

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

**Guidelines, Terms & Conditions and Format for proposal submission on  
“Science Awareness/Seminar/Workshop/Conference/Symposium/Science  
Camp for Students/EAC/TLM/Skill Development Training Programme etc.”**

**General Guidelines**

Department of Higher Education, Science & Technology and Biotechnology (DHESTBT), Government of West Bengal 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, Registered Non-Government Organizations (NGO), Trustees (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. Priorities would be given to the proposals submitted by Educational Institutes.

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 Science & Technology Branch of the Department or may be downloaded from Departmental website: **www.wbhed.gov.in** and **www.dstwb-council.gov.in**. One hard copy and one soft copy (CD/DVD/Pen Drive in MSWord or PDF) of the filled in Application Format and Terms & Conditions and Guidelines duly signed with official stamp must be submitted at least three months before the commencement date of the proposed program to:

**The Joint Secretary**  
**Department of Higher Education,**  
**Science & Technology and Biotechnology (DHESTBT)**  
**(Science & Technology Branch)**  
Vigyan Chetana Bhavan, Block-DD, Plot-26/B, Sector-I  
Salt Lake, Kolkata-700064  
**Website: www.wbhed.gov.in and www.dstwb-council.gov.in**

- Terminology used in this scheme:

DHESTBT	: Department of Higher Education, S&T and Biotechnology
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
SoE	: 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 six months. 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 the specified period or one year, whichever is earlier. The date of commencement should be intimated in writing to DHESTBT well in advance so that DHESTBT may depute any official for attending the programme.
3. Generally this scheme does not provide any financial assistance for development of infrastructure. However, with due permission from DHESTBT, if any assets are acquired/created from the received grant then those assets will be the sole property of DHESTBT 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 DHESTBT. At the termination of the programme, the DHESTBT 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.** In addition, DHESTBT 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 (SoE) 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 DHESTBT.** The Utilization Certificate (UC) & audited Statement of Expenditure (SoE) 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 DHESTBT unless & until they submit UC & audited SoE, 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 DHESTBT. 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 DHESTBT, 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 DHESTBT or the balance grant with them.
10. DHESTBT 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 DHESTBT for monitoring/evaluating the progress of the program.
- 11. The program becomes operative with effect from the date of receipt of DHESTBT order or the date on which the fund is received by the implementing Institution/ Organisation, whichever is earlier. This date should be intimated by the Institution/Organisation/PC to DHESTBT in writing. It will, in no case, be later than one month after the receipt of the fund by the Institute/Organisation from DHESTBT.**

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 DHESTBT, the Institute/organisation/PC will inform the same to DHESTBT and in consultation with DHESTBT, 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 DHESTBT. **Name of the sponsoring authority, e.g., Sponsored by “Department of Higher Education, Science & Technology and Biotechnology, Govt of WB” 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 DHESTBT and should be properly acknowledged always. Transfer of technology/Intellectual Property Rights (IPR) issues generated shall be done in consultation with DHESTBT.
15. The respective Committee and/or the competent authority of DHESTBT 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 the Jt.BDO/BDO/SDO/DM/MLA/MP/ Sabhadhipati etc.(for NGO/Trustee).** Mere application in the prescribed format shall not entitle the applicant to any financial assistance from DHESTBT. Decision of the respective Committee and/or the competent authority of DHESTBT 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	Minimum Nos. of Participation	Maximum Amount (Rs)
Seminar/Workshop/Conference/Symposium/ Short Term Course etc. organised by University/Research Institute/Autonomous Institute	-	-	75,000 (max.)
Seminar/Workshop/Conference/Symposium/ Short Term Course etc. organised by Colleges	-	-	50,000 (max.)
Seminar/Workshop/Conference/Symposium etc. organised by School/Registered NGO/Trustee	-	-	30,000 (max.)
Science Camp with hands-on-experiment for School Students involving surrounding Schools organised by Institute/ College/ School/Registered NGO/Trustee	3 days	100	1,00,000 (max.)
Entrepreneurship Awareness Camp (EAC) for Engineering/Management/Degree/ Polytechnic/ ITI students organised by Institute/ College	3 days	100	1,00,000 (max.)
Skill Development Training Programme (SDTP) using New and Innovative ideas/ methods etc organised by Institute/ College/ Registered NGO/Trustee	6 months	30	1,50,000 (max.)
Faculty Development Programme for School/College/University/Institute	15 days	30	1,00,000 (max.)

