Department of Science & Technology (DST)
Bikash Bhavan, 4ᵗʰ Floor, Eastern Block, Salt Lake, Kolkata-700 091

Guidelines, Terms & Conditions and Format for proposal submission on "Science Awareness/Seminar/Workshop/Science Camp/Skill Development Training"

General Guidelines

Department of Science & Technology-Government of West Bengal (DST-GoWB) aims to support audio-visual and other communicative programs on relevant fields of Science and Technology with a layman's perspective, through which more jargon and technology oriented Science and Technology can percolate down to the grassroots level, so as to create an impact among the public in West Bengal to be organized by Government/Aided/Private Schools/Colleges, Non-Government Organizations (NGO), approved or registered Institutes (at least three years old) etc. **Financial assistance for the benefit of the students & common people related to Science & Technology (S&T) orientation and application in conformity with the socio-economic necessities of the state of West Bengal shall be given preference**. <u>**Priorities would be given to the proposals submitted by Educational Institutes.**</u>

Program on basic science inseparably related to this cause may also be supported. The Application Format, Terms and conditions and the Guidelines are available from the DST headquarters at Bikash Bhavan or may be downloaded from DST's **Website: http://dstwb-council.gov.in/**. Three hard copies and one soft copy (CD/DVD in MSWord or PDF) of the filled in Application Format and Terms & Conditions duly signed with official stamp must be submitted at least three months before the commencement date of the proposed program to:

The Secretary
Department of Science & Technology-Government of West Bengal (DST-GoWB) Bikash Bhavan, 4th Floor, Eastern Block, Salt Lake, Kolkata – 700 091
Ph: (033) 25693700; Website: http://dstwb-council.gov.in/

- Terminology used in this scheme:

DST-GoWB	: Department of Science & Technology-Govt. of West Bengal
PC	: Program Co-ordinator
NGO	: Non-Government Organisation
S&T	: Science & Technology
SC/ST	: Schedule Caste/ Schedule Tribe
QPR	: Quarterly Progress Report
PCR	: Program Completion Report
UC	: Utilization Certificate
SE	: Statement of Expenditure

Terms & Conditions

1. The scheme is constituted for the purpose of providing financial assistance in the form of grants for the popularisation of Science for students & common people in the State of West Bengal. Grants will be paid for specific activities/ task which enable science popularisation like public awareness programme/ other programmes for specific target groups useful for the society.

2. The assistance for the project will be for a maximum period of one year. Usually the sanction will be given for the full period. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the fund or order of DST, which is earlier. The date of commencement should be intimated in writing to DST well in advance so that DST may depute any official for attending the programme. **Usually DST sponsors program for the duration of 1-2 days. Unless otherwise specified, under special cases, for awareness in the broader perspective for the benefit of large section of the common people, the upper limit of the grant under this scheme shall not exceed Rs.2.00 lakh (Two lakh only) with a maximum duration of one year.**

3. Generally this scheme does not provide any financial assistance for development of infrastructure. However, with due permission from DST, if any assets are acquired/created from the received grant then those assets will be the sole property of DST and these should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of the DST. At the termination of the programme, the DST has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.

4. **The Head of the Institute/ organisation/ Program Co-ordinator (PC) shall furnish Progress Report of the activities on the programme(s) immediately after successful completion of the programme and /or on quarterly basis (if the program duration is more than three months) .** In addition, DST may designate Scientist/ Specialist or an Expert Panel to visit the Institute/Organisation periodically to review the progress of the activities being carried out and to suggest suitable measures to ensure realisation of the objectives of the programmes. During the implementation of the program, the Institute/Organisation will extend necessary hospitalities and logistics support to the visiting scientist/ specialist or the Expert Panel during the time of their visit.

5. **On completion of the program, original signed and stamped five (5) copies of the Utilisation Certificate (UC) and Statement of Expenditure (SE) audited by a Chartered Accountant should be submitted as per the format given.** Beside this, **one copy each of final consolidated Program Completion Report (PCR) including list of participants, list of resource**

persons/ dignitaries/ experts etc., photographs, videos and feedbacks of the participants on the work done (both hardcopy and softcopy) should be sent to DST. The Utilization Certificate (UC) & audited Statement of Expenditure (SE) should be countersigned by the Program Co-ordinator (PC) Head of the Institute (HOI) to the effect that the grant has been utilized for the specific purpose for which it was sanctioned. **All these documents shall be submitted within three months after completion of the Program, without fail.**

6. **No Institute/ Organization shall be allowed to apply for next financial assistance from DST unless & until they submit UC & audited SE, Program Completion Report (PCR) including photographs, videos and feedbacks (both hardcopy and softcopy) of their previous grant.**

7. At the end of the programme, the unutilised portion of the grant, if any shall be refunded to DST forthwith by DD/cheque in favour of DST. In an unavoidable situation, if the program duration exceeds one year, the balance amount may be carried forward to complete the program after taking approval from DST, unless specified otherwise. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, the Program Co-ordinator (PC)/ Institute/Organisation shall be disqualified for getting any further grants in near future and steps shall be taken against such PC/ Institute/Organisation.

