

# Chapter I

## RULES

GOVERNING AWARD, FUNDING AND FULFILMENT OF REQUIREMENTS OF FELLOWSHIPS, RESEARCH PROJECTS AND OTHER GRANTS-IN-AID OF THE INDIAN COUNCIL OF HISTORICAL RESEARCH (ICHR), NEW DELHI

1. (a) These Rules may be called the Research Funding Rules (RFR) of the Indian Council of Historical Research.

In any reference to the provisions of these Rules, a clause thereof may be cited by its Arabic numeral immediately following upon the Latin numeral of the chapters to which it belongs. Illustration: sub-clause (b) of Clause 2 of Chapter III of these Rules may be cited as ICHR Research Funding Rules, III 2 (b).

Subject to the Rules of the Indian Council of Historical Research, New Delhi, 1972, and to the Regulations that have been, or may be, framed thereunder, and with such exceptions as may hereinafter be contained, these Rules shall govern the award by the ICHR of all fellowships, research project grants, contingency (study-cum-travel) grants, grants for travel and maintenance of Indian scholars proceeding abroad and of foreign scholars invited to India, subsidies for publications and for the holding of conferences, workshops and other meetings, grants to associations of historians and all other grants-in-aid and the funding and fulfilment of the requirements of all the said Fellowships, grants and subsidies, provided that these Rules shall not apply to research projects directly undertaken, conferences, workshops and other meetings held, and publications issued in its own name, by the ICHR.

2. These Rules shall apply to all Fellowships Research projects and other grants current at that date as well as to those awarded after that date and to the modes of procedure leading to their award, provided that a Fellowship or grant awarded or recommended before these Rules came into effect shall not be called into question or withheld only on a procedure which, though consistent with the decisions then in force, is not in conformity with these Rules.
3. In these Rules, unless the context otherwise requires, the following definitions shall be assumed:
- (a) "Council" means the Council of the ICHR constituted in accordance with Rule 3 of the Rules of the ICHR.
- (b) "Chairman" means the Chairman of the Council appointed by the Government of India under Rules 3 and 13 of the ICHR or, when the office of the Chairman is vacant, the person or officer authorized to exercise the powers, and perform the functions, of that office under the Rules of the ICHR and the Regulations framed thereunder.
- (c) "Expert" means a scholar or expert chosen by the Chairman or Member Secretary, preferably from a panel of scholars and experts that may be framed by the Research Projects Committee, and to whom an application or proposal for, or a report on, a Fellowship or a project or a request for contingency grant, publication subsidy, or grant for foreign travel or any other grant of payment is referred to for assessment and recommendations.

- (d) "Contingency grant" means a grant awarded for travelling and daily allowances for journeys including for attending seminars, symposia, workshops, connected with research work; local conveyance for visiting libraries, collection of documents, oral evidence; purchase of books and stationery; expenditure on typing, diagrams, maps, photographs, xerox copies, transcripts, etc., directly concerned with the work approved by the ICHR or with the work of the Fellowships or project; undertaking fieldwork such as a archaeological exploration and survey, and charges for consultancy services. But it shall not include cost of books not relevant to the subject of the Fellowship or the project, binding of private books, cost of private mail, and travel unconnected with work of the Fellowship or project.
- (e) "Fellow" means Fellow of the ICHR, the word "Fellowship" to be construed accordingly.
- (f) "Foreign Travel Grant Committee" means the Committee constituted by the Council to recommend or decide on proposals to fund Indian scholars' trips abroad or foreign scholars' trips to India under these Rules.
- (g) "Grant" includes subsidy.
- (h) "History" means all areas of knowledge commonly comprehended under this term, and includes Indian and non-Indian history; political, social, economic, cultural and intellectual history; history of science and technology, of ideas, philosophy and beliefs, and of art and literature; history of international relations; biography; demographic history and historical statistics; historical ethnography, anthropology; history of environment, climate and wild life; local and regional history; onomastics; archaeology, epigraphy, numismatics; diplomatic history; historiography; editing, calendaring, translation, annotation, interpretation and survey of historical sources and documents; and any other subject with a strong historical bias and content.

