

**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 Seminar, Symposium, Conference Programmes**

(Please upload the filled in “Application Format” along with necessary documents at Vigyansathi portal)

1. Programme Type (ref SN 10 of the Guidelines): .....
2. Title of the proposed Programme: .....
3. Target Group (Faculty, Teacher, Research Scholar, College/ University Student, Community): .....
4. Duration (days): .....; Tentative Dates of the proposed Programme: .....
5. Aims, Objectives and Details of the Programme (attach separate sheet, if necessary): .....  
.....
6. Name, Designation, Postal Address, mobile no. and e-mail id of the (only one) Programme Co-ordinator (PC) (attach separate sheet, if necessary): .....  
.....
7. Legal status of the Institute (College/ University/ Institute/ Polytechnic/ ITI/ Autonomous body/ registered NGO/ Trust etc.): .....
8. Date wise detail Programme Schedule (attach separate sheet, if necessary): .....
9. Collaborating Institutions/ Organizations, if any, with their specific contribution:.....
10. Expected number of participants and list of Resource Persons/ Invited Speakers: .....
11. Give details of the grant received from DSTBT in last three Financial Years, if any alongwith the date of submission of UC, Audited SoE, Report etc.: .....
12. 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:.....
13. 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 (put tick) of attachments to be submitted with the application**

- Proposed Total Budget with break-up (Annexure-I) and Bank Details (Annexure-II) in Institute/ 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 (where the programme is actually going to be held): **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., List of recommended beneficiaries: **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, 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 reputed in this field and I/ we recommend the said proposal for getting grant-in-aid from DSTBT, Govt of West Bengal for the benefit of the local College/ University Students/ Community etc.

**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 Seminar, Symposium,  
Conference Programmes in West Bengal**

**General Guidelines for Seminar, Symposium, Conference Programmes**

(Please upload the filled in “Application Format” alongwith necessary documents at Vigyansathi portal)

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

The General Guidelines, Terms & Conditions and Application Format for Seminar, Symposium, Conference Programmes are available from Departmental website/ Vigyansathi Portal. For seeking financial assistance from this Department, one soft copy (single PDF, max 20MB only) of the filled in Application Format duly signed in with official stamp by the Programme Co-ordinator (PC), Head of the Institution (HoI) and the appropriate Recommending Authority (Jt.BDO/ BDO/ SDO/ DM/ Executive Officer-Municipality/ Commissioner-Municipal Corporation as the case may be; where the programme is actually going to be held, only for the registered NGO/ Trust) must be uploaded in Vigyansathi Portal, as per the advertisement, at least three months before the commencement date of the proposed Programme.

**Terms & Conditions for Seminar, Symposium, Conference Programmes**

1. The Programme is constituted for the purpose of providing financial assistance in the form of grant-in-aid for the Seminar, Symposium, Conference in the field of Science & Technology and Biotechnology including various awareness Programmes of Intellectual Property Rights (IPR) in the State of West Bengal. The major Thrust Areas are provided.
2. Online application has to be done in Vigyansathi Portal as per the advertisement and a complete single pdf (max 20MB) to be uploaded as per 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 later on.
3. Shortlisted applications will be evaluated by the Departmental Expert Committee and successful Programme Coordinator (PC)/ Head of the Institution (HoI) will be informed after issuing of sanctioned Government Order (GO) from this Department.
4. On completion of the Programme, Utilisation Certificate (UC, five copies in original signature, Format-I), Audited Statement of Expenditure (Audited-SoE, Format-II), Online Feedbacks from the participants in the Vigyansathi portal using computer/ mobile by pointer/click in (Format-III), Programme Completion Report (Format-IV) including list of participants as per the DSTBT, GoWB format, list of Resource Persons/ Invited Speakers/ Dignitaries/ Experts etc., still and video photographs (both hardcopy and softcopy) should be sent to DSTBT along with the necessary inputs and uploading of the softcopies in Vigyansathi Portal. 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. Beside the hardcopy, uploading the details of the Participants (full list, in MS Excel) as per the DSTBT, GoWB format (Format-V) in the Vigyansathi Portal is a must.

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 financial 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 application and submission of the proposal, if any Programme is held without Sanctioned Government Order (GO) 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. The Institute/ Organisation must inform/ invite DSTBT during inauguration and valediction of the programme.
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 discretion 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. The list of Seminar, Symposium, Conference Programmes are given below.

**Different types of Seminar, Symposium, Conference Programmes:**

Sl No	Programme Types	Minimum Duration	Min. nos. of Participation	Maximum Amount
1.	Seminar/ Symposium/ Conference etc. organised by University/ Research Institute/ Autonomous Institute	2 days	50	1,50,000 (max.)
2.	Seminar/ Symposium/ Conference etc. organised by Colleges	2 days	50	1,00,000 (max.)
3.	Seminar/ Symposium/ Conference etc. organised by Trust/ Registered NGO	2 days	50	50,000 (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: Seminar, Symposium, Conference 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.

<b>SI No</b>	<b>Title</b>	<b>Explanation</b>
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.	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)			
<b>Grand Total Expenditure (₹):</b>				

(\*) Atleast 10% of the total budget contribution from the Institute/ Organisation is desirable

## 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.	
<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 DSTBT vide Government Order No.....dated.....of ₹.....

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**Name & Signature  
of Programme  
Coordinator**

**Official Seal**

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

**Official Seal**

**Name & Signature  
of Chartered Accountant**

**Official Seal**

**Online Feedback Form**

[Rank based points from 1-5 (5 to be excellent) in online Feedbacks from the participants in the "Vigyansathi" portal using computer/ mobile by pointer/ click in]

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: 1-5 (1=Poor, 2=Average, 3=Good, 4=Very Good, 5=Excellent)
1.	Did you find the Programme useful?	1---2---3---4---5
2.	Did it cover what you were expecting?	1---2---3---4---5
3.	How are the speakers on their delivery style?	1---2---3---4---5
4.	How relevant was the content to your expectation?	1---2---3---4---5
5.	Programme duration?	1---2---3---4---5
6.	How the topics of this Programme?	1---2---3---4---5
7.	How is the venue, in terms of location and comfort	1---2---3---4---5
8.	How the subject areas are useful to you?	1---2---3---4---5
9.	In terms of future Programme, are there any other related subject areas you would be interested in?	Write in one or two sentences

(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.

We have uploaded all the relevant information in the Vigyansathi Portal including the details of the Participants (full list, in MS Excel) as per the DSTBT, GoWB format (Format-V).

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<b>Name &amp; Signature of Programme Coordinator</b>	<b>Name &amp; Signature of Head of the Institution</b>	<b>Name &amp; Signature of the person who has recommended, if any</b>
<b>Official Seal</b>	<b>Official Seal</b>	<b>Official Seal</b>

