

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): 2. Seminar
2. Title of the proposed Programme: 3. Water Management, Drought Proofing & rain water harvesting
3. Target Group (Faculty, Teacher, Research Scholar, School/College/ University Student, Community): Faculty, College student, Research Scholar, University Student
4. Duration (days): 2 days; Tentative Dates of the proposed Programme: 13<sup>th</sup> & 14<sup>th</sup> March, 2026
5. Aims, Objectives and Details of the Programme (attach separate sheet, if necessary):

**Please refer Annexure- 1**

6. Name, Designation, Postal Address, mobile no. and e-mail id of the (only one) Programme Co-ordinator (PC) (attach separate sheet, if necessary):

**Please refer Annexure -2**

7. Legal status of the Institute (School/College/ University/ Institute/ Polytechnic/ ITI/ Autonomous body/ registered NGO/ Trust etc.): Institute (AICTE Approved)

8. Date wise detail Programme Schedule (attach separate sheet, if necessary):

**Please refer Annexure - 3**

9. Collaborating Institutions/ Organizations, if any, with their specific contribution:

**Not Applicable**

10. Expected number of participants and list of Resource Persons/ Invited Speakers:

**Please refer Annexure - 4**

11. 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**

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 **Please refer Annexure - 1**

12. Total Estimated Expenditure (A)/ Organisation's contribution (B)/ Contribution from any other sources (C) / Grant expected from DSTBT(D):

**D : ₹150300 = (A: ₹167000 – B: ₹16700. – C: ₹0)**

(provide detail Budget break-up as per Annexure-I and Bank details as per Annexure-II):

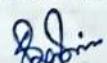


Check List (put tick) of attachments to be submitted with the application

- Proposed Total Budget with break-up (Annexure-I) and Bank Details (Annexure-II) in Institute/ Organization's letter head: YES/NO
- 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
- 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

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: 

Date: 11/12/2025

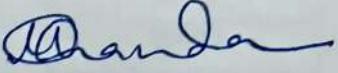
Name of Programme Coordinator:

DR SHEAK HASIM

Designation: HOD, CIVIL ENGG. DEPT.

Address: NAZIRABAD, P.O. - UCHHEPOTA  
KOL-150

Head of the Department  
Department of Civil Engineering (Office Seal)  
Meghna Saha Institute of Technology

Signature: 

Date: 11/12/25

Name of Head of the Institution:

MANASH CHANDA

Designation: PRINCIPAL

Address: NAZIRABAD, UCHHEPOTA  
KOL-150

Dr. Manash Chanda  
Principal

Meghna Saha Institute of Technology  
(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, MADURDAHA, BESIDE NRI COMPLEX, UCHHEPOTA, KOLKATA-700 150, WEST BENGAL  
Phone : 7044598807, Website : [www.msit.edu.in](http://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	42000
2.	Study materials, Consumables expenses	15000
3.	Hall rent, if any	19000
4.	Publicity materials	7000
5.	Travel expenses	6000
6.	T.A. to the external Resource Persons/ Experts	20000
7.	Documentation expenses including audio-visual	15000
8.	Light refreshments	30000
9.	Auditors' fee	6000
10.	Other expenses, if any (please specify)	7000
<b>Grand Total Expenditure (₹):</b>		<b>167000</b>

Please mention:

B. Institution/ Organization Contribution\* in ₹ 16700

C. Contribution from any other sources (with name & Address) in ₹ Nil

D. Grant expected from DSTBT (₹) = (A-B-C) = 150300

*Dr. Manash Chanda  
11/12/2025*

Signature of Authorised Personnel with seal  
Head of the Department  
Department of Civil Engineering  
Meghnad Saha Institute of Technology

If C= 0

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

*Dr. Manash Chanda  
11/12/2025*

Signature of Authorised Personnel with seal

Dr. Manash Chanda  
Principal  
Meghnad Saha Institute of Technology





Annexure-II

**Bank details of the Applicant Organisation**

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	Punjab National Bank, Sector – V, Salt Lake, Kolkata – 700091
IFSC of the Branch	PUNB0454800
Mobile Number of the Programme Coordinator/ Head of the Organization	9830899281
PAN / TAN of the Account holder/ Organization	Pan No -AABTA0977D Tan No- CALT02545E

Signature of Authorised Personnel with seal

**Dr. Manash Chanda**  
**Principal**  
Meghnad Saha Institute of Technology



Utilisation Certificate (UC) In respect of Grant-In-Aid

No.

Date:

1. Name of the Grantee Institute (s) :  
[Attach separate list for more than one Grantee Institution]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount Sanctioned :
5. Drawing & Disbursing Officer :
6. Treasury/PAO  
[From where the bill was drawn] :
7. Bill No. & Date To be submitted after successful completion of seminar
8. T. V. No. & Date :
9. Amount Drawn :
10. Unspent Balance of Previous year, if any :
11. Amount Utilised :
12. Unspent Balance, if any, in Current year :
13. Purpose of Utilisation :

C E R T I F I C A T E

Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled/are being fulfilled that I have exercised the following checks to see that the money was actually utilised for the purpose for which was sanctioned.

