Functional Vocational Training and Research Society (FVTRS)

Research and Development

Policy Guidelines
Research and Development

Policy guidelines for FVTRS

FVTRS is the acronym of "Functional Vocational Training and Research Society"

Table of Content

1.0: Introduction

2.0: The extent and dimension of Research in the context of FVTRS

3.0: What type of R and D, we need to do, to serve the school dropout youth in particular and Un-Organised Sector (UOS) in general?

4.0: Livelihood programs of Govt. of India for UOS

5.0: Severe skill shortage in the Industrial and Agricultural and Farm Sectors

6.0: Priority areas of R and D activities in FVTRS to fulfill the Objectives, mentioned in MOA of FVTRS

7.0: Application for research grant from FVTRS and Procedures

ANNEXURE – 1 PERFORMA FOR SUBMISSION OF PROJECT PROPOSALS UNDER R&D PROGRAMME OF FVTRS
1.0: Introduction

The primary Objectives of FVTRS, as per its MOA (vide Clause 6) are the following:

- The primary objective of the Society (FVTRS) shall be the empowerment of the non-school goers and early school leavers, from among the marginalised and vulnerable communities with limited or no access to the formal channels of learning, an opportunity to improve the quality of their lives and to become self-reliant, by the provision of appropriate services and programmes, designed to enhance their vocational, technical and livelihood skills. (The terminology used to describe this marginalised group is unorganised sector. The growth of Unorganised sector and Organised sectors in the India is shown in table below)

<table>
<thead>
<tr>
<th>Year</th>
<th>Organised</th>
<th>Unorganised</th>
<th>Total</th>
<th>Organised (%)</th>
<th>Unorganised (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1983</td>
<td>24.0</td>
<td>275.6</td>
<td>299.6</td>
<td>8.0</td>
<td>92.0</td>
</tr>
<tr>
<td>1987-88</td>
<td>25.4</td>
<td>301.9</td>
<td>327.3</td>
<td>7.8</td>
<td>92.2</td>
</tr>
<tr>
<td>1993-94</td>
<td>27.4</td>
<td>348.8</td>
<td>376</td>
<td>7.3</td>
<td>92.7</td>
</tr>
<tr>
<td>1999-00</td>
<td>27.8</td>
<td>371.2</td>
<td>399.0</td>
<td>7.0</td>
<td>93.0</td>
</tr>
</tbody>
</table>

To achieve the above primary objectives, the same MOA (vide clause 7), specifically mentions, various operations, the most important of them is Research and Development. The MOA, specifically mentions:

**FVTRS must**

- Build, enhance and update knowledge, information and skills in organisation and management of Non-Governmental Organisations, Community based organisations, and such other institutions.

- Encourage, promote, initiate, sponsor, undertake research by itself or in consort with any others, on all matters concerning the aims and objectives of the Society.
2.0: The extent and dimension of Research in the Context of FVTRS

In the context of the section-1.0, the word “research” in FVTRS carries the following 8 special dimensions:

1. **Read**, critically analyse and review the existing and past norms and systems of vocational training and skill education system and learn from the past mistakes and drawbacks.

2. **Ensure** authenticity of data and records.

3. **Skill diversity** is the cornerstone of FVTRS’ research programme.

4. **Ensure** developments of skill modules for every livelihood.

5. **Research** on Gender Neutral skill education programmes are encouraged. **Attention** need be focused to Gender parity focusing on the skill issues relevant to women and differently abled persons.

6. **Reach** the unorganized sector (UOS) - all research and training in FVTRS must be focused to complement its effectiveness.

7. **Concentrate** research on 21st century skills and use them in its skill training programmes.

8. **High** on the research agenda is the how and why of integration of general education with skill education.
3.0: What type of R and D to serve the school dropout youth and adults in particular and UOS in general?

To have a positive impact on the living and working conditions of workers who belong to UOS and are school dropout, we need to know the types of skill-sets required for the unorganised sector.

