

**DEPARTMENT OF BIOTECHNOLOGY
(HRD DIVISION)**

Format for submitting proposals for organizing short term training courses for college teachers involved in undergraduate teaching 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 DBT 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 alongwith justification, and giving details as indicated in the enclosed guidelines)

- | 13. Course Faculty | Name, Designation
& Address | Area of
expertise |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 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

(Note: The proposal should be forwarded by the Executive Authority of the Institute with the seal)

Department of Biotechnology

Guidelines for conducting short-term training course for college teachers in Biotechnology

(Proposal for conducting S.T.T. Course should be submitted in enclosed DBT format (7 copies) forwarded through the executive authority of the Department should be sent to

**Ms. Shubhlata Sharma
Senior Scientific Officer
Department of Biotechnology
Block 2, CGO Complex, Lodi Road
New Delhi-110003**

A copy may also be sent by email at shubhlata@dbt.nic.in

1. These are advanced level courses, which should be designed to train college teachers 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. 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.
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. 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 organizing 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. 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. TA/DA to guest faculty and 25% non-sponsored participants from public funded institutions is admissible as per entitlement under GOI norms.
9. 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.

College teachers holding regular positions in colleges/ universities sponsored by their parent institutions will be given preference

10. Selected candidates should be intimated at least 3 weeks before its start. They may be requested to intimate their acceptance within 10 days, failing which waitlisted candidates should be called .
11. No charges/registration fee should be charged from the course participants.
12. The laboratory manual for courses (size 8" X 11") 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.
13. 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.
14. Lecture on Biosafety guidelines on safety measures in respect of rDNA research and intellectual property rights (IPR) should be included in the course content.

15. Any change in the schedule of the course would require prior approval of the Department.
16. The course organizers 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. The course organizers/host laboratory should book air ticket/arrange PTA for the travel of the foreign expert, if any, with AIR INDIA only except in sectors where AIR INDIA does not operate.
17. Institutes will be required to furnish statement of expenditure and utilization 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.**
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 DBT.