

# **KERALA BIOTECHNOLOGY COMMISSION**

**KSCSTE, Sasthra Bhavan**

**Pattom, Thiruvananthapuram – 695 004**

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File No:

Name and Address of the P.I:

Title of the Project Proposal:

## **BIOTECHNOLOGY TRAINING AND WORKSHOP (BTW)**

### **TERMS AND CONDITIONS**

1. Kerala Biotechnology Commission is operating a programme called “Biotechnology Training & Workshop” as a part of Human Resource Development as well as R & D activities in the area of Biotechnology. The main objective of the training programme is to impart hands-on training in techniques in Biotechnology. Besides demonstrating the techniques, participants should be encouraged to carry out the techniques/laboratory exercises themselves. These courses should be designed to train post graduate students, Doctoral students, Post Doctoral students, Young faculty and mid-career Scientists.
2. The maximum grant is Rs. 1.5 lakhs for workshops/ Faculty Talent Promotion programmes involving hands on training with a minimum of 10 working days duration and a minimum of 15 participants. This would include cost of Chemicals, consumables, printing of laboratory manual, TA/DA of external experts, stationary, contingency etc. There is no provision to provide TA/DA to the participants.
3. The schedule of the training programme should be given wide publicity. The information regarding course should be circulated to all the relevant R&D centres/universities. At least 4 weeks time should be given to the candidates for submitting applications through their institutes. No registration fee/training fee should be charged from the course participants. However a nominal fee can be collected from the participants to meet the cost of food, accommodation and transportation if necessary.
4. Any change in the schedule of the training programme would require prior approval of the Kerala Biotechnology Commission. The laboratory manual for training programme 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 co-ordinator and his group.

5. Partial financial assistance (70% of the total cost) will be released to the Head of the Institution before the date of commencement of training programme. Institutes will be required to furnish statement of expenditure and utilization certificate within 1 month of completion of the course. A brief report and three copies of the laboratory manual along with relevant details such as name and address of participants, feedback of faculty and participants also to be submitted with the SE&UC to the Kerala Biotechnology Commission/KSCSTE. The remaining portion of Financial assistance (30%) sanctioned will be released to the Head of the Institution, only after the successful conduct of the Programme and subject to the submission of required documents as above.
6. Unspent balance out of the grant, if any, is to be refunded immediately to the KSCSTE through Demand Draft in favour of Member Secretary, KSCSTE, payable at Trivandrum. In case, audited statement of expenditure/utilization certificate against the grant released earlier by KBC/KSCSTE to conduct such training course by the same Course Co-ordinator or his group has not been furnished or unspent balance, if any, is yet to be returned to KSCSTE, it would not be possible to consider another proposal until the above is cleared.
7. The Principal Investigator should ensure that the conditions stipulated as per the Kerala Biotechnology Commission guidelines are fulfilled and the programme is implemented as per the guidelines and terms and conditions.

We agree to the terms and conditions stated above.

Principal Investigator

Head of Institution

Office Seal

Place:

Date: