandated to cover atleast one State under this category.**

Category II

3.3 This category will cover proposals for in-depth research studies requiring **funding up to Rs. ten lakh**. The studies under this category will be required to be completed **within a period of 18 months** reckoned from the date of drawl of first installment. Research studies involving use of complex tools for analysis/interpretation of data and/or involving survey over a larger area/region will be admissible under this category.

Category III

3.4 This category will include proposals for advance/specialized research studies requiring **funding above Rs. ten lakh**. Such studies will be required to be completed **within a period of 24 months** reckoned from the date of drawl of first installment. This category will include proposals for advance/specialized research studies and/or studies intended to throw new light on issues relating to women and/or involving country-wide/very large surveys and having potential to make innovative suggestions for improving the policy or legislative frame-work on women related issues.

3.5 The Commission shall not ordinarily fund research studies involving expenditure of more than Rs. 25 lakh. However, this limit may, in exceptional cases, be increased by the Commission after consideration of all pertinent issues.

3.6 Component-wise permissibility of funds has been programmed in the format required to be filled up on the online portal.

4. Eligibility for financial assistance to conduct research/studies

4.1 The proposal for research studies **can only be submitted by the institutions** having experience of undertaking research studies on socio-economic/legal issues subject to fulfillment of the prescribed eligibility conditions for the category for which the proposal is made. **However, in case, the Researcher is submitting the proposal in his individual capacity then, firstly, the Researcher has to be a regular employee of the Organisation and secondly, the proposal has to be appropriately forwarded through the Organisation.** Non-governmental Institutions/organizations submitting requests for financial assistance in research studies will be required to register with the NITI Ayog and undertaking research should be a part of its mandate in terms of the articles of association/memorandum/bye-laws, etc. **NGO's must certify that**

they have not violated the Rules of FCRA Regulations and that they have not been blacklisted by any Department of the Government of India.

4.2 Research proposals on behalf of educational/research institutions/organizations can be submitted with the approval of the authority designated by such institution/organization. The organization/institution will, in such cases, be responsible for timely completion of study as well as its quality.

4.3 The detailed bio-data of the researcher with copies of last studies and its Executive Summary will need to be uploaded on the online portal of the Commission along with the proposal for grant of assistance. The eligibility conditions for submitting proposal for undertaking research under various categories will be as summarized in subsequent subparagraphs.

Category-I

4.4 Researcher/institution intending to undertake Category I research should hold at-least a post graduate degree and should have undertaken at-least one research study during last 5 years.

Category-II

4.5 Researcher/Institution intending to undertake Category II research should hold a doctorate or equivalent degree and should have undertaken at-least three research studies during last seven years. The researcher should have the capacity for undertaking quality research as demonstrated by the published work in reputed national or international journals. The findings and recommendations of such studies should be capable of being used for policy formulation in social sectors for improving the socio-economic or legal status of women.

Category-III

4.7 The person(s)/Researcher intending to undertake Category III research should hold a doctorate or equivalent degree and should have undertaken at-least five research studies during last 12 years. The researcher should have the capacity for undertaking quality research/studies as demonstrated by the published work in reputed national or international journals. The

findings/recommendations of the research/studies should include innovative solutions/suggestions.

4.8 The Commission may, in its discretion, in exceptional cases where the researcher has demonstrated his capacity to undertake research of very high quality, relax the educational qualification. In such a case, the quality of research will be duly assessed by the Commission with reference to the published work of the researcher as uploaded on the Commission's website along with the proposal.

5. Process for funding by the National Commission for Women:

5.1 Proposals seeking financial assistance for research studies from the National Commission for Women are to be submitted only through online portal at <http://ncw.nic.in> , <http://newapps.nic.in/eproposalv2> and would, *inter alia*, include information as detailed in subsequent sub-paragraphs.

5.2 The proposal should include the bio-data of the **Principal Investigator** and other main persons specifically mentioning their academic qualifications, publications and research experience of each such person to be involved in the conduct of research study and details of his/her published work such as the title and author's name, year and volume of the journal and his/her other academic achievements. It is clarified that the bio-data of persons assisting in research study such as surveyors, typists, etc. need not be included in the information so submitted.

5.3 Summaries of research studies, undertaken by the researcher citing the title of study, name of its author(s), main objective of the study, research methodology used, major findings of the study, details of publication, if published, and its possible impact, if any, such as change in the government policies and programmes or any earlier unknown aspects of the subject of study being revealed, etc. should be uploaded as part of the proposal.

5.4 All non-governmental organizations (NGOs) will be required to indicate their registration number with the NITI Ayog. No organization without valid registration with NITI Ayog will be eligible to submit a proposal to the National Commission for Women for undertaking research studies.

