

**GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF EDUCATION**

**SCHEME OF STUDIES, SEMINARS, EVALUATION ETC, FOR IMPLEMENTATION OF
EDUCATION POLICY**

FORMAT FOR SUBMISSION OF PROPOSALS FOR ORGANISING
SEMINARS/CONFERENCES/ SYMPOSIA ETC. FOR EDUCATIONAL POLICIES AND
PROGRAMMES IN THE COUNTRY

The following Instructions are required to be followed by the organizations before filling the particulars:

1. To be submitted 10 copies; In case the space shown against any column is found to be insufficient, separate sheet(s) may be attached and signed.
2. Organizations are required to submit only one proposal/project and await result of the same before submitting another proposal failing which all such proposals may get rejected.

I.	<u>INSTITUTIONAL PARTICULARS</u>		
1)	i)	(a) Name of the Organization/Institution	
		(b) Mailing Address	
	ii)	Title of the Project	
	iii)	Online Registration No.	
	iv)	Whether the organization has received Financial Assistance under the Scheme earlier. If yes, please furnish the following Details:	
		(a) Title of the Project	
		(b) Sanction Order No. and Date	
		(c) Amount of Sanctioned Received	
		(d) Date of Submission of Report of Completion of Project	
	iii)	Status of the Organisation Voluntary Organization/ University/ Deemed University/Any other Statutory Organization (to be stated specifically)	

	iv)	Nature and functions of the Organization (Teaching, Examining, Research, Funding other organizations, etc.)	
	v)	Manner in which the Organization was established (Act of Parliament/Act of State Legislature/ Registered under Societies Registration Act, 1860.)	
	vi)	(a) In case established under in Act of Parliament/State Legislature, the name of the Statute, No. of Act and year (b) In case established under the Societies Registration Act, the place, registration No. and date of registration	
	vii)	If semi- Government Organization, the name of the Government Department to which it is attached	
	viii)	(a) Whether Organization has regular source of income (b) Whether it runs on no profit no loss basis.	
	ix)	Brief History of the Organization, its objective and activities/ academic pursuits in case of individuals	
	x)	(a) Whether the Organization has any previous experience in the field of Educational Policies and Programmes in the country; (b) If so, detail thereof	

(Portion II, III & IV of the application form should be filled – in accordance with the details shown in paras 7 & 9 of the scheme)

II		<u>PROJECT OUTLINE</u>	
	i)	Background and justification	
	ii)	Relevance of the seminar to monitoring, management and implementation aspects of education policy	
	iii)	Anticipated outcome of the Seminar with reference to education policy	
	iv)	Budget proposed for seminars	
	v)	Institution's own contribution	
	vi)	Other contribution with amount (anticipated with name(s) of institution/agency)	

III.		<u>BUDGET ESTIMATES</u>	
	i)	Travelling Allowances/ Daily Allowance	
	ii)	Refreshments viz. Tea/Coffee with biscuits and working lunch during the day of Seminar to participants at the rates approved by Ministry of Finance.	
	iii)	Documentation of Seminar Materials	
	iv)	Hiring charges of accommodation/venue	
	v)	Contingencies- Not exceeding 10%	
		<u>Total</u>	
2)		The extent of contribution by organization to the study in terms of staff and other including financial support (May be quantified in financial terms.	
IV		<u>ADDITIONAL INFORMATION</u>	
	i)	Whether the Organization is itself aware of any studies having been done in regard to the project shown in Item I(2)	
	ii)	Whether the Project falls within the areas mentioned in the scheme?	
	iii)	If the project relates to a new topic, whether the new topic has had earlier approval of the Ministry?	
	iv)	Any other remarks	
V		<u>LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM</u>	
	1)	Print out of the online Registration ID document.	
	2)	Memorandum of Association and Rules/Constitution duly certified by the competent authority.	
	2)	Composition of Board of Governors Executives or Governing Body	
	3)	Annual report for the last three years	
	4)	IT Return for the last three years	

			(Name and Signature of the Head of the Institution) Telephone No.
		Place	
		Date	