8. **The Institute/Organisation will maintain separate audited accounts for the Programme. If it is found to keep a part or whole of the grant in a bank account to earn interest, the interest thus earned should be reflected in the Utilization Certificate and that should be used for the same program in post-program activities.**

9. The Institute/Organisation will not entrust the implementation of the work, for which the grant is being sanctioned, to another Institution/Organisation nor will it divert the grant receipts to other Institute/Organisation as assistance. In case the Institute/Organisation is not in a position to implement or complete the program, it should, forthwith, refund the entire grant received from DST or the balance grant with them.

10. DST reserves the right to terminate the grant for the program at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is being made. Also, the PC/HOI is liable to refund the grant amount in part or in full, in case of unsatisfactory implementation of the program or unwillingness to co-operate with DST for monitoring/evaluating the progress of the program.

11. **The program becomes operative with effect from the date of receipt of DST order or the date on which the Draft/ Cheque is received by the implementing Institution/ Organisation, whichever is earlier. This date should be intimated by the Institution/Organisation/PC to DST in writing. It will, in no case, be later than one month after the receipt of the cheque by the Institute/Organisation from DST.**

12. If the PC to whom a grant for a project has been sanctioned wishes to leave the Institution/Organisation where the project is being sanctioned by DST, the Institute/organisation/PC will inform the same to DST and in consultation with DST, evolve steps to ensure successful completion of the project, before relieving the PC.

13. Institute/organisation/PC willing to publish technical/ scientific papers based on the work done under the program should acknowledge the assistance received from DST. **Name of the sponsoring authority (e.g. sponsored by "Department of Science and Technology") must be properly printed/ published in the invitation cards/ brochure/ banners/ hoardings/ proceedings or in any related public functions.**

14. The knowledge generated from the program will be the property of DST and should be properly acknowledged always. Transfer of technology generated shall be done in consultation with DST.

15. The respective Committee and/or the competent authority of DST may enforce additional guidelines, terms and conditions for the successful operation of the scheme from time to time and the Institution/Organisation/PC are required to observe such directions to conduct the program.

16. **Application will be accepted in the prescribed format only.**
    Application should be duly recommended by
    Jt.BDO/BDO/SDO/DM/MLA/MP/Sabhadhipati etc..
    Mere application in the prescribed format shall not entitle the applicant to any financial assistance from DST. Decision of the respective Committee and/or the competent authority of DST on all matters shall be final and no correspondence will be entertained in this matter.

17.   Usually, the grants may be sanctioned for specific programmes as follows:

Programme	Duration of the programme	Minimum nos. of participation	Amount (Rs.)
Seminar/Workshop for Category-A, Universities, Research Institutes	-	-	50,000 to 75,000
Seminar/Workshop for Category-B, Colleges/Colleges with post-graduate facility	-	-	30,000 to 50,000
Seminar/Workshop for Category-C, Schools & Registered NGOs	-	-	20,000 to 30,000
Science Camp for Schools students with hands-on-experiment involving surrounding schools	1 day	100 numbers	25,000
Science Camp for School students with hands-on-experiment involving surrounding schools	2 days	100 numbers	50,000
Residential Science Camp for School students with hands-on-experiment involving surrounding schools by WBSCST	3 days	100 numbers	1,50,000
Skill development training programme	3 months	30 numbers	50,000
Skill development training programme	6 months	30 numbers	80,000

All are tentative; decision of the competent authority shall be final.

We agree to the terms and conditions of DST as stated above.

Signature: **Signature:**

Date: **Date:**

Name of Program Coordinator: **Name of Head of the Institution:**

Designation: **Designation:**

Address: **Address:**

(Office Seal)

Department of Science & Technology (DST)

Bikash Bhavan, 4th Floor, Eastern Block, Salt Lake, Kolkata-700091

Format for proposal submission on
"Science Awareness/Seminar/Workshop/Science Camp /Skill Development Training"

1. Title of the proposed programme:

   a) Broad Subject:………………………………………………………………….

   b) Venue of the programme:…………………………………………………….

   c) Geographical area that will be covered:…………………………………….

   d) Target group that is sought to be served (SC/ST/General):…………………

   e) Additional information, if any:…………………………………………………...

   f) Duration and probable dates on which the proposed program can be held:

      …………………….………………………………………………………….....

