

EGRASARADASHASHIBHUSANCOLLEGE



ESTD:1968

(Reaccredited by NAAC with – 'B' Grade with a CGPA of 2.424)

An ISO Certified College for ISO 9001 : 2015 & ISO 14001 : 2015

Post – Egra : Dist – Purba Medinipur (West Bengal) : Pin – 721429.

President : Mr. Tarun Kumar Maity, M.L.A., W.B.

Teacher-in-Charge : Dr. Chayan Ranjit

☎ : 03220-244073, Website - www.egrassbcollege.ac.in : E-mail – info@egrassbcollege.ac.in

Memo. No.: 723/02/25

Date: 13.12.2025

To
The Secretary
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

Sub: Application for Funding to Organize a Science Popularization Programme (Workshop Type)

Sir/Madam,

I am pleased to submit, on behalf of our institution, an application for financial support to organize a programme titled “**Workshop on plant identification, preservation, conservation and modern approaches to herbarium preparation**”. The aim of this workshop is to promote the students to acquire knowledge about plant identification, conservation, preservation and preparation of herbarium for future references.

The programme will be coordinated by **Dr. Mamtaj Khatun** (Assistant Professor of Botany, Dept. of Botany, Egra S S B College, Egra), who will serve as the Programme Coordinator (PC). We believe that this initiative will significantly contribute to fostering scientific curiosity and strengthening the culture of science popularization among students of this region.

I, therefore, earnestly request you to kindly consider and approve our proposal along with the necessary funding support for the successful conduct of the workshop. Your cooperation and encouragement will greatly assist us in advancing the cause of science education and outreach.

We shall remain grateful for your support.

Yours sincerely,
Teacher-in-Charge

Egra S.S.B. College

Egra, East Medinipur, West Bengal
E-mail: principal@egrassbcollege.ac.in

Dr. Chayan Ranjit
Teacher In-Charge
Egra S.S.B. College
Egra, Purba Medinipur



To
The Secretary
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

Sub: Application for funding to organize a Science Popularization Programme (Workshop Type)

Sir/Madam,

We are interested in organizing a programme titled “**Workshop on plant identification, preservation, conservation and modern approaches to herbarium preparation**” at our college campus. The aim of this workshop is to promote the students to acquire knowledge about plant identification, conservation, preservation and preparation of herbarium for future references.

Therefore, I, **Dr. Mamtaj Khatun**, as the Programme Coordinator (PC), respectfully request you to kindly consider and approve our proposal along with the necessary funding support for conducting the workshop successfully.

We shall be grateful for your cooperation and encouragement in promoting science popularization among students of this region.

Mamtaj Khatun / 13.12.2025

Best wishes,
Dr. Mamtaj Khatun
Programme Coordinator
Department of Botany
Egra S.S.B. College
Egra, East Medinipur, West Bengal
Email: mamtaj@egrassbcollege.ac.in
Mobile: 9064900946 / 8967484036 (Whats App)

Government of WestBengal
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 (refSN11 of the Memorandum): **Workshop.**
2. Title of the proposed Programme: **“Workshop on plant identification, preservation, conservation and modern approaches to herbarium preparation”**
3. Target Group (Faculty, Teacher, Research Scholar, School/College/ University Student, Community): **Faculty, Teacher and College Student.**
4. Duration (days): **02 days (Two days)** Tentative Dates of the proposed Programme: **17.02.2026 and 18.02.2026.**
5. Aims, Objectives and Details of the Programme(attach separate sheet, if necessary): **Please See Separate sheet-I.**
6. Name, Designation, Postal Address, mobile no. and e-mail id of the (only one) Programme Co-ordinator (PC) (attach separate sheet, if necessary):
Name: Dr. Mamtaj Khatun
Designation: Assistant Professor, of Botany
Postal Address: Egra S.S.B. College, Egra, East Medinipur, West Bengal, 721429
Contact No.: 9064900946, Email-Id: mamtajbotany@gmail.com
7. Legal status of the Institute (School/College/ University/Institute/ Polytechnic/ ITI/ Autonomous body/ registered NGO/ Trust etc.): **Government aided college, recognized under section 2(f) and included under section 12(b) of UGC act. 1956, under Vidyasagar University, Gr. B with point-2.32 (Accredited by NAAC).**
8. Date wise detail Programme Schedule (attach separate sheet, if necessary): **Please See separate sheet-II.**
9. Collaborating Institutions/ Organizations, if any, with their specific contribution: **NA**
10. Expected Number of Participants and List of Resource Persons / Invited Speakers: **80 (Students)+ 15(Teachers & Faculty) + 05(Resource Persons/Invited Speakers)=100**