5.5 No NGO / Institution including educational institutions which have been blacklisted by any Ministry / Department of the government, or by any Commission or Authority or statutory body of the Central and State Government shall be eligible to submit proposals to the National Commission for women. Accordingly, every organisation submitting a proposal for undertaking research will be required to certify that it has not been blacklisted during last seven financial years.

6. Procedure for selection of Research Studies.

6.1 The proposals received through the online portal shall be evaluated either by the Commission on its own or through expert panel(s)/committee(s) selected by the Commission for the purpose. The expert panel/committee shall, where so constituted, make suitable recommendations to the Commission for acceptance or revision or rejection of proposals.

6.2 The expert panel/committee, referred to above, shall while making recommendations, *inter alia* take into account i) the relevance of the topic of the study to the area identified by the Commission; ii) originality of the proposal; iii) capability of the persons/organisation to undertake quality research as evidenced by the qualification, experience and quality of earlier studies undertaken by the resource persons to be associated with the study; iv) past record of the person(s) undertaking research particularly in cases of research/studies undertaken in collaboration with the National Commission for Women; and v) the quality of the proposal particularly for improvement in policy or legislative frame-work.

6.3 In cases, where in the opinion of the Commission, the research study proposal can be improved, the Commission may suggest changes in the scope of the study, research methodology or any other parameter. In such cases, the person/organization who had applied for approval of the research study shall be given the opportunity to modify the proposal in such time-frame as may be specified by the Commission in individual cases. The proposals where suggested changes are not made, shall not be considered.

6.4 The Commission shall, keeping in view all relevant facts, upload the details of research studies approved by it on its website.

7. Release of Funds and submission of study/research report:

7.1 The funds for undertaking research study approved by the Commission shall be released in three installments of 40%, 40%, and 20% of the sanctioned amount.

7.2 In all cases, the researcher/institution concerned shall be required to submit a 'Bank Guarantee' equivalent to the amount of installment to be released. No installment will be released by the Commission till such time a valid bank guarantee in the prescribed form has been received. The format of Bank Guarantee is at [Annexure I](#). The bank guarantee so submitted should be valid for a period of six months after the date of expiry of the proposed tenure of the study.

7.3 The researcher/organisation shall have the option to submit a single bank guarantee equivalent to 80% of the amount sanctioned or can opt to submit two separate bank guarantees, each equivalent to 40% of the sanctioned amount, before drawl of the first and the second installment, respectively.

7.4 The bank guarantee shall, however, not be required if the proposal is from a recognized University, Government organization, ICSSR institutions, autonomous body/ research organization authorized to award academic degrees, UGC approved academic Institutions or a State Women Commission or is from a researcher working or associated with such organizations provided the organization concerned undertakes to ensure completion of the research study within the time permitted by the Commission and also agrees to refund the amount paid by the Commission with interest, if the research study is not completed within the time permitted by the Commission, or in the opinion of the Commission, the study is not of the desired standard/quality.

7.5 The Commission will revoke /encash the Bank Guarantee if the study is not completed within the permitted time or is not found to be of the desired standard/quality by the Commission.

7.6 The first installment equivalent to 40% of the sanctioned amount of the study shall be released for the approved study on receipt of Bank Guarantee/undertaking and other required documents as referred to above. As stated earlier, the first installment will be required to be drawn in the financial year for which the study has been sanctioned.

7.7 On receipt of first installment, all the concerned grantee organizations shall have to get the Plan of Action approved by the Commission before commencing the approved study. Further, on completion of half of the tenure of the study, the person/ institution undertaking the research study, shall submit **an interim report** to the Commission specifying the work done till that time, alongwith the status of utilization of funds and any other relevant details. By this time, the researcher will be expected to have completed the work relating to collection of data both from the primary and secondary sources in accordance with the approved methodology and reflect it in the study report. **Furthermore, the interim report received from the grantee organization will be examined by the Commission and Experts shall also be consulted regarding the quality of the report before releasing the second installment.**

7.8 In case, the Commission considers the report referred to above to be satisfactory and if the researcher/institution/organization conducting the study has not submitted the bank guarantee equivalent to 80% of the sanctioned amount, the researcher/organisation/institution shall submit a further bank guarantee equivalent to 40% of the sanctioned amount. On receipt of the subsequent Bank guarantee equivalent to 40%, the Commission may release the second installment of 40%. In cases, where bank guarantee equivalent to 80% had been submitted the second installment may be released.

7.9 The Commission may, in a few cases, depute its representative for on the spot verification of the correctness of the status report submitted by the researcher/institution before release of the second installment.

7.10 On completion of two-third of the tenure of the study, the person/ institution undertaking the research study shall submit a fresh draft report to the Commission specifying the work done including collection of data, its analysis/other relevant details and the status of utilization of funds.

7.11 The researcher/organization shall submit a draft (final) report alongwith a soft copy at least one month before the end of the scheduled tenure of the study to the Commission unless the Commission has on the basis of draft report submitted as per para 7.10 above, given the go-ahead for finalization of the report.

