



Department of Science & Technology  
Government of Gujarat

# Guidelines for Network of Biotech Capacity Building Cells for Under-Graduates [BT-CBC-UG] from AY 2023-24

॥ जीवो ब्रह्मैव नापरः ॥



## GUJARAT STATE BIOTECHNOLOGY MISSION

Department of Science and Technology, Government of Gujarat,  
Udyog Bhavan, 11<sup>th</sup> Block, 9<sup>th</sup> Floor, Sector -11, Gandhinagar - 382017, Gujarat, INDIA.  
Phone: +91 79 232 52134, Email: [ugcbc2022@gmail.com](mailto:ugcbc2022@gmail.com)

# **INDEX**

<b>Sr. No.</b>	<b>Item</b>
1.	Introduction
2.	Objectives of the Programme
3.	GSBTM formed Cells UG
4.	Guidelines for conducting Crash Workshops for Undergraduates [UG-BT-CBC]
5.	Financial Assistance for Crash Workshops <ul style="list-style-type: none"><li>• For UG-BT-CBC</li></ul>
6.	Process Flow and Release of Financials
7.	Important Points
8.	<b>Annexure I:</b> Format for Financial Assistance from BT-CBCs <ul style="list-style-type: none"><li>a) For UG-BT-CBC (Third year)</li></ul>
9.	<b>Annexure II (a):</b> Format for Utilization certificate <b>(b):</b> Statement of Expenditure
10.	<b>Annexure III:</b> Checklist for Submitting the Report and deliverables of the Workshop

**GOVERNMENT OF GUJARAT**  
**GUJARAT STATE BIOTECHNOLOGY MISSION**  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY, GANDHINAGAR**

### **Introduction**

Gujarat State Biotechnology Mission (GSBTM), working under the aegis of the Dept. of Science & Technology, Govt. of Gujarat, is the nodal agency for overall development of Biotechnology in the State. Established in April, 2004 to play catalytic role in promoting Biotechnology in the socio-economic upliftment of the State, GSBTM is an autonomous body, wholly supported by Govt. of Gujarat and registered under the Societies Registration Act.

The State is committed towards building the capacities of its stakeholders inclusive of the students and help them to compete at national and international level and emerge as global best. World-class manpower is certainly one of the key drivers to Biotech Industry - a knowledge based industry. In order to create a world class highly competitive manpower, GSBTM is providing platform for Capacity Building of Undergraduate and Post Graduate Students of the State to train them for various National Competitive Examinations at National Level in order to achieve Academic Excellence in the field of Biotechnology.

### **Objectives of the Programme:**

1. To provide an integrated Capacity Building Exercise for the Under Graduate students of the State by undertaking rigorous year-round training (Crash Workshops) in different regions of the State towards creation of competitive manpower.
2. To provide structured mentoring by forming an institutional framework of Cells for Capacity Building to help the budding Biotechnologists to prepare for various National competitive examinations like JNU-CEEBS, ICAR-JRF & IIT-JAM, etc. for Undergraduate Students and UGC-CSIR-NET, GATE, etc. for Post Graduates for professional careers in the field of Biotechnology.

### **Guidelines for BT-CBC Centres**

#### **1. Duration of Workshop:**

**For Third year CBC** - Each UG-BT- CBC shall conduct a Fifteen-day (15) Crash Workshop (i.e. ~8 hours of sessions in total) for every academic year.

- **Intake:** There is no limit for the strength of the students for TY for a workshop. Coordinator can train only their students and students of adjoining/regional institutes, regardless of the numbers of students attending the classes.
2. **Selection of Candidates** – Each UG-BT-CBC shall need to follow a transparent unbiased mechanism for selection of candidates for workshop.
  3. **External faculties** – Each UG-BT-CBC shall invite the external experts of the subject, depending upon the topics. Accommodation, travel allowance and honorarium to the external faculty will be provided by the GSBTM.