Sl No.	Name	Mobile no. & e-mail id	Educational Qualifications	Present Profession
1.	Prof. Amal Kumar Mondal	9434636647 (M) Email id- akmondal@mail.vidyasagar.ac.in	M.Sc., Ph.D	Professor, vidyasagar University
2.	Dr. Sudam Charan Sahu	9437764563 (M) Email id: sudamsahu.bdk@gmail.com	M.Sc., Ph.D.	Assistant Professor-II, north Orissa university
3.	Riasen Mondal	7001473931(M) Email id: riasenmondal@gmail.com	M.Sc.	Assistant Director of Agriculture, Egra-1, Block, Purba Medinipur
4.	Dr. Avishek Bhattacharjee	033-26687238 Email id- abhattacharjee@bsi.gov.in	M.Sc., Ph.D.	Scientist-E, BSI-Howrah,

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, Reportetc.: **NA.**
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: **NA.**
13. **Total Estimated Expenditure (A) / Organisation's Contribution (B) / Contribution from Other Sources (C) / Grant Expected from DST-BT (D):**
D : ₹1,53,000 =(A: ₹ 170,000 –B: ₹ 17,000 – C: ₹0)


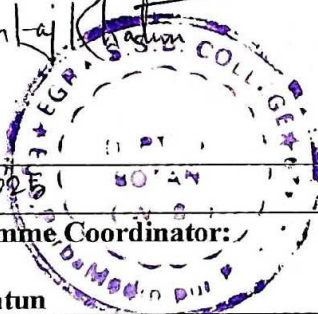

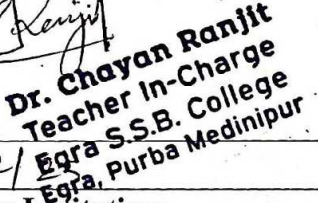
(provide detail Budget break-up as per Annexure-I and Bank details as per Annexure-II):

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**

D E C L A R A T I O N

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: Mamtaj Khatun  	Signature: Dr. Chayan Ranjit  
Date: 13/12/2025	Date: 13/12/25
Name of Programme Coordinator: Dr. Mamtaj Khatun	Name of Head of the Institution: Dr. Chayan Ranjit
Designation: Assistant Prof. of Botany	Designation: Teacher-in-Charge
Address: Dept. of Botany, Egra S.S.B. college, Egra, East Medinipur, West Bengal, 721429	Address: Egra S.S.B. college, Egra, East Medinipur, West Bengal, 721429

(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	35,000/-
2.	Study materials, Consumables expenses	39,000/-
3.	Hall rent, if any	8000/-
4.	Publicity materials	6000/-
5.	Travel expenses	8,000/-
6.	T.A.to the external Resource Persons/ Experts	15000/-
7.	Documentation expenses including audio-visual	8000/-
8.	Light refreshments	35,000/-
9.	Auditors' fee	3000/-
10.	Other expenses, if any (please specify)	13000/-
Grand Total Expenditure (₹):		170,000/-

Please mention:

B. Institution/ Organization Contribution*in ₹17,000.00

C. Contribution from any other sources (with name & Address) in ₹0.00

D. Grant expected from DSTBT (₹) = 1,53,000.00



Signature of Authorised Personnel with seal

Dr. Chayan Ranjit
Teacher In-Charge
Egra S.S.B. College
Egra, Purba Medinipur

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

Dr. Chayan Ranjit
Teacher In-Charge
Egra S.S.B. College
Egra, Purba Medinipur

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

Bank details of the Applicant Organisation

Name of the Organization	Egra S.S.B. College
Bank Account number & Name of the Account holder/Organization	Egra S.S.B. College A/C-33263399293
Type of Account (Savings or Current A/c)	Savings A/C SBI, Egra
Name of the Bank	SBI
Name of the Branch with Branch address	SBI, Egra Bazar SBIN0010424- Medinipur(E)
IFSC of the Branch	Egra, SBIN0010424
Mobile Number of the Programme Coordinator/ Head of the Organization	9064900946(PC)/ 9433927433(TIC)
PAN/TAN of the Account holder/Organization	PAN- AAABE0524D TAN-CALE02015G



18/12/25

Signature of Authorised Personnel with seal



Dr. Chayan Ranjit
Teacher In-Charge
Egra S.S.B. College
Egra, Purba Medinipur

Separate Sheet-I

AIMS AND OBJECTIVES OF THE WORKSHOP

Title: Workshop on plant identification, preservation, conservation and modern approaches to herbarium preparation

Herbaria are crucial for learning about the geographic distribution of plants as well as for studying plant taxonomy or systematics, which is the study of locating, identifying, characterizing, categorizing, and naming plants. Herbaria specimens are highly helpful for identifying plants that grow here or abroad. The finest documentation of a plant's original range is found in specimens kept in a herbarium. This knowledge can help us comprehend changes brought on by habitat loss, climate change, and other human impacts. A field guide or manual that helps identify the plants grown there might potentially be written using this knowledge.

