

Department of Biotechnology

Guidelines for conducting short-term training course in Biotechnology

(Proposal for conducting S.T.T. Course should be submitted in enclosed DBT format (7 copies) forwarded through the head of the institution or the Department. Copies should be sent to **Shri S.L.Govindwar, Director, Department of Biotechnology, 6th floor, Block – II, C.G.O. Complex, Lodhi Road, New Delhi-110 003**)

1. These are advanced level courses, which should be designed to train mid-career scientists/technologists on the use of various advanced /modern research techniques in the areas of Biotechnology.
2. The main objective of the course is to impart hands-on training in research techniques so that the participants can apply them in their research programmes. Therefore, besides demonstrating the techniques, participants should be encouraged to carry out the techniques/laboratory exercises themselves.
3. The number of participants should not be less than 12 or more than 15.
4. The duration of the course should be 2 to 4 weeks.
5. The training should be techniques oriented and emphasis is to be given on laboratory work rather than lectures. The time ratio for theory Vs practical work in a course should be of the order of 30:70. A day-to-day schedule of the course indicating laboratory exercises as well as lectures planned is to be furnished along with the proposal.
6. 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 and **their consent regarding participation in the course should be indicated in the proposal.** 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.
7. 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 organising the course. Out of these, 1-2 experts may be invited for lectures only, while others would stay for about a week to participate in the laboratory experiments. In exceptional cases where it is absolutely essential one international expert may be invited as a faculty of the course.
8. Total cost of a course should be within an amount of Rs.3.0 lakhs. This would include cost of minor lab. Equipment, consumables, printing of laboratory manual, TA/DA, technical fees, cost of advertisement, stationary, contingency etc.
9. Proposal should give budget estimates under different heads such as:
 - (a) Minor lab. Equipment /spares/accessories (indicating item-wise cost)
 - (b) Consumables (chemicals, glasswares, plasticwares etc.)
 - (c) Training costs and technical fees.
 - (d) TA/DA for guest faculty and upto 25% non-sponsored candidates

- (e) Printing of lab. Manual.
 - (f) Stationery, advertisement, miscellaneous items/contingency grant etc.
 - (g) No grant is provided for hosting dinner, lunch, tea, coffee etc. for the participants under the scheme.
10. Under training costs and technical fees a lumpsum amount of Rs. 10,000/- only will be provided to the faculty and supporting staff involved in organising the course.
 11. TA/DA to guest faculty and 25% non-sponsored participants from public funded institutions is admissible as per their entitlement under GOI norms.
 12. The schedule of the training course should be given wide publicity. For this purpose, the course may be advertised in a national newspaper/scientific journal. The information regarding course should be circulated to all the relevant national research institutions/laboratories/universities, in-house R&D centres under public or private sector units. At least 4 weeks time should be given to the candidates for submitting applications through their institutes. A copy of the circular may also be sent to DBT and to the coordinators of DBT supported PG teaching courses (list will be enclosed with the approval order).
 13. Mid-career scientists/technologists holding regular positions in universities/national labs./research institutes/in-house R&D centres, and have been sponsored by their parent institutions, should be given preference in the selection as participants. In the selection of candidates, the following aspects may be kept in view:
 - (a) Educational qualification, research experience, age (below 45 years)
 - (b) Present place & nature of work.
 - (c) R&D facilities available in candidate's laboratory.
 - (d) Present & future research interests of the candidates' institutes/laboratory.
 - (e) Names of the senior colleagues and nature of the work being done by them.
 - (f) Ongoing R&D projects/programmes in candidate's laboratory.
 - (g) Relevant publications by the candidates and their senior colleagues during last 4 years.
 - (h) Recommendation of the supervisor in cases of research students.
 - (i) How the candidate proposes to make use of the training in his research programmes/projects.
 - (j) Whether the candidate is an applicant for other courses or has earlier attended such courses, sponsored by the DBT.

However, candidates' research experience, R&D facilities available with their institutions and the utility of the training course in their research activities should be the main consideration for selecting participants.

14. The faculty of DBT sponsored M. Sc/M.Tech. Post doctoral programmes in Biotechnology applying for the course may be given preference in the selection. Applications from less developed regions of the country may also be given preference.
15. A maximum of three participants from local institution including one from the institution organising the course may be selected.
16. Candidates selected for a course should be intimated at least 3 weeks before its start. They may be asked to intimate their acceptance of the offer within 10 days or so, failing which waitlisted candidates should be called immediately.

17. No charges/registration fee should be charged from the course participants, belonging to public funded institutions for the course material. Any such fee received from participants belonging to industry should be adjusted against the total approved cost of the course. However, any charge levied for providing lodging/boarding facility to the participants, the same need not be adjusted against the approved cost of the course.
18. The laboratory manual for courses should be prepared in size of 8" X 11" and bound in printed form, and it 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 to be delivered, illustrations, diagrams, if any to explain the techniques/protocols, references of important research papers published by the course Director and his group.
19. On behalf of DBT, one copy of the Course-Manual may be mailed directly to the list of coordinators of DBT supported universities/institutions (list will be enclosed with the approval letter). In addition, 5 copies of the manual along with other relevant documents/papers should be sent to the Department.
20. Lecture on Biosafety guidelines on safety measures in respect of rDNA research should be included in the course content.
21. Any change in the schedule of the course would require prior approval of the Department.
22. The course organisers have to seek clearance of Ministries of External Affairs and Home Affairs from political and security angles respectively for the visit of foreign faculty, if any, through their respective institutions. For the same, request may be made directly to the Ministries giving them full particulars i.e. name and parentage, nationality, date & place of birth, passport particulars, present and permanent residential addresses etc.
23. The course organizers/host laboratory should book air ticket/arrange PTA for the travel of the foreign expert, if any, with AIR INDIA only. No other airlines can be made use of for this purpose except in sectors where AIR INDIA does not operate.
24. Institutes will be required to furnish statement of expenditure and utilisation certificate within 3 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 in favour of Drawing and Disbursing Officer , Department of Biotechnology payable at New Delhi.**
25. In case, audited statement of expenditure/utilisation 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 DBT.

**DEPARTMENT OF BIOTECHNOLOGY
(HRD DIVISION)**

**FORMAT FOR SUBMITTING PROPOSALS FOR CONDUCTING SHORT TERM
TRAINING COURSES IN “BIOTECHNOLOGY”**

1. Name & Designation of the Applicant/ :
Course-Director:
2. Address (including telex/telephone/Fax :
No., telegraphic code, email etc.)
3. Title of the training course :
4. Duration & dates of the course :
5. No. of participants to be allowed :
& selection criteria for choosing
participants
6. Brief justification of proposal i.e. :
need for conducting the course
 - i) Why your institution (i.e. your Department
and other Departments) is an appropriate
place for this activity and also enclose the
details of lab. Facilities available with the
institute.
 - ii) Status of expertise of the organisers in the
field.
7. Objectives of the course:
8. Nature of the Course (Theoretical/Practical):
9. Content of the Course & details of curricular:
activities(Please specify lectures and practical,
provide its day-to-day schedule).
10. Whether any such training sponsored by the:
DBT or other agency has been conducted earlier
in the field or in the allied fields by the Course-
Director. If so, details thereof including problems
faced.
11. Whether statement of accounts/utilisation:
certificate for the grants released i.r.o. the above

DBT sponsored course has already been submitted to DBT.

12. Ongoing research projects 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 along with justification, and giving details as indicated in the enclosed guidelines).

14. Course-Faculty Name, Designation & Address Area of expertise.

a) Internal faculty :

b) Indian guest-faculty :

15. Whether any foreign guest faculty is to be: involved. If so, indicate his research experience (in brief) and give the reason for inviting him.

16. Existing facilities or hostel accommodation: etc.

17. Letters of consent from external faculty to: provide their expertise for the course.

18. Other information, if any:

Signature

Consent of Internal Faculty to provide their expertise for the course

1.

2.

3.

4.

Signature of the Course-Director

Date & Place

(Note: The proposal should be forwarded through Head of the Institute)