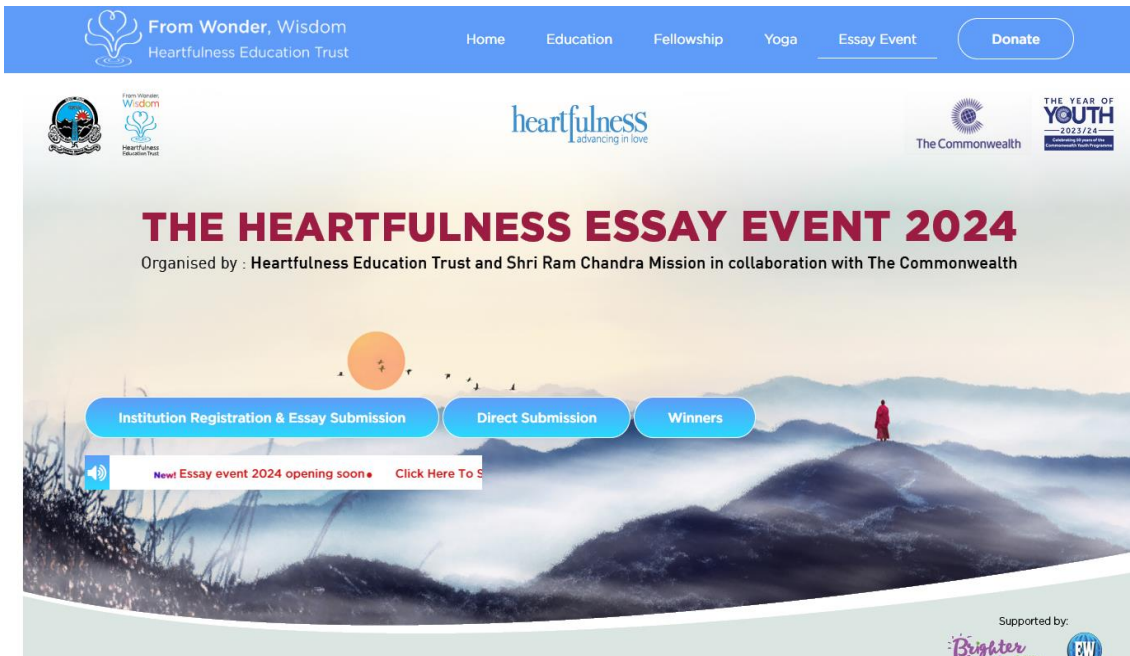


# Guidelines for Submission

## Guidelines for Essay writing

- a. Participants may select any **one** of the 12 optional languages to write the essay on the topic specified for their Category. Essays submitted in multiple languages would be rejected.
- b. Language Options available are : Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu
- c. The essay must be typed or legibly handwritten on A4-size paper. Essays may be handwritten in black or blue ink or computer-typed in a relevant prescribed script/font for each language.
- d. The Participant's name, Father's Name, Age, and Name of Institution must be written on every page of the essay.
- e. The **word limit for Category 1 ( Ages -14 -18 ) is 500** and must be strictly adhered to.  
**Topic : When everything seems to be going against you, remember that the airplane takes off against the wind, not with it. – Henry Ford**
- f. The **word limit for Category 2 (Ages – 19-25 ) is 750** and must be strictly adhered to.  
**Topic : Resilience is accepting your new reality, even if it's less good than the one you had before. - Elizabeth Edwards**
- g. Please mention the total number of words of the essay after the concluding paragraph.
- h. Submitted entries must not bear any appeals, illustrations, or slogans.
- i. 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.**
- j. Essays plagiarized from books or the internet will be rejected.
- k. Save the soft copy of your essay in a single PDF file only. 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 PDF file. The file size of the scanned copy should not be more than 3Mb.The scanned copy of the essay must be uploaded through our website. Link : **hfn.link/essayevent** .
- l. Essay by mail or post will not be accepted.
- m. **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.**
- n. To submit your essays through your institution, please check for your institution registration on our website. Confirm with your institution coordinator regarding the mode of submission decided for your institution. You may submit your essay through the submission link or submit your essay to the coordinator of your institution as decided.

- o. You may directly submit your essay ONLY if your institution is not participating and has not registered itself. Direct participants may submit their scanned copies after the link for Direct submission is opened. Age proof document is mandatory. Please scan and keep the soft copy of any of your age proof document. Max. file size for the document 1mb.
- p. 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 is expected to register using the Institution Registration & Submission tab available on our website. Click on the “Institution Registration & Essay Submission” tab on our website.

( The registration of an institution is to be done **only** by the admin/coordinator of the institution )

- b. Enter your institution details (partially ) and other mandatory details marked In \* and click on the Search tab to Check if your institution has registered for participation.

### INSTITUTION REGISTRATION FOR PARTICIPATION

#### Search/Check Participating Registered Institutions

Enter the Institution Name (full/partial) for searching \*

Country of Institution

State of the institution \*

District \*

City

school
India
West Bengal
Kolkata

Search
Clear

c. This will display the registered institutions matching the condition.