One ability stands out as being especially important in the realm of conservation: plant identification. For individuals working on the front lines of conservation, the ability to correctly identify plants is more than simply a helpful tool because hundreds of plant species, including invasive environmental weeds and rare and endangered species, inhabit our natural regions.

Specific Aims:

- To learn how to identify lower groups i.e. algae, fungi, bryophyte, gymnosperm and angiosperm into the surroundings area.
- To study how to preserve the plant sample i.e. woody and non-woody portion of plant specimen and also learn the preservation technique.
- To know how conserve the endangered, extinct, critically endangered and extinct plants from the surroundings area. And also make a conservation list.
- To learn how to prepare herbarium sheet, arrange it and store it in proper manner.
- To know about digital herbarium technique.

Objectives of the Workshop

1. Developing Observation Skills: A Key to Plant Identification

- Plant identification is not just about memorizing names—it's about seeing the subtle details that differentiate one species from another.
- This requires a high level of observation skills, which are developed through targeted exercises. For example, students at Ecoskills Training use color swatches to match plant colors, enhancing their color perception.
- They also spend time observing small plots, learning to identify every plant within a square meter. A deep dive into plant features, such as leaf morphology, helps them notice subtle differences that might otherwise go unseen.

2. The Benefits of Observing Nature for Mental Health

- Beyond its practical applications in conservation, the practice of spending time in nature and engaging in close observation is known to have significant benefits for mental health.
- Studies have shown that spending time in natural settings can decrease stress hormones, reduce anxiety, and improve overall well-being.
- Observing nature closely not only sharpens the mind but also calms it, providing a break from the fast pace of modern life and fostering a deeper connection to the environment.

3. The Integration of Plant Identification with Other Conservation Skills

- A deep understanding of plant biology and identification enhances other conservation skills.
- It informs how indigenous plants and weeds spread, helps in recognizing the habitat value of different species, and highlights the crucial interactions between plants and animals, such as the role of pollinators in plant regeneration.

4. Addressing the Gaps in Conservation Training

- Unfortunately, many conservation courses overlook the importance of plant identification, focusing instead on management skills and plans.
- However, without a solid foundation in plant identification and biology, these plans may be ineffective.
- Developing these skills takes time, effort, and a genuine passion for the subject—qualities that are not always present in all training programs.

5. Hands-On Learning: A Cornerstone of Effective Training

- At Ecoskills Training, we believe that the best way to learn plant identification is through direct exposure.
- Our students participate in numerous field trips and handle a variety of plant samples in the classroom. This hands-on approach ensures they gain real-world experience in recognizing and understanding different plant species.

6. Leveraging Technology in Plant Identification

- In today's digital age, tools like iNaturalist play a crucial role in enhancing plant identification skills.
- By creating student projects and embedding plant identification into all units, we ensure that our students are not only familiar with the technology but also skilled in using it to complement their observational training.

7. The Bigger Picture: Contributing to Biodiversity Conservation

- Ultimately, strong plant identification and observation skills are critical in addressing the biodiversity crisis.
- Conservation professionals are tasked with managing natural sites, and their ability to spot subtle differences in plant species can be the difference between preserving biodiversity and losing it.

Separate Sheet –II

Two-Days Programme Schedule

Workshop on plant identification, preservation, conservation and modern approaches to herbarium preparation

DAY-1: INAUGURATION, INTRODUCTION AND PLANT SCIENCE

Session-I

10:00 AM – 10:30 AM

Inauguration & Welcome Address

- Introduction to the workshop objectives
- Address by Principal / Coordinator / Guest

10:30 AM – 11:00 AM

Orientation Session:

“Popularizing Science in Rural Communities through the College Students: Vision & Importance”

Session-II

PLANT SCIENCE, INNOVATION & STUDENT DEMONSTRATION

11:00 AM – 12.00 AM — Lecture Session-I

Topic: Idea, Identification & Conservation status in Plant Science

Session-III

12.00 AM- 1.30PM- Hands on Session-I

1.30 PM- 2P.M. –Lunch Break

2.00 PM- 4.30 PM – Hands on Session-II

4.30 PM- 5.00 PM

Reflection and Day end Discussion

DAY-2: HERBARIUM PREPARATION TECHNIQUE, e-HERBARIUM AND CURATION

10.00 AM-11.00 AM - Lecture Session -II

Topic: Digital platform of Plant science

11.00 AM- 12.30 PM- Hands on session (III)

12.30 PM-1.30PM – Students Interaction

1.30PM- 2.00 PM -Lunch Break

2.00PM- 3.00 PM – Students Activity in Departmental Laboratory

3.00PM- 4.00PM- Final Demonstration and Valedictory Session

- Student groups present their findings
- Feedback from Experts
- Distribution of certificates
- Vote of thanks