

***Ph.D. scholarship for research on climate change
related subjects in Madhya Pradesh***

A Manual



Environmental Planning & Coordination Organization (EPCO)

State Knowledge Management Centre on Climate Change (SKMCCC)

Department of Environment

Government of Madhya Pradesh

State Knowledge Management Centre on Climate Change (SKMCCC)
Environmental Planning and Coordination Organization (EPCO)

Operational Guidelines

1 GENERAL

Climate change has become a vital subject of concern not only at global level but also at national & sub-national level given the fact that noticeable changes in climate and environment are happening. Anthropogenic activities are leading to unprecedented levels of greenhouse gases changes in climate. Governments at all levels are trying to address this burning issue. India has also taken measures to combat the adverse impacts of climate change with various policy planning, adaptation, mitigation, training & capacity building and research & development activities.

Government of India has launched National Action Plan on Climate Change (NAPCC) in June 2008 with 8 sectoral missions. One of the 8 missions was National Mission for Strategic Knowledge on Climate Change (NMSKCC).

The state Government of Madhya Pradesh (GoMP) has adopted a Vision Document-2018 wherein it has been mentioned that a State-level Knowledge Management Centre on Climate Change to be set up in Environmental Planning and Coordination Organization (EPCO), Bhopal.

GoMP has declared EPCO as the "State Designated Agency for Climate Change" in the state and also Nodal Agency for Climate Change Knowledge Management. A State Knowledge Management Centre on Climate Change (SKMCCC) has also been established in EPCO.

Primary function of SKMCCC is to create, collect, analyze, synthesize and disseminate the knowledge on climate change. SKMCCC intends to partner with the organizations, institutions that are already working in this field and intends to help in strengthening capacity and disseminating their works. Knowledge creation includes mainly research studies commissioned to scientific institutions, scholarships for primary research on climate change issues in MP, action research projects to generate new knowledge through experimental learning.

State Action Plan on Climate Change (SAPCC) of state has been prepared by SKMCCC which is duly approved by the State and Government of India.

In the SAPCC, need for research and capacity building in various sectors viz. forest, agriculture, horticulture, veterinary, fisheries and other allied sectors, energy, renewable energy, industry, urban development, rural development, water sector, etc. has been emphasized.

In order to encourage research activities on climate change issues in the state, EPCO has decided to confer 5 scholarships per year to candidates pursuing PhD on climate change issues of MP. It is expected that this will help in creation of knowledge/information regarding climate change in MP through their thesis and subsequent publications. This would also result in building capacities with regard to climate change.

This scholarship is set up in 9 universities / research institutes located in Madhya Pradesh viz. Indian Institute of Forest Management (IIFM), Bhopal; Maulana Azad

National Institute of Technology (MANIT), Bhopal; School of Planning & Architecture (SPA), Bhopal; Indian Institute of Science, Education & Research (IISER), Bhopal; Indian Institute of Technology (IIT) Indore; Indian Institute of Management (IIM) Indore; Vikram University, Ujjain; Jawaharlal Nehru Krishi Vishwavidyalaya (JNKVV), Jabalpur and Indian Institute of Information Technology & Management (IIITM), Gwalior.

The award of scholarship is for fixed duration and does not imply any assurance or guarantee for subsequent employment by EPCO to the beneficiary. The authority to award / terminate the scholarship fully vests with EPCO. The awardee shall not lay any claim to permanent absorption in EPCO, after the expiry of scholarship.

2 SUBJECT OF RESEARCH

The subject / topic of research must be relevant to climate change issues of Madhya Pradesh. The potential candidates may refer the scientific studies like Vulnerability Assessment towards climate change in MP and State Action Plan on Climate Change prepared by EPCO for reference purpose and idea crystallisation. SKMCCC welcomes the interested candidates to come for discussions & any clarifications.

The subject of research shall fall within the overall ambit of climate change in sectors such as forest, biodiversity, wildlife, agriculture, horticulture, animal husbandry, fisheries, water resources, energy and renewable energy, industries, climate change aspects of urban and rural development, human health, wild animal health, economics, sociology, psychology, humanities, management, technology, etc.

The research topic should preferably be applied so that the outcomes & inferences can be used as institutional inputs for climate policy making project planning process in Madhya Pradesh.

A decision whether the subject proposed by an applicant falls within this ambit of climate change or not shall vest with the jury as constituted under **para 5 Selection and Nomination Procedure** of this document.

3 ELIGIBILITY CRITERIA FOR SCHOLARSHIP

Only bonafide Indian citizens pursuing PhD degree in any of the above mentioned 9 select universities / institutes are eligible for applying for the scholarships.

Candidates from these universities/ institutes will be eligible for scholarships only after getting enrolled for Ph.D / Integrated Ph.D programme / Fellowship programme or any other programme equivalent to PhD for a period of two years (24 months) on a topic strictly related to climate change in reference to the state of Madhya Pradesh. An undertaking of this effect will be issued by the Head of the concerned university / institute.

The upper age limit of the applicant for award of scholarship shall be as per the rules & norms of respective host university / institute.

Admission procedure for PhD program shall be as per the rules & norms of respective host university / institute.

4 APPLICATION PROCEDURE

a) EPCO's Role & Responsibilities

EPCO will send request letters to above 9 university / institutes for submitting name of one suitable candidate from each university / institute in the prescribed format (Annexure-I).

b) Universities'/Institute's Roles & Responsibilities

The host university / institution would be requested to circulate the scholarship scheme within their university / institution and would encourage and invite research scholars to submit applications for this scholarship.

5 SELECTION AND NOMINATION PROCEDURE

a) Universities'/Institute's Roles & Responsibilities

- The application received by the respective university / institution will be scrutinized and shortlisted in a transparent procedure and respective Head of the University / Institution will recommend name of one suitable candidate to the Executive Director EPCO.
- The concerned university / institute shall send application form of the selected candidate along with the registration letter for Ph.D as well as letter from competent authority through VC / Registrar / Director of the university / institution assuring that the university / institute will extend all possible support to the candidate.
- University / Institute would also provide a certificate to EPCO that all rules and regulations have been followed and the name of candidate is being recommended after following a transparent process as per the norms of the university/institution and the necessary facility shall be provided to the candidate for research work. (Annexure-II)
- Any in-service professional / government employee who are getting salary / pay and / or are on paid study leaves & sabbaticals will not be entitled for applying for this scholarship.

b) EPCO's Roles & Responsibilities

- At EPCO, a Jury having expert members will be constituted by Executive Director EPCO. Coordinator, SKMCCC, EPCO shall be the non-member secretary of the committee.
- The Jury will examine the proposals received from 9 select institutions / universities and give its recommendations to Executive Director, EPCO for final selection of five or less than five suitable candidates for the scholarship.
- The decision for selecting / rejecting the application for scholarship rests solely with Executive Director EPCO. His decision shall be final & binding.

6 STIPEND & TENURE

a) EPCO's Roles & Responsibilities

Stipend for the scholarship will be Rs 25,000/- per month for a maximum duration of two years (24 months) from the date of his / her acceptance given to the concerned institution/ university or till viva-voce of PhD degree, whichever is earlier. However, in special circumstances EPCO may extend the period of scholarship for a maximum of 6 months based on the recommendation of the Head of the institution / university and performance of scholar justifying the need for extension.

b) University's/Institute's Roles & Responsibilities

The commencement of scholarship will be w.e.f. the date of acceptance letter given by the scholar to the host institution. Acceptance letter of the candidate should be communicated to EPCO by the host university / institution.

7 CONTINGENT GRANT

a) EPCO's Roles & Responsibilities

An annual contingent grant of Rs. 50,000/- per year to the candidate will also be provided through the host university/institution. For less than two years, the contingent grant will be admissible on pro-rata basis. This grant money is payable annually in two installments of Rs. 50000/- each.

b) University's/Institute's Roles & Responsibilities

University / Institute shall make this grant available to the scholar as per their procedures. The grant may be utilized in the interest of research work, registration fee of attending seminar/conference, purchase of books, etc. The unspent balance of contingency grant at the end of 1st year may be carried forward to the next year, however, the next release of contingency grant will be subject to adjustment of unspent balance of contingency grant of the previous year thereby restricting contingency expenditure to a maximum of Rs 1,00,000/- (Rupees One Lakh only) for two years. Further, request (claim) for release of contingency grant of the previous financial year(s) will not be entertained. The guidelines for utilization of the contingent grant are given in Annexure-VI.

The University / Institution has to submit the consolidated Utilization Certificate (Annexure-IV) and Statement of Expenditure (Annexure-V) at the end of year, failing which grant-in-aid payable for next installment will not be released. The university / institute shall also submit the audited Utilization Certificate for entire period at the end of the tenure of scholarship.

8 AGREEMENT

An agreement shall be signed between EPCO and the host university / institution before release of 1st installment of scholarship and contingent grant. The guidelines mentioned in this document shall be considered as part of the agreement. From EPCO, Executive Director or officer nominated by Executive Director shall sign the agreement. Once the agreement is signed between EPCO & host university / institution, modifications in the

agreement may be made with mutual consent, if needed, at a later stage within the tenure of the scholarship.