Enter the Institution Name (full/partial) for searching \*

Country of Institution

State of the institution \*

District \*

City

school
India
West Bengal
Kolkata

Search
Clear

| Institute Name       | Registration No | City    | Institute Email       | Institute Address    | Coordinator Name | Essay submission Link                 |
|----------------------|-----------------|---------|-----------------------|----------------------|------------------|---------------------------------------|
| D A V public school  | 35              | Kolkata | vidya.srs@gmail.com   | Diamond harbour road |                  | <a href="#">Essay submission Link</a> |
| Shaw public school   | 37              | Kolkata | Vidya.srs@gmail.com   | Behala               |                  | <a href="#">Essay submission Link</a> |
| NATIONAL GEMS SCHOOL | 59              | KOLKATA | gomathima@hotmail.com | BEHALA               |                  | <a href="#">Essay submission Link</a> |

d. The administrator/coordinator of the institute may add their institution by entering the details to register their institutions by clicking on the “REGISTER NEW INSTITUTION ” button on the screen after searching for the institute. This will enable their students to participate in the event.

school

India

State of the institution \*

District \*

City

school
India
West Bengal
Kolkata

Search
Clear

| Registration No | Institute Name          | City    | Institute Email       | Institute Address    | Coordinator Name | Essay submission Link                 |
|-----------------|-------------------------|---------|-----------------------|----------------------|------------------|---------------------------------------|
| 35              | D A V public school     | Kolkata | vidya.srs@gmail.com   | Diamond harbour road |                  | <a href="#">Essay submission Link</a> |
| 37              | Shaw public school      | Kolkata | Vidya.srs@gmail.com   | Behala               |                  | <a href="#">Essay submission Link</a> |
| 59              | NATIONAL GEMS SCHOOL    | KOLKATA | gomathima@hotmail.com | BEHALA               |                  | <a href="#">Essay submission Link</a> |
| 62              | ST ANDREW PUBLIC SCHOOL | KOLKATA | vidya.srs@gmail.com   | MG ROAD JOKA         | VIDYA            | <a href="#">Essay submission Link</a> |

Add New Institute

- e. If your institution has registered for participation, the details of your institution will be displayed. The participant is need to check with the institution coordinator regarding the option opted as the mode of submission by the students of your institution.

The institution may opt any of the following alternatives :

- i. Institute may share the link for online submission of essays with the students. The link is sent by us to the registered email id at the time of registration.
  - ii. The student may be instructed to use the essay submission link displayed against his/her institution name to upload the soft copy of his/her essay.
  - iii. Collect all the physical essays written by the students. The essays may be submitted online centrally by the coordinator using institute login credentials.  
(for institution login credentials the administrator or coordinator needs to mail us a request for the same at [essayevent@heartfulness.org](mailto:essayevent@heartfulness.org))
- f. For submitting the essay the Student / Institution needs to click on the essay submission link against the institution.

Enter all the mandatory fields correctly :

Participant Name

Father's/Mothers's/Gaurdian's name

Age

The Category of participation is automatically selected based on the participant's age

Sex

Upload the scanned copy of the essay

Tick on all the declarations

The uploaded essay will be displayed on the screen. Ensure that the document has been properly uploaded.

You may reupload the document if not uploaded properly.

Confirm the uploaded document

Check all the data entered once again and submit .

A message of Successful submission along with your enrolment no will be displayed on the screen. Note down the enrolment no carefully.

## 2. SUBMISSION OF ESSAYS AS DIRECT PARTICIPANT

- a. Fill in the information as given in the Participant Information Form. All fields marked in \*are mandatory.
- b. Enter participants E-mail Id. The email id entered will be verified.
- c. Click on "Send Verification Code"
- d. A verification code will be sent to the email id that has been entered for validation of the correctness of email id.
- e. Check the inbox of the Email for the verification code sent. Refresh and wait to receive the verification code. If you do not find the verification code in the inbox, please check the spam/junk folder of the Email. Keep your submission page active till you receive the code.
- f. Enter the verification code sent to your Email id in the space provided for verification of the email id.

g. Click on 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

- h. Upload your Essay document. Click on the Browse option under the Essay Upload. Select the Essay PDF file you have saved earlier. Ensure the file size is less than 3 Mb.
- i. Upload your age-proof document. Click on the Browse option under the Age Proof option. Select the age proof PDF file that you have saved earlier. Ensure the file size is less than 1 Mb.
- j. Select the relevant option from the dropdown menu given for "How you got to know about the event."
- k. 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

- l. Confirm the essay document uploaded by viewing the file.
- m. Check the data that you have entered. Ensure all entries are correct. **Correction will not be entertained after submission.**
- n. Click on the Submit button
- o. Message of successful submission will appear on your screen along with your enrolment no. **Take note of the enrolment no of your submission.**
- p. Email confirmation along with the Enrolment No will be sent to verified Email ID on successful submission of the essay. Save your Enrolment no for future reference.

For any clarification, you may write to [essayevent@heartfulness.org](mailto:essayevent@heartfulness.org)