

FORM RDRM C

PROPOSAL FOR APPROVAL FOR TAKING UP CONSULTANCY

Please refer to Statues SA38 for more details

1. TITLE OF PROPOSED PROJECT: CSDS Lokniti Post Poll Survey Goa

2. Principal Consultant

- a. Name: Dr. Alaknanda Shringare
- b. Designation: Assistant Professor
- c. Department: Political Science

3. CLIENT:

- a. Firm: Director - CSDS, New Delhi.
- b. Address for Communication
- c. Contact person in the Organization

4. Names, Designation and Department of the staff members involved in this consultancy (including students)

- 1) Dr. Alaknanda Shringare, Assistant Professor, Dept. of Political Science
- 2) Mr. Ravaji Gaonkar, Assistant Professor, Dept. of Political Science.

5. Name and Address of Outside Expert (if any) involved in the Consultancy

— NA —

6. Whether the Consultancy shall make use of any University facilities such as equipment or laboratory

— NO —

7. Time Schedule

- a. Duration (Weeks, months or years)
- b. Starting Date

6 Days
15th February 2022

8. Estimate of Charges

- ✓ a. Honoraria to consultant(s), staff of laboratory and others.

Consultant Share

Other members Share

University Share (as per SA38.2.vii)

State Coordinator - Rs. 10000/-
State Supervisor - Rs. 10000/-

- b. Cost of materials used in carrying out consultancy.
- c. Computer charges.
- d. Charges for use of laboratory equipment and instruments.
- e. T.A./D.A. for visits to sites.
- f. Administrative/overhead charges to be paid to the University (@15%)
- g. Miscellaneous.

9. Give a brief description of the work to be done that includes scope of the work, Receivable from the client and Deliverables to the client. (As annexure I)

Receivable - Nil
Deliverable - Data
genuatio

Declaration by Consultant(s)

- A. I/we shall ensure that the proposed consultancy project does not affect my/our regular academic, research and related activities and other duties which are assigned to me/us by the University.
- B. Number of Consultancies at present with me/each one of us do not exceed four in number.
- C. This is to certify that there is no close relationship between me/us and the client funding the consultancy project, or any vendor to whom payments are to be made from the consultancy project funds, or any such issue leading to conflict of interests.
- D. We have agreed to share the Honorarium as per following distribution.

Name

Proposed share

- E. I/we undertake to abide by all the provisions of Statute SA-38 in connection with the Consultancy project proposed herewith.

Dr. Alaknanda Shringari
State Coordinator

Mr. Ravaji Gavale
State Supervisor

Signatures of Consultants

(separate forms may be submitted if the consultants are from different department)

Declaration by Head of the Department

- A. For the present consultancy the CLIENT CSDS Lokniti, New Delhi
has requested the services of Department of Political Science

(letter may be placed for records) and these faculty members may be permitted to take up the consultancy work.

- B. Based on the expertise available in the Department, following member(s) of the Department have been assigned the present consultancy work.

- a. Dr. Ataknanda Shringar
b. Mr. Ravaji Gaonkar
c.

[Signature]
4/2/22

Signature of the Head of the Department

The present consultancy project has been registered in RDRM and the reference number is

GU/D-RDRM/consultancy/CSDS/AS/Political Sc./ **Head**
25/2021-22. **Department of Political Science**
Goa University

[Signature]
Signature of In-charge RDRM

Approved/Not Approved

[Signature]
Vice Chancellor
07/02/2022

Travel payment for Field Investigators

- Only ordinary class travel by bus or train. Shared jeeps/taxi or any other shared mode of transport or any other public transport is allowed for the fieldwork. Any other mode of travel (taxi, bike) can only be resorted to with the permission of the State Coordinator.
- Travel expenses include one-time travel from home/place of stay to polling station, travel within the polling station, travel from one polling station to another, and then one-time return travel from the last polling station to the home/place of stay.

Payment Norms: Goa Post Poll Survey 2022

Team

- There will be **one State Coordinator**
- The State Coordinator will be assisted by **one State Supervisor**
- The number of **Field Investigators (FI)** required for fieldwork are **2 per Assembly Constituency**.

Fieldwork

- Fieldwork period: **6 days** (including travel). Fieldwork should start a day or two after voting has ended in each phase, no later than that.
- Each Field investigator has to conduct 52 complete interviews over the course of the 6-day fieldwork. A total of 104 interviews have to be conducted by a team of 2 people in every assembly constituency.

Training Workshop

- The training of the Field Investigators (FIs) would be conducted online via Zoom. In some cases, it can be both online and offline.
- The online training workshop will be 2-3 hours long, hence FIs should be informed about this in advance.
- All FIs must attend the online training workshop if they want to be part of the survey.
- Before the training workshop a soft copy Questionnaire of the survey should be sent to the Field Investigators via Email or WhatsApp so that they can read the questions and understand the objective and flow of the questions. The training workshop will introduce the FIs to the study, the sampling method, how to locate households in the field, how to ask the questions and how to use the specially designed smartphone app for the survey in the field.
- One hard copy of the questionnaire is to be provided to each FI just in case their app doesn't work in the field.

