

B. FAQ on "Seminar Symposium Conference"

1. How to apply for a DSTBT, GoWB sponsored Seminar Symposium Conference?

Ans. Apply online through Vigyansathi Portal (www.vigyansathi.in) only when the advertisement will come out. For more details please go through the Guidelines.

2. What are the different types of Seminar Symposium Conference of DSTBT, GoWB?

Ans. Seminar Symposium Conference may be organised by University, Research Institute, Autonomous Institute, Colleges, Trust, Registered NGO; for more details please go through the Guidelines, sl. no. 10

3. What are the thrust areas for Seminar Symposium Conference of DSTBT, GoWB?

Ans. There are Twenty four (24) thrust areas given in the Guidelines.

4. Does a Principle Investigator (PI - who has already applied for new R&D Project or is having an ongoing R&D Project) can apply as a Programme Co-ordinator (PC) for any Seminar Symposium Conference?

Ans. Yes

5. Whether a Programme Co-ordinator can apply for more than one Seminar Symposium Conference?

Ans. No.

6. Can a Programme Co-ordinator from an Institute/ Organisation outside West Bengal apply for Seminar Symposium Conference?

Ans. No

7. Can a Contractual/ Adhoc/ Non Permanent faculty be act as a Programme Co-ordinator?

Ans. No.

8. Can two persons act as Programme Co-ordinator?

Ans. No. In any Seminar Symposium Conference there will be only one PC.

9. What is the maximum age of Programme Co-ordinator?

Ans. 60 years as on Advertisement date.

10. Can any Institute/ Organisation apply more than one Seminar Symposium Conference during the same financial year?

Ans. Yes, but only after completion of the last one with the submission of UC, Audited SoE, Report, online Feedback, Participants list in MS Excell in Vigyansathi Portal etc.

11. Can a private School/ College/ University apply for Seminar Symposium Conference?

Ans. Yes

12. Can a registered NGO, Trust apply for Seminar Symposium Conference?

Ans. Yes

13. Is recommendation is must for registered NGO, Trust?

Ans. Yes, details given in Guidelines.

14. What is short listing of the project proposals?

Ans. Short listing of the proposals means to go through the proposals as received by on line through vigyansathi Portal and to check whether the proposals are submitted by following all the Terms & Conditions (T&C) of the Department before evaluation by the Expert Committee/ Department. If any proposal fails any T&C, then the said proposal may not be considered for evaluation

15. What is the minimum and maximum duration of a Seminar Symposium Conference?

Ans. Minimum: 2 days. Maximum: 2 weeks. For more details please go through the Guidelines, sl. no. 10.

16. What is the maximum grant-in-aid for a Seminar Symposium Conference?

Ans. The maximum grant-in-aid varies depending upon the programme type and the duration. For more details please go through the Guidelines, sl. no. 10.

17. Is it necessary to give a presentation by the PC before the Expert Committee for getting fund for Seminar Symposium Conference?

Ans. No. But, PC may be required to give presentation before Expert Committee, if it is desired by the Committee.

18. What is the minimum time gap between application and tentative programme date?

Ans. A minimum time gap of three months is required before commencement of the proposed programme and the application.

19. How the Institute/ Organisation will get the information about sanctioning of the submitted programme?

Ans. Programme Coordinator (PC)/ Head of the Institution (HoI) will be informed by the Department after issuing of sanctioned Government Order (GO).

20. After the completion of the programme what to submit to DSTBT, GoWB?

Ans. 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)

21. What are the Formats for UC, SoE, Report etc.?

Ans. All the different Formats are available in the Guidelines. Format-I is used for UC, for Audited-SoE use Format-II, Online Feedbacks uses format-III, Programme Completion Report is to be given in Format-IV and Participation database detail has to be given in Format- V.

22. Is it necessary to inform the exact programme date along with invitation letter to DSTBT, GoWB after getting the fund?

Ans. Yes, it is compulsory to inform the exact programme date along with invitation letter to the concerned Officer/ Competent Authority of DSTBT, GoWB after getting the sanctioned fund

23. Is it possible to change the programme date later on?

Ans. In case of unavoidable circumstances, the programme date can be changed after getting proper approval from the Department.

24. Can the Institute organise the programme without getting any fund from DSTBT, GoWB?

Ans. Just after application and submission of the proposal, if any Programme is organised without any Sanctioned Government Order (GO) of DSTBT, the Department will not be liable to reimburse the expenses for organising that Programme.

25. Is it mandatory to put the name of DSTBT, GoWB in the programme banner after getting any fund from the Government?

Ans. Yes, it is mandatory.

26. Can any Institute mention the name of DSTBT, GoWB in the banner without getting any fund from the Government?

Ans. No.

27. If any Institute spends more than the fund received then is it possible to get the remaining fund later on from DSTBT, GoWB?

Ans. No.

28. If any Institute spends less than the fund received then what is the procedure to return the remaining fund to DSTBT, GoWB?

Ans. After completion of the Programme, the unutilised amount, if any, has to be refunded to DSTBT as per Government Rules using Form No. TR-7.

29. Is it necessary to acknowledge the Department in each and every publication, banner, print and electronic media about the sponsorship of DSTBT, GoWB?

Ans. Yes. It is compulsory and must do activity.

30. How to get online Feedback from the participants?

Ans. Online Feedbacks (Format-III) from the participants is a must in the Vigyansathi portal using computer/ mobile by clicking the respective links after each of the programme. If link is not received due to any technical problem, then the same has to be done manually.