9 MODE OF PAYMENTS

Year	Total Scholarship INR 25000/- PM (12 months)		Contingency Grant
	HY1	HY2	
Y1	INR 150000/-	INR 150000/-	INR 50000/- PA
Y2	INR 150000/-	INR 150000/-	INR 50000/- PA*

*(Total contingency grant not exceeding more than one lakh for 2 years)

Payment of scholarship would be released by EPCO in every 6 months (half-yearly) to host university / institute and the contingency grant would be released annually. The funds would, preferably, be released electronically through NEFT / RTGS. In exceptional cases, funds may be released through cheques in the favour of Vice Chancellor / Registrar of the university / Director of the institute. Host institute / university will need to open a separate account for Ph.D. scholarship supported by EPCO. In any case, the funds shall not be diverted by university / institute for any other purpose. The account details shall be provided to EPCO in the prescribed format. (Annexure-VIII)

10 GENERAL TERMS AND CONDITIONS

i. Award of Scholarship and Release of Grants:

a) EPCO's Roles & Responsibilities

The scholarship will be awarded to the selected applicant by a formal letter giving details of the grant and the conditions governing it, under intimation to the concerned university/ institution, which has forwarded the application. The scholarship can be availed for maximum two years from the date of acceptance by the candidate or till viva voce of Ph.D, whichever is earlier. The 1st installment shall be released to the VC / Registrar / Director of the concerned university / institution after signing the agreement.

b) University's/Institute's Roles & Responsibilities

It is expected that the PhD / Fellowship committee of the host institution / university will review the progress and issuance of payment to the scholar at regular interval. After release of 1st installment, the host institute will submit the following information at the end of 1st year for release of subsequent payments:

- (i) The progress report of the research scholar in the prescribed proforma (Annexure-III) for the first year.
- (ii) Utilization certificate (Annexure-IV).
- (iii) A statement of receipt and payment (statement of accounts) (Annexure-V) incurred during the 1st year period.
- (iv) The fresh claim for the next installment from the concerned institution.

The concerned institute / university may give advance amount of stipend to the scholar to meet the contingent expenditure on his / her joining the scholarship for second year,

which may be adjusted subsequently on receipt of the grants from EPCO for the scholarship.

The unspent amount of earlier payments and interest earned, if any, by institute / university on grants released by EPCO for scholarships should be adjusted while submitting / making the fresh claims for payment or has to be returned back to EPCO. The accounts should be maintained on ledger type system by the grantee institution for the research scholar. The university / institute shall be responsible for proper utilization of grant and for submitting the details of the accounts to EPCO.

ii. Progress Report:

a) Candidate's and University's/Institute's Roles & Responsibilities

The preparation of progress report on the research work done shall be essential part of the scholar's work. Ph.D scholar shall submit his/her yearly research report in the prescribed proforma (Annexure-III) within a period of 15 days after completion of one year tenure, to EPCO through his/her Guide duly endorsed by Head of the Department / Institution / University.

It is essential to give up to-date and full information against all the columns of Annexure-III. The results should be presented quantitatively in Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should be accompanied by copies of published papers, re-prints and pre-prints of papers, accepted for publication, manuscripts of papers communicated for publication, if any, duly acknowledging financial assistance received from SKMCCC, EPCO, GoMP.

Non-compliance of EPCO norms for submission of progress report along with other requisite documents within two months after completion of tenure may result in termination of scholarship. The Guide / Head of the Department of Institution / University shall bring out in his / her assessment report, the share of originality and initiative of the student in carrying out the research work. The guide duly endorsed by HoD should communicate to EPCO.

iii. Patent and Copyrights:

a) Candidate's and University's/Institute's Roles & Responsibilities:

The commercial exploitation of the results and ownership of patent rights pertaining to investigations concerning the intellectual work of research scholars will be as follows:-

- The research institution / university, to which a scholar is associated, may seek patent right at their/scholar's cost and/or commercial exploitation of the results of the investigation concerning the Intellectual work of the scholar and all rights would vest exclusively with the Institution concerned.
- All matters concerning ownership of IP and its licensing/exploitation would be governed by the IP policy of the concerned institutions. In case of any confusion, lack of clarity, law of the land shall prevail.

