

UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY

(An Autonomous Body of Govt. Of Uttarakhand)
(HRD DIVISION)

Proposal for organizing short term training courses for students, researchers and faculty members in biotechnology & nanotechnology

(First page should mention only:

Title of project, Name of PI and contact details of PI along with name of institution)

1. Name & Designation and address (including fax/ telephone No. telegraphic code, fax, email etc.) of the Course coordinator
2. Name of the Institution/ organization
3. Title of the training course
4. Duration & dates of the course
5. No. of participants
6. Mode of selection
7. Brief justification of proposal i.e. need for conducting the course
 - (i) Details of laboratory facilities available with the institute
 - (ii) Status of expertise of the organizers in the field (please attach biodata)
8. Objectives of the course
9. Nature of the Course (Theoretical / Practical) (minimum 70% practical)
10. Course content (please specify schedule of lectures and practicals)
11. Whether any such training sponsored by the UCOB or other agency conducted earlier
12. Ongoing research projects with the course organizer in the field, indicating the name of funding agency etc.; if any

13. Financial assistance required for conducting the course; (estimates to be given on a realistic basis alongwith justification, and giving details as indicated in the enclosed guidelines)
14. Course Faculty Name, Designation, Area of expertise& Address
 - a) Internal faculty
 - b) Indian guest faculty
15. Whether any foreign guest faculty to be involved. If yes, indicate his research experience (in brief) and reason for inviting guest faculty.
16. Existing guest house or hostel accommodation etc.
17. (a) Designation in whose name Demand Draft/Cheque is to be issued:
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(b) *Complete Address in whose name the Demand Draft/Cheque is to be dispatched.*
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18. Name of the Authority (with complete address and fax No.) who will be responsible for submitting the Utilization Certificate and Statement Total Income from all the sources & Expenditure signed by Accounts Officer/Finance Officer of the Institute (if Govt. Organization) or audited :
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19. Other information, if any

Date & Place

Signature of the Course Organizer
Designation with seal

Instructions for the training courses

1. The main objective of the course is to impart hands-on training in research techniques. Besides demonstrating the techniques, participants should be encouraged to carry out the techniques/laboratory exercises themselves.
2. The number of participants should not be less than 15.
3. The duration of the course should be 10 to 20 days.
4. A day-to-day schedule of the course indicating laboratory exercises as well as lectures planned is to be furnished along with the proposal.
5. At least 4 scientists including a Course Director who have expertise in the research area of the proposed course should be chosen as Core-Faculty from the host institute. The bio-data of the Course Director and the faculty along with a list of relevant research papers published during the last 3-4 years should also be enclosed.
6. In addition to the internal faculty, 2-4 Indian Guest Faculty drawn from other Indian laboratories/institutes engaged actively in the relevant research areas should be invariably involved in organizing the course.
7. Total cost of a course should be within an amount of Rs.5.0 lakhs. This would include cost of minor lab. Equipment, consumables, printing of laboratory manual, TA/DA, technical fees, cost of advertisement, stationery, contingency etc.
8. The schedule and the syllabus of the training course should be given wide publicity. Sufficient time should be given to the candidates for submitting applications through their institutes. .
9. No charges/registration fee should be charged from the course participants.
10. The laboratory manual for courses bound and printed, should be made available to the participants at the beginning of the courses. Apart from giving detailed protocols for lab. Exercises / techniques, the manual should also include a brief theory of the practical, abstracts of the lectures illustrations, diagrams, if any to explain the techniques/protocols, references of important research papers published by the course Director and his group.
11. 5 copies of the manual along with other relevant documents/papers should be sent to the Department along with relevant details such as name and address of participants, feedback of faculty and participants.
12. Any change in the schedule of the course would require prior approval of the Department.
13. Institutes will be required to furnish statement of expenditure and utilization certificate within 1 months of completion of the course and unspent balance out of the grant, if any, is to be refunded immediately to the Department through **Demand Draft (preferably State Bank of India) in favour of "Director, Uttarakhand Council for Biotechnology ", payable at Haldi.**
18. In case, audited statement of expenditure/utilization certificate against the grant released earlier by the Department to conduct such training course by the same Course Director or his group has not been furnished or unspent balance, if any, is yet to be returned to the Department, it would not be possible for the Department to consider another proposal until the above is sent to Uttarakhand Council For Biotechnology.

(Note: The proposal should be duly forwarded by the Executive Authority of the Institute with signature and seal in the prescribed format (5 copies) and be sent to

**Director,
Uttarakhand Council for Biotechnology
Biotech Bhavan, P.O. Haldi -263 146, Dist. U.S. Nagar, Uttarakhand.**

Annexure- I

TERMS & CONDITIONS OF THE GRANT

**(For all programme/ activity funded by Uttarakhand Council for Biotechnology)
(To be signed and enclosed with concern filled proforma)**

1. Approval of the Research proposal and the grant released would be for the specific areas of this proposal and grant should be exclusively spent on the project/Activity for which it has been sanctioned within the stipulated time. Any unspent part of amount would be surrendered to the

Uttarakhand Council for Biotechnology, An Autonomous Body of Govt. of Uttarakhand through an account payee demand draft drawn in favour of the "Director, Uttarakhand Council for Biotechnology, Biotech Bhavan, Haldi 263 146, U.S. Nagar, Uttarakhand and/ carry forward of funds of the next financial year for utilization for same project may be considered only with specific approval of the Department.