4. The financial assistance for UG-CBC will be as follow:

HEAD	Financial Implications
Resource Materials	@ Rs. 10,000/- per workshop
Study Material	@ Rs. 500/- per student and 10 spare Study Materials per centre per academic year
Accommodation for students	@ Rs. 100/- per day per student given accommodation
Refreshment for students and staff	@ Rs. 200/- per student and 10 staff/resource person per day
Rector/warden charges	@ Rs. 100/- per day per rector (max. 2 rectors)
Honorarium for Resource Persons/speakers	@ Rs. 1000/- (128 hours of lectures)
Travel allowance for external faculties	@ Rs. 25,000/- (51.2 hours of lectures)
Accommodation charges for external faculties	@ 10,000/- per workshop
Honorarium to Coordinator & Deputy Coordinator	@ Rs. 4,000/- per workshop
Honorarium to Office Assist.	@ Rs. 1,000/- per workshop
Honorarium to IT Assist. (For virtual workshop)	@ Rs. 1,000/- per workshop
Man-hours based remuneration for non-teaching activities (For Peons, for 12 day workshop)	@ Rs. 250/- for 2 Peons for entire workshop (@Rs. 125/- per day per Peon)
Man-hours based remuneration for non-teaching activities (For drafting of Question Papers / Invigilation / Evaluation, etc.)	Not to exceed @ Rs. 300/- per day (@ Rs. 100/- each for drafting of Question Papers; Invigilation or Supervision; Checking of Papers, etc.)
Classroom Infrastructure Items	Not exceeding Rs. 6,000/- for the entire academic year
Contingency & Miscellaneous	Not exceeding Rs. 10,000/- for the entire workshop

5. **Online Mock tests** – A comprehensive online mock test, administered just prior to the main examination, was suggested. This mock test would serve to gauge students’ preparedness and familiarize them with the exam format. The question paper for this mock test would be collaboratively developed by the coordinators from all cells.

6. **Modus Ophrendi:**

- Each center should ensure that the candidates are trained in all subjects/topics including (Physics, Chemistry, Mathematics and Biology) so that they perform better in the target examinations. The total weightage of different subjects may be kept as - Biology (60%), Chemistry (20%), Physics (15%) and Mathematics (5%) in concurrence to the target National Competitive Examinations.
- Each center should ensure the participation of students from Biology, Chemistry and Physics in this crash workshop.
- A single faculty may not take more than Three [3] lectures per day and not more than 2 days of each crash workshop with exceptions for BT-CBC Coordinators to avoid the monotony.

- The Collection of Resource Materials availed under BT-CBC may be utilized to develop a Library which could be kept accessible to benefit the aspirants of the National Competitive Examinations.
  - The Network should not be on the wrong side of the law by any activity such as infringement of copyrights of any author or any such action.
  - In case of seeking some special permissions/requirements from this office, each BT-CBC Coordinator would intimate about the same to this office well in advance before or during the programme for further timely proceedings.
  - A Common Valedictory and Felicitation Programme shall be organized for the awardee students having ranks up to 100 (1 to 100) in the National Competitive Examinations to felicitate them and also to encourage the other students.
  - The application fees for competitive exams of Biotechnology shall be sponsored by the GSBTM, to encourage more number of students to apply every year. The fees of the examination (GAT-B, IIT-JAM, TIFR etc.) will be reimbursed to the candidate, after they provide mark sheet/examination results to this office.
7. **Feedback from Students & Coordinators** - The Programme Coordinator shall collect feedback from participants, study & assess the impact of the programme with an objective of improvements in future.
8. **Review of CBC** – The centers are required to annually submit an outcome report to this office, and the office will make a determination regarding the center's continuation for the next cycle based on the submitted report.