- In case an university / institution, to which a scholar is associated, is not in a position to seek patent rights and/or commercial exploitation of the results of the investigation concerning the intellectual work of the student, the scholar may approach EPCO for facilitating the patent related work.
- **Copyrights:** The copyrights of the research findings / publications will rest with the PhD scholar / author etc.
- The copyright of the intellectual will solely rests with the PhD scholar and authors / co-authors. However, EPCO reserves the right to use the knowledge for non-commercial purpose and in larger public interest.

iv. **Other obligations:**

a) **Candidate's Roles & Responsibilities**

- **Plagiarism:** The contents and research should be original in all the forms. Submitting or using another person's published matter in the work should be properly acknowledged and source should be mentioned.
- **Publication:** The results of student's research work may be published in standard refereed journals as per the prevailing procedure. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY SKMCCC, **EPCO**, GoMP is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy of the published research papers should be sent to SKMCCC, EPCO at each stage of publication / manuscript / reprint.
- He / She has to be a full time researcher and submit himself / herself to the disciplinary regulations of the university / institute where he / she is pursuing PhD. Regular attendance of the scholar may be ensured by the department by keeping an attendance register.
- In case a scholar decides to appear for competitive examination, he / she would invariably seek permission from the guide or from the HoD / Head of the institute as the case may be and keep EPCO informed about it.
- The research scholar is not to take any assignment other than related to his / her approved research programme, paid or unpaid. However, if required, the scholar may assist the host institute in its academic work / other activities, as per guidelines of its PhD programme, provided such assignments should not hamper the progress of research work of the student.
- Once a research scholar accepts the scholarship and joins, it is incumbent on him / her to continue the research for the normal tenure of the scholarship or for such lesser duration in which the original objectives of the research problem have been achieved and the thesis submitted for award.
- No scholar shall discontinue his / her scholarship without prior approval of EPCO. In case he/she wishes to discontinue the scholarship prior to completion of the tenure on attainment of original objectives of research, he / she must submit the resignation to concerned head of institution through the guide one month in advance with endorsement to EPCO indicating specific reasons for not continuing the scholarship.

The scholarship shall cease from the date stipulated in the concerned Head of Institution letter approving the resignation.

- The research scholar must send a detailed consolidated report of the research work done during the entire period of scholarship on completion of the tenure / resignation of the scholarship through the Guide duly forwarded by Head of the institution to EPCO in the prescribed proforma (Annexure-VII), within one month.
- During the tenure of the scholarship, the student shall correspond with EPCO only through the Guide with the approval of the Head of the Institution. No direct correspondence will be entertained.
- The research scholar shall keep EPCO informed about his / her getting the higher degree, submission of thesis for PhD and submission / acceptance / publication of any research paper arising out of the research work done duly forwarded by guide and Head of Department during the tenure of the scholarship.
- Students must settle their claims within ninety days or 3 months, whichever is earlier, of leaving the scholarship. No claim will be entertained by EPCO after three months of leaving the scholarship.
- **Accommodation / HRA:** Students are not entitled for any accommodation and HRA benefits under the scholarship.
- **Medical Benefits:** Scholars are not entitled for any medical benefits under the scholarship. They should get insured themselves against any illness and should not hold EPCO responsible for any medical / health eventualities.
- **Foreign Tour:** Scholars will be entitled for only one foreign tour exclusively for the purpose related to their PhD like paper presentation, workshops, conferences, forums, etc. utilizing the contingency grant supported by EPCO Foreign tours permission rules shall be subjected to the prevailing rules of the host institution / university.

b) University's/Institute's Roles & Responsibilities

- **Temporary Teaching & Research Job:** A research scholar on the recommendation of Guide, and provided that his / her University / Institute who has no objection, may be permitted by Guide / HoD to take up temporary paid lectureship / research job in a recognized R&D Institution / University, Institute of repute / recognized R&D Institution in India for a period not exceeding six months during the entire tenure of the scholarship. The research scholar will not be entitled to any time extension of the scholarship for such periods.
- The scholar will not be entitled to stipend and contingency grant during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as research scholar at least one year. Scholar has to report for duty at the same place from where he proceeded on leave.
- **Leave:** The leave rules will be applicable as per the prevailing rules & regulations of the concerned institution/university.

- In case of any disciplinary action is to be initiated against the Ph.D. Scholar, it will be as per the rules and regulations of the respective university / institute where the PhD scholar is carrying out his / her research. It will be the responsibility of the respective university / institute to immediately inform Executive Director EPCO about such disciplinary actions taken against the PhD Scholar.
- **Transfer of scholarship:** Transfer of scholarship means change of place of research and change of university / institute. In no way, it implies that institute / university may change the research scholar on their own. EPCO will not entertain any request for transfer of scholarship except on compelling circumstances for which the student, his / her guide and Director / Vice Chancellor of both the institute / university submits proper justification. No Objection Certificate (NOC) should be produced by the student from supervisor and Head of Department of university / institute from where transfer is sought and consent of the Guide / Host Institute where scholarships is sought to be transferred by giving reasons of transfer. No student will be allowed to join another institute without seeking prior approval from EPCO for "*Transfer of scholarship*" and if he / she joins elsewhere without approval of EPCO his / her scholarship will automatically stand terminated & forfeited and the same will remain effective from the date of resignation.
- Further, no transfers will be allowed in the last six months of the tenure of scholarships & also after submission of Ph.D. thesis. In exceptional cases, if at all request for transfer of scholarship is accepted, it will be among one of the 9 selected universities / institutes. In no case transfer of scholarship will be considered out of these 9 universities / institute.
- **Termination of Scholarship:** Scholarship will stand terminated from the date of viva-voce of Ph.D or on completion of scholarship tenure, whichever is earlier **OR** from the date the student resigns and his/her resignation has been accepted by Head of the organization **OR** on the recommendation of the Supervisor and Head of the Department / Institution **OR** if the institution where it is tenable refuses to continue to provide facilities to the student on disciplinary grounds and so informs EPCO.