7.12 The Commission may, where considered appropriate, advise improvement in the report and also request the researcher/organization to make a presentation before the Commission and the, commission may, after scrutiny/examination or presentation, suggest improvements / changes.

7.13 In case where the validity of the bank guarantee is likely to expire within two months of the likely completion of the research study, or where an extension for completion of the study is given by the Commission, the researcher/organization shall take steps and renew/revalidate the bank guarantee forthwith. It will be the responsibility of the organisation undertaking research that, where applicable, the validity of the requirement documents such as Bank Guarantee, etc, is extended suitably well in advance of the expiry of the validity of the bank guarantee.

7.14 In cases, where the study is not completed within the prescribed time or such further time, as may be permitted by the Commission, keeping in view the special reasons or where the study is not assessed to be of the required quality, the Commission shall have the bank guarantee encashed to recover the amount released along with interest @ 12% per annum. The Commission may also initiate proceedings for recovery of the amount released for the study in any other manner as also for blacklisting the organisation / institution / researcher.

7.15 In case of educational/other institutions who are not required to submit 'Bank Guarantee', the institution concerned shall be responsible for ensuring the quality of study and its timely completion, and any recoverable amount shall be recovered from such institution. In such cases, the designated/authorized authority in such an Institution shall make available an undertaking as per format at [Annexure-II](#).

7.16 In case of organizations other than those referred to in paragraph 7.15 above, the organisation or the members of the organisation, shall jointly and severally be responsible for paying the recoverable amount and interest thereon, in the event, the amount cannot be recovered by revoking / encashing the bank guarantee in all cases where the terms and conditions specified in these guidelines or in the approval order/sanction are not fulfilled.

7.17 On completion of the tenure of the research/study or, in exceptional cases, such extended period as may have been approved by the Commission, the researcher(s)/organization undertaking the research study shall submit ten copies of a neatly typed and bound Report in book form to the Commission along with a utilization certificate **in GFR-12A** from the Chartered Accountant laid down in the **General Financial Rules, 2017** or as may be prescribed by the Commission. The report should be typed in font size 12. After receipt of these documents, if the report is found to be satisfactory by the Commission, the bank guarantees, if any, submitted in relation to that study and the balance amount of 20% shall be released. All reports are to be given in the prescribed format ([Annexure III](#)). A soft copy of the report is also to be shared with the Commission.

7.18 A soft copy of the report is also to be shared with the Commission.

The Commission may, in cases, where the Bank Guarantee could not be revoked / encashed and the organisation has ceased to exist, take action for recovery of the amount so advanced by disposing of the assets of such organisation. The Commission may, further, initiate civil or criminal proceedings in all cases where there is any violation of the terms and conditions stipulated herein, or in the sanction order or any law in force against such defaulting organisations or individual members.

8. Standards of Study and Intellectual Property Rights:

8.1 With a view to ensure that the research study undertaken can be gainfully utilized and collaborative and multi-disciplinary research and studies help in improving the schemes, programmes of the Government or legislations or conditions of women and their standards of living, etc., these shall be required to conform to the standards specified in these guidelines. The study should be an original work and appropriately acknowledge/refer wherever it

borrowed from any other work/ publication. Plagiarism in any form will lead to summary rejection of the report/proposal and other legal consequences.

8.2 The authorized researcher / representative of the organisation shall make a declaration that the study is original and the researcher / organisation shall be responsible for any infringement of the copy right law or any other relevant law and the National Commission for Women shall not be responsible for any such lapse on its / their part.

9. Other requirements

9.1 The primary data, if collected as part of the research/study, should be collected in the manner stated in the proposal for undertaking the study and evidence of its collection including evidence relating to visits to places from where data has been collected along with particulars such as mobile/landline number, where available, or other contact details of persons from whom data has been collected, should be retained till the report is accepted by the Commission. The Commission may, in a few cases, carry out sample checks to verify collection of data.

9.2 Analysis and interpretation of data should be based on standard techniques of data analysis and interpretation and raw sheets showing tabulation and calculation should be retained till the report is accepted by the Commission.

9.3 Findings should logically flow from the analysis of information contained in the report and the rationale for the recommendations made should be clearly specified. The level at which recommendations are implementable should be specified clearly.

