

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 Program

1. Program Type (ref SN 11 of the Memorandum): **Workshop**
2. Title of the proposed Program:
2-Day Workshop on Creativity, Innovation, and Entrepreneurship Development Skill
3. Target Group (Faculty, Teacher, Research Scholar, School/College/ University Student, Community): **College Student**
4. Duration (days): **2 days**
5. Tentative Dates of the proposed Program: **9.4.26 and 10.4.26**
6. Aims, Objectives and Details of the Programme (attach separate sheet, if necessary):
Attached as Annexure III
7. Name, Designation, Postal Address, mobile no. and e-mail id of the (only one) Program Co-Ordinator (PC) (attach separate sheet, if necessary):
 - **Name: Prof. (Dr.) Chandi Pani**
 - **Designation: Professor**
 - **Postal Address: Meghnad Saha Institute of Technology, Techno Complex, Madurdaha, Behind Urbaba Complex, Kolkata-700150**
 - **Mobile No.: 7003465004**
 - **Email id.: cpani@msit.edu.in**
8. Legal status of the Institute (School/College/ University/ Institute/ Polytechnic/ ITI/ Autonomous body/ registered NGO/Trust etc.): **Institute**
9. Date-wise detail Program Schedule (attach a separate sheet, if necessary): **Annexure IV**
10. Collaborating Institutions/ Organizations, if any, with their specific contribution: **Not Applicable**
11. Expected number of participants and list of Resource Persons/ Invited Speakers:
Expected number of participants: **50**
Resource Persons: **5**
12. Give details of the grant received from DSTBT in last three Financial Years, if any along with the date of submission of UC, Audited SoE, Report, etc.: **Not Applicable**
13. 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:
Name and address of the authority: **Meghnad Saha Institute of Technology**
Responsible person: **Dr. Chandi Pani**
14. Total Estimated Expenditure (A)/ Organisation's contribution (B)/ Contribution from any other sources (C) / Grant expected from DSTBT(D):
D : ₹112500 = (A: ₹125000 – B: ₹12500 – C: ₹0)
(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

- a. Proposed Total Budget with break-up (Annexure-I) and Bank Details (Annexure-II) in the Institute/ Organization's letterhead: **YES**
- b. 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): **Not Applicable**
- c. 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: **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.

Dr. Chandi Pani

Signature:
Date: 11.12.25



Name of Program Coordinator:
Dr. Chandi Pani
Designation:
Professor & HOD, ECE Dept. MSIT
Address:
Meghnad Saha Institute of Technology

Dr. Manash Chanda
11/12/25

Signature:
Date: 11.12.25



Principal
Meghnad Saha Institute of Technology
Name of Head of the Institution:
Dr. Manash Chanda
Designation:
Principal, MSIT
Address:
Meghnad Saha Institute of Technology

(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)



Meghnad Saha Institute of Technology

TECHNO COMPLEX, MADURDAH, BESIDE NRI COMPLEX, UCHHEPOTA, KOLKATA-700 150, WEST BENGAL
Phone : 7044598807, Website : www.msit.edu.in

Annexure-I

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	25000
2.	Study materials, Consumables expenses	20000
3.	Hall rent, if any	15000
4.	Publicity materials	5000
5.	Travel expenses	3000
6.	T.A. to the external Resource Persons/ Experts	3000
7.	Documentation expenses, including audio-visual	7000
8.	Light refreshments	35000
9.	Auditors' fee	7000
10.	Other expenses, if any (please specify)	5000
Grand Total Expenditure (₹):		125000

Please mention:

B. Institution/ Organization Contribution* in ₹: 12500/-

C. Contribution from any other sources (with name & Address) in ₹: Not Applicable

D. Grant expected from DSTBT (₹) = (A-B-C) = 112500/-

Signature of Authorised Personnel with seal

Principal

Meghnad Saha Institute of Technology

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





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Annexure-II

Bank details of the Applicant Organization

Name of the Organization	Meghnad Saha Institute of Technology
Bank Account number & name of the Account holder/ Organization	4548002100001557 Meghnad Saha Institute of Technology
Type of Account (Savings or Current A/c)	Current
Name of the Bank	Punjab National Bank
Name of the Branch with Branch address	Salt Lake City, Sector -V branch
IFSC of the Branch	PUNB0454800
Mobile Number of the Programme Coordinator/ Head of the Organization	7003465004
PAN / TAN of the Account holder/ Organization	AABTA0977D


11/12/25

Signature of Authorized Personnel with seal

Principal
Meghnad Saha Institute of Technology



Annexure III

Aim of the Workshop

To provide participants with the necessary mindset, knowledge, and practical skills to cultivate creative ideas, convert them into innovative solutions, and enhance their entrepreneurial abilities for effective problem-solving and venture development.

Objectives of the Workshop

1. To foster creative thinking skills by exposing participants to idea-generation techniques, design thinking, and problem-solving methodologies.
2. To promote an innovation mindset and help participants understand how to convert ideas into viable products, services, or social solutions.
3. To introduce key concepts of entrepreneurship, including opportunity identification, business model development, value creation, and risk-taking.
4. To enhance practical skills in teamwork, critical thinking, and decision-making essential for entrepreneurial success.
5. To develop awareness of startup ecosystems, including incubation facilities, funding opportunities, IPR basics, and government support schemes.
6. To inspire participants through case studies, success stories, and interactions with innovators or entrepreneurs.
7. To empower learners to develop prototype ideas and entrepreneurial projects that can be further incubated or implemented.

Detailed Program Schedule

Day	9.30 am-10.00 am	10am-11.30am	11.30am-1.00pm	1.00pm-2.00pm	2pm-3.30pm	3.30pm-5pm
Day 1	Inauguration	Lecture 1	Lecture 2	Lunch Break	Lecture 3	Project Presentation by Students
Day 2		Lecture 4	Lecture 5	Lunch Break	Project Presentation by Students	Feedback session and Best Project Prize, and Certificate Distribution

 11-
Signature of the Program Coordinator