Since UOS primarily consists of School dropout youth, henceforth, FVTRS will use the term UOS to mean School dropout youth and other marginalised sections of youth in India.

For survival of UOS, the Skill format for the UOS has to be for empowerment and not for just employment. It should therefore encompass

Not only
- Hard core technologies of production,

But also
- Human skills and values and
- Basic knowledge required to survive in an increasingly competitive world.

The range of skill sets for the unorganised sector recommended by National Commission for Enterprises in the Unorganised sector (NCEUS) includes

1. Specific technical skills linked with various livelihoods
2. Entrepreneurial skills
3. Business skills and
4. Life skills along with appropriate training on various rights, they have, as an Indian Citizen (it is important for the UOS)
4.0: Livelihood programmes of Govt. of India for UOS

There have been a series of high level policy initiatives by GOI which have focused directly on the livelihood of the unorganised sector over the last 5 years. These Policy initiatives relate to

1. **The Common Minimum Programme**, which became the mandate of the new government in May 2004, identified equality of opportunity particularly in education and employment, as central to its mission.

2. Continued growth of the economy would go hand in hand with employment and a ‘safe and viable livelihood’ for each family.

3. Another priority that was picked out for special emphasis was ‘the welfare and well-being of farmers, farm labor and workers, particularly those in the unorganised sector’

4. From these commitments flowed the 2005 **National Rural Employment Guarantee Act (NREGA)** that guarantees 100 days of employment in public works to each rural household, as well as the National Commission for Enterprises in the Unorganised Sector (NCEUS).
5.0: Severe skill shortage in the Industrial and Agricultural Sector

Key observations of the Confederation of Indian Industry and experts in the Agricultural sectors indicate that

1. **Most of the industries in India are struggling to achieve their growth targets because of shortage of skilled labor.** The education system churns out students that are not immediately employable and skill up-gradation on the job is low; implying that a large section of the currently employed labor possesses outdated skills.

2. The Government aims to create 70 million new jobs by 2012 and 500 Million Jobs by 2022 and the Govt. has constituted the National Skill Development Corporation to guide the Skill Development Policy in the economy.

3. The vast majority of our workforce (>90%) are in the unorganised sector and a very substantial percentage of them (about 60%) are involved in the broad areas of Agriculture, Food Processing and Farm sector and there is acute skill shortage for those who are in the unorganised sector.

4. High growth industries such as automobiles, auto components, transportation, logistics, and warehousing, packaging, travel and tourism, media and entertainment and healthcare services are expected to create these new jobs. **75% of these jobs would require skilled and trained workforce in various sectors of our economy.**

5. Currently, 90% of the jobs in India are ‘skill-based’; entailing the requirement of vocational training. **This is in contradiction to the fact that only 6% of the Indian workforce receives any form of vocational training.**
6.0: Priority Areas of R and D Activities to fulfill the Objectives as mentioned in MOA of FVTRS

Being the only National Level organisation in the sphere of Skill Education, exclusively devoted to school dropout youth and the unorganised sector, FVTRS needs to have the following R and D activities to remain in the forefront of the Skill Education in the non-profit sector.

In the Indian context and with reference to the requirements for school dropout in particular and unorganised sector in general, the following three broad priority areas of research are identified and the results coming out of the same will be required for the use of various Governmental and private agencies and NGOs involved in imparting skill education for the Unorganised Sector

1. Priority Research Area-1:

   Core questions on Skill and Livelihood for the UOS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What are the types of livelihoods: – an exhaustive and classified list along with compilation, analysis, present status and future trends</td>
</tr>
<tr>
<td>2</td>
<td>What are the skills required for each type of livelihood: – a detailed list along with compilation, analysis, present status and future trends</td>
</tr>
<tr>
<td>3</td>
<td>What are those common skills (also known as soft skills or generic skills), which are required for being successful for all types of livelihoods: - a detailed list along with compilation, analysis, present status and future trends</td>
</tr>
</tbody>
</table>
2. Priority Research Area-2:

Skill Education and skill training facilities in India

1. List of skill imparting institutions in the country and the skill modules (and their packages) they offer (with specific reference to the school dropout youth and unorganised sector), with the fee structure, if any

2. Details of each of the skill module and the packages, if available

3. Number of students trained in each module during last 5 years (year wise) along with their feedback and response and experiences, after they have completed their skill training

4. Names of the skill trainers with their qualifications, experience and expertise in each such skill training institute (with their addresses and CV, if possible)

5. Any institute or organisation for training the trainers (primarily meant for school dropout youth and for unorganised sector)? Which are those and what are their skill modules?