      …………………………………………………………………………………

2. a) Name and address with pin code of the Institute/Organisation with Phone,

   Mobile No. Fax No., e-mail id etc.:…………………………………………………

   …………………….………………………………………………..………………

   …………………………………………………………………….………………..

   …………………………………………………………………….………….......

   ……………………………………………………………………………………

   b) Legal status of the Institute (School/ College/registered society/NGO etc.):

   …………………………………………………………………………………..

   ………………………………………………………………………………….

   c) Is the Institution/Organisation is a branch of any parent organization? If so,

   attach certificate from the parent Organization:………………………………..

   ………………………………………………………………………………….

3. Name, Designation and Bio-data of the Programme Co-ordinator (PC)

   including mobile no. and e-mail id (attach separate sheet):……………………

   …………………….………………………………………………………...…

   …………………….…………………………………………………………………

   …………….. ………………………………………………………………………

   ………………………………………………………………………………..

4. Members of the organizing committee and their addresses along with their present profession and qualification:

Sl No	Name, Address with Pin code	Mobile no. & e-mail id	Educational Qualifications	Present Profession

5. Whether any such campaign/program was organized earlier during the last five years and if so, the details thereof (attach separate sheet):……………….
…………………………………………………………………………………………
………………………….. ……………………………………………………………....

6. Objectives and details of the campaign with expected outcome of the program (attach separate sheet)……………….. …………………………………………………
…………………………………………………………………………………………
…………………………………………………………………………………………

7. Relevance and importance of the campaign in the context of the present day scenario, local problem issues etc. that will be taken into consideration with its regional and national significance (attach separate sheet):…….. ………………
…………………………………………………………………………………………
…………………………………………………………………………………………
…………………………………………………………………………………………

8. Present activities and areas of operation in brief (attach separate sheet):….
…………………………………………………………………………………………
…………………………………………………………………………………………
………………………………………………………………………………………..

9. Collaborating institutions/organizations, if any, with their specific contribution:.
…………………………………………………………………………………………

10. Names of other organizations, if any who have been approached for sponsoring and/or funding and/or technical support:………………………………………………………………………………...
………………………………………………………………………………………….

11. Letter from the Head of the hosting Institution/Organisation indicating willingness to held the programme (format provided):………………………..

12. Expected number of beneficiaries and their list duly approved by the competent authority as per the following formats:………………………………

SI No	Name, Address with Pin code	Mobile no.	Educational Qualifications	Present Profession	Age	Caste

13. Number and list of resource persons and invited speakers with their addresses, designations, qualifications etc. **along with their consent letters**:….

SI No	Name, Address with Pin code	Mobile no. & e-mail id	Educational Qualifications	Present Profession

14. How many delegates/ resource persons / invited speakers are proposed to be offered TA/DA:……………………………………………………………………..

15. Post Conference events such as follow up actions, publications of leaflets, brochure, proceedings, small group meetings etc.:……………………………..

………………………………………………………………………………………………

………………………………………………………………………………………………

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16. Proposed budget showing a detailed break-up of anticipated expenses under different heads:

Sl. No.	Items required with justification and rate	Expenditure	Institution/ Organization Contribution	Grant expected from DST
1.	Honorarium to Resource Persons/ Experts			
2.	Training materials, Consumables expenses, if any			
3.	Hall rent, if any(documents to be submitted)			
4.	Publicity materials			
5.	Travel expenses			
6.	Documentation expenses including audio-visual systems			
7.	Light refreshments			
8.	Others (if any; clarify)			
9.	Contingency expenses (maxm. 3% of budget)			
Grand Total Expenditure				

17. If any grant was received earlier from DST during last five year, give details (if the answer is Yes, attach a copy of the submitted UC & SE): ………
………………………………………………………………………………………
………………………………………………………………………………………

18. Name and address of the authority who shall be responsible for submitting the UC, audited SE, Reports, photographs etc. of the grant, if sanctioned:
………………………………….…………………………………………...............
………………………………………………………………………………………..
………………………………………………………………………………………
………………………………………………………………………………………..