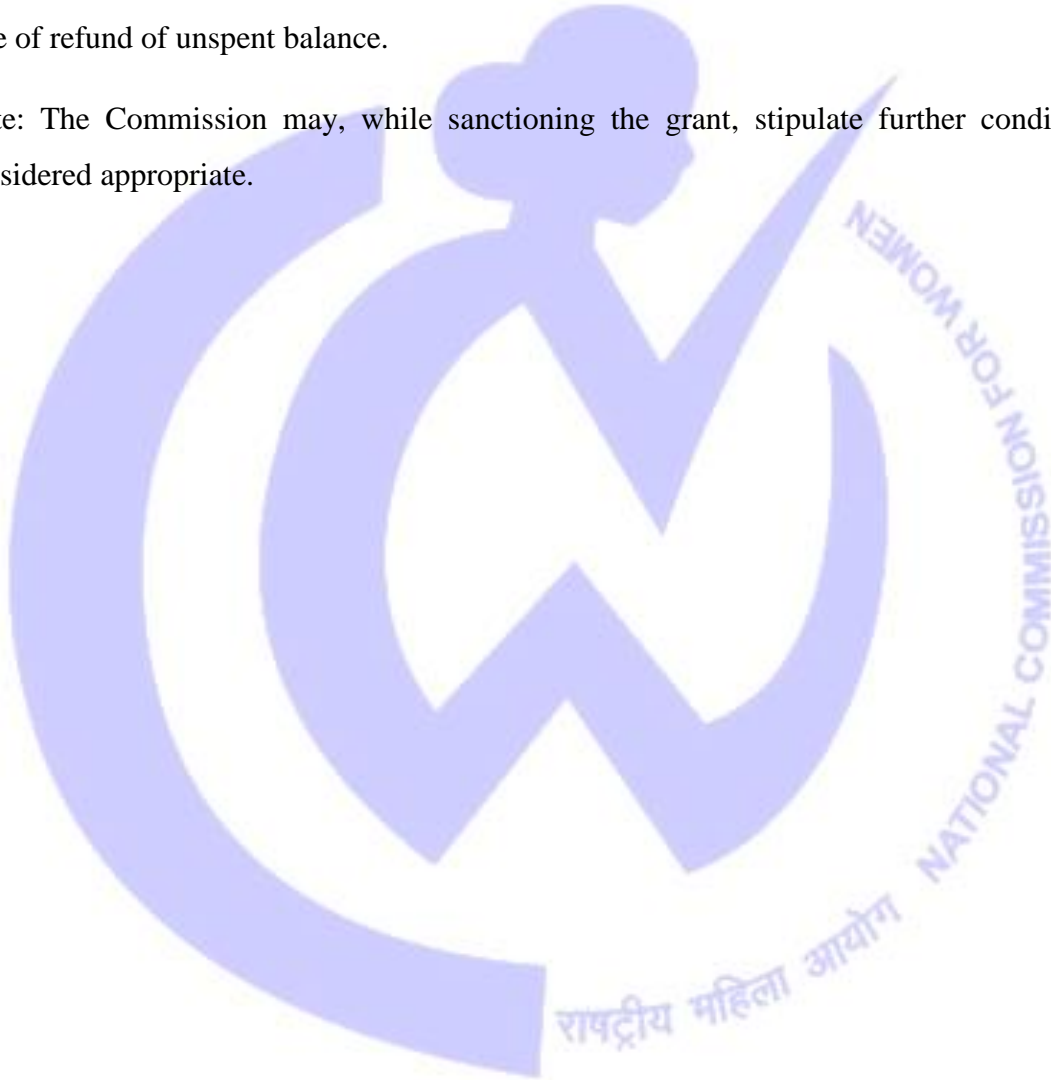
9.4 All rights relating to such research studies shall belong to the National Commission for Women and no portion of the study may be reproduced in any manner by anyone without intimation to the Commission. Any material/information borrowed from such studies should, where used, be categorically acknowledged.

9.5 The decision of the Commission in all cases relating to the standard of study shall be final. All disputes relating to any study / grant will be subject to the jurisdiction of courts located in Delhi.

9.6 The grantee organisation will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the National Commission for Women including the CAG of India.

9.7 Any unspent balance out of this grant will be refunded by the organisation within 60 days from the date of completion of the project failing which such unspent balance will attract panel interest @ 12% per annum for the period from date of completion of the project to the date of refund of unspent balance.

Note: The Commission may, while sanctioning the grant, stipulate further conditions, as considered appropriate.



Category-Wise Budget Allocation- Research Study

Category- I

S. No.	Criteria	Description	Maximum Duration (in months)	Maximum Allowed Value (in Rs.)
1.	Principal Investigator	Lump sum honorarium not exceeding Rs. 30,000/-.	NA	30,000/-
2.	Project Co-ordinator/Research Officer/Statistician	Not exceeding Rs. 15,000/- per month	12	1,80,000/-
3.	Field Investigator (2)	Not exceeding Rs. 15,000/- per month	06	1,80,000/-
4.	Data processing, Preparation of copies of reports	To be provided on the basis of actual expenditure incurred, not exceeding Rs. 40,000/-	NA	40,000/-
5.	TA/DA	As per Govt. of India Rules	-	As per rule
6.	Sub-Total			
7.	Overhead Contingency	Not exceeding 5% of the total estimated charges/expenditure (i.e. Sub Total)	-	-
8.	Total (not exceeding Rs. 5 Lakh)			5,00,000/-

