

Government of West Bengal
Department of Science & Technology and Biotechnology (DSTBT)
Vigyan Chetana Bhavan, Block-DD, Plot-26/B, Sector-I
Salt Lake, Kolkata-700064

Application Format for Science Popularisation Programme

(Please submit the “Two Pages filled in Application Format” only with necessary documents)

FOR OFFICE USE ONLY:
Receipt No. & Date:.....

1. Title of the proposed Programme and Thrust Area:
2. Duration and Tentative Dates of the proposed Programme:
3. Aims, Objectives and details of the Programme (attach separate sheet, if necessary):
.....
.....
4. Name, Designation and Bio-data including Postal Address, mobile no. and e-mail id of the Programme Co-ordinator (PC) (attach separate sheet, if necessary):
5. Legal status of the Institute (School/ College/ University/ Institute/ Autonomous body/ registered NGO/ Trust etc.):
6. Date wise detail Programme Schedule (attach separate sheet, if necessary):
7. Collaborating Institutions/ Organizations, if any, with their specific contribution:.....
8. Expected number of participants and list of Resource Persons/ invited Speakers:
.....
9. Give details if any grant was received earlier from DSTBT during last three year:
.....
10. Name and address of the authority to whom the allotted amount is to be credited (if sanctioned) who will also be responsible for submitting the UC, audited SoE, Programme Completion Report, Feedback, Still and Video photographs etc. of the grant:.....
11. Total Programme Expenditure (A)/ Organisation’s contribution (B)/ Grant expected from DSTBT (C): **C:** ₹..... = (**A:** ₹..... – **B:** ₹.....)
(provide detail Budget break-up as per Annexure-I and Bank details as per Annexure-II):
.....

Check List of attachments to be submitted with the application

- Proposed Total Budget with break-up (Annexure-I) and Bank Details (Annexure-II) in organization's letter head: **YES/NO**
- For registered NGO/ Trust, filled in Application Format recommended by the appropriate Recommending Authority, viz., Jt.BDO/ BDO/ SDO/ DM/ Executive Officer-Municipality/ Commissioner-Municipal Corporation as the case may be: **YES/NO**
- For registered NGO/ Trust, attested copies of the registration certificate, latest renewal certificate, Memorandum and Rules & Regulations of the Organization, last three years Audited Statement of Accounts, Annual Reports etc.: **YES/NO**

DECLARATION

Certified that the details furnished in the filled in format are correct to the best of our knowledge & belief and that the amount of financial assistance, if sanctioned, will be utilized for the purpose for which it is granted within the time as prescribed by DSTBT. We also undertake to abide by the General Guidelines and Terms & Condition prescribed by DSTBT and provide due coverage to DSTBT during the Programme and publications/ print and electronic media made from the Programme in future. We also declare that within one month after completion of the Programme we shall submit the Utilisation Certificate (UC), Audited Statement of Expenditure (Audited-SoE), Programme Completion Report, Feedbacks from the Participants and feedback from the Recommending Authority (only for registered NGO/ Trust), still and video photographs etc.

Signature:

Signature:

Date:

Date:

Name of Programme Coordinator:

Name of Head of the Institution:

Designation:

Designation:

Address:

Address:

(Office Seal)

RECOMMENDATION

(only for registered NGO/ Trust)

Certified that the said Organisation is under our jurisdiction and we recommend/ not recommend the said proposal for funding from DSTBT, Govt of West Bengal.

Signature:

Date:

Name of Recommending Authority:

Designation:

(Office Seal)

Address:

Government of West Bengal
Department of Science & Technology and Biotechnology (DSTBT)
Vigyan Chetana Bhavan, Block-DD, Plot-26/B, Sector – I
Salt Lake City, Kolkata-700064

General Guidelines and Terms & Conditions for different types of Science Popularisation Programmes in West Bengal

General Guidelines for Science Popularisation Programme

Department of Science & Technology and Biotechnology (DSTBT), Government of West Bengal has a Scheme for financial assistance on Science Popularisation Programmes in all the relevant fields of Science & Technology and Biotechnology to create an impact among the faculties, research scholars, students, unemployed youths and common people in West Bengal that may be organized by Government/ Aided/ Private Schools, Colleges, Universities, Institutes, Registered Non-Government Organizations (NGO), Trusts, etc.