## **7. Process Flow and Release of Financials**

1. The **proposal for financial assistance** [Annexure-I] for Crash Workshops should reach the office **before 30 working days** of the proposed crash workshop.
2. GSBTM will try to process the received applications within 7 working days of the receipt of application and release **80% advance** within **15 working days** of the receipt of application. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The final instalment of the sanctioned grant will be released on the receipt of Programme Report, duly completed and with necessary deliverables as indicated therein and duly signed Utilization Certificate of the total expenditure [Annexure-II (a and b)]. All these documents should be submitted to GSBTM within 30 /days of the completion of the workshop.
3. GSBTM officials/nominee may visit BT-CBC Centre on one/few/all days of the Programme.
4. After **completion** of every Crash Workshop, the Centre has to **submit the following to this office within 15 days:**
  - (a) **Utilization Certificate (UTC)** [Annexure II (a)]
  - (b) **Statement of expenditures with head-wise bills** [Annexure II (b)]
  - (c) **Deliverables/Checklist** as mentioned in [Annexure III]

## **8. Important Points**

1. The centre has to use the given amount for the proposed workshop only.
2. All the decision taken from time to time has to be strictly followed by the centre.
3. The sanctioned amount will be released in the name of Registrar/Director/Principal and to be issued by multi-city cheque/RTGS facilities. The grant will not be disbursed to any individual name or Programme name in the Institution/Organization.
4. The final amount of the workshop completed will be awarded only after submission of all the requirements by each cell within 15 days of completion of workshop.

**Name of BT-CBC Coordinator**  
**Stamp & Seal of College**

**Name of Principal/HOD**  
**Stamp & Seal of College**



**Network of Biotech Capacity Building Cells [N-UG-BT-CBCs] of the**  
**Gujarat State Biotechnology Mission, Dept. of Science & Technology, Govt. of**  
**Gujarat**  
**Financial Proposal for Crash Workshop – 2023-24**

To,

Date: \_\_\_\_\_

**The Mission Director,**

Gujarat State Biotechnology Mission, Gandhinagar.

**Sub - Request for Financial Assistance for the Crash Workshop under the aegis of BT-CBC**

Dear Sir,

With reference to above & on the subject captioned, it is to submit that, we at BT-CBC - \_\_\_\_\_ aim at conducting a Crash Workshop for \_\_\_\_\_ days for \_\_\_\_\_ Students, along the guidelines laid for us by GSBTM.

The budget details are as follows:

<b>Total Number of Students Participating in the Workshop</b>	
<b>Total Number of Days of Workshop</b>	

<b>HEAD</b>	<b>Financial Implications</b>	<b>Amount</b>
<b>Resource Materials</b>	@ Rs. 10,000/- per workshop	
<b>Study Material</b>	@ Rs. 500/- per student and 10 spare Study Materials per centre per academic year	
<b>Accommodation for students</b>	@ Rs. 100/- per day per student given accommodation	
<b>Refreshment for students and staff</b>	@ Rs. 200/- per student and 10 staff/resource person per day	
<b>Rector/warden charges</b>	@ Rs. 100/- per day per rector (max. 2 rectors)	
<b>Honorarium for Resource Persons/speakers</b>	@ Rs. 1000/- (128 hours of lectures)	
<b>Travel allowance for external faculties</b>	@ Rs. 25,000/- (51.2 hours of lectures)	
<b>Accommodation charges for external faculties</b>	@10,000/- per workshop	
<b>Honorarium to Coordinator &amp; Deputy Coordinator</b>	@ Rs. 4,000/- per workshop	

<b>Honorarium to Office Assist.</b>	@ Rs. 1,000/- per workshop	
<b>Honorarium to IT Assist.</b> (For virtual workshop)	@ Rs. 1,000/- per workshop	
<b>Man-hours based remuneration for non-teaching activities</b> (For Peons, for 12 day workshop)	@ Rs. 250/- for 2 Peons for entire workshop (@Rs. 125/- per day per Peon)	
<b>Man-hours based remuneration for non-teaching activities</b> (For drafting of Question Papers / Invigilation / Evaluation, etc.)	Not to exceed @ Rs. 300/- per day (@ Rs. 100/- each for drafting of Question Papers; Invigilation or Supervision; Checking of Papers, etc.)	
<b>Classroom Infrastructure Items</b>	Not exceeding Rs. 6,000/- for the entire academic year	
<b>Contingency &amp; Miscellaneous</b>	Not exceeding Rs. 10,000/- for the entire workshop	
<b>Total amount proposed</b>		
<b>80% Advance amount</b>		