Category- II

S. No.	Criteria	Description	Duration (in months)	Maximum Allowed Value (in Rs.)
1.	Principal Investigator	Lump sum honorarium not exceeding Rs. 35,000/-.	NA	35,000/-
2.	Project Co-ordinator/Research Officer/Statistician	Not exceeding Rs. 15,000/- per month	18	2,70,000/-
3.	Field Investigator (3)	Not exceeding Rs. 15,000/- per month	09	4,05,000/-
4.	Data processing, Preparation of copies of reports	To be provided on the basis of actual expenditure incurred, not exceeding Rs. 50,000/-	NA	50,000/-
5.	TA/DA	As per Govt. of India	-	As per rule

		Rules		
6.	Sub-Total			
7.	Overhead Contingency	Not exceeding 5% of the total estimated charges/expenditure (i.e. Sub Total)	-	-
8.	Total (not exceeding Rs. 10 Lakh)			10,00,000/-

Category- III

S. No.	Criteria	Description	Duration (in months)	Maximum Allowed Value (in Rs.)
1.	Principal Investigator	Lump sum honorarium not exceeding Rs. 40,000/-.	NA	40,000/-
2.	Project Co-ordinator/Research Officer/Statistician	Not exceeding Rs. 15,000/- per month	24	3,60,000/-
3.	Field Investigator (4)	Not exceeding Rs. 15,000/- per month	12	7,20,000/-
4.	Data processing, Preparation of copies of reports	To be provided on the basis of actual expenditure incurred, not exceeding Rs. 50,000/-	NA	50,000/-
5.	TA/DA	As per Govt. of India Rules	-	As per rule
6.	Sub-Total			
7.	Overhead Contingency	Not exceeding 5% of the total estimated charges/expenditure (i.e. Sub Total)		
8.	Total			Above Rs. 10 Lakh

Guidelines for grant of Financial Assistance for Seminars

1. Introduction:

1.1 The National Commission for Women has been providing financial support for conducting seminars by Colleges, Universities, State Commissions for Women, Non-governmental organisations, etc., with the objective of getting an insight into the relevant subject and also throwing up recommendations for better implementation or even modification of the existing policies/ programmes / schemes/projects relating to welfare and empowerment of women. Such seminars also provide a forum for sharing knowledge, information and experience of participants and resource persons on the subject of the seminar. Such experience sharing could be helpful in better dissemination of the required information and also lead to better execution of schemes, etc. at the ground level.

1.2 The Commission has, with a view to simplify the procedure to be followed in such cases, and to ensure improved outcomes of such seminars, revised the guidelines for conducting/organizing seminars for which financial assistance is provided by the Commission. The revised procedure is detailed in subsequent paragraphs.

1.3 These guidelines will be applicable to the proposals for the Financial Year 2018-19 and beyond.

2. Time Schedule:

2.1 In the ordinary course, the subjects, for conducting seminars will be identified by the Commission every year and these will be disseminated through the Website of the Commission to all concerned. The Commission may, in its discretion, also issue abbreviated advertisements in appropriate journals/news papers, etc. for wide dissemination of information in this regard.

2.2 A proposal for undertaking Seminar will be required to be submitted through the online portal of the Commission within two months from the date of notice being placed on the Website of the Commission.

2.3 A proposal seeking financial assistance for conducting a seminar from the National Commission for Women is to be submitted only through online portal at ncw.nic.in. and <http://newapps.nic.in/eproposalv2>. The proposals received through on-line portal before the stipulated last date only will be entertained.

2.4 The Commission will process and finalise the list of proposals to be funded by the Commission within three months after the last date for submission of proposals.

2.5 In cases, where such proposals are approved by the Commission, the first installment of the approved amount shall be required to be drawn within the same financial year after submission of such documents and subject to the terms and conditions detailed in these guidelines or decisions of the Commission. The seminar will also need to be conducted within the same Financial Year. The second instalment, may, however be released in the subsequent financial provided all required documents have been submitted within three months of the date of organising the seminar.

3. Eligibility for financial assistance for Seminars and release of such assistance:

3.1 Institutions namely, the State Women Commissions, Universities including Deemed to be Universities Colleges, Non-governmental organisations (NGOs) having valid registration with NITI AYOGE shall be eligible for grant of financial assistance in accordance with the procedures stipulated in these guidelines. In case of NGOs, conducting/organising seminars, workshops on women related issues should be included as one of its mandate in accordance with its by-laws/Memorandum/Articles of Association, etc. No organisation blacklisted as per details specified in the guidelines relating to research studies or seminars will be eligible to apply. Similarly, organisations blacklisted by State or Central Government, or any of their statutory / autonomous bodies shall also not be eligible to apply for grant of assistance for conducting Seminars. **NGO's must certify that they have not violated the Rules of FCRA Regulations and that they have not been blacklisted by any Department of the Government of India.**

3.2 The maximum financial assistance for organizing a seminar shall be Rs.4.0 lakh.

3.3 Component-wise permissibility of funds has been programmed in the format required to be filled up on the online portal.