Travel payment for Field Investigators

- Only ordinary class travel by bus or train, shared jeep/taxi any other shared mode of transport or any other public transport is allowed for the fieldwork. Any other mode of travel (scooter, bike) can only be resorted to with the permission of the State Coordinator.
- Travel expenses include one-time travel from home/place of stay to polling station, travel within the polling station, travel from one polling station to another, and then one-time return travel from the last polling station to the home/place of stay.

Dated: 3rd February 2022

Dr. Rahul Tripathi
Head of Department
Department of Political Science
Goa University

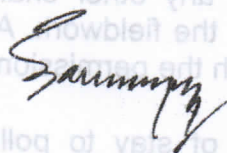
Dr. Rahul Tripathi,

Lokniti- A research program of Centre for the Study of Developing Societies (CSDS) is planning to conduct a Post Poll survey in Goa during the forthcoming assembly elections. The CSDS propose to collaborate with Department of Political Science, Goa University for conducting this research in Goa. As part of the collaboration, the department would take up responsibility of organize the data collection soon after election are over. This might require, 6-7 days of involvement of students of the department for conducting field work and couple of teachers taking responsibility for coordinating the field work as State Coordinators/Supervisors.

This study does not put any financial burden on the department or on the university. All the expenses of field work and other related expenses will be taken care by the CSDS. Students going to the field will be paid travel expenses and some honorarium. The Coordinator and Supervisor may also be paid a very modest honorarium as this a research activity and not a commercial activity. The data collected through this research would be valuable for various kinds of research on Goa. All those who would be involved with the research project will have the data usage rights. So the students and the faculty members would benefit from this collaboration. This collaboration will Department of Political Science, Goa University would facilitate CSDS in data collection.

I would also like to bring to your attention that CSDS is one of India's leading institutes for research in the social sciences and humanities. CSDS is largely funded by the Indian Council of Social Science Research (ICSSR) under the Ministry of Human Resource Development.

Regards,



Prof. Sanjay Kumar
Co-director,
Lokniti, CSDS

- All actual expenses on **travel** regarding the survey to be **reimbursed**. Investigators may be requested to submit bills for their long distance/major travel.

Daily Allowance for Field Investigators

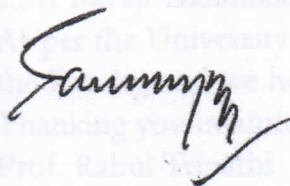
- **Each investigator to be paid at Rs. 800 per day** for the number of days in the field regarding the survey. These are actual number of days when interviews are being done. This amount includes her/his expenses and honorarium. Total days for which payment can be made is 6 days and not beyond that.
- Field Investigators are expected to arrange their accommodation during the fieldwork on their own. They will not be paid for that.

Honorarium for State Coordinator & Supervisor

- State Coordinator - **Rs. 10,000**
- State Supervisor - **Rs. 10,000**

Other Payments

- Refreshments at Workshop (Lunch and tea), **in case it is offline**: Rs. 120 per person
- Printing/photocopying charges as per actuals



Sanjay Kumar

Respected Sir,

I hope this mail finds you well.

Kindly find attached the Letter and Payment Voucher you had requested Sanjay Sir to share with you. Please feel free to get in touch in case of any queries.

Regards,
Sakshi Khemani
Lokmita- CSDB

With kind Regards,
Rahul Tapasvi
Professor and Head
Department of Political Science



Dr Alaknada Shringare <ashringare@unigoa.ac.in>

wd: Post Poll Survey Goa

message

Rahul Tripathi <rmt@unigoa.ac.in>
To: Dr Alaknada Shringare <ashringare@unigoa.ac.in>

Fri, Feb 4, 2022 at 7:38 AM

----- Forwarded message -----

From: **Ganesh Somayaji** <ganesh@unigoa.ac.in>
Date: Fri, Feb 4, 2022 at 1:05 PM
Subject: Re: Post Poll Survey Goa
To: Rahul Tripathi <rmt@unigoa.ac.in>

Dear Prof. Rahul,
I approve the proposal sent by you.
Yours sincerely,
Ganesh Somayaji
Dean, Faculty of Social Sciences

On Fri, Feb 4, 2022 at 12:35 PM Rahul Tripathi <rmt@unigoa.ac.in> wrote:

Dear Prof. Ganesh

I am pleased to inform you that our department has been approached by CSDS, New Delhi for a post poll consultancy assignment for the elections in Goa. The following faculty members will be part of the consultancy which shall be for Rs. 10,000 each.

1. Dr Alaknada Shringare
2. Mr Ravaji Ganunkar

As per the University guidelines, the names of the faculty have to be approved by the Dean of the Faculty, and we hereby request you to approve the same.

Thanking you in anticipation.

Prof. Rahul Tripathi

----- Forwarded message -----

From: **Lokniti Official** <lokniti@csds.in>
Date: Thu, Feb 3, 2022 at 2:09 PM
Subject: Post Poll Survey Goa
To: <rmt@unigoa.ac.in>
Cc: Sanjay Kumar <sanjay@csds.in>

Respected Sir,

I hope this mail finds you well.

Kindly find attached the Letter and Payment Norms you had requested Sanjay Sir to share with you. Please feel free to get in touch in case of any queries.

Regards,
Sakshi Khemani
Lokniti-CSDS

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With kind Regards,
Rahul Tripathi
Professor and Head
Department of Political Science,