The General Guidelines, Terms & Conditions and Application Format for different types of Science Popularisation Programmes are available from Departmental website. For seeking financial assistance from this Department, one soft copy (single PDF, max 5MB only) of the filled in Application Format duly signed in with official stamp by the Programme Co-ordinator (PC), Head of the Institution (Hol) and the appropriate Recommending Authority (Jt.BDO/ BDO/ SDO/ DM/ Executive Officer-Municipality/ Commissioner-Municipal Corporation as the case may be, only for the registered NGO/ Trust) must be submitted at least three months before the commencement date of the proposed Programme to the Joint Secretary of this Department.

Terms & Conditions for Science Popularisation Programme

1. The Programme is constituted for the purpose of providing financial assistance in the form of grants for the Popularisation of Science including various awareness Programmes of Intellectual Property Rights (IPR) in the State of West Bengal. The major Thrust Areas are provided.
2. Application will be accepted in the latest prescribed format only. For registered NGO/ Trust, the application must be duly recommended by the Jt.BDO/ BDO/ SDO/ DM/ Executive Officer-Municipality/ Commissioner-Municipal Corporation. Mere application in the prescribed format shall not entitle the applicant for any financial assistance from DSTBT. Decision of the Competent Authority of DSTBT on all matters shall be the final and no correspondence shall be entertained in this matter.
3. Shortlisted applications will be evaluated by the Departmental Expert Committee and successful Programme Coordinator (PC)/ Head of the Institution (Hol) will be informed after issuing of sanctioned Government Order (GO).
4. On completion of the Programme, Utilisation Certificate (UC, five copies in original, Format-I), Audited Statement of Expenditure (Audited-SoE, Format-II), Feedbacks from the participants (Format-III), Programme Completion Report (Format-IV) including list of participants, list of Resource Persons/ Invited Speakers/ Dignitaries/ Experts etc., still and video photographs (both hardcopy and softcopy) should be sent to DSTBT. At the end of the Programme, the unutilised amount, if any, shall be refunded to DSTBT as per Government Rules at Bank using Form No. TR-7.
5. No Institute/ Organization shall be allowed to apply for next financial assistance from DSTBT unless and until they submit UC & Audited-SoE, Programme Completion Report, Feedbacks including photographs, videos etc. (both hardcopy and softcopy) of their previous/last grant.
6. Institute/ Organisation/ PC willing to publish Technical/ Scientific papers based on the work done under this Programme should acknowledge the assistance received from DSTBT; e.g., "Sponsored by Department of Science & Technology and Biotechnology, Government of West Bengal" must be properly printed/ published in the invitation cards/ brochure/ banners/ hoardings/ proceedings etc. The knowledge generated from the Programme will be the property of DSTBT and should be properly acknowledged always. Intellectual Property Rights (IPR), especially

registration of Copyright issue, if any, generated from this type of Programme shall be done in consultation with DSTBT.

7. After submission of the proposal, if any Programme is held without Sanctioned Government Order of DSTBT, the Department will not be liable to reimburse the expenses for organising that Programme.
8. The Departmental Officers/ Representatives may have the right to visit, monitor and participate anytime in any kind of DSTBT funded Programme for inspection and other evaluation purpose, if necessary.
9. For Awards, Certificates and other competitive events organized by any Institute/ Organisation with the Department's grant, DSTBT should not be liable for any disputes arising out of fair selection for the Awards, Prizes, Certificates etc. However, the Department may instruct and interfere at its own if the situation desires and in that case, the decision of the Competent Authority of DSTBT will be the final.
10. The Competent Authority of DSTBT may enforce additional guidelines, terms & conditions for the successful operation of the Programmes from time to time and the Institution/ Organisation/ PC are required to follow such directions to conduct the Programme effectively.

