

DETAILED EVENT GUIDELINES

1 Schools receive the Tata Building India Kit



Tata Representatives will deliver the **Tata Building India Kit** to the school. This kit consists of:

1. A letter for the School Principal
2. Event Guidelines (this sheet)
3. A Brochure
4. An Essay Topic Sheet (13 languages)
5. Barcoded Essay Sheets (**Only ONE sheet** to be used **per student**, no supplements permitted)
6. 5 Illustrated Classics (To be used at school's discretion)
7. Kit Acknowledgement Form

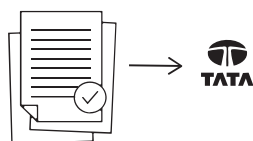
'Kit Acknowledgement Form' is to be signed and stamped by the school and returned to the Tata Representative.

2 School conducts the Essay Competition



1. **All students from classes 6th to 12th** to participate in the essay competition.
2. **Play the three stimulus videos** for students prior to the essay-writing activity. The links to these videos have been shared in the **Welcome Email** and will also be provided by the Tata Representative to the School Coordinator/Principal via WhatsApp.
3. **All students** to write the essay in the **same language** selected by the school on the topic mentioned in the barcoded essay sheet.
4. The duration of the essay-writing activity should not exceed 1 hour.

3 Essay evaluation and winner announcement



1. Written essay sheets are to be handed over to the Tata Representative **before 15th August 2026**.
2. The Tata team will evaluate the essays and identify school-level winners.
3. Winners will be announced via WhatsApp and Email to the Principal and School Coordinator.

4 School receives Rewards and Recognition



1. Post evaluation of the essays, the following items will be handed over to the school:
 - A. Junior Category (6th to 8th): 3 winner medals (1 Gold, 1 Silver and 1 Bronze medal) along with 3 merit certificates
 - B. Senior Category (9th to 12th): 3 winner medals (1 Gold, 1 Silver and 1 Bronze medal) along with 3 merit certificates
 - C. School participation certificate
 - D. Mementos for School Principal and School Coordinator
2. An **'Essay Event Completion, Memento & Prizes Handover Acknowledgement Form'** is to be signed and stamped by the school.