

**PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL  
EDUCATION, A.P.,HYD.**

Present :: Sri Sivasankar, IAS.,

Re.No. 265/B3/Sci/SCERT/20 12

Dated: 04.07.2012

Sub:- C & DSE, A.P., Hyderabad - INSPIRE Award Scheme - Implementation of INSPIRE Award Scheme during the 12<sup>th</sup> Five Year plan - Guidelines for submission of proposals for the year 2012 - 13 - Communicated - proposals - Requested Reg.

Ref- 1: Government Memo No. 1442/SE.Gen/Al/2012, Dt:16.05.2012.  
2. Lr. No. 12011/55/2012-INSPIRE, Dt:04.05.2012 of the Inderjit Singh, Joint Secretary, Ministry of Science & Technology, Dept of Science & Technology, GOI, New Delhi.

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All the District Educational Offices in the state are informed that the joint Secretary, Dept. of Science & Technology, Ministry of Science & Technology, Govt of India, has stated that, INSPIRE Award programme is a major National programme implemented by Dept. of Science & Technology with an objective of attracting talented student to study science and pursue career with research and requested to submit the proposals from the state of Andhra Pradesh to DoST for the Current year ie., 2012 -13. The DoST has furnished the booklets of guidelines for submission of proposals by States / UTs for the year 2012-13. @ (2) Booklets to each district and a copy of revised format for submitting INSPIRE Award proposals for 2012-13 and the same are enclosed herewith (please refer page no. IO in Booklet).

Further, they are informed that, all students, who are studying from Classes VI to X of secondary Schools and Classes VI & VII of upper primary Schools of all management ie., Govt. / local Body / Panchayath Raj / Social Welfare / Tribal Welfare / Aided / Residential Schools and all private Schools (recognized) are eligible to participate in the INSPIRE Award programme. One student should be selected to participate in the INSPIRE AWARD Scheme from each Class i.e. 5 Students from each Secondary School and 2 Students from each upper primary School of all managements.

They are therefore requested to go through the given guidelines and submit their proposals in excel format in hard and soft copies for the year 2012-13 on or before 31.07.2012 to the *O/o*. Director, SCERT, A.P., Hyderabad, so as to enable the SCERT Office to consolidate and forward the same to the department of Science & Technology, Ministry of

Science & Technology, GOI, New Delhi. The e-Mail address of the Director, S.C.E.R.T. is [www.apscert@yahoo.com](mailto:www.apscert@yahoo.com)

These Proceedings should be followed scrupulously.

Encl: as above

N.Sivasankar  
Commissioner & Director of School Education

To

All the District Educational Officers in the State  
copy to all Regional Joint Director of School Education with arequest to pursues the matter with the concerned DEOs and see to furnish the proposals in time.

Copy to all the District Collectors & Magistrate in the state for information and for necessary action,

// t.c.f.b.o//

SUPERINTENDENT

**REVISED FORMAT FOR SUBMITTING INSPIRE AWARD PROPOSALS FOR 2012 -13**

**Name Of The State: ANDHRA PRADESH**

**Name of Revenue & Educational Dist:**

S. No	Name of the Mandal	Name of the School	School code (DISE Code )	No. of Children Selected for inspire Award upto 31.0	Type of School *(see Note 1 below)	Location Type (See Note 2 below)	Level of school (see Note 3 below)	Name of the recommended Student (one each from class 6 <sup>th</sup> to 10 <sup>th</sup> )	Class (see Note 4 below)	Preference No. (see Note 5 below)	Sex (see Note 6 below)	Cate gory (See Note 7 below)	Name of Father or Mother Cell No	Selected Child by DST	TID No. by DST

**Annexure - II**

**Signatures of the Authorised Signatory**

Name: \_\_\_\_\_

Designation (With Office Seal):

Cell No:

- Note 1 Write CG for schools run by Central Government (e.g. Kendriya Vidyalaya, Navodaya Vidyalaya, Sainik School etc.)  
Write SG for schools run by State Government  
Write LB for schools run by Local Bodies like Gram Panchayat / Block Panchayat/ Distt. Panchayat / Municipality / Municipal Corporation  
Write PA for Private Aided schools  
Write PUA for Private Unaided schools  
Write O for others (specify in brackets)
- Note 2 Write R for schools located in Rural Areas  
Write SU for schools located in Semi-Urban Areas Write  
U for schools located in Urban Areas
- Note 3 Write P for Primary schools (generally having classes upto 5th )  
Write M for Middle schools (generally having classes upto 8th)  
Write H for High or Secondary schools (generally having classes upto 10th )  
Write HS for Higher Secondary school (generally having classes upto 12th )
- Note 4 Write one numeral from 6 to 10 represent the class in which nominated student is studying)
- Note 5 Here indicate Preference No. for the nominated child e.g. if 5 students are nominated one each from class 6th to 10th, for each of the nominated child indicate preference nos. from 1 to 5; if only 3 children are nominated in middle school having classes 6th to 8th, indicate preference nos. from 1 to 3.
- Note 6 Write M for Male child  
Write F for Female child
- Note 7 Write G for General category  
Write SC for Scheduled Castes category  
Write ST for Scheduled Tribes category  
Write OBC for Other Backward Class category

