

**Organization Registration Number:-**

**Proposal Registration Number:-**

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

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

Please read the instructions carefully given on the website before filling up this format.

<b>I.</b>	<b><u>INSTITUTIONAL PARTICULARS</u></b>	
	i)	a) Name of the Organization/Institution b) Registered Address c) Name & Designation of the Head of Organization d) Contact Details:- <ul style="list-style-type: none"><li>• Phone:-</li><li>• Office:-</li><li>• Mobile:-</li><li>• Fax:-</li></ul>
	ii)	Status of the Organization voluntary Organization/ University/Deemed University/Any other Statutory Organization (to be stated specifically)
	iii)	Manner in which the Organization was established (Act of Parliament/Act of State Legislature/ Registered under Societies Registration Act, 1860.)
	iv)	(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 (enclosed documents)
	v)	If semi- Government Organization, the name of the Government Department to which it is attached
	vi)	Nature and functions of the Organization (Teaching, Examining, Research, Funding other Organizations, etc.)

	vii)	Brief History of the Organization, its objective and activities/ academic pursuits in case of individuals	
	viii)	(a) Whether Organization has regular source of income (b) Whether it runs on no profit no loss basis.	
<b>II.</b>		<b><u>PROPOSALS PARTICULARS</u></b>	
	i)	Title of the Project	
	ii)	(a) Whether the Organization has any previous experience in the field of Educational Policies and Programmes in the country;  (b) If so, detail there of	
	iii)	Whether the organization has received Financial Assistance under the Scheme earlier. If yes, please furnish the following Details: a) Proposal online Registration Number:- b) Title of the Project:- c) Sanction Order No. and Date:- d) Amount of Sanction Received:- e) Date of Submission of Report of Completion of Project:-	
	iv)	Whether the Organization is itself aware of any studies having been done in regard to the project shown in Item (1)	
	v)	Whether the Project falls within the areas mentioned in the scheme?	
	vi)	If the project relates to a new topic, whether the new topic has had earlier approval of the Ministry?	
<b>III.</b>		<b><u>PROJECT OUTLINE</u></b>	
	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)	Budgetary contribution from other institutions	
	vii)	Name, Address and Profile of the Resource Persons	
	viii)	Name, Address and Profile of the Participants	
<b>IV.</b>		<b><u>BUDGET ESTIMATES</u></b>	
	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/equipments	
	v)	Contingencies- Not exceeding 10%	
		<b><u>Total</u></b>	
<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)	Copy of Certificate regarding the status of the organization	
	iii)	Composition of Board of Governors Executives or Governing Body	
	iv)	Latest Annual report	
	v)	IT Returns for the last three years	
			(Name and Signature of the Head of the Institution)
		Place	
		Date	

