NIFTEM

MOFPI
MINISTRY OF FOOD PROCESSING INDUSTRIES

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT, KUNDLI- 131029

File No. NIFTEM/Dean Research/2020/6

Date: June 22, 2020

Notice

Subject: Notification for inviting DST- Training Programme on Entrepreneurship

Proposals have been invited by DST, Govt of India for funding for various Training Programme under the above mentioned scheme. All HoDs are requested to inform the same in their department and encourage the faculty members to submit the relevant training program related proposals in the thrust area / field of specialization of the department for possible funding.

DST- Training Programme on Entrepreneurship: 2020-21- **Last date of receiving proposals: June 30, 2020**

A copy of the notification is enclosed for reference.

22/06/2020

Dean Research

Encl : as above.

Copy to-

1. All HOD(AES/BAS/FBM/FE/FST)
2. All Dean's / Assoc. Dean's
3. PS to Hon'ble Vice Chancellor
4. PS to Registrar
5. The Director, FTL
6. The Director, IQAC
7. AR(IT) with request to upload the information on website

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DST-Training Programme on Entrepreneurship

1. **About the Project**

To promote and strengthen Science & Technology Entrepreneurship, the NSTEDB, DST has been funding various training programmes and projects on regular basis. However, due to the Pandemic COVID-19 and in view of various advisories and restrictions announced by the Central and State Governments, it would not be practical to organize training programmes in conventional mode i.e. by having trainees in a class room set-up. Therefore, to address this situation, it is proposed to provide funding support for conducting **ONLINE training programmes** during the F.Y. 2020-21. Proposals are invited for the following ONLINE programmes:

- Women Entrepreneurship Development Programme (WEDP)
- Technology based Entrepreneurship Development Programme (TEDP)
- Faculty Development Programme (FDP)

2. **Who are eligible:**

These programmes are mainly conducted by various institutions/organizations namely; Innovation & Entrepreneurship Development Centre (IEDCs), New Generation Innovation and Entrepreneurship Development Centre (NewGen IEDCs), Science & Technology Entrepreneur Park (STEPs), Technology Business Incubator (TBIs), State EntrepreneurshipDevelopment (ED) organizations, reputed educational institutions and other specialized organizations involved in the field of S&T entrepreneurship with good past track record.

3. **DST- Training Programme on Entrepreneurship: 2020-21: Call for Proposals**

Proposals are invited from Institutions/Organizations/Agencies interested in conducting aboveONLINE programme(s) during the financial year 2020-21 under the aegis of NSTEDB, Department of Science & Technology, Government of India. Interested institutions/organizations need to submit proposals as per the prescribed format uploaded on the website (https://onlinedst.gov.in). Organisation may like to apply for one or more than one program depending on their past experience and expertise. **Last date of receiving proposals: 30th June, 2020**

4. **Steps to follow for submission of proposal;**

a) Download the prescribed format
b) Prepare the proposal in Word Document
c) Upload the scanned proposal duly signed by head of the organisation along with enclosures in **PDF form** (https://onlinedst.gov.in)
d) Under Part 3 – **Financial detail**, while uploading the proposal, enter the financial information in following format:

S.No	Description / (***Indicate the name of program***)	Justification/ (***Indicate the number of program***)	Total/Cost (in Rs.)
1	WEDP		
2	TEDP		
3	FDP		
	Grand Total		

e) **Incomplete proposals are liable for rejection.**

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Important: For providing funding support, only one proposal per institution/organization will be accepted. The proposal may be submitted for conducting more than one Programme/Activity. Multiple proposals received for conducting same Programme/activity from same institution/organization are liable for rejection. For FAQ, Annexure I may be referred.

For any further information,may contact:

Dr. Naveen Vasishta
Sr. Director & Scientist F
NSTEDB, DST, Ministry of Science & Technology
Technology Bhawan, New Mehrauli Road
New Delhi-110016Tel: 011- 26963159 E-mail: nvasishta@nic.in

Women Entrepreneurship Development Programme (WEDP) through online platform Guidelines & Format

Programme Objective: Women Entrepreneurship Development Programme (WEDP) aims at training the S&T graduates and diploma holders in the essentials of conceiving, planning, initiating and launching an economic activity or an enterprise successfully.