If a student leaves without permission, stipend due at any time shall not be paid to him/her by the concerned Institution, till all University and other dues are cleared and certified by the University / Institution. Responsibility in such cases lies with the university / institution concerned.

The unspent balance of grant lying with the Institution at any time due to termination / resignation / transfer of scholarship of a student / leave sanctioned without stipend / interest earned on grants released by EPCO must be refunded to EPCO immediately through electronic mode or Demand Draft in favor of Executive Director, EPCO.

- The stipend of research student may be taxable as per the rules & regulations of host institutions / university for scholarships and host institute shall be fully responsible to follow tax laws / rules for this scholarship.
- **Force Majeure:** Force majeure clause shall mean but not limited to the following during the tenure of the scholarship:-

- War/hostilities;
- Riot or civil commotion;
- Earth quake, flood, tempest, lightening or other natural physical disaster;
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the institution / university, which prevent or delay the execution by institution / university.

The host institution / university shall advice EPCO in writing about the beginning and the end of the above causes of delay, within fifteen days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, EPCO reserves the right to revoke the scholarship without any obligation to compensate the scholar in any manner for whatsoever reason, subject to the provision of clauses mentioned.

c) EPCO's Roles & Responsibilities

- EPCO reserves the right to amend or issue the interpretation to any of the clause of this document at any time in larger interest. Interpretation of the various clauses of this manual will be done by Executive Director EPCO and in case of any discrepancy, the decision of Executive Director, EPCO will be final.
- For resolving dispute and discrepancies, the decision of Executive Director, EPCO will be final and binding.
- EPCO may send, whenever considered necessary, its officers for reviewing the work of the scholar, inspection of accounts, attendance, etc., to the university / institute where the research student is placed.
- No overhead institutional charges shall be payable to the host institution / university or to candidate by EPCO.

Details of the PhD Scholar

- Name of the applicant: _____
- S/o, D/o, W/o : _____
- Date of Birth (Please attach a self-attested copy of date of birth proof): _____
- Address for Correspondence: _____

- Permanent Address: _____

 - Mobile: _____
 - Alternate Telephone No: _____
 - E-mail: _____
 - Alternate E-mail: _____

- Academic qualification (10th onwards)

S.No	Course	Institute / University	Percentage / CGPA

- Name of the institute: _____
- Registration Letter for pursuing Ph.D issued by University/Institute (Please attach self-attested copy)
- Title of Ph.D. _____
- Name of the Guide: _____
- Address of the Guide: _____

 - Mobile: _____
 - Alternate Telephone No: _____
 - E-mail: _____
 - Alternate E-mail: _____
- Specify whether the achievements of the applicant have been recognized earlier by any other award/reward (*copy of the citation may also be enclosed*). If yes:
 - Name of the Institute: _____
 - Name of the award: _____
 - Year and year of the award: _____
- A brief note on the research proposal justifying its relevance to climate change issues of Madhya Pradesh. (*not more than 500 words*)
- I certify that all the facts mentioned above are true & correct to the best of my knowledge and belief. This is to certify that I am not receiving any grant, fellowship, scholarship or salary from any other sources.
- I am aware that any incorrect information or unverifiable facts will lead to termination of my PhD Scholarship.

Date: _____

(Signature of the applicant)

Draft Letter-cum-Undertaking by the Head of the Institute / University to EPCO

To,

Executive Director,
EPCO,
Paryavaran Parisar, E-5, Arera Colony,
Bhopal – 462 016

Subject: Recommendation of the candidate for the PhD Scholarship Scheme

The institute recommends the name of _____ s/o, d/o, w/o _____ for the PhD Scholarship being offered by EPCO to the research scholars pursuing PhD in the field of climate change in MP enrolled in the 9 select institutions.

