

**GUIDELINES FOR  
AREA STUDY PROGRAMMES IN  
UNIVERSITIES  
DURING THE XI PLAN PERIOD  
(2007-2012)**



**UNIVERSITY GRANTS COMMISSION**

**BAHADUR SHAH ZAFAR MARG**

**NEW DELHI – 110 002**

**Website : [www.ugc.ac.in](http://www.ugc.ac.in)**

**University Grants Commission**  
**XIth Plan Guidelines**  
**Area Study Programmes in Universities**

**I PREAMBLE**

The Commission started Area Studies Programme in 1963 in different universities. In the last fore decades it has evolved with all its strength and limitations. In the context of post cold war when globalization is setting the agenda of international affairs and defining the terms of international relations, the Programme requires fresh thinking in its academic thrust, approach and organizational format.

**II OBJECTIVES**

The Area Studies centers are expected to promote teaching and research on a region in its entirety. Areas are de-territorialising and a range of new issues and variables in transnational forms are redefining their concerns. The regime of economic cooperation, technology transfer, cultural exchange, security management is becoming more inclusive of factors beyond the region. Yet, regions remain critical components in the dynamics of the world order. The new intensity of interface among the nations and between the areas, triggered by time space compression, is reflecting in multidimensionality of problems and inter-connection of regions. The research concerns of area studies programme thus need to address to these emerging realities.

The major objectives of the Area Study Programme are as follows: -

- a. To promote holistic understanding of the area with its cultural, social, economic and strategic specificities.
- b. To promote alternative paradigm of area studies from the perspective of postcolonial societies.
- c. To contribute towards Indian perspectives of the region and issues.
- d. To provide critical input to the policy makers particularly in India's economic, strategic and political interest.
- e. To bring knowledge of regions of the world to the core of intellectual disciplines.
- f. To conduct research to promote inter regional comparative perspective.

### **III APPROACH**

It is an interdisciplinary programme encompassing all disciplines of social sciences, sciences and technology, language and culture.

The programme is to focus on Area as unit of study than a particular country. However a few countries might need strategic attention. Such proposals may be promoted in project mode. The existing country specific centers are expected to expand into to the Area Studies.

The Standing Advisory Committee On Area Studies Programme (SACOASP) and the Area Study centers are to have more dynamic relationship.

Universities are free to send new proposals to the SACOASP, the latter will also identify a few priority areas and invite proposals particularly in the emerging areas of non conventional concerns.

Centers are expected to forge academic ties with the region and the Area Study Centers across the globe.

The Commission encourages and supports signing up MOUs with regional institutions, universities, think tanks etc. These MOUs are to be referred to the SACOASP for consideration as part of UGC Exchange Programme.

The Centers are expected to undertake outreach activities to promote understanding and dissemination of information on the region by organizing workshops, lectures, interactive programmes in public domain.

Cultural bonding is an integral component of the programme. Centers in collaboration with relevant bodies and institutions, are expected to organize film shows and cultural/literary meets on the region.

Centers need to make special efforts to communicate their output to the UGC-SACOASP and other the centers.

#### **Organisation of Programme:**

#### **Establishment of new Centers:**

All proposals for the new Centers will be considered as pilot projects only for a period of five years. In evaluating new proposals the expertise and the minimum infrastructure available in the university will be the guiding factor. The applicants should demonstrate teaching and research interest by their publications. The department to be considered under project mode should house at least two full time faculty associated with it.

While granting a programme at the Project-mode level stringent and rigorous criteria both in terms of availability of infrastructure and academic expertise, as well as academic work (teaching and research) done till date will be taken into account.

**Existing Area Study Centers:**

The existing centers are to be graded on the basis of their performance. They are classified as following.

- ❖ Level 1
- ❖ Level 2
- ❖ Level 3

	<b>LEVEL ONE</b>	<b>LEVEL TWO</b>	<b>LEVEL THREE</b>
<b>Duration</b>	<b>20 years+</b>	<b>10 years+</b>	<b>5 years+</b>
<b>Faculty Strength (Minimum)</b>	7 Two Professor Three Associate Professor Two Assistant Professor	5 Two Professor One Associate Professor Two Assistant Professor	3+ One Professor One Associate Professor One Assistant Professor
<b>Interdisciplinary nature of faculty</b>	All major disciplines i.e. Political Science, History, Economics, Sociology, Culture, Science and Security studies.	Major disciplines i.e. History, Politics, Sociology, Economics etc.	Basic disciplines i.e. History, Politics etc
<b>Language Teaching Faculty</b>			
<b>Teaching: M.A. and or M.Phil.</b>	All major disciplines	Major disciplines	Basic disciplines
<b>Evaluation of proposed Thrust Areas</b>			
<b>Research output Number of M.Phil. and Ph.D.</b>	Ten PhD. and 15 M.Phil. in last five years	Eight PhD and 12 M.Phil in last five years	Three Ph.D and 5 M.Phil in last 5 years
<b>Publications of Programme</b>	Seminar Proceedings Occasional papers Monographs	Seminar Proceedings Occasional papers Monographs	Seminar Proceedings Occasional papers Monographs
<b>Faculty Publications on the Area</b>	Books 4 Research Papers 15	Books 2 Research Papers 10	Books one Research Papers 5
<b>Seminar/Conferences</b>	Three National and one International seminar in five years	Two National seminar and one international seminar in five years.	Two National Seminars in five years.
<b>Linkages with Other Area Study Programmes</b>			
<b>Out reach activities like organizing workshops for popularizing the programme</b>			

One University cannot have two Area Studies Programme for the same country/region.

### **Organisation of Area Study Centre**

Area Study Centres are located either as autonomous unit or part of a department in two different settings, namely Central and State universities. Their location has direct bearing on their performance and development.

Every Area Studies Centre ideally needs to have a core of seven faculty member: Two Professors, two Readers, and three Lecturers. Faculty should be from different disciplines, including languages.

In addition to core faculty the Area Study Centres can have two adjunct/concurrent faculty/superannuated teachers at any given time, at an honorarium of Rs. 10,000/- p.m. (fixed) out of the allocation for Visiting Faculty especially to make the programme interdisciplinary and expand new areas of research.

The human resource base of the Center can be further augmented by one or two scholars in residence from the region. ICSSR, MEA or any other agency, may be approached to support such scholars. Centers can also think in terms of creating Chairs funded by country/countries from the region.

### **Infrastructure:**

During last four decades Area Study Centres have proliferated in numbers with uneven growth. Many of the Area Study Centres are today well equipped with equipments. Yet infrastructure should not be constraint in promoting connectivity. Some of the centers have grown to size where existing space is affecting their growth. Building grant can be considered on case-to-case basis.

### **Performance, Monitoring and Accountability:**

Constant monitoring and Mid-term evaluation are vital in streamlining the performance of the Centers. AREA STUDY CENTRE's meeting their academic commitments will be awarded by additional incentive grant to be decided by the SACOASP. Centers can approach to SACOASP for evaluation of their performance to claim the incentive funding. Conversely grants of those Centers that fail to meet the required standards can be reduced or even their status can be reverted back.

The mid term evaluation will not remain confined to seminars held, books procured for library, or fieldworks, but stress is given on the quality of research, new courses framed and taught, initiatives taken for out-reach activities and forging academic linkages with the region studied. Evaluation criteria will be standardized and made transparent.

#### IV NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME FOR THE PERIOD OF FIVE YEARS

##### Project mode:

The maximum assistance will be on 100 per cent basis under the following items :

##### **Non-Recurring**

➤ Office equipment and Office furniture	Rs.1.50 lakhs
➤ Books and journals	Rs.3.00 lakhs
➤ Field work (25% for students)	Rs.2.50 lakhs
➤ Seminar/symposium/conference	Rs.3.00 lakhs
➤ Publications	Rs.2.00 lakhs
➤ Visiting Faculty	Rs.2.00 lakhs
➤ Operational expenses	Rs.1.00 lakhs
<b>Total</b>	<b>Rs.15.00 lakhs</b>

##### **Recurring**

- ❖ One faculty position, (Reader/Lecturer/Documentation Officer)
- ❖ Two-Research Associates or Project Associate or/Project Fellow (The salary & other terms & conditions for RA/PA&PF will be same as applicable in the Major Research Project Scheme of the UGC).

##### **Existing Area Study Centers will be provided the grant as follows:**

The maximum assistance will be on 100% basis under the following items:

##### **Non-Recurring**

(Rs. in lakhs)

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
➤ Building (for renovation/extension)	10.00	8.00	5.00
➤ Office equipment and Office furniture	4.00	4.00	3.00
➤ Books and journals	5.00	3.00	2.00
➤ Field work (25% for students)	15.00	10.00	4.00
➤ Seminar/symposium/conference and International Seminars/faculty project	10.00	5.00	4.00
➤ Visiting faculty	6.00	4.00	3.00
➤ Operational expenses and contingencies	5.00	3.00	2.00
➤ Publications	5.00	3.00	2.00
<b>Total</b>	<b>60.00</b>	<b>40.00</b>	<b>25.00</b>

In addition to non-recurring the recurring grant will be as follows:

### **Recurring**

1. Faculty Position:
  - One Reader
  - One Lecturer
  - One Documentation Officer
  
2. Two-Research Associates or Project Associate or/Project Fellow (The salary & other terms & conditions for RA/PA&PF will be same as applicable in the Major Research Project Scheme of the UGC).

The person being designated as Director/Programme Coordinator of the Centre shall not be entitled for any additional financial benefits other than for which he is entitled by virtue of his occupation of the substantive position

## **V. PROCEDURE FOR APPLYING FOR THE SCHEME**

Any university, which desires to have an Area Study Centre, can apply to the UGC in the prescribed Proforma (**Annexure-I**). On the recommendations of the Standing Advisory Committee or Ministry of External Affairs, the UGC may request the University to send its proposals for having an Area Study Centre in a particular region of the world.

## **VI. PROCEDURE FOR APPROVAL BY THE UGC**

The proposals received will be short-listed by the Standing Advisory Committee on Area Studies. An Expert Committee will then visit the short-listed universities. The recommendations of the Expert Committee on Area Studies are to be placed before the Commission for a final decision.

## **VII. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC**

50 per cent of the non-recurring grant approved by the Commission will be released as the first installment. Subsequent grants will be released on receipt of an annual progress report of the work done by these Centers along with a statement of expenditure and utilization certificate duly signed by Registrar and Finance Officer in the prescribed Proforma (**Annexure II & III**). Subsequently, the university may send an audited utilization certificate. The recurring grant will be released on receipt of relevant documents/proposed expenditure/actual expenditure.

Re-appropriation from one head to the other under the non-recurring category is permissible with the prior approval of the UGC. The Director of the Programme may be

permitted to re-appropriate 25 per cent of the grant of a particular head with sufficient explanation given to the University Grants Commission.

The maximum limit does not mean that each center will be provided this amount. The financial allocation will be based on the recommendation of the expert committee.

### **VIII. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME**

The Center will send annual progress report of the work done in the prescribed format (**Annexure IV**). After completion of tenure, the UGC may also conduct a mid-term review, if required. The continuation or up gradation of the Grant would be based on a self-assessment report, report of the review committee of the UGC and the final decision of the Commission.

### **IX. TERMS AND REFERENCE FOR IMPLEMENTATION OF THE PROGRAMME**

1. An Area Study Center should function in a multi-disciplinary manner and have a wider canvas through a proper organizational structure in the University system so that it may effectively utilize the expertise and facilities of all departments available in the University. It may operate as an independent administrative and academic unit and have the status of a department in the University.

An Area Study Center should have a Director who should be a senior faculty member of the Center with a specialization in the concerned area study. The term of the Director should be according to the prevailing practice regarding departmental heads in the concerned university but not less than three years. If the Director is to be changed before this period it should be done in consultation with the UGC.

2. The Director of the Center must be member of all appropriate bodies of the University and of the selection committee to recruit the Center's faculty. The office of the Director should be located in the Center.
3. There should be an inter-disciplinary Advisory Committee for each Center for the formulation, execution and coordination of its programme. The Vice-Chancellor in consultation with the Director of the Center, who may be the convener of the Committee, may constitute the Advisory Committee.

The Committee should consist of the following:

- i. The Vice-Chancellor
- ii. Pro-Vice-Chancellor
- iii. The Director of the Center
- iv. Three senior teachers preferably the Professors, one each from the Department of Social Sciences, Humanities and Science from the University itself.

- v. Two experts nominated by the UGC. (The expenditure on travel of these experts may be met out of the contingent grant)
  - vi. The meeting of the Advisory Committee should be held once in a year and the UGC may be informed accordingly.
4. While historical and theoretical studies are important, emphasis should also be made on the study and research of contemporary issues. The results of the studies in these Centers should be useful in the formulation of our national policies in foreign affairs, defense and culture and in the spheres of bilateral, multilateral and regional cooperation. There should be close interaction between the Area Study Centers and the relevant Ministry of the Government of India.
5. Programmes should, as far as possible, be inter-disciplinary in nature and language teaching should be integrated with the academic programme of the Center.
6. The studies should involve, both, course work and project work. The student in the Center should be awarded degree in basic discipline, which may entitle him/her for teaching in the basic discipline. Wherever feasible, the Universities, at the initiative of the Centers may institute appropriate degrees in Area Studies. Course work must involve teaching of at least one non-Indian language of the concerned area.
7. The faculty should be multi-disciplinary.
8. Special innovative programmes of intensive nature may be devised on a select basis, and they may include both course study and research.
9. Every area Study Center should have its own sectional library, which may form part of the central library system in the University.
10. The Documentation Officer of the Area Study should primarily be responsible for indexing the material and for providing a library service to the scholars.
11. Posts sanctioned for Area Studies Programme should be filled on the same basis as equivalent post in the University.
12. Since field trips connected with the research programmes of an Area Study Center are an essential part of the programmes, leave of absence for this purpose should be treated as 'on duty'. Younger scholars should be encouraged to go for field trip. The duration of field trip should be a minimum of one week and may not exceed 60 days. The period of visit may be confined to the area of specialization concerned.
13. The scholar working in an Area Study Center should have a real working knowledge of the Area being studies. If necessary, facilities should be provided for the training of scholars in the relevant language.
14. An Area Study Center shall hereafter include in their studies and research not merely History, Politics, Economics, Law, Geography, Sociology, International and Security

Studies of the countries concerned, but science, technology, culture, society, religion and philosophy. More importantly, they should relate to the present and be relevant.

15. In order to maximize job opportunities for those scholars offering an Area Studies subject in the NET EXAM, they should be deemed to have also qualified in the subject of their master's degree.
16. Study of relevant languages and cultures of the concerned areas and countries is an essential component of the Area Study Center. The Center should explore possibilities to have language teacher/teachers for the Center under Cultural Exchange Programmes of the UGC.



Annexure-I

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110002.

(UGC AREA STUDY PROGRAMME)  
**FORMAT FOR SUBMISSION OF THE PROPOSAL**  
**PART-A : PRINCIPAL PROPOSER(S)**

1.	(i)	Name/(s) of the Principal Proposer/(s) (proposers should be a core group with a broad area of interest)-- -----
	(ii)	Designation/(s)-----
	(iii)	Address-----
	(iv)	Telephone Nos.----- Fax No-----
	(v)	E mail Addresses-----
2.		Area(s) of specialization (an international region/Diaspora group/linguistic/religions).
3.		Languages known (with levels of competence)-----

4.	Research background of proposer.
5.	Publications of books, papers and other research materials by the proposers (Give details of all relevant publications of faculty members, research fellows and students). ----- -----

