Area Study Centres in Universities

GUIDELINES FOR AREA STUDY CENTRES IN UNIVERSITIES

I. INTRODUCTION
The Commission initiated in 1963 a programme of providing assistance to selected universities for undertaking studies relating to various aspects of different countries and regions of the world particularly of those with which India has close and direct contact.

II. OBJECTIVES
The objective of setting up the Area Study Centre is to engage in the study of social, economic, political and cultural affairs of the country/region for which the particular Area Study Centre has been established under this programme. The centre also makes in depth study on a continuing basis of India's relationship with the country/region concerned. This is to enhance our understanding of the particular country/region and also to provide valuable inputs to the Government on policy matters. The results of studies and research which are carried out in these centres are useful in formulation of our national policy in foreign affairs, defence and culture and in the spheres of bilateral, multilateral and regional cooperation. These centres are expected to have close interaction among themselves on the one hand and with the relevant ministries i.e. External Affairs, Defence, Environment, Science and Technology etc. on the other.

III. ELIGIBILITY
Universities covered under Section 2(f) and 12B of the UGC Act, which have existing infrastructure, can apply to the UGC to have an Area Study Centre in their University, in the country/region they have expertise available.

IV. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME.
The UGC provides the following assistance on 100% basis to the Area Study Centre:

Non-Recurring
(i) Building (for renovation / extension) Rs. 5.00 lakhs
(ii) Office equipment Rs. 2.50 lakhs
(iii) Office furniture Rs. 0.50 lakhs
(iv) Books and journals Rs. 3.00 lakhs
(v) Field work Rs. 5.00 lakhs
(vi) Seminar/symposium/ conference Rs. 3.50 lakhs
(vii) Visiting faculty Rs. 2.00 lakhs
(viii) Operational expenses and contingencies Rs. 2.00 lakhs
(ix) Publication Rs. 2.00 lakhs
Recurring
i) Two faculty positions : One Reader
:One Lecturer/documentation officer

ii) One research associate, project associate 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)

iii) Diplomats as Ambassadors in Rs.50,000/- per year
Residence, salary and allowances to be per Diplomat.
provided by the Ministry of External Affairs.
Re-appropriation from one head to the other under the non-recurring category is permissible with the prior approval of the UGC.
The maximum limit does not mean that each centre will be provided this amount. The financial allocation will be based on the recommendation of the expert committee.
The assistance would be available for the Plan period only i.e. till 31/3/2007.

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 sometimes requests 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 will then be placed before the Commission for a final decision.

VII. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC
30 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 Centres 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.

VIII. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME
The Centre will send annual progress report of the work done in the prescribed format (Annexure IV). After completion of tenure, the UGC Expert Committee will review the progress of the Centre. The UGC may also conduct a mid-term review, if required.

IX. TERMS AND REFERENCE FOR IMPLEMENTATION OF THE PROGRAMME
1. An Area Study Centre 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 utilise 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.

2. An Area Study Centre should have a Director who should be a senior faculty member of the Centre 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. If the Director is to be changed before this period it should be done in consultation with the UGC.

3. The Director of the Centre must be a member of all appropriate bodies of the University and of the selection committee to recruit the Centre’s faculty. The office of the Director should be located in the Centre.

4. There should be an inter-disciplinary Advisory Committee for each Centre for the formulation, execution and coordination of its programme. The Vice-Chancellor in consultation with the Director of the Centre who may be the convenor of the Committee may constitute the Advisory Committee.

The Committee should consist of the following:

(i) The Director of the Centre

(ii) 3 eminent scholars, one each from the Department of Social Sciences, Humanities and Science

(iii) Two experts nominated by the UGC. (The expenditure on travel of these experts may be met out of the contingent grant)

(iv) A representative of the Ministry of External Affairs, preferably the head of the concerned division.

(v) The meeting of the Advisory Committee should be held once in a year and the UGC may be informed accordingly.

5. 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 Centres should be useful in the formulation of our national policies in foreign affairs, defence and culture and in the spheres of bilateral, multilateral and regional cooperation. There should be close interaction between the Area Study Centres and the relevant Ministry.

