PROFORMA - III

UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY, GOVT. OF UTTARAKHAND

(HRD DIVISION)

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

1. Name & Designation and address (including fax/ telephone No. telegraphic code, fax, email etc.) of the Course Director
2. Title of the training course
3. Duration & dates of the course
4. No. of participants
5. Mode of selection
6. 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)
7. Objectives of the course
8. Nature of the Course (Theoretical / Practical) (minimum 70% practical)
9. Course content (please specify schedule of lectures and practicals)
10. Whether any such training sponsored by the UCB or other agency conducted earlier
11. Ongoing research projects with the course organizer in the field, indicating the name of funding agency etc.; if any
12. Financial assistance required for conducting the course; (estimates to be given on a realistic basis along with justification, and giving details as indicated in the enclosed guidelines)
13. Course Faculty Name, Designation, Area of expertise & Address …….
    a) Internal faculty
    b) Indian guest faculty
14. Whether any foreign guest faculty to be involved. If yes, indicate his research experience (in brief) and reason for inviting guest faculty.
15. Existing guest house or hostel accommodation etc.
16. Other information, if any

Signature of the Course Organizer

Date & Place

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 12.**
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 biodata 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 "The Director, Uttarakhand Council for Biotechnology", payable at Haldi, Distt. U.S. Nagar.**

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 format (5 copies) and be sent to

Director,
Uttarakhand Council for Biotechnology
Biotech Bhavan, P.O. Pantnagar-263 145,
Dist. U.S. Nagar, Uttarakhand).