

Guidelines for Submission

Guidelines for Essay writing

- a. Participants may choose **any one of the 12 optional languages** to write their essay on the topic specified for their category. Only **one essay** may be submitted. Essays submitted in multiple languages would be rejected.
- b. Participants must identify the correct category based on their age group and write on the appropriate topic.
- c. Essays must be typed or legibly handwritten on **A4-size** paper. Handwritten essays should use black or blue ink.
- d. The following details must appear on **every page** of the essay:

- Participant's Name
- Father's Name
- Age
- Name of Institution (if applicable)

- e. **Word limits must be strictly followed.**

Category 1 (Ages 14–18): Essay must be within **500 words**.

Topic : Individual evolution is not possible without the support of others.

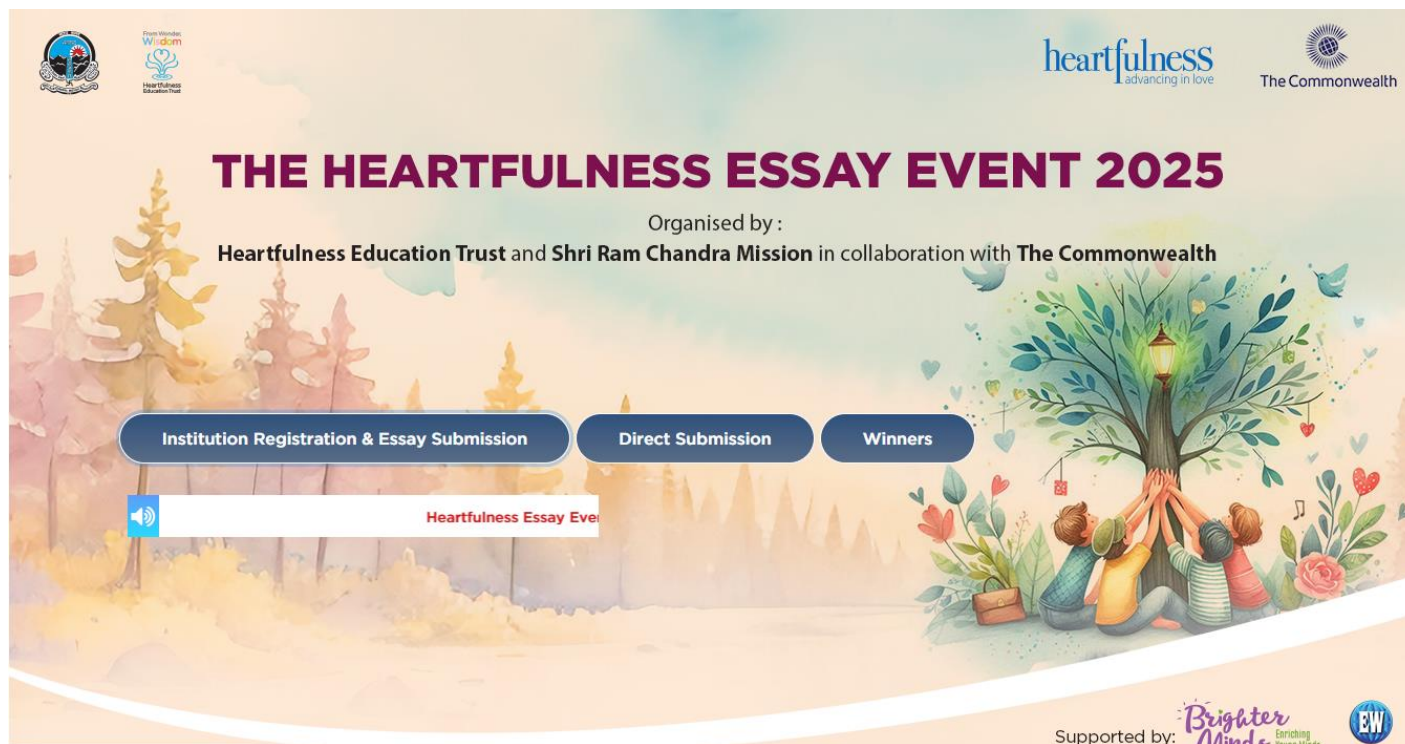
Category 2 (Ages 19–25): Essay must be within **750 words**.

Topic : Being in tune with Nature is a prerequisite for human evolution.

- f. Indicate the **total word count** at the end of the essay.
- g. Entries must **not** include any appeals, illustrations, or slogans.
- h. To fulfil the purpose of this Event, the essay must reflect the author's personal experience or views on the topic. **Originality and relevance of ideas to the topic carry the maximum weightage.**
- i. Essays plagiarized from books or the internet will be rejected.
- j. The filled **Participant information sheet must be scanned as the first page**, followed by the essay, and saved as a **single PDF file**.
- k. A single PDF file for a hand-written essay may be created by saving the image/scan as a document. You may download and use any document scanning software like Adobe Scan /Docu Scan on your mobile to create and save the document as a PDF file.
- l. Ensure the file size is **under 3MB**.
- m. Scan the age proof document as a pdf file. Ensure the file size is under 1 MB.
- n. **Please ensure you have a good internet connection before you submit your essay. Use good Wifi/hotspot/Leased Line connection. Recheck all documents and their size before you submit your essay.**
- o. All the scanned pdf file must be submitted using the appropriate submission link on the website.
- p. **Essay by mail or post will not be accepted.**
- q. **After successful submission, note your Enrolment Number** displayed on the screen.
- r. Check if your institution has registered for participating in the Essay Event by searching the list of registered institutions on our website. If registered, confirm the mode of submission with your institution coordinator. You may either submit your essay using the link shared by your coordinator or hand in a physical copy with the filled Participant information.

s. You may submit your essay **Directy** ONLY if your institution is not participating or has not registered. Direct participants may upload their scanned documents after the Direct Submission link is activated. Upload of Age proof is mandatory. The file size of the age proof document must not exceed 1MB.

t. To submit your essay, click on the relevant submission tab on our website <https://hfn.link/essayevent>.



1. SUBMISSION OF ESSAYS THROUGH REGISTERED INSTITUTIONS

- a. The institution must register using the "Institution Registration & essay submission" tab on our website.

(Only the admin/coordinator is allowed to register the institution)

- b. To check if your institution is already registered, enter partial details and other mandatory fields marked with "*" and click the "Search" button.

INSTITUTION REGISTRATION FOR PARTICIPATION

Search/Check Participating Registered Institutions

Note:

1. Ensure your institution is not already registered before attempting to register it.
2. Only an authorised person from the institution should handle new registrations.
3. Use the provided search criteria to check the current registration status of your institution.
4. Submission links for online essay submission by students are sent to the registered email addresses of institutions.
5. Students should confirm submission procedures with their institution's admin or coordinator for submitting their essay.

Search Institutions

Enter the Institution Name (full/partial) / ID for searching

Country of Institution

India

City/Village/Town

District

Kolkata, West Bengal

State of the institution

State Of The Institution

- c. Registered institutions matching the search criteria will be displayed. The participant information slip for the students may be downloaded by clicking on the download button provided against the institution.

Search/Check Participating Registered Institutions

Note:

1. Ensure your institution is not already registered before attempting to register it.
2. Only an authorised person from the institution should handle new registrations.
3. Use the provided search criteria to check the current registration status of your institution.
4. Submission links for online essay submission by students are sent to the registered email addresses of institutions.
5. Students should confirm submission procedures with their institution's admin or coordinator for submitting their essay.

Search Institutions

Enter the Institution Name (full/partial) / ID for searching

Country of Institution

City/Village/Town

State of the institution

State Of The Institution

Search

Clear

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

Search: james

Registration No	Institute Name	City/Village/Town	Institute Email	Institute Address	Coordinator Name
47	ST JAMES Download	Kolkata	vidya.subramaniam@heartfulness.org	24 DIAMON HARBOUR ROAD	GOPICHAND

Show 10 entries

Previous 1 Next

- d. If the institution is not listed, the admin/coordinator may click on "REGISTER NEW INSTITUTION " and enter the necessary details, to enable the students to participate.

REGISTER INSTITUTION FOR PARTICIPATION

Note:

1. Ensure your institution is not already registered before attempting to register it.
2. Only an authorised person from the institution should handle new registrations.
3. Use the provided search criteria to check the current registration status of your institution.
4. Submission links for online essay submission by students are sent to the registered email addresses of institutions.
5. Students should confirm submission procedures with their institution's admin or coordinator for submitting their essay.

