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**

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

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

I.		**INSTITUTIONAL PARTICULARS**	
	i)	a) Name of the Organization/Institution	
		b) Registered Address	
		c) Name & Designation of the Head of Organization	
		d) Contact Details:- • Landline:- • Mobile:- • Fax:- • Email:-	
	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.	
II.		**PROPOSALS PARTICULARS**	
	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?	

III. PROJECT OUTLINE (TOTAL PROPOSAL SHOULD NOT EXCEED 10 PAGES)

i. Objective

ii. Justification

iii. Relevance of an action programme

iv. Approach and Methodology

v. Details of Data collection and analysis

vi. Project duration

IV　STAFFING PATTERN

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.

V.　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. <u>TIME SCHEDULE</u>

 SI 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:

VI		**LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM**	
	i)	Print out of the online Registration ID document	
	ii)	Copy of Certificate regarding the status of the organization issued by competent authority	
	iii)	Composition of Board of Governors Executives or Governing Body	
	iv)	Annual report for the last year	
	v)	IT Returns for the last three years	
			(Name and Signature of the Head of the Institution) Telephone No.
		Place	
		Date	