This is also to certify that:-

1. All rules, regulations, norms & procedures have been duly followed and the candidate is being recommended after following transparent process as per the norms of the university / institution.
2. The institute / university certifies that recommended candidate is not getting any scholarship / stipend from their university / institution or some other sources.
3. Institute / university will timely provide monthly scholarships of amount INR 25000/- and annual contingency grant of Rs. 50000/- and stipend to the students.
4. The institute / university will provide laboratory & other facilities which are necessary for the research work.
5. The institute / university shall arrange to submit the audited accounts report and progress report at regular intervals and final report at the end of the Ph.D. as prescribed in general terms & conditions.
6. The institute / university certifies that the topic of Ph.D is on **climate change*** subject related to geographical area of MP.

Date:

Signature:

Name of the Head of Institute/University:

Seal of the Institute/University:

*The area of research must include the climate change related aspects such as climate change adaptation / mitigation, vulnerability, exposure, sensitivity, adaptive capacity or potential impacts due to climate change.

Proforma for Annual Progress Report of Research Scholar

1. EPCO Scholarship Reference No.:
2. Name of the Scholar:
3. Email Address & Mobile no. of the Scholar:
4. Name, designation and address of Guide:
5. Place of work (Names of the Institute/University, etc.):
6. Date of Registration:
7. Date of acceptance of the scholarship:
8. Period upto which Scholarship is tenable:
9. Topic of Research:
10. Broad Subject Areas:
11. Objective in undertaking work:
12. Period of Report: From..... To.....

13. Attendance Record:

Total No. of working days during the period under report (a):	Out of these, total no. of days in which the Scholar was present and worked (b):	Number of days for which leave was sanctioned (c):

14. Detailed report about the research work done during the above mentioned period. This should include quantitative results of work done presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
15. Summary of research work done during this period (in not more than 300 words: a separate sheet may be attached):
16. Calendar plan of work for the next year (separate sheet may be attached):
17. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/and manuscripts papers must be sent):
18. Seminar/conference/trainings/workshops attended (separate sheet may be attached):
19. It is affirmed that I have devoted my full time to research and I did not take up any other assignment (paid or unpaid) without taking written permission from respective institute intimating EPCO. It is also certified that due acknowledgement of EPCO for financial assistance has been made in the published paper.

Date:

(Signature of the Scholar)

20. Overall assessment and comment of the Guide:

- (a) It is certified that the information provided above and in separate pages enclosed with this report by the scholar is correct to the best of my knowledge and belief.
- (b) My specific comments about the performance of above Scholar are as under :

Date:

Signature of the Guide

Date:

Counter Signature of HoD and seal

UTILISATION CERTIFICATE
For the 1st / 2nd year / Consolidated for two years (as applicable)

1	EPCO Scholarship Reference No.	
2	Title for PhD	
3	Name of Scholar	
4	Name of the Guide	
5	Name of the Institution	
6	EPCO sanction order No & date of sanctioning the scholarship:	
7	Date of acceptance of scholarship by the candidate	
8	Amount received during the 1 st / 2 nd year / consolidated (Please give EPCO letter/order no and date)	
9	Amount brought forward from the previous Financial Year quoting EPCO letter no and date in which the authority to carry forward the said amount was given	
10	Total amount that was available for expenditure (excluding commitments) during the 1 st / 2 nd year / consolidated	
11	Actual Expenditure (excluding commitments) Incurred during the 1 st / 2 nd year / consolidated (whichever is applicable)	
12	Balance amount available at the end of the financial year (Whichever is applicable)	
13	Unspent balance refunded, if any (please give details of cheque no etc.):	
14	Amount to be carried forward during the 2 nd year	

1. Certified that out of Rs. _____ of grants-in-aid sanctioned during 1st / 2nd year / consolidated for two years in favour of EPCO under EPCO order No _____ dated _____ and Rs _____ on account of unspent balance of the previous year and Rs _____ on account of interested earned/accrued, a sum of Rs _____ has been utilised for the purpose of PhD degree on topic _____ for which it was sanctioned and that the balance of Rs _____ will be spent during current / 2nd year.
2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose it was sanctioned for. The detail expenditure incurred during the year is shown in the enclosed "Statement of Accounts (Receipt & Payment)".

