Proforma A

PROFORMA FOR PROJECT PROPOSAL

1.	Name of the Organisation	
2.	Title of the Programme	
3.	a. Type of the Programme (Please tick) - Development - Training - Extension - Any other (please specify)	
	b. Category of the programme - New - On-going	
	c. If the programme is on-going mention previous progress (brief)	
4.	Total duration of the Programme	
	(a) Date on which programme to be commenced	
	(b) Target date of completion	
5.	Target groups	
	a. If the Programme is meant for a group with special needs (Special groups, SC, ST, Minority, Girls etc.)	
	b. Stage of Education to which the programme is meant (Pre-Primary, Primary, Upper Primary, Secondary Senior Secondary, Tertiary, any other)	
	c. If Programme is State/Region/Agency specific, please specify	
6.	Beneficiaries	

7. Need and Justification

(If an on going/carried over programme, please also state briefly the progress achieved and the work likely to be completed by the end of the current financial year).

8. (a) Specific Objectives:

(b) Methodology:

9. Collaborating Agencies (if any): Name of Agency Nature of Collaboration

10. Phasing of the Programme with precise information on Activities (including in-house-activities involving expenditure of otherwise clearly indicating the methodology to be followed).

Sr. No.	Activities proposed to be organized	Proposed Date	Estimated Expenditure
		Total	

Amount required in the proposed year Rs.

11. Details of each Budget Activity under item No.10 (in the following format)

11.1 Activity No. :

Title :

Proposed Dates :

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any

11.2 Activity No. :

Title :

Proposed Dates :

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any

11.3 Activity No. :

Title :

Proposed Dates :

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any

11.4 Activity No. :

Title :

Proposed Dates :

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any

12. Implications for School Education

13. Scheme of Feedback/Evaluation of the Programme

14. Dissemination of the Findings

15. Plans for Follow-up

16. (a) Name and designation of the Programme Incharge

(b) Name and designation of other members (s) involved

Signature of the Programme Incharge

Date:-
Stamp

Signature of the Head/ Director/ Chairperson
Date:-
Stamp

Proforma B

PROFORMA FOR RESEARCH PROPOSAL

1. **Title of the Study/Project**

   It should be brief, crisp, and communicate the intent of the study.

2. **Introduction**

   This section may focus on need of the study in the Indian context. It will also include educational significance along with the rationale of the study.

3. **Overview of Researches** (with the proposed study).

4. **Conceptual Framework/ Theoretical Perspective** (if any to be followed).

5. **Objectives and Research Questions**

   Specific achievable objectives and the corresponding research questions may be spelt out. Hypothesis, if any, be spelt out.

6. **Likely Outcome and Benefits**

   Likely outcome of the study and benefits in the context of school education and teacher education need to be precisely stated.

7. **Methodology**

   This should include the details of the research design, the modality of collecting information and also the methodology of providing meaning to the collected information.

8. **Time Budgeting**

   The proposal must include a statement about time duration in which the study is proposed to be completed. To make it more rational, it may be desirable to visualize various stages involved in the study vis-à-vis the time requirement for each stage.

9. **Organisational Framework**

   An organizational chart indicating the tasks of the project incharge and other team members (if any), and Junior Project Fellow (if any) with their duration should be given.

10. **Cost Estimation**

    The cost of the project is to be estimated in terms of the proposed duration of the project and facilities needed.

ANNEXURE-II

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we the……
……
……
……an Association registered under the Societies Registration Act, 1860 (21 of 1860) and having its office……. in the State of……...
(Hereinafter called the obligors) are held and firmly bound to the Director, National Council of Educational Research and Training (hereinafter called the Director, NCERT) in the sum of Rs…….……..and truly to be paid to the Director on Demand and without of demur for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this…….day of……in the year two thousand……

3. WHEREAS on the obligors request, the Director, NCERT/ letter……..dated……(hereinafter referred to as the 'Letter of Sanction' which forms and integral part of these presents and copy whereof is annexed to a Annexure-I agreed to make favour of the obligors a grant of Rs……(Rupees)…….only) out of which Rs…….have already been received by the obligors on condition of the obligors executing bond in the terms and manner contained hereinafter and which the obligors have agreed to do.

4. Now the condition of the above written obligation is that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction the above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent the obligors agree to refund the unspent balance along with interest @ 6% p.a. unless it is agreed to be carried over.

5. Society/Trust agrees and undertakes to surrender/pay to Director, NCERT monetary value of all such pecuniary or other benefits which It may receive or derive/have received or derived through/unauthorized use (such as letting out the premises for adequate or less than adequate consideration, or use of the premises for any purpose other that for which the grant was intended), of the property/building created/acquired constructed largely from out of grants by NCERT. The decision of the Director, NCERT…….as regards the monetary value a aforementioned to be surrendered/paid to the NCERT will be final and binding on the Society/Trust.

6. AND THESE PRESENTS ALSO WITNESS THAT

i. The decision of the Director, NCERT on the question whether there has been breach or violations of any of the terms or condition mentioned in the sanction letter shall be final and binding on the obligors, and

ii. The applicant shall bear the stamp duty payable on these presents.

7. In witness of these presents have been executed as under on behalf of the Obligors the day herein above written in pursuance of the Resolution No……..dated……..passed by the Governing Body of the Obligor, a copy whereof is annexed thereto as Annex-B, and by……for and on behalf of the Director, NCERT on the date appearing below.

Signed for and on behalf of (Name of the Obligor Association)

In the presence of

(1)
(2)

Witness Name and Address……

……Accepted for and on behalf of the Director, NCERT

Witness……

Dated……...

Name & Address Designation)……..