

**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 (refSN11of 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)**

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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**

| <b>Sl.<br/>No.</b>                  | <b>Items required with justification and rate</b>  | <b>Total Expenditure<br/>(A)<br/>(Rs)</b> |
|-------------------------------------|--|---|
| 1.                                  | Honorarium to Resource Persons/ Experts<br>10 Resource persons x 1500/- x 2 days   | 30,000.00                                 |
| 2.                                  | Study materials (Training Manuals, modules etc.)<br>Consumables expenses<br>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<br>a) Local transport for organizers– one @ Rs 2500 x 2 days<br>b) Carrying cost of Hydroponics unit set-up(seedlings, plants, substrate materials, aquariums and other tools)   | 5,000.00<br>10,000.00                     |
| 6.                                  | T.A. to the external Resource Persons/ Experts<br>10 Resource persons x Rs 500.00 x 2 days   | 10,000.00                                 |
| 7.                                  | Documentation expenses including audio-visual<br>Rs. 5000.00 x 2 days  | 10,000.00                                 |
| 8.                                  | Light refreshments<br>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)<br>Venue decoration, light, sound, inaugural materials)  | 12,000.00                                 |
| <b>Grand Total Expenditure(Rs.)</b> |  | <b>2,50,000.00</b>                        |

**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: *Shahri*  
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: *Debann 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**

Shahriar  
12/12/2015

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

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

S.K.

**Bank details of the Applicant Organisation**

|   |  |
|---|--|
| Name of the Organization  | UNIVERSITY OF KALYANI<br>GENERAL FUND  |
| Bank Account number &<br>Name of the Account holder/Organization        | 422220100100001  |
| Type of Account<br>(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,<br>Kalyani University, Kalyani, Pin-<br>741235<br>Nadia, West Bengal<br>Ph. No. 03325829480 |
| IFSC of the Branch  | BKID0004121  |
| Mobile Number of the Programme Coordinator/<br>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.K.