Name of your Institution*

Address of Institution line 1*

Institution Address line 2

Institute Phone No*

Country of Institution*

City/Village/Town of Institution*

District *

State of the institution *

If your city is not listed, please email the details to essayevent@heartfulness.org

Essay Event Coordinator Details :

Note: Please enter either Coordinator Email ID or Coordinator Contact Details

Coordinator Name

Coordinator Email ID

Coordinator Contact Details

Coordinator Email ID

- e. If your institution is registered, its details will be displayed. The participant must check with their institution coordinator to confirm the mode of submission. The institution may choose one of the following options:
- i. Share the online essay submission link with the Institute may share the link for online submission of essays with the students. **The link is sent to the institution's registered email address)**
 - ii. Collect all the physical essays along with the filled participant information slip filled and upload them centrally using institution login credentials.

(For institution login credentials the administrator/ coordinator may write to: essayevent@heartfulness.org)

- f. To submit the essay, the student / institution must click on the essay submission link shared for their institution and enter all mandatory fields:
- Participant Name
 - Father's/Mothers's/Gaurdian's name
 - Age
 - Gender
 - The participation category will be automatically selected based on the participant's age
 - Upload the scanned essay PDF. Ensure that the participation information slip is the first page of the file.
 - Ensure the document is correctly uploaded by viewing the preview and confirm.
 - Re-upload if necessary.
 - Tick on all the declarations
 - Review all entries and click on submit for submitting. **Changes will not be entertained after submission.**

A message confirming successful submission along with your enrolment number will be displayed. Please note it carefully for future reference.

2. SUBMISSION OF ESSAYS AS DIRECT PARTICIPANT

- a. Click on "Direct Submission" on our website.
- b. Fill in the Participation information details. All fields marked with * are mandatory.
- c. Enter participants E-mail address. The email addressed will be used for verification and future communication.
- d. Click on "Send Verification Code"
- e. A verification code will be sent to the entered email address.
- f. Check the inbox of the given Email address for the code. If you don/t receive it, check your spam/junk folder. Do not close the submission while waiting for the code. Keep your submission page active till you receive the code.
- g. Enter the verification code received in the designated field.
- h. Click Verify.

Language selected for writing essay*

English

Enter the participant email id for verification*

Send Verification Code

Please enter the Verification code sent to the Participant e-mail*

Verify

Upload participants essay*

Browse... No file selected.

Please upload your essay

Supported File Formate [jpg/ pdf]

Upload File Size Maximum 3MB.

Participants age proof

Browse... No file selected.

Supported File Formate [jpg/ pdf]

Upload File Size Maximum 1MB.

How did you know about event*

Select

- i. Upload your Essay PDF using the "Browse" option. Ensure the file size is under 3 Mb.
- j. Upload your age-proof document. (PDF under 1 Mb).
- k. From the dropdown, select how you heard about the event.
- l. Tick on the parental consent and declarations after reading them.

☐ I am 16 years or older or I have parental consent to submit my information for the essay event *

☐ Through the submission of this Essay, the author grants and assigns all proprietary rights (including copy-rights) to Shri Ram Chandra Mission. The assignment shall be deemed to be royalty-free, perpetual, worldwide and irrevocable. Shri Ram Chandra Mission may sublicense its rights through multiple tiers of sublicenses and may use, reproduce, create derivative works from, modify, publish, edit, translate, distribute, perform and display the communication or content in any media or medium, or any form, format or forum now known or hereafter developed *

☐ I hereby declare that I am the sole person who has written this essay. As I am permitted to quote from literature and research on the topic, I have given due credit to the ideas obtained from others or from any reference material *

☐ I agree to [Terms of Use](#) and [Privacy & Cookie Policy](#) of Shri Ram Chandra Mission *

☐ In case I am selected for an award I undertake to provide the proof of my age within the stipulated time. I understand that if I fail to do so I will not be eligible to receive the award *

I hereby confirm, all the entries made in the above form are correct * ☐ Yes

SUBMIT

No changes will be entertained after submission

- m. Preview and confirm the essay document.
- n. Double check all entered data. **changes will not be entertained after submission.**
- o. Click on the Submit button
- p. A message confirming successful submission along with your enrolment no will appear on the screen. Note it down.
- q. An email confirmation with your the Enrolment Number will also be sent to your verified email. Save it for future reference.

For any clarification, you may write to **essayevent@heartfulness.org**