#### Abbreviations

TID : Temporary Identity No DST : Department of Science & Technology

## **Detailed Instructions for filling up the INSPIRE Award proposals in the prescribed proforma (Annexure-II)**

Under the scheme, a large number of nominations have to be processed for selection of the children for the INSPIRE Award. Hence manual processing of proposals is not possible and it is essential that hard copy of the proposals is accompanied by **soft copy in MS Excel format only** with all the columns duly filled in. Considering that the electronic processing of the proposals for final selection of the children requires the electronic file also to be uniformly prepared in a standard format and keeping in view the experience of processing the proposals from some states, certain commonly committed mistakes have been noticed, following detailed instructions are issued for the guidance of state / district / school authorities for preparation of the proposals and filling the requisite details in the prescribed proforma. Unless the proposals are correctly and completely filled in accordance with these requirements, it will be difficult for the DST to timely process and sanction the proposals from a particular state. Hence, these instructions may be adhered to by all concerned.

1. **Schools and / or district authorities should not send proposals directly to DST.** School authorities within a district should send their proposals to the district authorities, who after compiling these proposals should send the same to their state authorities. DST would entertain proposals only from the state authorities and no cognizance would be taken by DST on the proposals received directly from any school / district authority. The hard copy of the proposals sent by state authorities to DST should be duly authenticated by the authorized officer of the state authorities.
2. It should be ensured that the soft copy and hard copy truly conform to each other. It is advisable that the hard copy should be a print out of the soft copy, which will ensure that both hard copy and soft copy conform to each other.
3. Proposals should be sent in the prescribed format (Annexure-II) in the MS Excel file only as processing of proposals sent in MS Word or PDF or any other format is difficult.
4. All the columns in the proforma should be duly and correctly filled in. Wherever the entry in a particular cell requires numerals to be filled, no English letters or Roman numerals should be entered, the words “do” etc. should not be used even where the entries are repeated. Only Arabic numerals should be used, for example, for information on the class in which student is studying (Col.12 of the proforma), the Arabic numerals 6,7,8,9, and 10 should be used and not the Roman numerals VI, VII, VIII, IX and X or the combination of Arabic numerals and letters like 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> as it hampers with the electronic processing MS Excel file.
5. As the warrants would be issued by the bank based on details of child’s name father’s name, school’s name etc. as given in the format. **Care should be taken to correctly fill up such details so that warrants are issued with correct particulars of the selected child** and this would also ensure that the child does not face any difficulty in encashing the warrants. Care should be taken not to merge the cells in Excel sheet in the proforma as this also hampers with electronic processing.
6. The entries of a particular school in the file should be arranged in a sequence i.e. starting from class 6 and then class 7, 8, 9 and 10.

7. Only the students studying in classes 6 to 10 are eligible under the INSPIRE Award Scheme. Hence no child studying in class 5 or below or class 11 and above should be nominated under this scheme.
8. Similarly from each class (from class 6 to 10), only one name should be recommended. Recommending 2 or more names from the same class or omitting any class with recommended child in col. 10 is not allowed, and it also hampers the process of electronic processing under a set programme for selection of children.
9. Proposal for entire State can be sent either in a single MS Excel file or different files can be sent for each district.
10. Correctly fill up all columns upto 16 as per these instructions including notes given below the format.  
Don't fill Col. 17 and 18. These will be filled by DST.

INSPIRE: Inspire award scheme is a centrally sponsored and a prestigious programme. The awardee will get Rs. 5000/- (One time), which should be used for the purpose of development of project and expenses. The amount shouldn't be used for any other purpose.

The aim of this scheme is attraction of talent amongst the students to science and pursue career with research.

Headmaster should select the students with the help of science teachers on the basis of student's aptitude for science.

Govt./ZP/MP/Central/State/Residential/Aided/Private (Only recognized) schools which has DISE Code should submit proposals for 2012-13, before 15-7-2012 to M.E.O. of your mandal.

Fill Annexure – II with computer typed or legible and visible hand writing (Capital Letters).

Headmaster/Principal should take care in selection of students by covering the students from SC, ST, BC, Minority & Girls.

Students who have been selected for inspire awards in previous year shouldn't be selected.

From high school 5 students should be selected @ 1 student from each class (Irrespective of medium). From UP school 2 students, (If 6, 7 & 8 classes are running 3 students have to be selected)