Different types of Science Popularisation Programmes:

Sl No	Programme Types	Minimum Duration	Nos. of Participation	Maximum Amount
1.	Seminar/ Workshop/ Conference/ Symposium/ Science Fair/ Short Term Course etc. organised by University/ Research Institute/ Autonomous Institute	2 days	50	75,000 (max.)
2.	Seminar/ Workshop/ Conference/ Symposium/ Science Fair/ Short Term Course etc. organised by Colleges	2 days	50	50,000 (max.)
3.	Seminar/ Workshop/ Conference/ Symposium/ Science Fair etc. organised by School/ Trust/ NGO	2 days	50	30,000 (max.)
4.	Non-residential Science Camp with hands-on-experiments for School Students involving surrounding Schools organised by University/ Research Institute/ College/ School/ Trust/ Registered NGO	3 days	100	1,00,000 (max.)
5.	Summer/ Winter Camp, Night Sky Watch Camp, Nature Study Camp, Science Hobby Camp for School Students involving surrounding Schools by University/ Research Institute/ College/ School/ Trust/ NGO	1 week	100	1,00,000 (max.)
6.	Entrepreneurship Awareness Camp (EAC) for Engineering/ Management/ Degree College/ Polytechnic/ ITI students organised by University/ Research Institute/ College	3 days	100	1,00,000 (max.)
7.	Teaching & Learning Materials & Methods (TLM) for Teachers/ Resource Persons organised by University/ Research Institute/ College/ School/ NGO/ Trust	2 weeks	30	1,00,000 (max.)
8.	Faculty Development Programme (FDP) for School/ College/ University/ Institute organised by School/ College/ University/ Research Institute	2 weeks	30	1,00,000 (max.)

All the figures are tentative; decision of the Competent Authority will be the final. If the duration of any Programme is less than that mentioned above, funding will be reduced proportionately.

Major Thrust area/ Themes: Science Popularisation Programmes

SI No	Title	Explanation
1.	Solar Energy	This awareness may help the students to know that solar energy is a major renewable energy source with the potential to meet many of the challenges facing the world. There are many reasons to promote its share in the energy market. This power source is increasing in popularity because it is versatile with many benefits to people and the environment.
2.	Environment and Earth	Environment and Earth awareness are to understand the fragility of our environment and the importance of its protection for our mother Earth. This type of awareness must be an integral part of the movement's success. By teaching students and common people, more emphasis can be given to fixing the problems that threaten it
3.	Water Management	Water is the future oil. Accordingly, water resources management is very important and will remain important for ever. Major part of water is consumed by crops, crops give us energy and energy keeps us alive. So it is not difficult to say, without having an efficient water resources management system, it would be difficult to talk about food security, environment and safe future of mankind on planet earth.
4.	Space Technology	Students must know that overcoming the challenges of working in space has led to many technological and scientific advances that have provided benefits to society on Earth in areas including health and medicine, transportation, public safety, consumer goods, energy and environment, information technology, and industrial productivity.
5.	Climate Change	It helps people understand and address the impact of global warming, increases "climate literacy" among young people, encourages changes in their attitudes and behaviour, and helps them adapt to climate change related trends
6.	Waste to Wealth	Waste-to-Wealth literally means moving waste from a platform of exhausted utility to valuable and desirable level
7.	Pollution Control	Public awareness of the environment means the ability to emotionally understand the surrounding world, including the laws of the natural environment, sensitivity to all the changes occurring in the environment, understanding of cause-and-effect relationships between the quality of the environment and human behaviour
8.	Sustainable Development	The Sustainable Development is a globally accepted developmental agenda, and it is expected that everyone everywhere in the world would be aware, knowledgeable and be willing to contribute to its attainment
9.	Natural Resources	It may help to underscored that are essential in order to lead to preservation and sustenance of natural resources and the environment
10.	Robotics, Artificial Intelligence and Mechatronics	In modern days, the social significance of robotics, AI and Mechatronics for different areas, like communication, home, health care, traffic, police force etc is a must for any development
11.	Cyber Security	This awareness helps to ensure that people realise that hackers within organised gangs of cyber criminals will try to deliberately attack, steal, damage or misuse one's systems and information, and that therefore everyone needs to be aware of the associated risk
12.	Technology Transfer	Technology transfer helps to develop the R&D results by the research community for new products or services for public use
13.	Intellectual Property Rights (IPRs)	IPRs play an important role in the industrial growth as technology-based industries rely more and more on innovations; Indian industries can benefit from the proper management of their IPRs such as patents, trademarks, copyrights, designs etc.
14.	Biotechnology	To aware that biotechnology helps to improve food quality, quantity and processing. It also has applications in manufacturing, where simple cells and proteins can be manipulated to produce chemicals
15.	History of Science	Placing scientific discoveries and advancement in the context of other historical events is important to know
16.	Biodiversity	Biodiversity is important to humans for many reasons, like ecological life support that supply oxygen, clean air and water, pollination of plants, pest control, wastewater treatment and many ecosystem services
17.	Health and Hygiene	The importance of good personal hygiene is necessary for personal, social, psychological which helps to prevent the development and spread of infections, illnesses etc.