*Note:* (i) Research on the following aspects of Indian

History shall be particularly encouraged:

- Social and Economic Formations
- History of Ideas
- History of Peasants and Agrarian Relations
- Urban History
- Women's History
- Demographic History
- Collective Consciousness, Social Movements and Popular Protest
- Industrialization
- Resistance to British Rule
- National Movement
- History of Science and Technology
- Historical Geography
- Quantitative History
- Regional and Local History
- Place-names
- Editing, Calendaring and Translation of Sources

(ii) Work on the history of countries other than India may also be supported by the ICHR.

(i) "ICHR" means the organization registered and known as the Indian Council of Historical Research (Reg. No. S. 5339), New Delhi, functioning in accordance with its Memorandum of Association and the Rules of the ICHR and the Regulations framed thereunder; or any officer of the said organization duly authorized to act on its behalf.

(j) "Institution of affiliation" refers to:

(i) An Indian university or college or institute of research, where the Fellow or

recipient of contingency grant is registered for the M.Phil. or Ph.D. degree; or

(ii) In the case of a Fellow or recipient of contingency grant not so registered or of a Project Director or of a recipient of research project grant, means a university, college or department of a university, institute of research, archives, or other statutory or registered institution, where he is employed or undertakes research; or

(iii) An institution under whose aegis a seminar, workshop or academic conference subsidized by the ICHR is organized.

(k) "Member Secretary" means the Member Secretary (Chief Executive Officer) of the ICHR, or when the office is vacant, any other officer of the Council, authorized to perform the day to day duties of Member Secretary.

(l) "Overhead charges" means an amount equal to five per cent of the total amount of research project grant, or contingency (study-cum-travel) grant disbursed through an institution of affiliation, paid to the said institution after the period of the said grant, over and above the total sanctioned amount thereof.

*Note:* A higher rate for overhead charges (not, however, to exceed ten per cent of the total amount disbursed) may be paid to the institution of affiliation in special cases, subject to the approval by the Research Projects Committee or the Chairman.

(m) "Project Director" means the Director of a research project funded by the ICHR.

(n) "Research Projects Committee" means the Research Projects Committee appointed under Rule 39 of the Rules of the ICHR.

(o) "Rules of the ICHR" means the Rules of the Indian Council of Historical Research, New Delhi, 1972 as amended from time to time.

(p) "Statement of expenditure" in respect of all grants except fellowships means a statement of expenditure certified by the duly authorized officer or authority of the institution of affiliation, or by a government auditing agency, or by a chartered accountant.

(q) "Study Grants Committee" means the committee constituted by the Council to recommend or decide on proposals or applications for contingency (study-cum-travel) grants.

4. (a) (i) Unless otherwise provided, all applications and proposals for Fellowship or grants or subsidies under these rules should be addressed to the Member Secretary; but an application or proposal may be entertained even if it is simply addressed to the ICHR or does not properly give the Member Secretary's designation or is addressed to another officer of the ICHR, in which case the officer may forward it to the Member Secretary.

(ii) An application or proposal for Fellowship or grant shall be liable to be rejected on the grounds only that it contains mis-statements or any deliberate omission or suppression of facts.

(iii) A proposal for research funding should be based on the following guidelines:

- How will the proposed research contribute to extant theory /method/factual information?
- What methods and techniques are proposed to achieve the objective?
- A critical note on the sources to be used.

(b) When called upon to consider any application or proposal for a Fellowship or for a grant, whether for project, study-cum-travel, foreign travel, or publication or for any other purpose, the Council, the Research Projects Committee or any other committee, empowered to award or recommend the award of a grant under these Rules, shall

(i) be informed whether any Fellowship, project, contingency grant, and/ or foreign travel or publication subsidy has been awarded to the applicant or the proposed awardee previously, and, if so, whether he has fulfilled the requirements thereof; and

(ii) be free to refuse or delay consideration of the said application or proposal on the ground only that the said requirements have not been properly fulfilled.

(c) The decision of the Council, the Research Committee or any other Committee referred to in the sub-clause (b) above shall be treated as final and shall not be called into question by anyone for whatever reasons. Provided that the Council shall be empowered to review or modify any of the decisions taken by any of the Committees for the reasons to be recorded for such review or modification.

(d) (i) The identity of an Expert/expert engaged under these rules shall be kept confidential and

should not be revealed under any circumstances. Any attempt to obtain knowledge of the identity of a Expert and/ or to influence him shall be deemed a sufficient cause for the rejection of the application or proposal for Fellowship or grant of the person or institution on whose behalf the attempt was made.