Target Group: In each WEDP 25-30 potential entrepreneurs having degree/diploma (three years) in S&T are trained through a structured training programme of 4 weeks duration. Trainees are selected through various tests and personal interview to assess their potential of becoming entrepreneur. During the training period, participants also get to know the intricacies of how to start and manage an enterprise. At the end they are assisted in preparing a detailed business plan.

Duration: 4 weeks

Faculty: Experts are mostly drawn from local or nearby institutions including practicing entrepreneurs.

Important:For providing funding support, only one proposal per institution/organization will be accepted. The proposal may be submitted for conducting more than one WEDP. Multiple proposals received for conducting same activity from same institution/organization are liable for rejection

SUGGESTED SCHEDULE*
[EACH SESSION IS OF ONE HOUR AND FIFTEEN MINUTES]

Day	Session – 1	Session - 2	Session - 3	Session – 4
MODULE - 1: ENTREPRENEURSHIP & SCHEMES OF ASSISTANCE				
1st	Inauguration	Programme Objectives: Expectations from trainees, Final Goal, Programme's Strategy etc.	Who is an Entrepreneur & Charms of being an Entrepreneur:	
2nd	Schemes of Assistance for MSMEs: Financial Agencies / Institutions		Schemes of Assistance for MSMEs: NSIC, SIDBI, DIC and	

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Day	Session – 1	Session - 2	Session - 3	Session – 4
			Other Support Agencies	
MODULE - 2: PROJECT SELECTION & IT'S PRE FEASIBILITY				
3rd	How to Identify Business Opportunities	Business Opportunity identification: Criteria of selection & Sources of Information	Business Opportunity Guidance Interactions with Rep. from various support institutions	
4th	Business Opportunity Guidance Interactions with DIC, DI-MSME, Lead Bank etc.		How to conduct Market Survey: Tools, Techniques and Guidelines	
5th	How to assess pre-feasibility of a Project	Preparing Pre-feasibility Report: Preliminary Project Report (PPR)		
6th	Online exposure to a factory	Online Experience Sharing with Entrepreneurs		
MODULE - 3: CONSOLIDATION OF BUSINESS IDEA				
7th	Soft Skill Development: Business Communication	Soft Skill Development: Information Seeking	Briefing for Market Survey: Questionnaire Designing	
8th 9th 10th	Conducting Market Survey and online Data Collection for the identified business opportunities			
11th	Feedback and Discussion on Market Survey		Evaluating the PPRs prepared by the Trainees	
12th	Linking Business Opportunities with trainees		Online Interactions with Technical Experts for finalizing project	
MODULE - 4: MOTIVATIONAL INPUT				
13th 14th 15th	Developing Entrepreneurial Competencies (Achievement Motivation Training)			
MODULE - 5: BUSINESS PLAN PREPARATION				
16th	Business Plan: Need, Importance, Content & Format	Production Planning in MSME		Purchase Technique
17th	How to assess Working Capital Requirement for MSME		How to manage Working Capital for MSME	
18th	Product Costing and Cost Consciousness		Break Even Point	
19th	Cash flow	Profitability & Balance Sheet		Product Planning & Product Mix

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Day	Session – 1	Session - 2	Session - 3	Session – 4
				Strategy
20th	Preparation of Detailed Business Plan			
MODULE - 6: MANAGEMENT INPUTS				
21st	Marketing Management: Product Promotion, Sales and Advertisement		Financial Management	
22nd	Personal Management:	IPR, Pattern, Copy Rights, Trade Mark etc.	Legal Formalities in an Enterprise: (Factory Act, PF, Labour Laws etc.)	
23rd	Negotiation and Networking	Delegation of Authority	Leadership Modes	Efficiency Orientation and Systematic Planning
24th	Legal formalities for Loan Disbursement		Taxation: Various Taxes Applicable to MSME	
25th	Interfacing with financial Institutions for Business Plan Appraisal		Feedback from Participants	Valedictory

***Programme implementing agencies may modify the inputs needed if any to suit local requirements**

BUDGET BREAK-UP FOR ONLINE WEDP

Sr. No.	Expenditure Head	Rupees
1.	Training Expenses	75,000
2.	Miscellaneous & Contingencies	15,000
3.	Administrative Expenses	10,000
	Total	**1,00,000**