3. Priority Research Area-3:

Skill Gaps in various Economic and Livelihood Sectors in India

Skill gaps in the education

   Skill modules required for the work and what is available in the schools/colleges/training programmes

   Skills required by the industry/agriculture/other developmental and service sectors and what are not available in skill education centers

   Development of those skill modules which are required but not available.

4. Priority Research Area-4:

Design of Skill Information Bank (SIB) for facilitating placement in urban and rural areas and efficiently running it for facilitating placement of skilled manpower in the unorganised sector
7.0 Application for research grant from FVTRS and Procedures

Any organisation willing to do research in any of the priority areas mentioned in this document can apply for a research grant in a prescribed format enclosed in Annexure-1

Normal duration of any research project may vary from one to 4 months depending on nature of job involved

Project budget must not include any physical infrastructure (land, building, vehicles, computers etc) Total budget for single research project should not exceed Rs. 250,000.-

The Principle Investigator (PI) of the project must be qualified and experienced to do the research he/she has applied for. It is the PI who is supposed to

1. Prepare the research proposal
2. Defend it before FVTRS screening committee
3. Execute the same
4. Write the completion report and
5. Present the same in FVTRS

Applications in the prescribed format will be critically examined by a designated committee of FVTRS and if, prima facie found suitable, then the Principal Investigator (PI) will be asked to present/defend the proposal in the headquarters or regional centers of FVTRS on a prescribed date. If called, the PI will get 3 Tier AC train fare or equivalent to attend such presentation

On completion of the research, the PI has to submit the completion report and personally present the findings to the FVTRS Board or to the designated committee of the Board.
ANNEXURE - 1

PERFORMA FOR SUBMISSION OF PROJECT PROPOSALS UNDER and D PROGRAMME OF FVTRS
(TO BE FILLED BY APPLICANT)

A. EXECUTIVE SUMMARY (to be given in the format below)

1. Project Title:
2. Objectives:
3. Work Plan (highlighting the research components of the proposal in not more than 250 words):
4. Project Pilot Area with a map with the relevant details in one A4 size paper
5. Project Duration:
6. Budget Summary:
   i. Total Recurring Cost;
   ii. Total Non-Recurring Cost:
7. Name of PI, Co-PI and Organisation (with postal address and phone numbers)

B. INTRODUCTION

1. Project title: ________________________________
   ________________________________
2. Research priority area, as per the FVTRS R and D Policy document:
3. Details regarding:
   (a) Profile of Project area
   (b) Target Population
   (c) Direct Beneficiaries.
   (d) Date of registration of the organization, place and details of the
   (e) Act.
4. Duration Number of months

5. Total Cost:

6.1 **Name of Principal Investigator:**

6.2 Designation & Office Address

6.3 Sex (M/F)

6.4 Date of Birth

6.5 Organisation/Inst. Name:

6.6 Address for correspondence

   Telephone__________ Fax_______________, Email ________________

6.7 **Name of Co-Investigator:**

6.8 Designation & Office Address

6.9 Sex (M/F)

6.10 Organisation/Inst. Name:

7. Address: __________________________________________

   ____________________________________________________Pin________

   Telephone ................Fax........................Email....................