Kinds of checks exercised*

- 1) Vouchers and Statement of Accounts
- 2) Grant-in-Aid received from EPCO
- 3) Expenditure Register
- 4) Bank statements for accrual of interest

Head of Department:	Name of Guide:	Name of Authorised Accounts/Finance Officer:
Date: (Office Seal)	Date :	Date: (Office Seal)

**Statement of receipt & expenditure in respect of EPCO scholarship during the 1st, 2nd
and combined for entire duration**

Sr.	Particulars	Stipend (1 st /2 nd / consolidated for two years)	Contingency (1 st /2 nd / consolidated for two years)	Total (Rs.)	Remarks, if any
(A)	Receipt				
1.	Opening Balance				
2.	Grant Received				
3.	Interest accrued/incurred				
	Total				
(B)	Expenditure				
1.	Expenditure incurred in 1 st /2 nd / consolidated for two years (whichever is applicable)				
2.	Unspent Balance at the end of 1 st /2 nd year (whichever is applicable)				
3.	Amount to be refunded/ Reimbursed (Whatever is applicable)				
	Total Expenditure				
(C)	Balance, if any				

(Name & Sign of Finance / Accounts Officer)

(Name & Sign of Head of Institute)

GENERAL GUIDELINES

To facilitate speedy day to day working of the research scholarship, the following power can be exercised by the guides¹ of scholar in concurrence with the Vice Chancellor / Head of the Department / Dean of the Faculty / Director.

1. Sanctioning of leave when it is due:

2. Approving of tours of research scholars for:

- i. Attending Symposia / Seminars / Conferences in India provided the Scholars are presenting paper that have been accepted and for attending Workshops / Training Courses relevant to the research projects;
- ii. Field work connected with research;
- iii. Computation work;
- iv. Consulting rare reference volumes in the nearest University / Institution library.

3. Contingency grant can be utilized for:

- i. Purchase of books and documents of relevance to the research topic provided those are not available in the library of the University/Institute².
- ii. Towards meeting actual train fare and DA³ during tours the research fellows will be entitled to TA / DA as admissible in the concerned institute / university. However, DA will be limited to 50 days in a year.
- iii. Chemical/consumable items required for the research work.
- iv. Equipment required exclusively for research.
- v. Photographic materials for research or thesis work.
- vi. Computation charges.
- vii. Reprints / Off-print of research papers.
- viii. Postal charges⁴.
- ix. Registration fee for attending conference in India.
- x. Contingency grant can be utilized for expenses incurred on submission of thesis.
- xi. Foreign travel or other expenses for visit abroad (exclusively for work related to PhD or paper presentation).
- xii. General stationery items such as: pens, pencils, folders, file covers, photocopy papers, binding, envelopes, pins, tapes, staplers, etc.
- xiii. Any other purpose, specially authorized by EPCO.

4. Contingent grant cannot be utilized for:

- i. Purchase of mobile, smartphones, etc.
- ii. Laptops, tablets, ipads, phablets, desktops, printers, etc.
- iii. Furniture items, office equipments, etc.

¹Senior Faculty member (or supervisor) for scholar

²The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the scholar after accession for use by the indenting

Scholar till his/ her research Scholar is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

³The calculation of the daily allowance will be made as per the rules and regulations of host institute.

⁴Not to exceed 10% of the contingent grant.

**Proforma for Progress Report of Research Scholar for the entire duration of
Scholarship to be submitted on completion/termination of Scholarship**

1. EPCO Scholarship Award No.:
- 5) Name of the Scholar:
- 6) Email address of the Scholar:
- 7) Name, Designation and Address of Guide:
- 8) Place of work (Names of the Department / Institute / University):
- 9) Date of registration for PhD:
- 10) Date of Joining the scholarship:
- 11) Date of relinquishing the scholarship:
- 12) Title of PhD thesis:
- 13) Objective in undertaking research:
- 14) Period of Scholarship availed (in Years & Months):
- 15) Attendance record (for 2nd year in line with Annexure-III):
- 16) **Summary of work done:** Actual research achievement may be summarized in about 500-800 words (a separate sheet may be enclosed):
 - a) Consolidated report should bring out clearly the original objectives and how far these have been achieved, emphasizing the salient features of the work done by giving quantitative data and its interpretation.
 - b) Research paper published / accepted for publication / communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints / preprints of research papers must be enclosed). If some papers are submitted for publication or published after submission of Annexure-VII, their copies must be sent to EPCO as soon as available. This may be ensured by the Guide / Supervisor.
 - c) Whether Ph.D. thesis has been submitted: Yes / No
 - d) Whether Ph.D. degree has been awarded: Yes / No
- 17) In case of the **Scholarship** has not been availed for the full tenure, the reasons for discontinuing may be cited thereof.
- 18) Whether the work is of any applied importance and, if so, whether patent has been/can be taken?
- 19) Future correspondence address of the Scholar:
- 20) Any remark / comment:

Date:

Signature of Scholar

19. Overall assessment and comments of the guide:

Date:

Signature of the Guide/Supervisor

Date:

Counter Signature of HoD and seal

Name of the Institute / University
BANK ACCOUNT DETAILS FOR PhD Scholarship

1.	ACCOUNT NAME	
2.	ACCOUNT NO.	
3.	BANK NAME	
4.	BRANCH	
5.	BRANCH CODE	
6.	BANK CODE	
7.	IFSC CODE	
8.	MICR CODE	
9.	PAN NO.	
10.	TAN NO.	

