

Format

Proposal for Seeking Financial Assistance from DST to Organise Research Exposure cum Training Programme for Students from North - Eastern States and UTs of Jammu and Kashmir and Ladakh Region

1. Name of the Lead Role Playing Organization/Institute:

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Name of Head of Organization/ Institute:

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Correspondence Address of Organization/Institute:

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Telephone No.:

Mobile No.:

Email id:

2. Name and Nodal Officer for the Programme:

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Address:

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Telephone No. of Nodal Officer:

Mobile No. of Nodal Officer:

Email Id:

Note: *In case of change in Nodal Officer, another official appointed as Nodal Officer's details may be provided to DST.*

3. Subject Area decided for the Organization/Institute (**in First Phase**): **Chemical Sciences**

4. Nature of Programme: Residential

5. Proposed no. of students for Current Batch (Max. 25 students):

6. Proposed Duration of Programme (Max. 3 months):

7. Name(s) and City of Institutions where students will be rotated for Research Exposure/Training:

S. No.	Name and City of Organization/Institute	Tentative Duration (in Days)
1.
2.
3.
4.

8. Brief of Research Exposure cum Training Programme for Students from North - Eastern States & UTs of Jammu & Kashmir and Ladakh Region (Max 1000 words) (may attach separate page):

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9. Tentative Schedule of Programme (in Bullet Points):

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10. **Proposed Budget for the programme (Rs. Lakh):**

(include Boarding and Lodging, TA/DA (Experts & Participants), Stipend for the participants @ Rs.5000/month, Consumable(s), Contingency, Honorarium for experts and Overhead Charges for conduct of the training programme).

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Signature of Nodal Officer

Signature of Head of Organization/Institute

(Seal with Name)

(Seal with Name)

Date:

Note: 1. Signatures with seal of **Head of Organization/Institute** and **Nodal Officer** are essential.

2. It is advisable to appoint Nodal Officer of the Program not below the rank of Middle Level Scientist.

Annexure-1

ENDORSEMENT FROM HEAD OF ORGANIZATION/INSTITUTION

Proposal Title: Research Exposure cum Training Programme for Students from North - Eastern States and UTs of Jammu and Kashmir and Ladakh Region.

Name and Designation of Nodal Officer:

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1. It is certified that **(Name of Organization/Institute)** takes the responsibility of conducting Research Exposure cum Training Programme for Students from North - Eastern States and UTs of Jammu and Kashmir and Ladakh Region in the **(Name of Organization/Institute)** as per the guidelines of programme devised by the Department of Science and Technology (DST), New Delhi.

2. Certified that the equipment and basic facilities available in the institute/organisation shall be utilised for the above mentioned "Training Programme" and Institute will **not** request for any financial support regarding the procurement of infrastructural items.

3. Institute assumes the financial and other management responsibilities of the Research Exposure cum Training Programme including timely submission of Completion Report, UC's and SE's and facilitate in conducting external audit, if required.

Signature of Head of Organization/Institution

(Seal with Name)

Date:

Place:

UNDERTAKING FROM NODAL OFFICER

Proposal Title: Research Exposure cum Training Programme for Students from North - Eastern States and UTs of Jammu and Kashmir and Ladakh Region.

1. The undersigned has been designated as Nodal Officer for the above-mentioned training programme at
(Name of Organization/Institute)
2. As a Nodal Officer of the said programme, I agree to abide by the terms and conditions of the DST grant.
3. I have explored and ensured that equipment and basic facilities actually available in the institute shall be utilized for the above mentioned “Training Programme”. Institute shall not request for financial support for procurement of any infrastructural items.
4. I undertake to submit Research Exposure cum Training Programme completion report(s), Statement of Expenditure (SE)/ accounts, Utilisation Certificates (UC) etc. till the completion of the training program as prescribed by DST (within three months of completion date of the programme).
5. The following documents are enclosed:
 - a. Proposal in prescribed format
 - b. Endorsement from Head of Organization/Institution (on letter head) (Annexure-1)
 - c. Undertaking from Nodal Officer (Annexure-2)

Signature of Nodal Officer

(Seal with Name)

Date:

Place: