



Department of Science & Technology
Government of Gujarat

Guidelines for the Financial Support for Organizing Seminars / Symposia / Training Workshops/ Brainstorming meetings in different areas of Biotechnology

॥ जीवो ब्रह्मैव नापरः ॥



GUJARAT STATE BIOTECHNOLOGY MISSION

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GUJARAT STATE BIOTECHNOLOGY MISSION
DEPARTMENT OF SCIENCE AND TECHNOLOGY, GOVERNMENT OF GUJARAT

Introduction

Gujarat State Biotechnology Mission (GSBTM), working under the aegis of the Dept. of Science & Technology, Govt. of Gujarat, is the nodal agency for overall development of Biotechnology in the state. The state is committed towards promotion of education, awareness, research & development, entrepreneurship, technology development & research commercialization, etc. and is also endeavouring towards building a consensus through its various programmes and outreach activities across the state.

Established in April, 2004 to play catalytic role in promoting Biotechnology in the socio-economic upliftment of the state, GSBTM is an autonomous body, wholly supported by Govt. of Gujarat and registered under the Societies Registration Act.

In order to enhance the scientific knowledge and skills in diverse aspects of Research, Entrepreneurship, Technology Commercialization, etc. related to Biotechnology; GSBTM aims to provide a platform to bring together Researchers, Academicians, Professionals, Scientists and Executives from Industries and various organizations to interact and to exchange experience, knowledge and views related to allied areas and to provide financial assistance as co-sponsorship for organizing Seminars, Symposia, Workshop, Training Programmes, etc. of scientific, technological and environmental importance, conducted within the State of Gujarat. GSBTM aims to provide financial support to Survey Projects that may aid Policy Planners in this field.

Objectives of the Scheme:

1. To promote understanding among the different aspects of biotechnology and to provide a forum for discussion and exchange among biotechnology stakeholders such as researchers/ faculties/ students/ entrepreneurs, practitioners in the subject domain and related areas from the state, national and international perspective.
2. To promote interaction and capacity building among stakeholders of biotechnology by providing an in-depth analysis of subjects and update the knowledge of the participants from academia / research / institutions, etc.
3. To cull out important insights to aid decision makers for Policy inputs related to education, awareness, research & development, entrepreneurship, technology development & research commercialization, etc. related to Biotechnology.

Eligibility / Target Group:

This scheme will provide financial support to the scientific and academic institutions, including colleges, university departments, Not for Profit Organizations/ NGO/ etc. organizations working in the field of education and scientific activities for organizing Seminar/ Symposia/ Workshop/

Brainstorming meetings in the different areas of Biotechnology. Organizations should ensure that the beneficiaries/ participants are from different organizations necessarily.

General Guidelines:

1. The aim of the scheme is to promote understanding among the different aspects of biotechnology and to provide a forum for discussion and exchange among faculties / researchers / students / practitioners in the subject domain and related areas from the state, national and international organizations and to promote interaction and capacity building among researchers at the cutting edge of biotechnology. Through these symposium and training programmes, participants will be updated about the cutting-edge of research in Biotechnology and to find a strong network or partnership among the peer groups of that particular disciplines.
2. The scheme proposes to support academic associations/ academic bodies, academic, associations of business/industry, voluntary organizations, NGOs and registered societies/trusts for conducting theme-based seminar, symposium, training workshop, popular science lectures, brain storming meeting and specialized programmes in the different aspects of Research, Entrepreneurship, Technology Commercialization, etc. related to biotechnology.
3. For the financial support, please apply in the prescribed format at which has been published on the website. Interested institutions/ organizations shall have to download the application format and guidelines and submit the proposal accordingly, to the Mission Director.
4. The proposals should be submitted to GSBTM before 1 month of the programme. GSBTM through its evaluation process examine the proposal and intimate the organizations accordingly.
5. The proposal should be furnished with all the required details as prescribed in the form along with programme structure and should be duly signed by / forwarded by the head of institute.
6. The proposal should clearly mention the title of the programme, its objectives and its scientific content and details of participants and speaker including experts.
7. The proposal should have a detail estimate of expenditure including all contribution and support from the institution itself along with other departments / organizations. This should also include the collection from registration fee etc.
8. The support will be given when preferable the number of participants should be 50.
9. Organization should ensure that the beneficiaries for the proposed programme are from diverse organizations (at least 2 organizations).
10. The financial assistance shall be utilized within three months from the date of receipt or from the last day of the program whichever is later. The financial support and assistance to the

organizations / institutions for the particular programme/project will be settled within the same financial year.