**[Applicable in case of unspent balance]** The unspent fund will be adjusted against the Grant-in-Aid to be sanctioned and paid in the Current Financial Year (applicable in case of recurring grant only).

Kinds of checks exercised

1. Cash Book
2. Ledger
3. ....
4. ....
5. ....

Date

Signature with Official Stamp



Audited Statement of Expenditure (Audited SoE)

Title of the Programme: .....

Duration: ..... Venue: .....

Organized by: .....

Receipts	Amount (₹)	Payments	Amount (₹)
Amount received from DSTBT		1.	
		2.	
Amount contributed from own Institution/ Organisation/ Participants etc.		3.	
		4.	
Amount received from other Institution/ Organisation/ other means etc.		5.	
		6.	
<b>Total (₹):</b>		<b>Total (₹):</b>	

Certified that we have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by DSTBT vide Government Order No..... dated..... of ₹.....

To be submitted after successful completion of seminar

Name & Signature  
of Programme  
Coordinator

Official Seal

Name & Signature  
of Head of the Institution

Official Seal

Name & Signature  
of Chartered Accountant

Official Seal



**Feedback Form**

[Rank based points from 1-5 (5 to be excellent) in Feedbacks from the participants ]

Title of the Programme:.....

Name of the Programme Coordinator:.....

Name of the participant : .....

Address:.....

Age:.....; Occupation:.....

Mobile No. ....; E-mail id:.....

Educational Qualification:.....

Sl No	Items	Rating: 1-5 (1=Poor, 2=Average, 3=Good, 4=Very Good, 5=Excellent)
1.	Did you find the Programme useful?	1—2—3—4—5
2.	Did it cover what you were expecting?	1—2—3—4—5
3.	How are the speakers on their delivery style?	1—2—3—4—5
4.	How relevant was the content to your expectation?	1—2—3—4—5
5.	Programme duration?	1—2—3—4—5
<b>To be submitted after successful completion of seminar</b>		
6.	How the topics of this Programme?	1—2—3—4—5
7.	How is the venue, in terms of location and comfort	1—2—3—4—5
8.	How the subject areas are useful to you?	1—2—3—4—5
9.	In terms of future Programme, are there any other related subject areas you would be interested in?	Write in one or two sentences

(Sponsored by: DSTBT, GoWB)

Signature of the Participant with date



## **Programme Completion Certificate**

This to Certify that the Programme titled .....  
sponsored by the Department of science & Technology and Biotechnology (DSTBT), Govt.  
of West Bengal was successfully organised by ..... in  
collaboration with (if any) ..... during ..... at (venue)  
..... for the benefit of .....

The following components of the above mentioned Programme

1.  
2. **To be submitted after successful completion of seminar**  
3.

were found very beneficial and inspiring for the .....  
who participated during the mentioned events.

Special achievements by conducting this programme are: .....(in few lines).....

The Still photographs and videos taken during each of the individual events are enclosed for reference.

**Name & Signature  
of Programme  
Coordinator**

**Official Seal**

**Name & Signature  
of Head of the Institution**

**Official Seal**

**Name & Signature  
of the person who has  
recommended, if any**

**Official Seal**



**Programme Completion Report**  
**Science Popularization Programme**

1. Programme Type : .....
2. Title of the Programme: .....
3. Name and address with pin code of the host Organization with Phone, Mobile No. Fax No., e-mail id etc.: .....
3. Name of the Programme Co-ordinator (PC) and Head of the host Organization with address, mobile no. and e-mail id: .....
4. Day Wise Activities with still pictures (attach separate sheet).....
5. Outcome of the program (attach separate sheet):.....
6. Feedback from participating schools: .....
7. List of participants including resource persons, invited speaker, dignitaries, experts: .....

**To be submitted after successful completion of seminar**

**Name & Signature  
of Programme  
Coordinator**

**Official Seal**

**Name & Signature  
of Head of the Institution**

**Official Seal**

**Name & Signature  
of the person who has  
recommended, if any**

**Official Seal**



### **Aims and Objectives**

The seminar on **“Water Resources Management, Drought Proofing and Rainwater Harvesting”** aims to bring together leading experts from academia and industry to share practical, innovative and sustainable solutions for emerging water-related challenges. Aligned with the United Nations Sustainable Development Goals, particularly SDGs 6 (Clean Water and Sanitation), 9 (Industry, Innovation and Infrastructure), 11 (Sustainable Cities and Communities) and 13 (Climate Action), the programme highlights integrated approaches to the efficient management of water resources.

Key discussions include challenges in highway drainage systems, focusing on stormwater flow, urban flooding and resilient design practices to ensure safe and sustainable infrastructure. The seminar also covers advanced mine water management approaches, addressing issues of dewatering, treatment and reuse. Optimised irrigation water management will be addressed to improve agricultural efficiency and reduce water stress. Additionally, the seminar provides insights into the planning, design and implementation of rainwater harvesting systems, including storage, recharge and integration with urban drainage networks. Comprehensive drought assessment and mitigation strategies will also be discussed to enhance long-term resilience and water security.

