

**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

(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)

I.		INSTITUTIONAL PARTICULARS	
1)	i)	(a) Name of the Organisation/Institution	
		(b) Mailing Address	
	ii)	Title of the Project	
	iii)	Status of the Organisation Voluntary Organisation/ University/ Deemed University/Any other Statutory Organisation (to be stated specifically)	
	iv)	Nature and functions of the Organisation (Teaching, Examining, Research, Funding other organisations, etc.)	
	v)	Manner in which the Organisation 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 Organisation, the name of the Government Department to which it is attached	

	viii)	(a) Whether Organisation has regular source of income (b) Whether it runs on no profit no loss basis.	
	ix)	Brief History of the Organisation, its objective and activities/ academic pursuits in case of individuals	
	x)	(a) Whether the Organisation 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		PROJECT OUTLINE	
	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 name(s) of institution/agency	amount of

III.		BUDGET ESTIMATES	
	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%	
		Total	
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.	
IV		ADDITIONAL INFORMATION	
	i)	Whether the Organisation 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		LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM	
	1)	Memorandum of Association and Rules/Constitution/.	
	2)	Composition of Board of Governors Executives or Governing Body	
	3)	Latest available annual report	
	4)	Copies of the reports published in the period of last three years.	
			(Name and Signature of the Head of the Institution)
			Telephone No.
		Place	
		Date	