SI No	Title	Explanation
18.	Innovation and Best Practices in Agriculture	In today's context of mass production, there are many good reasons to embrace innovation in agriculture which plays a key role in feeding a hungry world, improving the quality of our natural resources and enhancing the quality of life of our citizens
19.	Disaster Management	The goal of disaster management and preparedness is to lessen the impact of disasters on vulnerable populations, to ready an organization for an influx of activity, and to design a coordinated plan that reduces the waste of resources, time and efforts
20.	Rain Water Harvesting	As per latest reports there is going to be an acute shortage of water; rainwater harvesting is a sustainable process that helps in preserving rain water for different purposes and for the future needs as well
21.	Idea, Creativity and Innovation	Creativity is the ability to combine ideas in a unique way or to make useful association among ideas for quality improvement in every field of life and innovation puts these ideas into action
22.	Entrepreneurship and Start ups	In a knowledge-based society start-up entrepreneurship is crucial because of innovations, new jobs and bringing competitive dynamics into the business environment
23.	Mobile Apps	Today, mobile apps have become part of human existence and they are important enablers for brand awareness and recognition
24.	Food Security	Food security exists when all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life

Proposed Total Budget with break-ups

Sl. No.	Items required with justification and rate	Total Expenditure (A) ₹	Institution/ Organization Contribution (B) ₹	Grant expected from DSTBT (C=A-B) ₹
1.	Honorarium to Resource Persons/ Experts			
2.	Training/ Study materials, Consumables expenses			
3.	Hall rent, if any			
4.	Publicity materials			
5.	Travel expenses			
6.	T.A. to the external Resource Persons/ Experts			
7.	Documentation expenses including audio-visual			
8.	Light refreshments			
9.	Auditors' fee			
10.	Other expenses, if any (please specify)			
Grand Total Expenditure (₹):				

Bank details of the Applicant Organisation

Name of the Organisation	
Bank Account number & name of the Account holder/ Organisation	
Type of Account (Savings or Current A/c)	
Name of the Bank	
Name of the Branch with Branch address	
IFSC of the Branch	
Mobile Number of the Programme Coordinator/ Head of the Organisation	
PAN / TAN of the Account holder/ Organisation	

Signature of Authorised Personnel with seal

Utilisation Certificate (UC) 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

Audited Statement of Expenditure (Audited SoE)

Title of the Programme:

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

Organized by:

Receipts	Amount (₹)	Payments	Amount (₹)
Amount received from DSTBT		1.	
		2.	
Amount contributed from own Institution/ Organisation/ Participants etc.		3.	
		4.	
Amount received from other Institution/ Organisation/ other means etc.		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 DSTBT vide Government Order No.....dated.....of ₹.....

Name & Signature of Programme Coordinator	Name & Signature of Head of the Institution	Name & Signature of Chartered Accountant
Official Seal	Official Seal	Official Seal

Feedback Form

Title of the Programme:.....

Name of the Programme Coordinator:.....

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 Programme 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 expectation?	Yes..... To some extent..... Not really..... Not at all.....
5.	Programme duration	Too short..... Adequate..... Too long.....
6.	Are you familiar with the topics of this Programme?	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 Programme, are there any other related subject areas you would be interested in?	

(Sponsored by: DSTBT, GoWB)

Signature of the Participant with date

Programme Completion Certificate

This to Certify that the Programme titled sponsored by the Department of science & Technology and Biotechnology (DSTBT), Govt. of West Bengal was successfully organised by in collaboration with (if any) during at (venue) for the benefit of

The following components of the above mentioned Programme

- 1.
 - 2.
 - 3.
 - .
 - .
- were found very beneficial and inspiring for the who participated during the mentioned events.

Special achievements by conducting this programme are:(in few lines).....
.....
.....
.....
.....
.....
.....

The Still photographs and videos taken during each of the individual events are enclosed for reference.

Name & Signature of Programme Coordinator	Name & Signature of Head of the Institution	Name & Signature of the person who has recommended, if any
Official Seal	Official Seal	Official Seal