11. The organizers shall acknowledge the support of GSBTM, Dept. of Science and Technology, Govt. of Gujarat in all the publications including poster, brochure, banner, backdrop, invitation card, press release, souvenir, training materials and proceedings, etc. It should mention in the write up 'Sponsored by GSBTM, DST, Govt. of Gujarat'.
12. If the programme is selected for co-sponsorship, organizers should ensure that due acknowledgement to GSBTM, DST, Govt. of Gujarat is provided in all brochures, invitation cards, publicity materials and proceedings brought out in connection with the programme as either "Jointly organized by GSBTM, DST, Govt. of Gujarat or Co-sponsored by GSBTM, DST, Govt. of Gujarat".
13. The organizers should use their infrastructure including telephone, computer facility, meeting hall / auditorium, furniture, audio-visuals, PA system, projection equipment, etc. of the institute without any charge for the programme.
14. Details of Co-Sponsoring Organization if any and financial support shall be clearly mentioned.
15. The financial support to the organization will be subject to the availability of its funds.
16. Change of venue and / or dates shall be reported to GSBTM promptly.
17. As far as possible, GSBTM will depute any official for attending the programme.
18. The unutilized amount of support shall be refunded to the GSBTM within a month from the date of the program.
19. Program report as per the prescribed format shall be furnished to the GSBTM within one month from the last day of the programme.
20. The Programme Coordinator shall collect feedback from participants, study & assess the impact of the programme with an objective of improvements in future.
21. The recipient organization shall comply with such other conditions as may be suggested in the guidelines which may be modified from time to time.
22. The organizers should not prepare the budget estimate considering the GSBTM Grants only. GSBTM will generally, not support the programme in a manner that the total financial assistance (inclusive of that from other agencies) to the activity is above 90%. This is to ensure that there should be some commitment and contribution from the institution also.
23. After evaluation and approval, GSBTM will communicate the respective organization about the financial support with sanctioned amount through letter and email.
24. **Desirable:** 40% of the participants of the programme should be from Institute/ organization other than the hosting/ organizing / Agency/ Body/ Institute, and minimum three (3) institutes.

Procedure for Release of Grants:

After the GSBTM's approval of the proposal, the approval letter for the activity will be sent to the institution / Organization along with the first instalment of 60% of the total grant sanctioned. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The second instalment of the sanctioned grant 40% will be released on the receipt of Programme Report (Annexure-II), duly completed & with necessary deliverables as indicated therein and duly signed Utilization Certificate of the total expenditure (Annexure-III & IV). All these documents should be submitted to GSBTM within one month of completion of the event.

The sanctioned amount will be released in the name of the Registrar / Director / Principal and to be issued by Multi City Cheque/RTGS facilities. The grant should not be disbursed to any individual name or programme name in the institution / organization.