**PART B : PROPOSING UNIVERSITY/INSTITUTION**

1.	(i)	Name and address of the University/Institution where the Centre will be established----- ----- -----
2.		Whether the University/Institution is approved under section 2(f) and section 12B of the UGC Act? ---- -----YES/NO
3.		Whether the University has an existing Area Study Centre or any other body undertaking activities of the proposed Centre. If so, please give details. ----- -----
4.		Proposed name of the Centre-----
5.		Background (Please explain the teaching/research activities & facilities available e.g. building, equipment, library, books & journals, computers etc):
	(i)	Teaching courses in relevant subjects at UG, PG & Research level. -----
	(ii)	Research conducted including M.A./M.Phil./Ph.D. on relevant topics (Mention degrees awarded with topics of theses) ----- -----
	(iii)	Conferences/Seminars/Workshops/Special Lectures conducted on relevant topics during the last five years (Give details) ----- -----
	(iv)	Expertise available in the language/s of the area which is to be the objective of study, ----- -----
	(v)	Networking & collaboration with other relevant institutions. -----

**PART C : PROPOSING UNIVERSITY/INSTITUTION**

1.		Vision of the Centre----- -----
2.		Objectives and Goals : -----
3.		Thrust Area(s) :
	(a)	Countries/Region of study in the proposed Area----- -----
	(b)	Theme of study (e.g. geopolitics, history, trade, religion, culture, language, science & technology)----- ----- -----
4.		Justification for such a Centre in your Institution/University/Region----- -----
5.		Composition of Disciplines : (As Area Study Programme has multi-disciplinary perspective – mention the disciplines e.g. Political Science, Sociology, Economics, Languages etc., to be represented) ----- -----
6.		Requirements of the Centre in accordance with the provision in the guidelines.

**Signature of the Registrar      Signature of the Proposer(s)**



Annexure-II

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110002.

(AREA STUDIES PROGRAMME)  
PROFORMA FOR SUBMITTING PROGRESS REPORT OF EXPENDITURE

1. Name of the Centre :
2. Period of expenditure :
3. UGC\_s Sanction Letter No. & Date :

Name of the item	Total Grant approved	Total grant received	Actual Expenditure incurred (year-wise)	Estimated expenditure	Unspent balance	Remarks

Signature of the Registrar/FA

Signature of the Director/In-charge



**Annexure-III**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110002.**

**(AREA STUDIES PROGRAMME)  
UTILIZATION CERTIFICATE**

It is certified that the amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Out of the total grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Sanctioned to \_\_\_\_\_ by the University Grants Commission  
vide its letter No. \_\_\_\_\_ dated \_\_\_\_\_ towards \_\_\_\_\_  
\_\_\_\_\_ under \_\_\_\_\_  
\_\_\_\_\_ scheme has been utilized for the purpose for  
which it was sanctioned and in accordance with the terms and conditions as laid down by  
the Commission.

If as a result of check or audit objection some irregularities is noticed at a later state,  
action will be taken to refund, adjust or regularize the objected amount.

**Signature  
Registrar with seal**

**Signature  
Govt. Auditor/CA**

**Signature  
Finance Officer**



**Annexure-IV**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110002.**

**(AREA STUDIES PROGRAMME)**

**PROFORMA FOR SUBMITTING PERIODICAL PROGRESS REPORT OF THE  
WORK DONE BY THE CENTRE**

1. Name of the Centre :
2. Address :
3. Period of reports : From To
4. Objectives set forth :
5. Objectives achieved :
6. A brief summary of work :  
done & results achieved
7. Seminars/Symposia/Conferences :  
Organized by the Centre (Give details)\_recommendations and proposed follow-up  
action
8. New courses offered, if any :
9. No. of Publications of the Centre :
10. No. of M.Phil/Ph.D. awarded, :  
If any
11. Field trip undertaken by the Faculty Member/Research  
Scholar (give details)
12. Any other relevant information :

**Signature of the Registrar  
(Seal)**

**Signature of the Director/In-charge of the Centre**