

POPULATION RESEARCH CENTRE
GAUHATI UNIVERSITY
(Ministry of Health & Family Welfare, GOI Sponsored)



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Ref. No. ST (PRC)/Admn/10953

Date: 27/09/24

To,
The Registrar,
Gauhati University.

Subject: Publicity for the Census Data Research Workstation.

Sir,

As you are aware, a Census Data Research Workstation has been established at Population Research Centre, Gauhati University.

To enable potential academicians and researchers use of the facilities, an SoP has been prepared (Annexure-1). A format for accessing the facilities is given in Annexure-2.

It is requested that the following works may please be done:

1. Upload Annexure-1 and Annexure-2 in GU website.
2. Email Annexure-1 and Annexure-2 to all faculty members of GU.
3. Email Annexure-1 and Annexure-2 to all registered Research Scholars of GU.

Thanking you.

Yours faithfully

Prof. Amit Choudhury
Hony. Director
PRC, G.U.

HONY. DIRECTOR
Population Research Centre
Gauhati University
Guwahati- 781014



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Objective:

The objective of setting up the workstation is to permit qualified researchers optimum use of anonymized micro-data from census for in-depth research by allowing access for generating cross tabulations not published by the Census. The facility is open to all bonafide users who are citizens of India (including those who are not enrolled or part of Gauhati University).

SOP for access to facility at Census Data Research Workstation:

1. For access to the workstation, the researcher would have to fill in the prescribed form and submit the research proposal to Hony. Director, PRC, GU through his/her controlling officer/Head of Department/ Ph.D supervisor (with seal). The empowered steering committee will examine the proposal and accord permission for obtaining data for the research, if found suitable.
2. The facilities available at the workstation will only be open to researchers whose proposal has been accepted and approved by the committee.
3. The researcher will be permitted to use only the software made available at the workstation for tabulation (i.e. CS pro).
4. The researchers may also use printer installed in the workstation to print the approved outputs. She/he will however not be allowed to take out the soft copy of the micro-data in any format.
5. The researcher shall not insert any external storage device (pen drive etc.) in any terminal/ computer of the workstation. He/she shall not be allowed to use internet facility in the workstation. Any violation will be strictly dealt with.
6. The researcher is expected to be familiar with CS pro software and to carry out the analysis on his/her own, using CS pro. Tutorials for the same are available on online platforms.
7. The researcher can carry out the analysis only in the user terminals installed in the census workstation.
8. No digital device of any type (including mobiles, tablets and laptops) can be carried inside the Census Data Research Workstation.
9. By filling out the form, the researcher agrees to fulfill and abide by all the terms and conditions for using census workstation as prescribed by PRC GU from time to time.
10. Users have to take utmost care in using the facility and will be held responsible for damage to the printers, computers or any other in the workstation.
11. The facility will be available only during the University working hours.

Prof. Amit Choudhury
Hony. Director
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Form for access to Census Data Research Workstation

Section 1: Researcher information:

- Name: _____
- Designation: _____
- Affiliation: _____
- Contact Number: _____
- Email Address: _____

Section 2: Research Proposal/Project details:

- Title of Research Proposal/ Project: _____
- Brief details of the research proposal/project

(Attach separately with the form within 500 words)

- Objectives of the research proposal/project:

- _____

Section 3: Analysis request details:

- Broad outline of analysis to be performed: (use separate sheets if required-within 250 words)

- Purpose of Analysis: (use separate sheets if required-within 250 words)

Section 4: Software familiarity:

- Are you familiar with CS Pro? Yes/ No.
- If yes, what is the level of your proficiency: Beginner/ Experienced user.

1. If No, you are advised to gain familiarity on using CS Pro for analysis before you apply for permission to access Census Data Research Workstation. Tutorials for the same are available on online platforms.

Section 5: Confidentiality and Data Use Agreement:

I, _____, do hereby agree to adhere to the confidentiality and data use policies outlined in the SoP. I understand that I am not permitted to take out or copy the data in any form and that only computer printouts of the generated tables are allowed to be taken out of the workstation.

Signature of Researcher: _____ Date: _____

Section 6: Forwarding by Controlling officer/Head of Department/ Ph.D supervisor

Name of Controlling officer/Head of Department/ Ph.D supervisor:

Signature of Controlling officer/Head of Department/ Ph.D supervisor (with seal):

Date: _____

Instructions:

1. Fill out Sections 1 through 6 completely.
2. Attach ID Proof.
3. Researchers, academicians and faculty members wishing to access the workstation must complete the form and email it to prcgu@gauhati.ac.in.
4. Await approval from the Steering committee before accessing the data.