- (ii) The assessment given by an Expert should be detailed and well-reasoned. It should cover the various features of the proposal, project, report or manuscript sent to him, and he should clearly state his overall assessment in relative terms (i.e accepted/rejected/revise and resubmit). In case of revision the expert comments will be sent to the applicant.
- (e) While awarding Fellowships and grants, the Research Projects Committee shall consider, subject to the academic merits of individual applications and proposals, the need for
  - (i) the assignment of funds in a balanced manner to the main periods and various branches of Indian history, a periodic analytical record of the Fellowships and grants awarded being maintained for the purpose, based on the coverage of themes listed in Annexure I; and
  - (ii) the proper representation, among the awardees, of the different regions of the country, the Scheduled Castes and the Scheduled Tribes, OBCs, women (including homemakers), and the minorities.
- (f) Before any money is released to awardees of Fellowship or grant, s/he must agree in writing to abide by these rules and to bind himself to fulfil the requirements of the Fellowship or grant awarded, and to refund to the ICHR any or all expenditure thereon incurred by the ICHR if the work of the Fellowship or the work under the grant, as the case may be, is not properly carried out or is not completed in any manner whatsoever.
- (g) Wherever in these Rules a Fellow, Project Director or recipient of any grant is required to submit a report to the ICHR, the said report shall specially mention (a) source material used, (b) field work undertaken, if any, (c) papers and monographs published, and (d) conclusions drawn. Copy of any published work specified in the report should be provided to the ICHR.
- (h) Payment of all Fellowships and grants shall be subject to such taxation laws as are for the time being in force.
- (i) Any money paid by the ICHR in excess of what is due, on account of Fellowship, project or other grant, or any part of the grant not spent, shall be duly and expeditiously returned to the ICHR by the institution of affiliation.
- (j) A change in the institution of affiliation for any Fellowship or grant shall require the approval of the Member Secretary, but, in case s/he is of opinion that such a change may affect the proper pursuit of research, s/he may refer the matter to the Chairman who may decide on his own, or may refer it to the Research Projects Committee, whose decision shall be final.
- (k) The Member Secretary shall be entitled, at his discretion, to require any Fellow or recipient of grant or institution of affiliation to produce the original vouchers in support of a statement of expenditure.
- (l) A Fellow or Project Director may be permitted to relinquish, respectively, his/her Fellowship or project, if, upon receipt, and of assessment of the report by an Expert, the Research Projects Committee is satisfied that the Fellow or Project Director has carried out a distinct part of the research programme, for which the expenditure incurred, by way of Fellowship or project grant, till the date of his relinquishing the Fellowship or project, was justifiable; otherwise, the Fellow or Project Director shall refund to the ICHR the entire amount of the said expenditure or a part thereof as determined by the Research Projects Committee.
- (m) The Research Projects Committee may, without assignment of any reason or notice, terminate any Fellowship, research project, or contingency grant, or a subsidy awarded for publication or for

foreign travel.

Provided that, in the case of 'National Fellowships', the power for taking such action shall vest in the Council.

- (n) Without prejudice to the provisions of the preceding sub-clause, if the Research Projects Committee has good reason to believe that a Fellowship or grant has not been used properly for the purpose for which it was awarded, it may, while terminating the Fellowship or grant, also require the fellow or recipient of the grant to refund the amount not properly used; but before taking a decision to this effect, it shall give the Fellow or recipient of the grant a notice of one month, within which to submit his reasons, if any, why such a decision should not be taken.

Provided that, in the case of National Fellowships, the power for taking such action shall vest in the Council.

- (o) Without prejudice to the provisions of the sub-clause (m), where an awardee of a fellowship or any other recipient of any grant under these rules consciously defaults in complying with the relevant provisions of these rules and the instructions issued to him by the ICHR, the Research Project Committee shall be empowered to declare such an awardee or recipient of the grant a defaulter for the reasons to be recorded on this behalf, and a person so declared a defaulter shall be debarred from applying for any of the grants of the ICHR in the subsequent period upto 5 years. Provided that before taking such a decision, a notice of one month shall be given to the concerned person/institute to submit the reasons, if any, why such a decision should not be taken.
- (p) Any article, paper, report or monograph published by a Fellow, Project Director, or recipient of grant, based on researches wholly or partly funded by the ICHR, during or after the period of funding, shall duly acknowledge the financial assistance given by the ICHR. The ICHR shall, however, have no claim to copyright over the said published material, nor shall it be responsible for any opinion expressed therein.
- (q) In case any of the reports submitted under one of its schemes of grant or fellowship is found suitable for inclusion under its Monograph series, the author will be requested by the ICHR to submit his copyright in favour of the ICHR.
- (r) Subject to anything contained to the contrary in the Rules of the ICHR and the Regulations framed thereunder, an employee of the ICHR shall be eligible to apply for a Fellowship or grant; but he shall have to apply through proper channel in the same manner as prescribed for an applicant of a similar nature that may be addressed by an ICHR employee to an institution other than the ICHR; and, in case his application is approved and a Fellowship or grant awarded, the ICHR shall be the institution of affiliation, unless the award is for the pursuit of the M.Phil/Ph.D. degree, in which case the institution where he is registered for the degree shall be the institution of affiliation.

Provided that—

- (i) No application for Fellowship or grant by an employee of the ICHR, or by a close relation of the employee, shall be processed by him at any stage whatsoever; and
- (ii) An award of Fellowship or grant to an employee of the ICHR shall not necessarily mean that the requisite leave shall be granted by the ICHR, the grant of such leave being governed by the Regulation framed in this regard under the Rules of the ICHR.
- (p) The Research Projects Committee or any other Committee, empowered to take any decision or make any recommendation under these Rules, may by a decision, duly recorded in its minutes, delegate any of its powers in a specific case or set of cases to the Chairman or Member Secretary.

Provided that any decision or recommendation made by the Chairman or Member Secretary under such delegation shall be recorded and notified in the same manner as the minutes of the meetings of the Committee that has made the delegation, and such record and notification shall be deemed to be of the same force as if it had formed part of the minutes of the meeting of that Committee.

- (q) Under special circumstances the Chairman may award a grant other than a Fellowship of an amount not exceeding Rupees One lakh (Rs.1,00,000) on behalf, and in anticipation of the approval of Research Project Committee.
  - (r) Provided that the action taken under this sub-clause shall be reported to the next meeting of the Research Project Committee along with a statement of the reasons which prompted the action.
  - (s)
    - (i) The honorarium payable to an Expert for assessment and recommendation on any application or proposal or report or any other matter referred to him shall be Rupees One thousand (Rs.1000/-)
    - (ii) When the Expert's assessment and recommendations shall be sought on an application for publication subsidy the honorarium paid to him/her shall be Rupees Two thousand(Rs.2000/-), but will be payable only after the manuscript submitted for publication subsidy has been returned by the Expert; and when the revised manuscript for which publication subsidy, is re-examined by the same Expert, s/he shall be paid an additional honorarium of Rupees One thousand (Rs.1000/-).
    - (iii) When the Expert's assessment and recommendations shall be sought for an Article for *IHR*, the honorarium paid to him/her shall be Rupees One thousand ( Rs 1000/-)
    - (iv) The author who will contribute any article for Indian Historical Review (*IHR*) will not be paid any honorarium.
    - (v) The Expert shall be reimbursed the postal charges in all cases.
    - (vi) The concerned Unit Head/DD(Research) or any other officer authorized by the Chairman/Member Secretary shall be competent to sanction honorarium to the above said expert(s)/Expert(s).
  - (t) Only such proposals may be considered for the grant financial assistance which are strictly in accordance with the approved guidelines for research Grants/Fellowships Scheme and also fulfill all other conditions.
  - (u) Only one Research Project/Fellowship may be sanctioned to a Scholar at a time and until ongoing project is satisfactorily completed, no subsequent project may be sanctioned to the same scholar.
  - (v) No financial grants under these rules will be sanctioned to Council Members directly or indirectly.
  - (w) Quantum of assistance may be limited to items as per guidelines and overall ceiling of grants may also be adhered to.
  - (x) A proposal may not be judged for extending financial assistance based on its contents alone; the relevance of the proposed research project from the point of view of fulfilling the overall objectives of ICHR may be the important criterion for considering the project.
  - (y) Budgetary ceiling for Research projects/Fellowships in the overall budget of ICHR for the current financial year may be kept in view while recommending grants for various projects.
  - (z) Number of Fellowships in any category may not exceed the approved level at a particular point of time.
5. All applications for Seminars/Workshops/Conferences, Foreign Travel Grant, Study and Travel Grant, Research Projects and Publication Grant should reach ICHR : 31March, 30 June, 30 September and 31 December. The minimum processing time for each application will be three months and therefore applicants must send their request for grants accordingly.