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Contents of Research and Documentation Centre Procedure Manual

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Research & Documentation Centre (RDC)

The Research and Documentation Centre in YASHADA was established in 2004 with the aim to undertake systematic research on critical social issues and to act as solution provider to Government of Maharashtra. The center envisages achieving its aim through following long-term objectives:

1. To facilitate the necessary policy reform in the State through formulating research based policy recommendations.
2. To create a systematic and verified documentation on developmental issues for effective planning, monitoring and evaluation of the Development process.
3. To enhance the quality and effectiveness of training of Development Administration personnel in the State by providing inputs on the research findings into the training process.
4. To enhance the research capabilities of the in-house faculty through internal training sessions in scientific research methods and research consultation.
5. To identify projects and consultancy opportunities, to negotiate the terms of reference for such projects, and to execute such projects with the help of internal and external experts and other requisite resources.

Research and Documentation Centre (RDC) functions through following units:

1. Project Monitoring Unit (PMU) – This unit coordinators research activities across projects.
2. Project Units – these units are created from time to time based on the nature and duration of the sponsored project.

1. Project Monitoring Unit – (PMU)

YASHADA's sponsored projects are prestigious, professional assignments commissioned by the State Government, Central Government as well as the National & International Donor Agencies. These assignments are of varied nature and involve Action Research, Process Documentation, Monitoring & Evaluation, Policy Advocacy, Capacity Building, etc. Sponsored Projects play an important role in establishing the institute's credibility and visibility as a professional solution provider in the field of development administration. They are also a major source of resource mobilization for YASHADA. The Project Monitoring Unit serves as the Central Co-ordination Unit for all the sponsored projects undertaken by RDC. The PMU would also provide academic support to the research projects undertaken by other Centres/ Departments in YASHADA depending on their domain expertise.

Objectives

1. To inventorise the need and opportunity for undertaking sponsored projects.
2. To identify specific sources of commissioning and funding of sponsored projects.
3. To develop systematic proposals for sponsored projects and do the necessary follow up for getting the approval and funding from the concerned agencies.

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4. To formulate designs and plans of implementation of the approved projects and to delegate such projects to suitable Centres / faculty members of YASHADA.
5. To provide active consultation and support to the concerned project units in RDC throughout implementation of the project, and to monitor quality of implementation and output.
6. Identify synergies between the sponsored projects and the training programmes so as to pool together the relevant information, knowledge and insights.
7. To evolve a strategy for widely disseminating the findings of sponsored projects.
8. To maintain administrative and account records of projects undertaken by RDC.

Process:
1. To identify opportunities for developing sponsored projects.
2. To formulate proposals /other documents as required for procuring funding from suitable donor agencies.
3. To carry out the follow up with donor agencies for approval of projects and release of funds.
4. Upon approval, to prepare a plan of execution of projects and to procure the human resources and infrastructure as approved by the donor agency.
5. To establish a project unit and to supervise the execution of the project and formulation of progress reports/interim reports as required by the donor agency.
6. To ensure and facilitate the completion of the project with regards to three aspects – academic, administrative and financial.

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2. Project Unit

These are temporary units limited to the duration of the project enumerated by the sponsoring agency. The following are guidelines for formation of the project. The specific details of the project unit would be decided based on the nature of the project and in some cases in consultation with the sponsoring agency.

1. The Director (RDC), Additional Director (RDC) would head the project team. The Coordinator, PMU would monitor various project activities.
2. Project Coordinator, Consultants and other Project staff would be hired on contract basis for the duration of the project.
3. The qualifications of the Project Coordinator, Consultants and Project Staff would be based on the specific requirements of every project.
4. The responsibility of carrying out the planned academic activities of the project would be of the Project Coordinator.
5. The Project Unit would maintain the required documents, administrative details and account details related to the project.
6. It would be the responsibility of the Project Coordinator/ Consultant to formulate progress reports/interim reports as required by the donor agency.
7. The Project Coordinator/Consultant would ensure the Project closure. This closure would include the following aspects -

i) Academic closure – This would include the compilation of the secondary and primary data collected for the project, submission of the final report/documents as required by the sponsoring agency, preparation of a concise folder of all the relevant soft copies of the material collected for the project and sending the relevant material (hard copies) to the record room.

ii) Administrative closure – This would include closure of all appointments, contracts, ToRs, MoUs and such other agreements related to the project, final stock-taking of all equipments / assets procured under the project, final classification and disposal of all records as per the prevailing record management procedures, etc.

iii) Financial closure – This would include the completion of the financial transactions (payables and receivables) under the project as per the requirement of the sponsoring agency and/or the ToR of various project based employees, submission of all the required bills (for ex. UC) by the accounts section.

Records
1. As provided by donor agencies from time to time for preparation of project proposals, reports, etc.

Reference Documents
1. Project Files
2. Project Proposals / To Rs
3. Project Reports
4. Plans of Project Implementation
5. Documents related to primary and secondary data.

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