With many thanks & warm regards,

-----Sign-----

Name of Coordinator

Designation

-----Sign-----

Name and Address of Chartered Accountant

Seal of Chartered Accountant



**Format for the Utilization Certificate for UG-BT-CBC**

**GUJARAT STATE BIOTECHNOLOGY MISSION**

**Dept. of Science and Technology, Govt. of Gujarat**

**Utilization Certificate**

It is certified that **Gujarat State Biotechnology Mission [GSBTM]**, Gandhinagar, had sanctioned a Crash Workshop to <<**BT-CBC Centre**>>, <<**City**>> with a Financial Assistance of a sum of **(Rupees in Numeric) (Rupees in Words)** towards Crash Workshop from\_\_\_\_\_to\_\_\_\_\_against which GSBTM had provided a sum of **(Rupees in Numeric) (Rupees in Words)** as 50% Advance /First Stage Release and the college has incurred/utilized a sum of **(Rupees in Numeric) (Rupees in Words)**, as per enclosed Statement of Expenditure as per the format under **Annexure-II**.

It is also certified that there was participation from a total of students for the above workshop and the grant received has fully been utilized for the purpose for which it has been sanctioned and in accordance with the terms and conditions laid down by GSBTM, Gandhinagar.

It is further certified that if, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or regularize the objected amount.

-----Sign-----  
Name of Coordinator  
Designation

-----Sign-----  
Name of Principal/Head  
Designation  
Stamp & Seal of College

-----Sign-----  
Name and Address of Chartered Accountant  
Seal of Chartered Accountant

Date:

**Format for the Statement of Expenditure**

**GUJARAT STATE BIOTECHNOLOGY MISSION**

**Dept. of Science and Technology, Govt. of Gujarat**

**Statement of Expenditure**

<b>Sr. No.</b>	<b>Approved Financial Guidelines (UG-BT-CBC- for TY)</b>	<b>Approved Amount</b>	<b>Actual Expenditure as per UTC</b>	<b>Difference/Balance</b>
1				
2				

**Checklist for Submission of UTC and deliverables after each UG-BT-CBC workshop**

1. Photographs of the Crash Workshops (In CD only)
2. Workshop Reports (in .doc form- Both hard & soft form)
3. One Copy of Study Material and/or Kit provided to the students during workshop
4. Lecture Presentations of Workshop & Overall Workshop Presentation (PPT format)
5. List of Students Participated in the Workshop [Along with the details of their College/University& Contact Details]
6. List of all the Resource Persons with their contact details
7. List of external faculties and subject they taught
8. Submission of duly signed (by BT-CBC Coordinator) Summary/Attendance Sheets as prescribed below:
  - a) Day wise Attendance Sheet for participating Students, Resource Persons, Coordinator, Deputy Coordinator, Office Assistant and Students Accommodated

Sr. No.	Name of the Students / Resource Persons/ Coordinator / Deputy Coordinator/Office Assist. / Students Accommodated	Day 1 /Date	Day2/Date	Day3/Date
1		Sign	Sign	Sign
2		Sign	Sign	Sign

- b) Day wise Attendance Sheet for Honorarium

Sr. No.	Name of the Guest Lecturer	Hrs./Day1	Hrs./Day2	Hrs./Day3
1		Hrs.	Hrs.	Hrs.
2		Hrs.	Hrs.	Hrs.

Total Amount of Honorarium Rs. /-

- c) *Day wise Attendance Sheet for Travelling Assistance*

Sr. No.	Name of the Person	Traveling Place/Rs.	Traveling Place/Rs.	Traveling Place/Rs.
1				
2				

Total Amount of Travel Assistance Rs.

9. List/Details of Resource Materials/Books as well as Stationary Utilized for Workshop along with their Cost
10. List of Participants to whom the deposit have been refunded. A duly signed statement of refund may be provided to the GSBTM office by the BT-CBC Coordinator.
11. Receipt of Advance/First Stage/Remaining Amount of Workshop from each BT-CBC Utilization Certificate and Statement of Expenditure (with Head-wise bills) according to the specific financial head, as per Annexure II (a) and (b).