19. In whose favour the cheque will be drawn, if any grant is sanctioned: ……….
………………………………………………………………………………………..
………………………………………………………………………………………

20. Name, designation and address of the authority to whom allotted amount is to be sent, if any grant is sanctioned: ……………………………………………
………………………………………………………………………………………

21. **Check List of attachments to be submitted with the application**:

- Filled in full proposal in the prescribed format duly recommended by Jt. BDO/BDO/SDO/DM/MLA/MP/Sabhadhipati etc. (for registered society/NGO): **YES/NO**

- A covering letter in Organization's letter head from the Program Co-ordinator and Head of the Institute/Organisation: **YES/NO**

- Certificate from the Head of the Organisation (Annexure – I) in organization's letter head: **YES/NO**

- An attested copy of the registration certificate and up to date renewal certificate of the registration (for registered society/NGO) : **YES/NO**

- Last three years audited statement, memorandum and Rules & Regulations of the Organization (for registered society/NGO) : **YES/NO**

- Last three years annual reports of the organization (for registered society/NGO) : **YES/NO**

- A list of the beneficiaries as given in the application format duly authenticated by the appropriate authority (Gram Pradhan/Councilor etc.) : **YES/NO**

- Consent letters from the resource persons: **YES/NO**

- Any other information which needs separate sheet as mentioned in the application format: **YES/NO**

- Successful stories/feedback of the earlier programmes, if any: **YES/NO**

D E C L A R A T I O N

Certified that the details furnished above are correct to the best of our knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by DST. We also undertake to abide by the rules and other conditions prescribed by DST and provide due coverage to DST during the program and publications made from the program in future.

Signature:	**Signature:**
Date:	**Date:**
Name of Program Coordinator:	**Name of Head of the Institution:**
Designation:	**Designation:**
Address:	**Address:**

(Office Seal)

Certificate from the Head of the Institute/Organisation

Title of the programme:

……………………………………………………………………………………………

……………………………………………………………………………………………

1. I shall agree to abide by the terms and conditions of DST grant.
2. I did not submit this/ similar project proposal elsewhere for financial support.
3. I shall agree to submit bound Program Completion Report (PCR), five copies of UC, audited SE, photographs/ videos/ feedbacks along with a softcopy in MSWord/PDF within one month after completion of the program for which the grant received from DST.
4. Certified that my Institute/Organisation nominates Prof./Dr./Shri/Smt……. …… …....………………as the Programme Co-ordinator (PC) for the program and that in the unforeseen event of discontinuance by the PC, myself, being the Head of the Institution/Organisation will assume the responsibility for the fruitful completion of the program.
5. Certified that the equipment and other basic facilities as enumerated and such other administrative facilities of the Institute/Organisation, will be extended to the PC throughout the duration of the program.
6. Institute/Organisation assumes to undertake the excess financial requirement, if any and other management responsibilities during the execution of the program.
7. I have enclosed the following documents and ready to provide any other information as asked by DST:
    a. Covering letter addressed to the competent authority, DST: One copy
    b. Endorsement from the Head of the Institution (on letter head): One copy
    c. Details of the proposal: Three copies
    d. Registration Certificate, Latest Renewal Receipt, Memorandum of Association, Rules & Regulations of the Association: One copy
    e. Audited Balance Sheet, Statement of Expenditure etc. and Annual Report of last three years (Applicable only for registered societies/NGO): One copy

Name and Signature of Head of the Organisation
With Official Seal

Date:……………..
Place:……..……..

Format for interim Quarterly Progress Report (QPR)

(if the duration of the programme is for 3 months or above)

(From ....to ....)

1. Title of the program:……………………………………………………………

2. Name, address and contact numbers, e-mail ID of the PC:…………………..

3. Name, Address and Contact Numbers of Head of the Organisation:……….

4. DST Order No. & Date:……………………………….………………………

5. Total amount sanctioned:………………………………………………………

6. Funds received: ………………………………………………………………….

7. Duration of the program:……………………………………………………

8. Date of commencement of the program: …………………………………......

9. Objectives of the program:……………………………………………………….

10. Physical Progress made so far:………………………………………………….

11. Major achievements:……………………………………………………………..

12. Funds utilized, head wise:

Sl. No.	Item	Amount sanctioned	Amount utilized	Balance amount
1.				
2.				
3.				

13. Field visits/tours conducted, if any:…………………………………………….

14. Problems/challenges, if any, :……………………………………………..

………………………………….   ….………………………….

