

Dear Student,

The Swachh Bharat committee of Indian National Centre for Ocean Information (INCOIS, www.incois.gov.in) thank you for participating in the e-essay contest on “Household Waste Management”. We wish you all the best .

You may submit your essay by clicking the following link:

<https://incois.gov.in/SwachhBharat/Registration.jsp> and choosing the radio button for essay writing competition.

Please read the instructions below for submitting your entries :

- 1) The essay competition is open for classes 7 to 10 only.
- 2) The participants are advised to keep their document to be uploaded (prepared using the guidelines given in Annexure 1) ready before filling up the online form.
- 3) For preparing the document, read the detailed instructions provided in Annexure 1 (a copy of this is available on the registration link too)
- 4) The document must be a pdf document. No other form of document will be accepted. The document size should be less than 2 Mb.
- 5) Please provide your correct email id in the online form. You will receive an acknowledgement mail with a registration number once submission is complete.
- 6) The submission is to be completed before 4 PM (1600 hrs), 10 July 2020.
- 7) In case of any unforeseen problems please contact webmaster [@incois.gov.in](mailto:incois.gov.in) immediately.

Sincerely,

Annexure 1: Preparing the essay

- 1) Please write your essay in **English on a standard ruled white paper** in clean and clear (neat) **handwriting** using a good pen. The participating student has to write **his/her name, Class (standard) and the name of his/her school (in upper case)** on the **top right corner** of the paper.
- 2) The word limit for essay is **minimum 1000 words and maximum 1500 words**. Keep your essays in this word limit only.
- 3) Students should use **standard ruled notebook/exercise-copy pages**. It should be not bigger than a full scape paper.
- 4) Scan the essay pages in a **single document in the PDF** (adobe^(R) PDF) format using phone/scanner etc. If using phone camera, scan preferably in the day-time (or with sufficient lighting) avoiding shadows. In case of any difficulties students should contact the school first and then INCOIS. The scanned document should have **minimum distortions**.
- 5) Resulting PDF document should not be more than 2 **MB size**.
- 6) Upload the document well before the deadline (1600 hrs, 10th July 2020). In case of any difficulties please contact webmaster@incois.gov.in *(attaching the essay in mail attachment)*, before the deadline.
- 7) **Avoid plagiarism:** Students are instructed to use their own ideas. The matter of the essay should be based on student's own ideas and written in their own styles. Use quotation marks when it is absolute necessary to use materials written/created by someone else. Also identify and attribute all the materials from other sources (websites, books , magazines, etc) in any form or format. The genuineness of the essay is the complete responsibility of the participating students and their school. INCOIS will not be held responsible for any consequences otherwise.
- 8) The essays submitted here will be under the license type CC BY as given in (<https://creativecommons.org/licenses/>).
- 9) Final decision regarding all the aspects of this competition including rules, regulations and results rest with the INCOIS only