2. For permanent/semi-permanent assets acquired solely or mainly out of the grant, an audited record in the form of a register shall be maintained by the Institute. The term "**assets**" means (I) immovable property and (II) movable property of a capital nature, where the value exceeds Rs. 1000/- The grant will not be utilized for construction of any immovable property, Full facilities by way of accommodation, etc. for the project will be given by the host Institute.
3. All the assets acquired from the grant will be the property of Govt. of Uttarakhand and should not be disposed of without the prior sanction of the Uttarakhand Council for Biotechnology, or encumbered or utilised for purpose other than those for which the grant has been sanctioned.
4. At the conclusion of the project, the Govt. of Uttarakhand will be free to sell or otherwise dispose of assets which are the property of the Govt. of Uttarakhand. The Institute shall render to Uttarakhand Council for Biotechnology, Govt. of Uttarakhand necessary facilities for arranging the sale / disposal of these assets. **The Government may, however, consider the request of host institutions to retain the assets created under a project for carrying out similar work for the promotion of science & technology.**
5. The implementing Institute/PI will furnish progress report of work on the project every **six months**. The progress of the project will also be reviewed/monitored at least once a year by the concerned Task Force/Project Monitoring Committee, etc. In addition the Uttarakhand Council for Biotechnology shall designate Scientists/Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures as to ensure early realization of the objectives of the project. On completion of the project / Activity **five copies** of a consolidated report, both in **English and Hindi** of the work done on the subject would be submitted to the Uttarakhand Council for Biotechnology.
6. The Institute is required to send to Uttarakhand Council for Biotechnology a list of assets referred to at Sl. No. 2 above at the end of each financial year as well as at the time of seeking further instalments of the grant.
7. The Institute would furnish to the Uttarakhand Council for Biotechnology a Utilization Certificate and an audited statement of expenditure (**Copy enclosed at Annexure - II**) duly signed by the P.I., the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of each financial year(or at completion of Activity) as well as a consolidated statement of expenditure at the end of the completion of the project.
8. A stamped receipt be sent to the Uttarakhand Council for Biotechnology on receipt of the Cheque/ Demand draft towards each release.
9. The department has the right of access to the books and accounts of the Institute for the grant received from the Uttarakhand Council for Biotechnology, An Autonomous Body of Govt. of Uttarakhand.
10. The Institute would maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest,the interest thus earned should be reported to the Uttarakhand Council for Biotechnology.
11. Investigators/Institutes wishing to publish papers based on the research work done under UCB projects should acknowledge the financial support received from the Uttarakhand Council for Biotechnology.
12. The Uttarakhand Council for Biotechnology will have the right to call for drawings, specifications and other data necessary to enable the transfer of know-how to other parties and the Institute shall supply all the needed information at the request of the Uttarakhand Council for Biotechnology which will ensure confidentiality. The information required for commercializing Biotechnologies may be furnished to this Department.
13. The human resources that may be engaged for the project by the Institute are not to be treated as employees of the Uttarakhand Council for Biotechnology and the deployment of such human resource at the time of completion or termination of project, will not be the concern/responsibility of the Uttarakhand Council for Biotechnology. The Organisation may make reservations for Scheduled Castes, Schedule Tribes etc. in the human resource to be engaged for the project in accordance with the instruction issued by the Govt. of Uttarakhand from time to time.
14. The Uttarakhand Council for Biotechnology reserves the right to terminate the grant at any stage and also to recover the amounts already paid if it is convinced that the grant has not been properly utilized or the work on the project has been suspended for any unduly long period or appropriate progress is not being made.

15. The project will become operative with effect from the date of release of the first installment for the project.
16. If the Investigator to whom a grant for a project has been sanctioned leaves the institution where the project is being implemented, he shall submit five copies of complete and detailed report of the work done by him on the project and the money spent till the date of his/her release and shall also arrange to refund the unspent balance, if any.
17. Wherever an Institute/University/ Organisation and a Registered Society/ Association are jointly organizing a seminar, the responsibility of furnishing the Utilization Certificate and Statement of Total Income & Expenditure will lie with both.
18. In case grants-in-aid is granted and there are overall profits/ savings as per the statement of total income from all the sources & expenditure of the Seminar etc., the grants-in-aid sanctioned would be treated as loan and Organising Institute would be required to refund the same to the extent of savings.
19. In case of Registered Society, Private College, NGO, deemed university etc., copies of the following should be enclosed:
 - (i) Registration Certificate
 - (ii) Articles of Association
 - (iii) Bye-Laws
 - (iv) Audited Statement of Accounts of the Society etc. for the last 3 years
 - (v) Sources & pattern of Income & Expenditure

Signature of Project Coordinator

(applicable only for multi-institutional projects)

Date & Place

**Signature of Executive Authority of Institute/
University With seal**

Date & Place

Signature of Principal Investigator :

Date & Place

Signature of Co-Investigator

Date & Place

Signature of Co-Investigator

Date & Place