8. **Capability of the Organization**

   (a) Expertise available with the group

   (b) Facilities/Assets/Equipment available:

   (c) List of on-going and completed projects by the organization/PI giving
   the following details

<table>
<thead>
<tr>
<th>Title of the project</th>
<th>Year of start and completion</th>
<th>Project cost</th>
<th>Name of sponsoring Organization</th>
</tr>
</thead>
</table>
C. TECHNICAL DETAILS

1. Objectives of the project
2. Report of preliminary investigation conducted
3. Summary of earlier efforts made to address the problem
4. Implementation Strategy
5. Work Plan:
   (a) Phase-wise plan of action including consultation with the target group, Resource person's etc. including post project activities
   (b) Time schedule of activities giving milestones.

D. BUDGET ESTIMATES: SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Manpower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Consumables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Contingencies/Other cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Institutional Overheads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Non-Recurring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total (A+B)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please indicate authorized office bearer of the organization with detailed mailing address under whose name sanction is to be issued, if approved.

• It is essential to provide adequate justification for each item of expenditure (about 100 words for each)
## BUDGET FOR MANPOWER

<table>
<thead>
<tr>
<th>Designation (Number of persons)</th>
<th>Monthly Emoluments</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## BUDGET FOR CONSUMABLES (Papers, computer time, report writing etc etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items</td>
<td></td>
</tr>
</tbody>
</table>

## BUDGET FOR TRAVEL

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Local</td>
<td></td>
</tr>
<tr>
<td>2. Outstation</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
ENDORSEMENT FROM THE HEAD OF INSTITUTION
(TO BE GIVEN ON LETTER HEAD)

PROJECT TITLE: _______________________________________________________
_______________________________________________________________________

1. Certified that the Institute welcomes participation of Dr./Shri/Smt./Km. 
   ______________________ as the Principal Investigator and Dr./Shri/Smt./Km. 
   ______________________ as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility for the fruitful completion of the project (after obtaining consent in advance from FVTRS).

2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.

3. Institute assures financial and other managerial responsibilities of the project.

4. Certified that the organisation has never been blacklisted by any department of the State Government or Central Government.

5. The organisation has the following ongoing projects from other sources

Name and Signature of Head of Institution

Date: ..................

Place: ..................

REMARKS

In regard to research proposals emanating from institutions, not normally connected with skill education, the Head of the institution is required to provide a justification indicating clearly whether the research proposals falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by FVTRS
CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE: _______________________________________________________
______________________________________________________________________
________________________________________________________________________

1. We agree to abide by the terms and conditions of the FVTRS grant.

2. We did not submit this project proposal elsewhere for financial support.

3. We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. We shall not request financial support under this project, for procurement of these items.

4. We undertake that spare time on permanent equipment will be made available to other users.

5. We have enclosed the following materials:

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>NUMBER OF COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Endorsement from the Head of the Institution (on letter head)</td>
<td>One</td>
</tr>
<tr>
<td>(b) Copies of the proposals</td>
<td>3</td>
</tr>
<tr>
<td>(c) Registration certificate, Memorandum of Association, rules and</td>
<td>One each</td>
</tr>
<tr>
<td>regulations of the institution, Audited Balance Sheet and annual</td>
<td></td>
</tr>
<tr>
<td>report of previous three years.</td>
<td></td>
</tr>
</tbody>
</table>

Date: .................. Name & Signature of Principal Investigator

Name & Signature of Co-Investigator

Place: ..................
PROFORMA FOR BIODATA OF INVESTIGATORS (P.I. & CO-P.I.)

A. Name

B. Date of Birth

C. Institution

D. Whether belongs to SC/ST

E. Academic and professional career:
   
   Academic career:
   
   Professional career:

F. Award/Prize/Certificate etc. won by the investigator:

G. Publication (Numbers only)
   
   Books          Research Papers, reports       General articles
   Patents        Others (please specify)

H. (1) List of completed and ongoing projects

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of Project</th>
<th>Duration From</th>
<th>Total Cost</th>
<th>Funding</th>
</tr>
</thead>
</table>

(2) List of projects submitted to institutions other than FVTRS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the project</th>
<th>Name of Organization</th>
<th>Status</th>
</tr>
</thead>
</table>