GUJARAT STATE BIOTECHNOLOGY MISSION

Dept. of Science and Technology, Govt. of Gujarat

Contents for the Submitting the Programme Report

1. Title of the Programme:
2. Category: (Seminar/ Symposium/ Training/Workshop/Brainstorming Meetings/ Survey Project)
3. Date/s and Duration:
4. Venue:
5. Dignitary/ies present at inaugural function:
 - (i) Name
 - (ii) Designation
 - (iii) Name of institute
 - (iv) Contact details
6. Invited speaker(s)/ Expert(s): Pl. attach as a separate sheet
 - (i) Name
 - (ii) Designation
 - (iii) Name of institute
 - (iv) Contact details
 - (v) Topic of lecture
 - (vi) Lecture / presentation notes
7. Total no. of participants (provide full list with name, address, institutions and contact details inclusive of email addresses and numbers), Pl. attach as a separate sheet
8. A. Programme summary (200 words), Pl. attach as a separate sheet
B. Details of the Programme with Printed material - Brochure / leaflet (Pl. attach, as applicable)
9. Final Statement of Income and Expenditure (Pl. give detailed break-up in various budget heads)
10. Utilization Certificate under signature and Seal of the Head of the Institute & Accounts Head
11. Copy of Bills and vouchers duly signed by the coordinator
12. Photographs (Pl. select six best pictures with appropriate captions)
 - (i) Photograph of the dias with banner
 - (ii) Inaugural function
 - (iii) Expert(s) delivering lecture(s)
 - (iv) Programme in session with Audience
13. Press Release / Media Report, if any: Pl. attach
14. e-Presentations/ Videography: Pl. attach

Signature of the Head of the Institute
with seal

Signature of Programme Coordinator

*On the letter head of the Organization***FORMAT FOR UTILIZATION CERTIFICATE**

1. GSBTM office order No.:
2. Title of the Seminar/ Symposium/ Training/ Faculty Development Programme/
Brainstorming
meetings/Workshop/ Survey Project:
3. Duration of the Activity (with dates):
4. Name of the Convener/Organizing Secretary:
5.
 - a. Total attendees from different organizations:
 - b. Number of registered Participants:
 - c. No. of Speakers/ Dignitaries/ Invitees/ Organizing Team Members:
6. Programme Report along with other deliverables have been submitted to GSBTM: Yes/ No

This is to further certify that:

Sr. No.	Details of Account	Amt. in Rs.
A.	Amount sanctioned from GSBTM	
B.	Total Receipts from various agencies other than GSBTM	
C.	Total amount spent by Host Organization	
D.	Total amount raised through registration fees	
E.	Total Received Grant	
F.	Total Expenditure for the event	
G.	Total amount expended on Local hospitality including lodging & boarding	
H.	Amount requested from GSBTM at final stage	

It is to certify that from amongst an amount of Rupees (Rs.) sanctioned by Gujarat State Biotechnology Mission vide its letter No..... Dated, an amount of Rupees (Rs.) had been disbursed, and an amount of Rupees (Rs.) has been utilized for the purpose for which it was sanctioned. If as a result of scrutiny or audit objection, if any irregularity is noticed at a later stage, the organization shall refund the amount as per GSBTM decision.

Convener/ Organizing Secretary

Head of College (with seal)

Govt. Accountficer/ Chartered
Accountant (with seal)

Name: _____

Name: _____

Name: _____

On the letter head of the OrganizationFormat for Audited Statement of Expenditure for Symposium/Seminar/Conference/
Brainstorming meetings/Workshop

1. GSBTM Sanction Letter No.
2. Date of sanction
3. Title of the Programme
4. Name and Address of Organizers
5. Name of the Organizing Institute
6. Amount sanctioned by GSBTM
7. Amount released by GSBTM
8. Details of expenditure

S. No.	Heads	Financial Assistance Sanctioned by GSBTM (In INR)	Actual Expenditure (In INR)	Balance Amount	Annexures [Bill details]			
					Amount	Bill No.	Date	Items & Suppliers
1	TA/DA for Speaker(s) / Expert(s)							
2	Printing & Stationary							
3	Honorarium for Speaker(s) / Expert(s)							
4	Rental of the Venue							
5	Folders/Kits for participants/ Students							
6	Chemicals and Consumables							
7	Food							
8	Contingency							
	Total							
* Number of pages of proceedings ();				Number of copies to be printed ()				

Organizer
(Signature & Seal)

Head of Institution
(Signature & Seal)

Finance Officer
(Signature & Seal)

Chartered Accountant
(Signature & Seal)