3.4 All non-governmental organizations (NGOs) will be required to indicate their registration number with the NITI Ayog. As stated earlier, no organization without valid registration with NITI Ayog will be eligible to submit a proposal to the National Commission for Women for conducting a seminar.

3.5 All proposals should have the details of resource persons proposed to be engaged for the seminar and it will be ensured that at least 60% of the resource persons attend the seminar and the replacement, if any, are brought to the notice of the Commission and such replacements are equally competent in the relevant area.

3.6 Every proposal submitted should be accompanied by an undertaking that the organisation has not been blacklisted by any organisation of the Government of India or State Government or any Constitutional/ Statutory body/other authority under such Governments as in format mentioned in [Annexure II](#) .

3.7 The organisation conducting the seminar shall also comply with all terms & conditions specified in the sanction letter/order.

4. Assessment of proposals:

4.1 The proposals received through the online portal shall be evaluated either by the Commission on its own or through expert panel(s)/committee(s) selected by the Commission for the purpose. The expert panel/committee shall, where so constituted, make suitable recommendations to the Commission for acceptance or revision or rejection of proposals examined by it.

4.2 The expert panel/committee, *referred* to above and the National Commission for Women shall while making recommendations, *inter alia* take into account i) the relevance of the topic of the seminar to the area identified by the Commission; ii) capability of the organisation as evidenced by the qualification, experience and quality of resource persons to be associated with the seminar; iii) past record of the organisation in organising seminars particularly in cases where these are undertaken in collaboration with the National Commission for Women; and iv) quality of the proposal especially from the perspective of women's welfare and empowerment.

4.3 In cases, where in the opinion of the Commission, the outcome of seminar can be improved, the Commission may suggest changes in the scope or any other parameter. In such cases, the organization which had applied for approval of the proposal shall be given the opportunity to modify the proposal in such time-frame as may be specified by the Commission in individual cases. The proposals where suggested changes are not made shall not be considered for approval by the Commission.

4.4 The Commission shall, keeping in view all relevant facts, upload details of seminars approved by it on its website.

4.5 The Commission may, where considered appropriate, advise improvement in the report rendered after completion of the seminar.

5. Release of Funds and submission of seminar report:

5.1 The funds for organising a Seminar approved by the Commission shall be released in two instalments, each equivalent to 50% of the sanctioned amount.

5.2 The institution concerned shall, in case of approval of its proposal, be required to submit a 'Bank Guarantee' equivalent to the amount of the first instalment to be released. The first instalment of the sanctioned amount will be released only after receipt of a valid bank guarantee in the prescribed format ([Annexure I](#)). The format of the bank guarantee shall be the same as in case of research study. The bank guarantee so submitted should be valid for a period of six months after the scheduled date for organising the seminar. It will be the responsibility of the organisation conducting the seminar that, where applicable, the validity of the required documents such as '**Bank Guarantee**', etc, is extended suitably well in advance of the expiry of the validity of the bank guarantee.

5.3 The bank guarantee shall, however, not be required if the proposal is from a recognized University, Government organization, ICSSR institution, autonomous body/ research organization authorized to award academic degrees, UGC approved academic Institutions or a State Women Commission provided the organization concerned undertakes to ensure that the seminar will be conducted / organised within the time permitted by the Commission and also agrees to refund. The entire amount released by the Commission with interest, if the seminar is not conducted within the permitted time, or in the opinion of the

Commission, the outcome of the seminar in terms of its recommendations, number of participants and quality of resource persons, etc. is not of the desired standard/quality.

5.4 The Commission shall, in selected cases, depute its representative as observers to the seminar.

5.5 The organisation shall submit a report within one month of the seminar having been organised. The report should include details of the topic(s) discussed, summary of views expressed by resource persons, their details and the recommendations that emerged from the deliberations of the seminar to be implemented at Central, State and local levels. Plagiarism in any form will lead to summary rejection of the report/proposal and other legal consequences.

5.6 In cases, where the seminar is not organized within the prescribed time or such further time, as may be permitted by the Commission, keeping in view the special reasons or where the report rendered is not assessed to be of the required standard/quality, the Commission shall have the bank guarantee revoked / encashed to recover the amount released. The Commission may also initiate proceedings for recovering of the amount released along with interest @ 12% per annum in any other manner. Procedure stipulated in the guidelines relating to research studies shall be followed in regard to recovery of the outstanding amount.