Name & Signature of   **Name & Signature of**

Programme Co-ordinator   **Head of the Institution**

Office seal with date

Format for Project Completion Report (PCR)

1. Title of the program:…………………………………………………………

2. Name, address and contact numbers, e-mail ID of the PC:………………….

3. Name, Address and Contact Numbers of Head of the Organisation:…………

4. Council Order No. & Date:……………………………………………………

5. Total amount sanctioned:……………………………………………………….

6. Funds received: ……………………………………………………………….

7. Duration of the program:……………………………………………………….

8. Date of commencement of the program: …………………………………………

9. Proposed date of completion:…………………………………………………

10. Actual date of completion:……………………………………………………

11. Deviation made from original objectives if any, while implementing the project
    and reasons thereof:……………………………………………………………

12. Objectives of the program:…………………………………………………

13. Physical Progress made so far:………………………………………………..

14. Major achievements:………………………………………………………….

15. Total Fund utilised:…………………………………………………………….

16. Summary of the work done highlighting the outcome separately including
    photographs/videos/feedbacks from the participants etc.:………………………
    …………………………………………………………………………………..
    …………………………………………………………………………………..
    …………………………………………………………………………………..
    …………………………………………………………………………………..

………………………………….   ……………………………

Name & Signature of   **Name & Signature of**
Programme Co-ordinator   **Head of the Institution**

Office seal with date

Format for Statement of Expenditure (SE)

Program: ……………………………………………………..…………………………………

Duration:……………..   **Venue**: ……………..……………………………….

Organized by: …………………………………..……………………………….

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
Amount received from DST		1.	
		2.	
Amount received from other Institution/ Organisation/ other means etc.		3.	
		4.	
Amount contributed from own Institution/ Organisation		5.	
		6.	
Total		**Total**	

Certified that we have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by DST vide Order No. ………………………………… dated…………………. of Rs………………………..

………………………………   …………………………………………   …………………………………………

Name & Signature   **Name & Signature**   **Name & Signature**
of Program Coordinator   **of Head of the Institution**   **of Chartered Accountant**

Office Seal with date

UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

No.   Date:

1. Name of the Grantee Institute (s)   :
   [Attach separate list for more than one Grantee Institution]

2. Sanctioning Authority   :

3. Sanction Order Number & Date   :

4. Amount Sanctioned   :

5. Drawing & Disbursing Officer   :

6. Treasury/PAO   :
   [From where the bill was drawn]

7. Bill No. & Date   :

8. T. V. No. & Date   :

9. Amount Drawn   :

10. Unspent Balance of Previous year, if any   :

11. Amount Utilised   :

12. Unspent Balance, if any, in Current year :

13. Purpose of Utilisation   :

CERTIFICATE

Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled/are being fulfilled that I have exercised the following checks to see that the money was actually utilised for the purpose for which was sanctioned.

[Applicable in case of unspent balance] The unspent fund will be adjusted against the Grant-in-Aid to be sanctioned and paid in the Current Financial Year (applicable in case of recurring grant only).

Kinds of checks exercised
   1. Cash Book
   2. Ledger
   3. ………
   4. ………
   5. ………

         Date   Signature with Official Stamp

Seminar/Workshop Feedback Form

Title of the Seminar/Workshop:…………………………………………………………………….

Name of the Organizers:……………………………………………………………………………

Name of the participant: …………………………………………………………………………

Address:………………………………………………………………………………………………

Age:………………………; Occupation:…………………………………………………………

Mobile No. …………………………………; E-mail id:……………………………………………

Educational Qualification:…………………………………………………………………………..

Sl No	Items	Rating. Please put tick (√)
1.	Did you find the Seminar/Workshop useful?	Very useful…………………. Quite useful……………….. Not very useful…………… Not useful at all…………..
2.	Did it cover what you were expecting?	Yes………… To some extent………. Not really………. Not at all……….
3.	Please rate the speaker on his/her delivery style?	Lack…………. Adequate……………. Good………….. Excellent…………
4.	How relevant was the content to your occupation?	Yes……….. To some extent…………. Not really…………… Not at all…………
5.	Seminar/Workshop duration	Too short………. Adequate…………. Too long…………..
6.	Are you familiar with the topics of this seminar?	Yes……….. To some extent…………. Not really…………… Not at all…………
7.	Did you like the venue, in terms of location and comfort	Yes……….. To some extent…………. Not really…………… Not at all…………
8.	What subject areas did you find particularly useful?	
9.	In terms of future seminars, are there any other related subject areas you would be interested in?	

Signature of the Participant with date

Thank you for your feedback!