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

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

Signature:

Signature:

Date:

Date:

Name of Program Coordinator:

Name of Head of the Institution:

Designation:

Designation:

Address:

Address:

(Office Seal)

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Salt Lake, Kolkata-700064**

**Format for proposal submission on  
“Science Awareness/Seminar/Workshop/Conference/Symposium/Science Camp  
for Students/EAC/TLM/Skill Development Training Programme etc.”**

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 (Annexure-I):.....

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

Sl 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, if possible:....

Sl 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.:.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....



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 DHESTBT
1.	Honorarium to Resource Persons/ Experts			
2.	Training/ Study materials, Consumables expenses,			
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.	Auditors' fee (if any)			
9.	Other expenses, if any (please specify)			
<b>Grand Total Expenditure</b>				

17. If any grant was received earlier from DHESTBT 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. Please provide the Bank details as per Annexure-II : .....

.....  
 .....

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 along with the Terms & Conditions and Guidelines in the prescribed format duly recommended by Jt.BDO/BDO/SDO/DM/MLA/MP/Sabhadhipati etc. (for registered NGO/ Trustee): **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) and Bank Details (Annexure-II) 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 NGO/ Trustee) : **YES/NO**
- Last three years audited statement, memorandum and Rules & Regulations of the Organization (for registered NGO/ Trustee) : **YES/NO**
- Last three years annual reports of the organization (for registered NGO/ Trustee) : **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**

**DECLARATION**

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 DHESTBT. We also undertake to abide by the rules and other conditions prescribed by DHESTBT and provide due coverage to DHESTBT 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 DHESTBT 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 softcopy within one month after completion of the program for which the grant received from DHESTBT.
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 DHESTBT:
  - a. Covering letter addressed to the competent authority, DHESTBT: One copy
  - b. Endorsement from the Head of the Institution & Bank Details (on letter head): One copy
  - c. Details of the proposal: One Copy
  - d. Registration Certificate, Latest Renewal Receipt, Memorandum of Association, Rules & Regulations of the Association (Registered NGO/ Trustee): One copy
  - e. Audited Balance Sheet, Statement of Expenditure etc. and Annual Report of last three years (Registered NGO/ Trustee): One copy

**Name and Signature of Head of the  
Organisation With Official Seal**

**Date:**.....

**Place:**.....

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

**BANK & OTHERS DETAILS OF THE APPLICANT INSTITUTION FOR RECEIVING GRANT**

<b>Name of the Organization</b>	
<b>Account number &amp; name of the Account holder</b>	
<b>Type of Account (Savings or Current A/c)</b>	
<b>Name of the Bank</b>	
<b>Name of the Branch with Branch address</b>	
<b>IFSC of the Branch</b>	
<b>Mobile Number of the Program Coordinator/Head</b>	
<b>PAN / TAN of the account holder</b>	
<b>File Number</b> <b>(for DHESTBT-GoWB use only)</b>	

Date:

**Signature of Authorised Person with seal**

Enclosures:

\* Cancelled Cheque / Photo Copy of first page of Bank pass book

## 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

**Statement of Expenditure (SoE)**

**Program:** .....

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

**Organized by:** .....

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

**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 DHESTBT vide Order No.**

..... **dated**..... **of Rs**.....

.....  
**Name & Signature  
of Program Coordinator**

.....  
**Name & Signature  
of Head of the Institution**

.....  
**Name & Signature  
of Chartered Accountant**

**Office Seal with date**

## Seminar/Workshop Feedback Form

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

Name of the Organizer:.....

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

Sponsored by: DEPARTMENT OF HIGHER EDUCATION, SCIENCE & TECHNOLOGY &  
BIOTECHNOLOGY, Govt. of West Bengal (DHESTBT-GoWB)

Thank you for your feedback