5.7 In case of educational/other institutions who are not required to submit 'Bank Guarantee', the institution concerned shall also be responsible for ensuring the quality of the resource persons and the report rendered after conducting the seminar and its timely completion. Any recoverable amount, shall be paid by such institution to the National Commission for Women. In such cases, the designated/authorized authority in such an Institution shall be required to make an undertaking as per format prescribed in case of guidelines relating to research studies.

5.8 In case of organizations other than those referred to in paragraph 5.7 above, the organisation or the members of the organisation, shall jointly and severally be responsible for paying the recoverable amount and interest thereon, in the event, the amount cannot be recovered by revoking /encashing the bank guarantee. Such action can be taken in all cases where the terms and conditions specified in these guidelines or in the approval/sanction letter/order are not fulfilled.

5.9 On completion of the seminar, the organisation conducting it shall submit a copy of a neatly typed and spiral bound Report to the Commission along with bills and vouchers and a **Utilization Certificate in GFR-12A** under **General Financial Rules, 2017** from the **Chartered Accountant/Competent Authority**. The report should be typed in font size 12 (Roman or Arial). After receipt of the report, if it is found to be satisfactory by the Commission and the required utilisation certificate and bills & vouchers are submitted, the bank guarantees, if any, submitted in relation to that seminar and the balance amount of 50% shall be released. In case of Government institutions/organisations, certified photocopies of the bills and vouchers and the utilisation certificate by the authorised Finance/Accounts Officers will be acceptable. In cases, where either the utilisation certificate or bills and vouchers are for a lesser amount, only such lesser amount equivalent to the amount of bills & vouchers shall be released and the case closed.

5.10 Provisions of guidelines concerning grant of financial assistance for research studies shall unless modified by these guidelines apply for regulating proposals concerning conduct of seminars.

5.11 Proposals for conducting seminars for earlier years shall continue to be governed in accordance with the earlier guidelines.

5.12 The organisation receiving financial assistance for seminar should not publish the recommendation without prior intimation to the NCW.

5.13 The grantee organisation will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the National Commission for Women including the CAG of India.

5.14 Any unspent balance out of this grant will be refunded by the organisation within 60 days from the date of completion of the project failing which such unspent balance will attract panel interest @ 12% per annum for the period from date of completion of the project to the date of refund of unspent balance.

5.15 The decision of the Commission in all cases relating to the standard of study shall be final. All disputes relating to any study / grant will be subject to the jurisdiction of courts located in Delhi.

Category-Wise Budget Allocation- Seminar/Workshop/Conference

S. No	Criteria	Description	Maximum Allowed Value	Maximum financial Limit
1	Material for Participants	Not more than Rs. 200/- per participant	200	Rs. 40,000
2	Hall Charges	Actual charges or up to: Rs. 25,000/- per day for metro cities, Rs. 15,000/- per day for A class city, Rs. 10,000/- per day for B and C class city	1	Rs. 25,000
3	Accommodation for Resource persons	Per head actual charges or up to: (maximum for two days) Rs.3,000/- per day for metro cities Rs. 2,000/- per day for A class city Rs. 1,500/- per day for B and C class cities Rs. 750/- per day for rural areas	10	Rs. 60,000
4	TA/DA to the Resource Persons	As per Govt. of India Rules	As per rule	As per rule
5	Honorarium to the Resource Persons	Rs. 3,000/- per resource person (maximum of 10 resource persons per programme)	10	Rs. 30,000
6	Working Lunch	Not more than Rs. 300/- per head	250	Rs. 75,000
7	Professional Rapporteur	Rs. 2,000/- to Rs. 2,500/- (as per the expertise of the Rapporteur) (Maximum 2 Rapporteur per programme)	2	Rs. 5,000
8	Miscellaneous expenditure (including photography, banner, advertisement, postage & ministerial assistance, Contingency etc.)	Not more than Rs. 30,000/-	1	Rs. 30,000

BANK GUARANTEE FORMAT

Bank Guarantee (BG) No. :

Date of Bank Guarantee :

Date till which BG is valid:

Bank Guarantee amount :

Pay and Accounts Officer, National Commission for Women

Plot No.21, Jasola Institutional Area, New Delhi-110025.

This bank guarantee is being issued in consideration of the National Commission for Women, which expression shall unless repugnant to the context or the meaning thereof include its successor, administrator and assign having awarded a financial assistance vide letter No..... dated towith its registered head office athereinafter referred to as the Grantee Institution/Organization or to Dr./Professor/Ms./Mrs./Mr. address hereinafter referred to as guarantee, which expressions shall unless repugnant to the context or the meaning thereof include their successors, administrators, and assigns and the same having been unequivocally accepted by the Grantee Institution/Organization/individual resulting in a contract bearing No..... valued at Rs..... (Rupees.....only) for (scope of contract) and the Grantee Institution/Organization having agreed to provide a Contract Guarantee for faithful performance of the entire Research Study / Seminar / Workshop / Conference /LAP equivalent to the approved amount of the grant viz. Rs..... (Rupees.....only) to the National Commission for Women on demand.