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PROFORMA FOR PROPOSAL

1. Information about the Organisation	
Name of the Organisation	:
Address	:
City	:
State	:
PIN CODE	:
Phone No. (with STD Code)	:
E-mail ID	:
Website	:
Brief information about the organization (Max. 200 Words)	:
2. Contact details of Head of the Organisation	
Name	:
Designation	:
Mobile No.	:
E-mail ID	:
3. Contact details of the Co-ordinator	
Name	:
Designation	:
Mobile No.	:
E-mail ID	:
Co-ordinator's Experience in the field of Entrepreneurship (Max. 200 words)	
4. Information about the proposal	
No. of WEDPs Proposed	
Please indicate the location for each WEDP to be organized	
Have the organization conducted WEDPs under DST - NIMAT project in past: Yes/No	
If, yes please give details like: Number of WEDPs conducted during last three years, number of trainees trained, number of units started, employment generated, other highlights if any	
How do you propose to select candidates? (Max. 200 words)	
How do you propose to help trainees in identifying suitable projects & preparing business plans (DPR)? (Max. 200 words)	
Methodology proposed to be adopted for follow up (up to 1 year) after completion of the programme. (Max. 200 words)	
Any other relevant information you may like to share: (Max. 200 words)	

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5. Activity Schedule Inputs	
Please enclose proposed schedule for online WEDP	
6. Faculty Details	
Details of Faculty to be associated: Please enclose details of Faculty/Resource persons to be involved during WEDP	
No. of WEDP proposed	
Funding requirement	Rs.
7. Organisation's Saving Bank Account detail	
Name of Account Holder	
Saving Bank Account No	
Bank	
Branch	
IFSC Code	
Scanned copy of Cheque	Please enclose copy of cancelled Cheque

Declaration

I _____ hereby declare that the above mentioned information is true to the best of my knowledge & belief.

Date:

Place:

Signature of the programme coordinator

Signature & Stamp of Head of the Institution

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Technology Based Entrepreneurship Development Programme(TEDP) through online platform

Guidelines & Format

Technology Based EDP primarily focuses on training and development need of S&T entrepreneurs in a specific technology area (for example, Leather, Plastic, Electronics & Communication, Instrumentation, Sports Goods, Bio-technology, IT, Computer Hardware, Food Processing, Bio-medical Equipment, Glass & Ceramics, Herbs & Medical Plants Processing, etc.). Participants are provided with insight about indigenous technologies available/developed by R&D institutions for commercial purpose.

Target Group: In each TEDP 25-30 potential entrepreneurs having degree/diploma (three years) in S&T are trained through a structured training programme of 6 weeks duration. Trainees are selected through various tests and personal interview to assess their potential of becoming entrepreneur. During the training period, participants also get to know the intricacies of how to start and manage an enterprise. At the end they are assisted in preparing a detailed business plan. TEDP provides class room training on all aspects of entrepreneurship, motivation, management areas besides actual hands-on training in the specific technology areas.

Programme Objective: TEDP is a structured training programme designed to motivate and develop entrepreneurs in specific Products/ technologies / processes developed by CSIR labs, R&D institutions, universities etc.

Programme Duration: 6 weeks

Faculty: Experts are mostly drawn from local or nearby institutions including practicing entrepreneurs.

Important:For providing funding support, only one proposal per institution/organization will be accepted. The proposal may be submitted for conducting more than one TEDP. Multiple proposals received for conducting same activity from same institution/organization are liable for rejection.

SUGGESTED SCHEDULE*

[EACH SESSION IS OF ONE HOUR AND FIFTEEN MINUTES]

Day	Session – 1	Session - 2	Session - 3	Session – 4
MODULE - 1: ENTREPRENEURSHIP & SCHEMES OF ASSISTANCE				
1st	Inauguration & Programme Objectives: Expectations from trainees, Final Goal, Programme Brief	Who is an Entrepreneur & Charms of Being an Entrepreneur:	Schemes of Assistance for MSMEs: Financial Agencies / Institutions	
2nd	Schemes of Assistance for MSMEs: NSIC, SIDBI, DIC and Other Support Agencies		Importance of Technology and knowledge based entrepreneurship	