6. Programmes should, as far as possible, be inter-disciplinary in nature and language teaching should be integrated with the academic programme of the Centre.

7. The studies should involve, both, course work and project work. The student should be awarded the degree in basic discipline, which may entitle him/her for teaching in the basic discipline. Wherever feasible, the Universities, at the initiative of the Centre’s may institute appropriate degrees in Area Studies. Course work must involve teaching of at least one non-Indian language of the concerned area.

8. The faculty should be multi-disciplinary.
9. Special innovative programmes of intensive nature may be devised on a select basis, and they may include both course study and research.

10. Every Area Study Centre should have its own sectional library, which will form part of the central library system in the University.

11. The Documentation Officer of the Area Study Centre should primarily be responsible for indexing the material and for providing a library service to the scholars.

12. Posts sanctioned for Area Studies Programme should be filled on the same basis as equivalent posts in the University. In the case of the appointment of a language teacher, a relaxation of qualifications where suitable qualified candidates are not available, if necessary, should be done in consultation with the Advisory Committee.

13. As field trips connected with the research programmes of an Area Study Centre 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-work. The Director in consultation with the Vice-Chancellor may approve the field trip. The duration of field trip should be a minimum of two weeks and may not exceed 60 days. The period of visit may be confined to the area of specialization concerned.

14. The scholar working in an Area Study Centre should have a real working knowledge of the Area being studied. If necessary, facilities should be provided for the training of scholars in the relevant language through courses in the language either in India or abroad.

15. An Area Study Centre shall hereafter include in their studies and research not merely the History, Politics, Economics, Law, Geography, Sociology, International and Security Studies of the countries concerned but science and technology, culture, society, religion and philosophy. More importantly, they should relate to the present and be relevant.

16. 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. The tenure of the Project Assistant non-NET qualified in the Area Studies Programme should be increased from one year to three years at fixed emoluments to be determined by the UGC from time to time.

17. Since the Area Study Centres are mainly devoted to research and guidance of M.Phil/Ph.D. students, the University authorities should not apply the same formula of workload as applied to teaching departments in the University system. However, their accountability should be ensured in terms of reasonable research output, annual reports and evaluation.

18. The study of relevant languages and cultures of the concerned areas and countries is an essential component of the Area Study Centre. The Centre may make a proposal for providing language teacher for the Centre under Cultural Exchange Programme.
<table>
<thead>
<tr>
<th>PROFORMA FOR APPLYING UNDER THE AREA STUDY PROGRAMME</th>
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<tbody>
<tr>
<td><strong>Annexure-I</strong></td>
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<td><strong>Annexure-II</strong></td>
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<td><strong>Annexure-III</strong></td>
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<td><strong>Annexure-IV</strong></td>
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### PART-A : PRINCIPAL PROPOSER(S)

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<td>1.</td>
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<td>(i)</td>
<td>Name/(s) of the Principal Proposer/(s) (proposers should be a core group with a broad area of interest)</td>
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<td>E mail Addresses</td>
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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).

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**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

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<td>1.</td>
<td>Vision of the Centre</td>
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<td>2.</td>
<td>Objectives and Goals</td>
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<td>Thrust Area(s)</td>
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<td>(a)</td>
<td>Countries/Region of study in the proposed Area</td>
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<td>(b)</td>
<td>Theme of study (e.g. geopolitics, history, trade, religion, culture, language, science &amp; technology)</td>
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<td>Justification for such a Centre in your Institution/University/Region</td>
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<td>5.</td>
<td>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)</td>
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<td>6.</td>
<td>Requirements of the Centre in accordance with the provision in the guidelines</td>
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**Signature of the Registrar** **Signature of the Proposer(s)**
Annexure-II

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI-110 002

(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 :

<table>
<thead>
<tr>
<th>Name of the item</th>
<th>Total grant approved</th>
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<th>Actual expenditure incurred (year-wise)</th>
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Signature of the Registrar/FA  Signature of the Director/In-charge
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 _______________________________ 
___________________________________________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   Signature    Signature
Registrar with seal  Govt. Auditor/CA   Finance Officer
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 |