 **KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY & ENVIRONMENT**

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| **Two day workshop on** **“Research Methodology, Writing Practices, Language and Soft Skills”***[Applicants should be Senior and middle level Scientists/Academicians in the fields of Science, Technology, Engineering, Agriculture and Medicine (STEAM) from reputed R&D/Academic institutes in Kerala,* ***belonging to the category of Government/ Aided Institutions]***APPLICATION FORMAT 2019-20 |

1. **Name of the programme**:
2. **Details of the Co-ordinator**:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Address for correspondence | Mobile No. & e-mail ID |
|  |  |  |  |

 \* Enclose brief Bio data of Co-ordinator *(not to exceed 2 pages)*

1. **Area of expertise of Co-ordinator**: Life Science / Chemical Science / Physical Science / Engineering Science / others.
2. **Tentative date of conduct of the programme** :
3. **Venue**  :
4. **Technical details on the Workshop**
5. Objectives:
6. Importance in State/Regional context.
7. Topics to be covered.
8. **Name and address of organizing Institutions/college/society**
* *The Institution should belong to the category of* ***Government/Aided Institution***
* *The proposed Department should have* ***Government approved /Aided Post-Graduate Programme***

|  |  |
| --- | --- |
| Institute Name |  |
| Department  |  |
| Contact Address, Tel, E-mail etc. |  |

1. **Status of organizing institute**: Aided Colleges/State Government/ CSIR/University
2. **Budget**

|  |  |  |
| --- | --- | --- |
| **No** |  **Details of estimated expenditure:** | **Amount (Rs.)** |
| 1 | TA & Honorarium for invited faculty  |  |
| 2 | Postage, Printing Expenses |  |
| 3 | Course Materials |  |
| 4 | Local Hospitality |  |
| 5 | Miscellaneous |  |
|  | **TOTAL** -*(Limited to* ***Rs. 40,000/-*** *for 2-day programme)* |  |

10.

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| **Details of previous programmes sanctioned to the Institution by KSCSTE in the past 3 years’***(Please enclose the copy of UC furnished to KSCSTE)* |
| Sl No | KSCSTE Sanction No.& Date | Name of Activity (Seminar/conference/Pub. of Journal etc.) | AmountSanctioned (Rs.) | PI/Principal Co-ordinator of the programme |
|  |  |  |  |  |

11. **Number of Resource persons** :

 (within the State)

12. **Details of Resource Persons and corresponding topics**

|  |  |  |
| --- | --- | --- |
| Sl No | Name and address of Resource Persons | Corresponding topic |
|  |  |  |

\* *Include Designation, Professional affiliation and expertise of the resource person on the specific topic.*

 *\* Consent letter from all Resource Persons handling the technical sessions should be attached with the application.*

*\* One of the topics should compulsorily be on “Language and Writing Skills for Researchers” and faculty from the English departments of Colleges or Universities shall be invited for the purpose*

 13. **Details of Beneficiaries /Target group:**

*(The total No. of participants shall be around 50 (at least 90% should be women), which shall include Post-Graduate students, Ph.D. scholars and young research faculty*

*At least 50% of the beneficiaries should be selected from outside institution through prior registration)*

|  |  |
| --- | --- |
| Who are the beneficiaries  |  |
| How are the beneficiaries selected |  |

 14. **Details for Electronic transfer of grant** *(in case of sanction)*

|  |  |
| --- | --- |
| Beneficiary Name (Financial Head of Institution) |  |
| Beneficiary Account No. (Institute) |  |
| Beneficiary Bank IFSC Code |  |
| Beneficiary Bank Name and Branch |  |
| Beneficiary Address (Co-ordinator) |  |
| Mobile No. (Co-ordinator)  |  |
| Email Id (Co-ordinator) |  |

Programme Co-ordinator

(Signature, Name & Address)

Head of the Institution:

Signature

Name & Address

(Seal)

Place:

Date: