

Government of West Bengal
Department of Science & Technology and Biotechnology (DSTBT)
Vigyan Chetana Bhavan, Block-DD, Plot-26/B,
Sector-I Salt Lake, Kolkata-700064

Application Format for Science Popularization Programme

1. Programme Type (ref SN 11 of the Memorandum): **Conference**.....
2. Title of the proposed Programme:**One Planet, One Health: Uniting for a Sustainable Future and Global Wellbeing**.....
3. Target Group (Faculty, Teacher, Research Scholar, School/College/ University Student, Community): **Faculty, Teacher, Research Scholar and university student**.....
4. Duration (days):**2**.....; Tentative Dates of the proposed Programme: **27-28 Feb 2026**.....
5. Aims, Objectives and Details of the Programme (attach separate sheet, if necessary):
Annexure III.....
6. Name, Designation, Postal Address, mobile no. and e-mail id of the (only one) Programme Co-ordinator (PC) (attach separate sheet, if necessary):

Dr. Moupriya Nag, Associate Professor, Department of Biotechnology, University of Engineering and Management Kolkata, University Area, Plot No -III-B/5, Main Arterial Road, New Town Action Area – III, Kolkata – 700160., Mob. No.-8981427981, Email: moupriya.nag@uem.edu.in, moupriyanag@gmail.com.....
7. Legal status of the Institute (School/College/ University/ Institute/ Polytechnic/ ITI/ Autonomous body/ registered NGO/ Trust etc.): **University**.....
8. Date wise detail Programme Schedule (attach separate sheet, if necessary): **Annexure III**..
9. Collaborating Institutions/ Organizations, if any, with their specific contribution: **None**.....
10. Expected number of participants and list of Resource Persons/ Invited Speakers:
Approx. 100 participants, 8 invited speakers.....
11. Give details of the grant received from DSTBT in last three Financial Years, if any alongwith the date of submission of UC, Audited SoE, Report etc.:
Not Applicable.....
12. Name and address of the authority to whom the allotted amount is to be credited (if sanctioned) who will also be responsible for submitting the UC, audited SoE, Programme Completion Report, Feedback, Still and Video photographs etc. of the grant:
Dr. Dibyajit Lahiri, Associate Professor, Department of Biotechnology, University of Engineering and Management Kolkata, dibyajit.lahiri@uem.edu.in.....
13. Total Estimated Expenditure (A)/ Organisation's contribution (B)/ Contribution from any other sources (C) / Grant expected from DSTBT(D):
D : ₹3,00,000.. = (A: ₹50,000..– B: ₹1,00,000.. – C: ₹1,50,000..)
(provide detail Budget break-up as per Annexure-I and Bank details as per Annexure-II):

Check List (put tick) of attachments to be submitted with the application

- Proposed Total Budget with break-up (Annexure-I) and Bank Details (Annexure-II) in Institute/ Organization's letter head: **YES/NO** **Yes**
- For registered NGO/ Trust, filled in Application Format recommended by the appropriate Recommending Authority, viz., Jt.BDO/ BDO/ SDO/ DM/ Executive Officer- Municipality/ Commissioner-Municipal Corporation as the case may be (where the programme is actually going to be held): **YES/NO** **Not Applicable**
- For registered NGO/ Trust, attested copies of the registration certificate, latest renewal certificate, Memorandum and Rules & Regulations of the Organization, last three years Audited Statement of Accounts, Annual Reports etc., List of recommended beneficiaries: **YES/NO** **Not applicable**

DECLARATION

Certified that the details furnished in the filled in format are correct to the best of our knowledge & belief and that the amount of financial assistance, if sanctioned, will be utilized for the purpose for which it is granted within the time as prescribed by DSTBT. We also undertake to abide by the General Guidelines and Terms & Condition prescribed by DSTBT and provide due coverage to DSTBT during the Programme and publications/ print and electronic media made from the Programme in future. We also declare that within one month after completion of the Programme we shall submit the Utilisation Certificate (UC), Audited Statement of Expenditure (Audited-SoE), Programme Completion Report, Feedbacks from the Participants, still and video photographs etc.

Signature:


Dr. Moupriya Nag
Associate Professor
Department of Biotechnology
University Area, Plot No. III-B/5, Main
Arterial Road, New Town Action Area - III,
Kolkata - 700160

Date: 9-12-25

Name of Programme Coordinator: Dr. Moupriya Nag

Designation: Associate Professor

Address: University Area, Plot No. III-B/5, Main
Arterial Road, New Town Action Area – III, Kolkata –
700160

Signature:


Signature and stamp of Head of the Institute
Prof. (Dr.) Sajal Dasgupta
Vice-Chancellor
University of Engineering & Management, Kolkata

Date: 9-12-25

Name of Head of the Institution: Prof. Dr. Sajal
Dasgupta

Designation: Vice Chancellor

Address: University Area, Plot No. III-B/5, Main Arterial
Road, New Town Action Area – III, Kolkata – 700160

(Office Seal)

RECOMMENDATION

(only for registered NGO/ Trust)

Certified that the said Organisation is reputed in this field and I/ we recommend the said proposal for getting grant-in-aid from DSTBT, Govt of West Bengal for the benefit of the local College/ University Students/ Community etc.

Signature:

Date:

Name of Recommending Authority:

Designation:

Address:

(Office Seal)

Proposed Total Budget with break-ups

A. Total Estimated Expenditure

Sl. No.	Items required with justification and rate	Total Expenditure (A) (₹)
1.	Honorarium to Resource Persons/ Experts	45000
2.	Study materials, Consumable expenses	50000
3.	Hall rent, if any	NA
4.	Publicity materials	30000
5.	Travel expenses	15000
6.	T.A. to the external Resource Persons/ Experts	10000
7.	Documentation expenses including audio-visual	10000
8.	Light refreshments	125000
9.	Auditors' fee	10000
10.	Other expenses, if any (please specify)	5000 (contingency)
Grand Total Expenditure (₹):		300000

Please mention:

B. Institution/ Organization Contribution* in ₹50,000.00/-

C. Contribution from any other sources

Registration of participants @INR 1000/- per person) - ₹ 1,00,000/-

D. Grant expected from DSTBT (₹) = (A-B-C) 1,50,000/-

Dr. Moupriya Nag
Associate Professor
Department of Biotechnology
University of Engineering and Management, Kolkata
University Area, Plot No. III, P-5
New Town Rd, Action Area III
New Town, West Bengal 700150

Moupriya Nag,

Signature of Authorised Personnel with seal

If C = 0

Undertaking: This organization/ institution is not receiving any kind of financial assistance from any other sources

Signature of Authorised Personnel with seal

*At least 10% of the total budget contribution from the Institute/Organization is desirable

Bank details of the Applicant Organisation

Name of the Organization	University of Engineering and Management Kolkata
Bank Account number & name of the Account holder/ Organization	Account No.- 164201000001924 University of Engineering and Management Kolkata
Type of Account (Savings or Current A/c)	Savings
Name of the Bank	Indian Overseas Bank
Name of the Branch with Branch address	Sector V, Salt Lake Branch (1642), Ashram Building, GN 34/2, Sector V- Salt Lake, Kolkata, Pin-700091
IFSC of the Branch	IOBA0001642
Mobile Number of the Programme Coordinator/ Head of the Organization	Program Coordinator- 8981427981
PAN / TAN of the Account holder/ Organization	TAN : CAL1001171C


Finance Officer
University of Engineering & Management, Kolkata
University Area, Plot No.-III-B/5, Newtown
Action Area-III, Kolkata-700160

Signature of Authorised Personnel with seal