

**GUIDELINE OF RESEARCH AND DEVELOPMENT COMMITTEE, UNDER
EDUCATION DEPARTMENT OF KHASI HILLS DISTRICT AUTONOMOUS
COUNCIL 2023**

The KHADC aims to promote Research on tradition and culture of the Khasi indigenous society. Lack of quality published Research Papers and Printed Books is one of the main hindrance confront by many research scholars. The Education Department of the KHADC will take the challenge to promote Research Culture among Scholars and Academicians to enrich the tangible resources in the form of books or research paper.

Guidelines for Research Projects and Publication

1. Introduction

1.1 Promotion of research is one of the main objectives of the Education Department of the Khasi Hills District Council (KHADC). Research grant is a direct financial support to research projects undertaken by any Individual, Institution and Agencies. KHADC provides funding to Post graduate students, research scholars, teaching faculties of HEIs to conduct research related to Social, Political and Traditional aspects of the Khasis that have theoretical, conceptual, and methodological and policy implications.

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

1. Religion & Rituals
2. Marriage
3. Dialect / varieties of languages
4. Origin of Clan and Khasi Lineage Society
5. Culture
6. Administration of traditional heads
7. Degradation of Value system in present Khasi society
8. Superstitious
9. Land holding system
10. Traditional/seasonal market
11. Traditional musical instruments
12. Historical places and Monolith
13. Inheritance
14. Handicrafts

15. Food and drink
16. Traditional medicine/traditional practitioner
17. Life History of (L) Rev. J.J Nichols Roy.
18. Life and contribution of Khasi Syiem

1.2 Research Area: The Research Area must limit to the Khasi Hills Region under the jurisdiction of KHADC.

1.3 Instructions For Research:-

- The Researcher must mention the contribution from KHADC in the Acknowledgement
- The Researcher must get the approval from the Committee/KHADC before final binding of the Research Report/Publication
- The researcher must submit 4 Copies of the Research report to the Committee including report in soft copy. Plagiarism is an offense and Plagiarism Report of not exceeding 8 percent must be attached.
- The KHADC has it's right to cite/quote and to refer any of the findings if found worthy for policy implementation and execution.
- The Research Report will be kept in KHADC Library, State Central Library and Library of Higher Education Institutions for future references of Scholars.
- Researchers must follow standard methodology

1.4 Instruction to Author for Publication of Book:

- The Author must mention in the Acknowledgement/ Introductory Remark about the Initiative taken by KHADC in the Field of Research and Publication
- Enclosed the format of Completion Certificate to be issued by the Committee/KHADC before publication/binding
- Four Copies must submit to the Committee/KHADC including soft copy. Copies will be kept in KHADC Library and State Central Library for future references by scholars
- Plagiarism is an offense. Must attach plagiarism report of not exceeding 8 percent.
- The KHADC in consultation with the Author, can publish more copies and distribute to the public through bookstalls at a minimal price. Both the cost and benefit will be shared by the Committee and the Author.
- Book must print with ISBN

2. Eligibility

- Age limits: No Age bar

- Any individual with prescribe qualification and interested to conduct research.
- Faculty of Higher Education Institutions with record of quality publications and research
- For major research, any Professional social scientists who are regularly employed or retired as faculty in any HEIs recognized under Indian university/deemed university with requisite research infrastructure and the primary investigator should possessing a PhD degree.
- Individual scholars can apply for two projects at a time. However, in case both projects are selected, the applicant will be required to choose only one project.

3. How to Apply

3.1 The application will be invited through an advertisement on KHADC website, Notice Board and if required, in print media.

3.2 The applicants shall submit a written application which includes the Research Proposal. At this stage, the applicant needs to submit the personal profile with supporting documents. All scholars/Authors are required to keep the hard copies of their application and annexure ready, and to present during the Interview/Screening process.

3.3. Soft copy of the Research proposal must be submitted to the email address: csoshang@gmail.com or kyntiewknongsiej@gmail.com

3.4 Research proposals and final reports should either be in English or Khasi.

4. Procedure for Awards/Scholarship/Funding

4.1 Applications are scrutinised by the Research Committee KHADC in respect of eligibility. Eligible applications, recommendation for award of studies and sanctioning as per budget provision will be examined by the Committee.

4.2 The recommendations of the Committee are then placed before the Education Department of KHADC for their approval.

4.3. Bond/Undertaking must be signed after the proposal is approved so as to avoid wastage of public resources on incomplete project

5. Instruction for publication:

- a. The scholar/Author should acknowledge the support of KHADC in all publications in English or Khasi only resulting from the programme output (Research Paper, Articles in edited Books, Articles, Reports, etc.) and should submit a copy of the same to the KHADC during the course or even after completion. Papers published in

Conference/Seminar proceedings will not be considered as they are not peer reviewed. However, proceedings published by UGC care listed journals can be considered.

- b. For Book Author: Should published with ISBN number

6. Joining and Release of Grants

The Researcher/Author has to join/start the project immediately after submission of the Acceptance letter. For this the scholar has to submit an 'undertaking' on an Rs.100 stamp paper, declaration on an Rs.100 stamp paper, date of commencement of the study and grant-in-aid bill towards the first instalment. This period can be extended only in exceptional circumstances up to a maximum of one week by the Committee.

The grant for research project (Major and Minor) and Book will be released in instalments as indicated in the Sanction Letter.

- a. The first instalment (25%) will be released after completing necessary formalities of Acceptance by the Researcher/Author.
- b. The second instalment (50%) will be released after receiving a satisfactory Progress Report and pre-submission of the work subject to the recommendation of the Research Committee.
- c. Final instalment (25%) will be released after submission of the final report (Binding Report). Audited statement of accounts (AC) in prescribed format with utilization certificate (UC) duly signed by the Finance Officer, verification of all documents and decision on retaining of equipment and books etc.

7. Monitoring of Research Projects

7.1 Research undertaken by a Researcher/Author will be reviewed through the submission of periodic progress reports in the prescribed format and the project may be discontinued/terminated if research progress is found unsatisfactory by the concern Committee.

7.2 Acknowledgement – The scholars should acknowledge KHADC while getting their research paper published.

7.3 All project related queries will be addressed to the Researcher/ Scholar for their timely reply.

7.4 The KHADC may, at any time ask for verification of accounts and other relevant documents related to the Project.

7.5 Final report submitted by the Researcher/Scholar/Author is mandatorily evaluated by the Research Committee appointed by the KHADC before considering the release of the final instalment.

8. Completion of the Study

8.1 On completion of the study, the scholar should submit the following:

- a. Soft copy (s) of the final report in a publishable form (in both PDF and word format), abstract in 500 words (in both PDF and word format), Executive Summary of the final report (in both PDF and word format) along with plagiarism report check carried out by the Researcher
- b. Researcher/Scholar/Author is required to submit hard copies of the Final Report only after the confirmation from the Research KHADC post incorporating the suggested changes.
- c. After acceptance of the report by the Research Committee, KHADC, the . Researcher/Scholar/Author would be required to submit: a) Four hard copies of modified final report free from plagiarism; b) ten copies of executive summary, c) soft copy of final report (in both PDF and word format) in pen drive, d) published research papers on the approved theme of research duly acknowledging KHADC €. KHADC will publish require number of copies/report without deduction from the grant allotted to researcher.
- d. The final report submitted by the scholar will be considered as satisfactory only after final recommendation of acceptance by the Research Committee appointed by the KHADC.

9. Obligations of the Affiliating Institution

9.1 After selection of research Scholar, he/she is required to give an undertaking in the prescribed format contained in the Application Form to administer and manage the KHADC grant.

9.2 In case a scholar leaves /discontinues/dies during project before completion tenure, the affiliating institution shall immediately inform KHADC, settle the accounts including the refund of any unspent balance within a month of such event.

9.3 The overhead charges shall be paid only after the completion of the project and on receipt of the final audited Statement of Accounts and Utilisation Certificate in prescribed formats.

10. Other Conditions;

The duration of the project shall be a maximum period of four months after acceptance report. In case of exceptional circumstances, an extension of one month can be granted by the Committee without any additional financial burden on being satisfied about the progress of the work including quality publication. Researcher/Scholar is required to send a request at least one months prior to the completion for no-cost extension with a copy of the progress made, reason for the delay by justifying the extension. Retrospective extension will not be permitted.

The scholar should acknowledge the support of KHADC in all publications resulting from the programme output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the KHADC during its course and even after completion.

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

(Shri. Carnes Sohshang)

**E.M. I/C Education
KHADC, SHILLONG**

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The Research Committee, KHADC, invites application from Khasi Youth/ Research Scholars/Academicians/ Retired Lecturers/Professors to conduct Research on 18 Broad Topics related to Khasi Tradition and Culture.

Broad Guideline

1. Eligibility: Master Degree (Any Stream)
2. Funding: Rs. 1,00,000/- per Research Paper + Rs. 10,000/- Contingency
3. Completion and Submission : 4 Months
4. Last date to submit Research Proposal: 20th October, 2023
5. Interview: 27th October,2023 at 11:00AM
6. Issue of acknowledgement letter to selected Researchers: 30th October, 2023
7. Research work to be started from 1st day of November, 2023
8. Soft copy of Research Proposal must submit to: csohshang@gmail.com or kyntiewknongsiej@gmail.com

Detail information is available on KHADC Website. www.khadc.nic.in

Sd
Shri. Carnes Sohshang
EM i/c Education KHADC