

Government of West Bengal
Department of Science & Technology and Biotechnology (DSTBT)
Vigyan Chetana Bhavan, Block-DD, Plot- 6/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:
A 2-day workshop on Hydroponics: Leading to circular economy
3. Target Group (Faculty, Teacher, Research Scholar, School/College/ University Student, Community):
Faculty, Teacher, Researcher Scholar, University student and Community
4. Duration(days): 2 days; Tentative Dates of the proposed Programme: March 12-13, 2026
5. Aims, Objectives and Details of the Programme (attach separate sheet, if necessary):

Aims and Objectives:

- To educate participants about sustainable food production by evaluating the role of urban and vertical hydroponics in shortening supply chains, reducing transportation emissions, and creating more resilient, localized food systems.
- To aware the participants on the advantages of hydroponics over traditional crop farming system.
- To train the participants about how to design a basic, small-scale, closed-loop hydroponic system suitable for a home or community setting, prioritizing the use of recycled waste.
- To gain knowledge on resource efficiency through optimizing water and nutrient circulation
- To understand the 3 core closed-loop principles of circular economy (design out waste and pollution, keep products and materials in use, regenerate natural systems)
- To explain the significance of waste valorization.

Details of the programme

Day 1 (March 12, 2026)

10:30 – 11:00 | Registration & Welcome Tea

11:00 – 12.00 | Inauguration programme

12.00 – 12.45 | Keynote Lecture-1

12.45 – 13.30 | Keynote Lecture-2

13.30-14.30 | Lunch

14.30-16.30 | Demonstration cum Hands-on training to set-up small hydroponic unit

16.30 - Tea

Day 2 (March 13, 2026)

11.30-12.15 | Invited Lecture-1

12.15 – 13.00 | Invited Lecture-2

13.00 – 13.45 | Invited Lecture-3

13.45-14.30 | Lunch

14.30-15.30 | Hands –on training, monitoring, data, digital tools

15.30 – Valedictory session

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. Susmita Lahiri

Associate Professor

Department of Ecological Studies

University of Kalyani

Kalyani, Nadia, West Bengal

Pin-741235

Mobile no. 9830793021

E-mail-minku_lahiri@yahoo.co.in

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

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

Day 1 (March 12, 2026)

10:30 – 11:00 | Registration & Welcome Tea

11:00 – 12.00 | Inauguration programme

12.00 – 12.45 | Keynote Lecture-1

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Day 2 (March 13, 2026)

11.30-12.15 | Invited Lecture-1

12.15 – 13.00 | Invited Lecture-2

13.00 – 13.45 | Invited Lecture-3

13.45-14.30 | Lunch

14.30-15.30 | Hands –on training, monitoring, data, digital tools, modules

15.30 – Valedictory session, certificate distribution

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

10. Expected number of participants and list of Resource Persons /Invited Speakers: 50

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.:

Nil

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:

Finance Officer, University of Kalyani

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

D : Rs. 2,00,000.00 **A**: Rs. 2,50,000.00 **B**: Rs. 20,000.00) **C**: Rs. 30,000.00 (from participant registration)

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

Proposed Total Budget with break-ups**A. Total Estimated Expenditure**

Sl. No.	Items required with justification and rate	Total Expenditure (A) (Rs)
1.	Honorarium to Resource Persons/ Experts 10 Resource persons x 1500/- x 2 days	30,000.00
2.	Study materials (Training Manuals, modules etc.) Consumables expenses Hydroponics unit set-up(seedlings, plants, fish, substrate materials, aquariums, channels, glasswares and chemicals for water quality testing and other tools)	1,00,000.00
3.	Hall rent, if any @Rs 3000.00 x 2 days	6,000.00
4.	Publicity materials (Banner, handout, posters)	10,000.00
5.	Travel expenses a) Local transport for organizers– one @ Rs 2500 x 2 days b) Carrying cost of Hydroponics unit set-up(seedlings, plants, substrate materials, aquariums and other tools)	5,000.00 10,000.00
6.	T.A. to the external Resource Persons/ Experts 10 Resource persons x Rs 500.00 x 2 days	10,000.00
7.	Documentation expenses including audio-visual Rs. 5000.00 x 2 days	10,000.00
8.	Light refreshments Rs 325 x [50(participants)+ 10(Resource persons) + 20(volunteers)]	52,000.00
9.	Auditors'fee	5,000.00
10.	Other expenses, if any (please specify) Venue decoration, light, sound, inaugural materials)	12,000.00
Grand Total Expenditure(Rs.)		2,50,000.00

Please mention:

B. Institution/ Organization Contribution*in Rs. 20,000.00

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

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
- 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): NA
- 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: NA

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:

Susmita Lahiri

Date: 12.12.2025

DR. SUSMITA LAHIRI

Name of Programme Coordinator:

Designation: Associate Professor

Address: Department of Ecological
Studies, KU

(Office Seal)

Dr. Susmita Lahiri
Associate Professor
International Centre for Ecological Engineering
Department of Ecological studies
University of Kalyani, Kalyani-741235, West Bengal

Signature:

Debanu Ray

Date:

12/12/25

DEBANU RAY

Name of Head of the Institution:

Designation:

Registrar

Address:

Kalyani University

REGISTRAR
University of Kalyani
Kalyani-741235, Nadia
West Bengal



S.L.

Please mention:

B. Institution/ Organization Contribution* in Rs. 20,000.00

C. Contribution from any other sources (Registration Fee of participants) in Rs. 30,000.00

D. Grant expected from DSTBT (Rs.) = $[A - (B + C)] - 2,00,000.00$

Shahaji
12/12/25

Dr. Susmita Lahiri
Associate Professor
International Centre for Ecological Engineering
Department of Ecological studies
University of Kalyani, Kalyani-741235, West Bengal

T. Shinde
12/12/2025
Signature of Authorised Personnel with seal
Finance Officer
University of Kalyani

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

5.4.

Bank details of the Applicant Organisation

Name of the Organization	UNIVERSITY OF KALYANI GENERAL FUND
Bank Account number & Name of the Account holder/Organization	422220100100001
Type of Account (Savings or Current A/c)	Current A/C
Name of the Bank	Bank of India
Name of the Branch with Branch address	Kalyani University Branch, Kalyani University, Kalyani, Pin- 741235 Nadia, West Bengal Ph. No. 03325829480
IFSC of the Branch	BKID0004121
Mobile Number of the Programme Coordinator/ Head of the Organization	9830793021
PAN/TAN of the Account holder/Organization	CALU02660A


 Signature of Authorised Personnel with seal
 Finance Officer
 University of Kalyani

S.A.