2. We, (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the National

Commission for Women stating that the amount claimed is required to be recovered on account of amount due or likely to be due from the said contractor. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the bank under this Bank Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We undertake to pay to the National Commission for Women any money so demanded notwithstanding any dispute or disputes raised by the Grantee Institution/Organization/person in any proceeding(s) pending before any court or Tribunal relating thereto. Our liability under this document, shall be absolute and unequivocal. The payment to be made by us under this BG shall be valid discharge of our liability for payment thereunder and the contractor/grantee shall have no claim against us for making such payment.

4. We,(Name of the Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said award letter and that it shall continue to be enforceable till all the dues of the National Commission for Women by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Joint Secretary, National Commission for Women or any other officer so authorized, on behalf of the National Commission for Women certifies that the terms and conditions of the said work have been fully and properly carried out by the said grantee and accordingly the Guarantee is discharged.

5. We,(Name of the Bank) further agree that the National Commission for Women shall have the full liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said contract or to extend the time for the performance by the said grantee from time to time or to postpone for any time or from time to time any of the powers exercisable by the National Commission for Women against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Research Study/Seminar/Workshop/Conference/LAP and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said grantee or for any forbearance act, or omission on the part of the National Commission for Women or any

indulgence by the National Commission for Women to the said Grantee Institution/Organization/individual or by any such matter or thing whatsoever.

6. The Grantee will not be discharged due to the change in the constitution of the bank or grantee.

7. Lastly, we,..... (Name of the Bank) undertake not to revoke this guarantee except with the previous consent of the National Commission for Women in writing.

8. This guarantee shall be valid upto unless extended on demand by the National Commission for Women. Notwithstanding anything mentioned above, our liability against the Guarantee is restricted to Rs.....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee, all our liabilities under this Guarantee shall stand discharged.

Dated:

For Signature

Name

Designation

(Name of the Bank and its branch)

(Seal of the Bank)

राष्ट्रीय महिला आयोग

NATIONAL COMMISSION FOR WOMEN

(On Stamp paper for Rupees One Hundred only)

DECLARATION CUM UNDERTAKING

1. I,..... (Name), Son of Aged years working as.....
..(Designation) hereby solemnly declare that I am competent and authorized to sign and execute this declaration cum undertaking on behalf of.....(Name of the organization and the address of the organization/institution)

2. I, Ms./Mr./Dr./Prof. hereby declare on solemn affirmation that the organisation has neither been blacklisted by the Government or any public body/semi-government/autonomous organisation nor any action has been initiated by any such body to blacklist it.

3. I, on behalf of the organization, undertake to:
(i) ensure proper administration and management of funds exclusively for the work for which financial assistance has been granted by the National Commission for Women;
(ii) refund full amount with interest thereon in case of misuse or unauthorized use of funds for purposes other than those indicated in the Sanction Order of the National Commission for Women or for withholding or suppressing any information regarding the funds/grants from other official sources in respect of this project for which sanction has been accorded by the National Commission for Women;
(iii) the organization is not receiving any funds from any other source for undertaking this project/research study “or” partial funding is being received from..... to the extent of Rs and a ‘No Objection Certificate’ from the said organization for seeking financial assistance from the National Commission for Women is enclosed

Signature

Name

On behalf of

(Name of the organization and seal)

With full address, telephone & PAN No.

Signature of Witnesses:

1. _____

2. _____



Format for the Report of Research Study

Cover page

Title of the Research Study

Name and address of the organization/researcher undertaking Research/Indication in bold to the fact that ‘Study is sponsored by the National Commission for Women’

Preface

Chapters

1. Introduction

- i. Statement of the problem
- ii. Research Question/Hypothesis
- iii. Significance of study
- iv. Conceptual clarifications
- v. Limitations of study

2. Theoretical frame-work, if any, and review of literature

3. Research Methodology

- i. Research Design;
- ii. Selection of the universe and the units for study;
- iii. Considerations that governed selection of the universe, size of the sample and the procedure for sample draw.

4. Compilation of data and its analysis

5. Findings of the study

Findings with respect to approved Research Objectives.

6. Conclusions

7. Recommendations

A. The recommendations of the study report should be articulated concisely and these should contain actionable recommendations classified in terms of action required to be taken by the:

- i. Central Government
- ii. State Government
- iii. Local Self Government

- B. The chapter should end with concluding remarks.
- C. Possible future research directions should also be included in the Chapter.

Note: The Commission, after scrutiny of the final (draft) report, may request the **Principal Investigator** to revise it. However, no further grant should be given for submitting the revised report. A soft copy of Report should be made available to the National Commission for Women.

