

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

**SCHEME OF STUDIES, SEMINAR, EVALUATION ETC. FOR IMPLEMENTATION OF  
EDUCATION POLICY**

**FORMAT FOR SUBMISSION OF PROPOSALS ON IMPACT  
STUDIES/EVALUATIONS FOR EDUCATIONAL POLICIES AND PROGRAMMES IN  
THE COUNTRY**

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

1. Organizations are required to submit only one proposal/project online only and await result of the same before submitting another proposal, failing which all such proposals may get rejected.

<b>I.</b>	<b><u>INSTITUTIONAL PARTICULARS</u></b>	
1)	i)	(a) Name of the Organization/Institution
		(b) Registered Address
		(c) Name & Designation of the head of the organisation
		(d) email ID & Mobile No.
	ii)	Title of the Project
	iii)	Online Registration ID No. and date of Registration
	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 Sanction Received
		(d) Date of Submission of Report of Completion of Project
	v)	Status of the Organization Voluntary Organization/ University/ Deemed University/Any other Statutory Organization (to be stated specifically

	vi)	Nature and functions of the Organization (Teaching, Examining, Research, Funding other organizations, etc.)	
	vii)	Manner in which the Organization was established (Act of Parliament/Act of State Legislature/ Registered under Societies Registration Act, 1860.)	
	viii)	(a) In case established under an 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	
	ix)	If semi- Government Organization, the name of the Government Department to which it is attached	
	x)	(a) Whether Organization has regular source of income (b) Whether it runs on no profit no loss basis.	
	xi)	Brief History of the Organization, its objective and activities/ academic pursuits in case of individuals	
	xii)	(a) Whether the Organization has any previous experience in the field of Educational Policies and Programmes in the country;  (b) If so, detail thereof	
<b>(Portion II, III &amp; IV of the application form should be filled – in accordance with the details shown in paras 7 &amp; 9 of the scheme)</b>			

## **II. PROJECT OUTLINE**

- i. Objective
- ii. Justification
- iii. Relevance of an action programme
- iv. Approach and Methodology
- v. Details of Data collection and analysis
- vi. Project duration
- vii. Staffing pattern
- viii. Budget
- ix. Institution's own contribution

### **III STAFFING PATTERN**

- 1
  - i) Name of the Project Director
  - ii) Position held by the Project Director in the Organization mentioned in Item 1(1) and elsewhere, at present
  - iii) Major Positions held by Project Director previously
  - iv) Curriculum vitae of the Project Director
  - v) Field of specialization of Project Director
  - vi) Projects completed by Project Director previously and organizations for which undertaken
  - vii) List of Publications in last 3 years period

### **2 OTHER STAFF**

(Number of persons to be employed, designation, pay, duration of employment to be specified); in case of senior staff, bio-data be furnished.

### **IV. BUDGET ESTIMATES**

#### **A. FINANCIAL BUDGET**

#### **ITEMS OF PROPOSED EXPENDITURE**

#### **1. REMUNERATION**

Research and other staff category-wise

Job tasks to be done	Monthly remuneration	Duration	Amount (in Rs)

1. Project Director      Honorary      \_\_\_\_\_
- 2 Research faculty staff      \_\_\_\_\_  
Research Assistant  
1      \_\_\_\_\_  
2      \_\_\_\_\_

		3	_____
3	Field Staff		_____
4	Secretarial Staff		_____
	Total :		_____
II	Travel		_____
III	Data processing including computation/ computer work		_____
IV	Stationery, printing, photocopying, postage etc		_____
V	Any other (to be specified) Total (I to V)		_____
VI.	Overheads Total (1 to V)		_____
2	The extent of contribution by organisation to the Study in terms of staff and other including financial support (may be quantified in Financial Terms).		_____ _____

**B. TIME BUDGET**

Sl No.	Items
1.	Preparatory work including selection of the staff and their training
2.	Pilot study if any, required
3.	Drawing of sample
4.	Schedule Construction -their pre-testing and printing
5.	Data collection
6.	Data Processing
7.	Data Analysis
8.	Secretarial Staff

Total:

<b>IV</b>		<b><u>ADDITIONAL INFORMATION</u></b>	
	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	
<b>V</b>		<b><u>LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM</u></b>	
	i)	Print out of the online Registration ID document	
	ii)	Memorandum of Association and Rules/Constitution duly certified by the competent authority.	
	iii)	Composition of Board of Governors Executives or Governing Body	
	iv)	Annual report for the last three years	
	v)	IT Returns for the last three years	
			(Name and Signature of the Head of the Institution)  Telephone No.
		Place	
		Date	