(Name & Sign of Finance / Accounts Officer)

(Name & Sign of Head of Institute)

Abbreviations and Operational Definitions

Adaptation: Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities. Various types of adaptation can be distinguished, including anticipatory and reactive adaptation, private and public adaptation, and autonomous and planned adaptation.

Adaptive capacity: The ability of a system to adjust to climate change (including climate variability and extremes) to moderate potential damages, to take advantage of opportunities, or to cope with the consequences.

Climate: Climate in a narrow sense is usually defined as the average weather, or more rigorously, as the statistical description in terms of the mean and variability of relevant quantities over a period of time ranging from months to thousands or millions of years. The classical period for averaging these variables is 30 years, as defined by the World Meteorological Organization. The relevant quantities are most often surface variables such as temperature, precipitation and wind. Climate in a wider sense is the state, including a statistical description, of the climate system.

Climate Change: Climate change refers to a change in the state of the climate that can be identified (e.g. using statistical tests) by changes in the mean and/or the variability of these properties and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcing, or to persistent anthropogenic changes in the composition of the atmosphere or in land use.

Climate variability: Climate variability refers to variations in the mean state and other statistics (such as standard deviations, the occurrence of extremes, etc.) of the climate on all temporal and spatial scales beyond that of individual weather events. Variability may be due to natural internal processes within the climate system (internal variability), or to variations in natural or anthropogenic external forcing (external variability).

Emissions: In the climate change context, emissions refer to the release of greenhouse gases and / or their precursors and aerosols into the atmosphere over a specified area and period of time.

Exposure: Exposure represents the important climate events that affect a system. In practical terms, exposure is the extent to which a region, resource or community experiences changes in climate. It is characterized by the magnitude, frequency, duration and / or spatial extent of a climate event.

Greenhouse Gases (GHG): Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of thermal infrared radiation emitted by the Earth's surface, the atmosphere itself, and by clouds. This property causes the greenhouse effect. Water Vapour (H₂O), Carbon Dioxide (CO₂), Nitrous Oxide (N₂O), Methane (CH₄) and Ozone (O₃) are the primary greenhouse gases in the Earth's atmosphere. Beside CO₂, N₂O and CH₄, the Kyoto Protocol deals with the greenhouse gases Sulphur Hexafluoride (SF₆), Hydrofluorocarbons (HFCs) and Perfluorocarbons (PFCs).

Global warming: Global warming refers to the gradual increase, observed or projected, in global surface temperature, as one of the consequences of radiative forcing caused by anthropogenic emissions.

Scenario: A plausible and often simplified description of how the future may develop, based on a coherent and internally consistent set of assumptions about driving forces and key relationships. Scenarios may be derived from projections, but are often based on additional information from other sources, sometimes combined with a narrative storyline.

Sensitivity: Sensitivity is the degree to which a system can be affected, negatively or positively, by changes (in climate). Changes may have direct or indirect effects.

United Nations Framework Convention on Climate Change (UNFCCC): The Convention was adopted on 09 May 1992 in New York and signed at the 1992 Earth Summit in Rio de Janeiro by more than 150 countries and the European Economic Community. Its ultimate objective is the “stabilization of greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system”. It contains commitments for all parties. Under the Convention, parties included in Annex I aimed to return greenhouse gas emissions not controlled by the Montreal Protocol to 1990 levels by the year 2000. The convention came into force in March 1994. In 1997, the UNFCCC adopted the Kyoto Protocol.

Vulnerability: Vulnerability is the degree to which a system is susceptible to, and unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude, and rate of climate change and variation to which a system is exposed, its sensitivity, and its adaptive capacity. Vulnerability increases as the magnitude of climate change (exposure) or sensitivity increases, and decreases as adaptive capacity increases.

Weather: The state of atmosphere in terms of such variables as temperature, cloudiness, precipitation, and radiation.

EPCO: Environmental Planning & Coordination Organisation

GHG: Greenhouse Gases

GoMP: Government of Madhya Pradesh

GC: Governing Council of EPCO

HRA: House Rent Allowance

MP: The geographical area of state of Madhya Pradesh

Ph.D.: Doctorate of Philosophy

R&D: Research & Development

SAPCC: State Action Plan on Climate Change

SKMCCC: State Knowledge Management Centre on Climate Change at EPCO.

Contact:-



Executive Director

Environmental Planning & Coordination Organization (EPCO)

State Knowledge Management Centre on Climate Change (SKMCCC)

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