The programme will be highly beneficial to students by enhancing their technical understanding and exposure to real-world water management challenges. Faculty members gain opportunities for academic enrichment, collaboration and research development. Society benefits through the dissemination of sustainable practices, improved awareness, and the promotion of resilient water solutions that contribute to long-term environmental and community well-being.



**Programme Co-ordinator (PC)**

Name	Designation	Postal Address	Mobile no	e-mail id
Dr. Sheak Hasim	Associate Professor and Head of the Department (Civil Engineering, Meghnad Saha Institute of Technology)	Farhan Meeda Appartment, Flat -304, Vill+PO- Podrah, Howrah- 700109	9830899281	<a href="mailto:sheak.hasim@msit.edu.in">sheak.hasim@msit.edu.in</a> / <a href="mailto:sheakhasim79@gmail.com">sheakhasim79@gmail.com</a>

**Programme Joint Co-ordinator (JPC)**

Name	Designation	Postal Address	Mobile no	e-mail id
Dr. Susmita Bakshi	Assistant Professor, Department of Civil Engineering, Meghnad Saha Institute of Technology)	A5/403 Victoria Greens, 385 Garia Main Road, Kolkata -700084	9831584621	<a href="mailto:susmita.bakshi@msit.edu.in">susmita.bakshi@msit.edu.in</a>



## Schedule

### **Seminar on Water Management, Drought Proofing and Rainwater Harvesting**

**13<sup>th</sup> – 14<sup>th</sup> March 2026**

**Department of Civil Engineering  
Meghnad Saha Institute of Technology**

#### **Day 1: Seminar on Water Management, Drought Proofing and Rainwater Harvesting (13<sup>th</sup> March 2026)**

<b>Time</b>	<b>Program</b>	<b>Session</b>
9.30 AM -10.30 AM	<b>Registration</b>	
10.30 AM -11.00 AM	Inauguration	
11.00 AM – 11.30 AM	<b>Hi – Tea Time</b>	
11.30 AM – 1.00 PM	Lecture by Dr. Asis Mazumdar (Topic-Sustainable Water Resource Management)	Session - I
1.00 PM – 2.00 PM	<b>Lunch Time</b>	
2.00 PM – 3.30 PM	Lecture by Ms. Mallika Chatterjee (Topic-Challenges and best practices in Highways storm water management)	Session - II
3.30 PM – 5.00 PM	Lecture by Dr. Anirban Dhar (Topic-Hydraulic Design and Analysis of Rainwater Harvesting Structures)	Session - III
5.00 PM – 5.30 PM	<b>Tea Time</b>	



## Schedule

### Seminar on Water Management, Drought Proofing and Rainwater Harvesting

13<sup>th</sup> – 14<sup>th</sup> March 2026

Department of Civil Engineering  
Meghnad Saha Institute of Technology

Time	Program	Session
9.30 AM -10.00 AM	Hi – Tea Time	
10.00 AM – 11.30 PM	Lecture by Dr. Sujata Biswas (Topic- Droughts: Aspects, Assessment and Mitigation)	Session - IV
11.30 AM – 1.00 PM	Lecture by Dr Rajiv Kumar Bhattacharjya (Topic- Integrating Rainwater Harvesting with Urban Drainage Systems for Flood Mitigation and Water Security)	Session - V
1.00 PM – 2.00 PM	Lunch Time	
2.00 PM – 3.30 PM	Lecture by Dr. Dipto Deb (Topic-Open Pit Mine Water Management: Approaches, Challenges & Solutions)	Session - VI
3.30 PM – 5.00 PM	Lecture by Dr. Safayat Ali Shaikh (Topic-Optimised use of Irrigation Water)	Session - VII
5.00 PM – 5.15 PM	Valedictory session	



**List of Resource Persons/ Invited Speakers**

<b>Sl No</b>	<b>Name</b>	<b>Designation</b>	<b>Instituite / Company</b>
1	Dr Rajiv Kumar Bhattacharjya	Professor & HOD, Dept. of Civil Engineering	IIT Guwahati
2	Dr. Anirban Dhar	Professor, Dept. of Civil Engineering	IIT Kharagpur
3	Dr. Asis Mazumdar	Professor, School of Water Resources	School of Water Resources Engineering (Jadavpur University)
4	Dr. Sujata Biswas	Associate Prof., Dept. of Civil Engineering	IEST Shibpur
5	Dr. Safayat Ali Shaikh	Assistant Chief Engineer	"Housing Directorate Govt of West Bengal"
6	Ms. Mallika Chatterjee	Lead Engineer	Jacobs
7	Dr. Dipto Deb	Consultant - Hydrology & Hydrogeology	SRK Mining Services (India Private Limited), Saltlake, Kolkata - 700064

**Expected number of participants = 80 nos (Approx)**