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Day	Session – 1	Session - 2	Session - 3	Session – 4
MODULE - 2: PROJECT SELECTION & IT'S PRE FEASIBILITY				
3rd	How to Identify Business Opportunities	Business Opportunities identification: Criteria of selection & Sources of Information	How to conduct Market Survey: Tools, Techniques and Guidelines	
4th	How to find out pre-feasibility of a Project: Preliminary Project Report (PPR)		Virtual tour to a factory and experience sharing with Innovative Entrepreneurs	
MODULE - 3: DEVELOPING SOFT SKILLS & CONSOLIDATION OF BUSINESS IDEA				
5th	Soft Skill Development: Communication	Soft Skill Development: Information Seeking	Briefing for the Market Survey: Questionnaire Preparation	
6th 7th	Conducting Market Survey and online Data Collection for the identified business opportunities			
8th	Feedback, Discussion on Market Survey & evaluating PPRs		Online Interactions with Technical Experts for finalizing projects	
MODULE - 4: MOTIVATIONAL INPUT				
9th 10th 11th	Developing Entrepreneurial Competencies (Achievement Motivation Training)			
MODULE - 5: BUSINESS PLAN PREPARATION				
12th	How to Prepare Detailed Business Plan	Production Planning in MSME		Purchase Technique
13th	Working Capital Assessment & Management in MSME		Break Even Point	
14th	Product Costing and Cost Consciousness		Profitability & Balance Sheet	
15th	Cash flow	Production Planning	Preparation of Detailed Business Plan	
MODULE - 6: MANAGEMENT INPUTS				
16th	Marketing Management: Product Promotion, Sales and Advertisement		Financial Management	
17th	Human Resource Management	Time Management	IPR, Pattern, Copy Rights, Trade Mark and Industrial Management	
18th	Negotiation and Networking	Delegation of Authority and Work Effort	Leadership Modes	Efficiency Orientation and Systematic Planning
19th	Legal Formalities in an Enterprise: (Factory Act, PF, Labour Laws etc.)		Taxation: Various Taxes Applicable to	

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Day	Session – 1	Session - 2	Session - 3	Session – 4
			MSME	
20th	Legal formalities for Loan Disbursement		Interfacing with Leading Institutions for Business Plan Appraisal	Interfacing with R&D Institutions for Technology Sourcing
MODULE - 7: TECHNICAL TRAINING / EXPOSURE				
21st to 35th	Technical Training / Exposure on the projects chosen by the Trainees should be done through interactive tools/graphics/Augmented Reality etc.			
36th	Feedback and Evaluation of the Programme		Action plan preparation	Valedictory

***Programme implementing agencies may modify the inputs needed if any to suit local requirements**

BUDGET FOR THE ONLINE TEDP

Sr. No.	Expenditure Head	Rupees
1.	Training Expenses	1,00,000
2.	Graphics/ AR module development charges for Technical Input	30,000
3.	Miscellaneous & Contingencies	20,000
4.	Administrative Expenses	10,000
	TOTAL	**1,60,000**

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PROFORMA FOR PROPOSAL

1. Information about the Organisation	
Name of the Organisation	:
Address	:
City	:
State	:
PIN CODE	:
Phone No. (with STD Code)	:
E-mail ID	:
Website	:
Brief introduction of the Organisation (Max. 200 words)	:
2. Contact details of Head of the Organisation	
Name	:
Designation	:
Mobile No.	:
E-mail ID	:
3. Contact details of the Co-ordinator	
Name	:
Designation	:
Mobile No.	:
E-mail ID	:
Co-ordinator's Experience in the field of Entrepreneurship (Max. 200 words)	
4. Information about the proposal	
No. of TEDPs Proposed	
Please indicate the location and trade for each TEDP to be organized	
Location	**Trade**
If yours is the technical institution, how do you propose to impart entrepreneurship related inputs? (Max. 200 words)	
If your organization is non- technical, how do you propose to impart technical inputs? (Max. 200 words)	
Have the organization conducted TEDP under DST - NIMAT project in past: Yes/No	
If, yes please give details like: Number of TEDPs conducted during last three years, number of trainees trained, number of units started, employment generated, other highlights if any	
How do you propose to select candidate? (Max. 200 words)	

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How do you propose to help trainees in identifying suitable projects & preparing business plans (DPR)? (Max. 200 words)	
Methodology proposed to be adopted for follow up (up to 1 year) after completion of the programme. (Max. 200 words)	
Any other information relevant to the proposal: (Max. 200 words)	
5. Activity schedule & Inputs	
Please enclose proposed inputs schedule for TEDP	
6. Faculty Details	
Details of Faculty to be associated: Please enclose details of Faculty/Resource persons to be involved during TEDP	
No. of TEDP Proposed	
Funding requirement	Rs.
7. Organisation's Saving Bank Account detail	
Name of Account Holder	
Saving Bank Account No	
Bank	
Branch	
IFSC Code	
Scanned copy of Cheque	Please enclose copy of cancelled Cheque

Declaration

I _____ hereby declare that the above mentioned information is true to the best of my knowledge & belief.

Date:

Place:

Signature of the programme coordinator

Signature & Stamp of Head of the Institution

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Faculty Development Programme (FDP)through online platform
Guidelines & Format

Faculty Development Programme (FDP) is designed to train and develop professionals in entrepreneurship development so that they can act as resource persons in training, teaching, guiding and motivating young S&T persons to take up entrepreneurship as a career choice. Through each FDP, 20-25 faculty members of Science and Technology Institutions, Polytechnics and Entrepreneurship Development Organizations are trained for duration of 2 weeks.

FDPs provide inputs on process and practice of entrepreneurship development, communication and inter-personal skills, creativity, problem solving, achievement motivation, resources available and all aspects of entrepreneurship. Training methodology includes case studies, group discussion, simulation exercises, field visits and classroom lectures.

Programme Objective: Faculty Development Programme (FDP) aims at equipping teachers/trainers with skills and knowledge that are essential for inculcating entrepreneurial values in students, guiding and monitoring their progress towards entrepreneurial career.

Who can conduct? : Institutes / organization engaged in entrepreneurship education/training having experience in the field of entrepreneurship development. The organization should have in-house training expertise for conducting entrepreneurship development related activities.

Target Group: In each FDP 20-25 Teachers of Science & Technology Colleges/Institutions, trainers from organizations engaged in entrepreneurship development are trained through a structured training programme of 2 weeks duration.

Duration: 2 weeks

Faculty: Experts are mostly drawn from local or nearby institutions including practicing entrepreneurs.

Important: For providing funding support, only one proposal per institution/organization will be accepted. The proposal may be submitted for conducting more than one FDP. Multiple proposals received for conducting same activity from same institution/organization are liable for rejection

SUGGESTED SCHEDULE FOR FDP*
[EACH SESSION IS OF ONE HOUR AND FIFTEEN MINUTES]

Day	Session I	Session II	Session III	Session IV
1st	Inauguration & Programme Objectives: Expectations from participants, Programme Brief etc.		Unleashing Entrepreneurship: Present Scenario	Entrepreneurship: Importance, Need & Practice
2n	Entrepreneurship	Approaches for	Personality Traits	Ecosystem available

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Day	Session I	Session II	Session III	Session IV
d	Development Process	Entrepreneurship Development	of an Entrepreneur	for promoting Entrepreneurship
3rd	How to promote Entrepreneurship Development Programmes: Methodology, Tools & Techniques		Selecting Potential Entrepreneurs: Rationale for Selection	Assessing Training Needs
4th	How to Identify Business Opportunities: Environment Scanning	Business opportunity Identification: Sources of Information		How to assess Pre-feasibility of Project through Market Survey
5th	How to Set-up MSME (govt. formalities, rules & regulations etc.)	Role & Responsibilities of Supporting Agencies: DIC, SIDC, DI-MSME etc. Panel discussion		Support available from Financial Institutions including Banks: Panel discussion
6th	Virtual tour to a Factory & online experience sharing with Successful Entrepreneur			
7th	Achievement Motivation: Developing Soft Skills			
8th	Technology Sourcing: Support available from R&D Institutions		Promoting Innovative Ventures: Role of Technology Business Incubator (TBI)	
9th	IPR, Pattern, Copy Rights, Trade Mark and Industrial Management		Marketing management in MSME: Sales, Advertisement & Brand Building	
10th	Financial Management in MSME		Problem solving & decision making	
11th	Developing Business Plan (Project Report): Format, Content & Sequencing		Cost of Project, Sources of finance, Profitability	BEP, Working Capital Assessment
12th	Business Communication	Legal Formalities in an Enterprise: (Factory Act, PF, Labour Laws etc.)	Action Plan & Feed Back	Valedictory

***Programme implementing agencies may modify the inputs needed if any to suit local requirements**

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BUDGET BREAK-UP FOR ONLINE FDP

Sr. No.	Expenditure Head	Rupees
1.	Training Expenses	75,000
2.	Miscellaneous & Contingencies	15,000
3.	Administrative Expenses	10,000
	TOTAL	**1,00,000**

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PROFORMA FOR PROPOSAL

1. Information about the Organisation	
Name of the Organisation :	
Address :	
City :	
State :	
PIN CODE :	
Phone No. (with STD Code) :	
E-mail ID :	
Website :	
Brief introduction of the Organisation (Max. 200 words) :	
2. Contact details of Head of the Organisation	
Name :	
Designation :	
E-mail ID :	
3. Contact details of the Co-ordinator	
Name :	
Designation :	
Mobile No. :	
E-mail ID :	
Co-ordinator's Experience in the field of Entrepreneurship (Max. 200 words)	
4. Information about the proposal	
No. of FDP Proposed	
Please indicate the location for each FDP to be organized	
Have the organization conducted FDPs under DST - NIMAT project in past: Yes/No	
If, yes please give details like: Number of FDPs conducted during last three years, no. of teachers/ trainers trained, highlights if any	
Methodology for Monitoring and Follow-up of the programme to be adopted after the conduct of the Programme: (Max. 200 words)	
5. Activity schedule & Inputs	
Please enclose proposed inputs schedule for FDP	
6. Faculty Details	

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Details of Faculty to be associated: Please enclose details of Faculty/Resource persons to be involved during FDP	
No. of FDP proposed	
Funding requirement	Rs.
7. Organisation's Saving Bank Account detail	
Name of Account Holder	
Saving Bank Account No.	
Bank	
Branch	
IFSC Code	
Scanned copy of Cheque	Please enclose copy of cancelled Cheque

Declaration

I _____ hereby declare that the above mentioned information is true to the best of my knowledge & belief.

Date:

Place:

Signature of the programme coordinator

Signature & Stamp of Head of the Institution

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ENDORSEMENT FROM THE HEAD OF INSTITUTION
(TO BE GIVEN ON LETTER HEAD)

PROJECT TITLE: _____
_____

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1. Certified that the Institute welcomes participation of Dr./Shri/Smt./Km. _____ as the Principal Investigator and Dr./Shri/Smt./Km. _____ as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility for the fruitful completion of the project (after obtaining consent in advance from DST).

2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator (s) throughout the duration of the project.

3. Institute assures financial and other managerial responsibilities of the project.

4. Certified that the organization has never been blacklisted by any department of the State Government or Central Government.

Name and Signature of Head of Institution

Date: .....

Place:.....

REMARKS:In regard to research proposals emanating from scientific institutions/laboratories under various scientific departments the Head of the institution is required to provide a justification indicating clearly whether the research proposals falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by DST.

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CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE: _____

_____

_____

1. We agree to abide by the terms and conditions of the DST grant.

2. We did not submit this or a similar project proposal elsewhere for financial support.

3. We have explored and ensured that equipment and basic facilities will be available as and when required for the purpose of this online project. We shall not request financial support under this project, for procurement of these items.

4. We have enclosed the following materials:

ITEMS		NUMBER OF COPIES
(a)	Endorsement from the Head of the Institution (on letter head)	One
(b)	Certificate from Investigator	One
(c)	Certificate from Investigator regarding conflict of interest	One
(d)	Name and address of experts/institution interested in the subject/ outcome of the project	One
(e)	Copies of the proposals	One

Date : …….. Name & Signature of Principal Investigator Name & Signature Of Co-Investigator(s)

Place:……..

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DEPARTMENT OF SCIENCE AND TECHNOLOGY
POLICY ON CONFLICT OF INTEREST

FOR REVIEWER & COMMITTEE MEMBER or APPLICANT or DST OFFICER ASSOCIATED/ DEALING WITH THE SCHEME/ PROGRAM OF DST

Issues of Conflicts of Interest and ethics in scientific research and research management have assumed greater prominence, given the larger share of Government funding in the country's R & D scenario. The following policy pertaining to general aspects of Conflicts of Interest and code of ethics, are objective measures that is intended to protect the integrity of the decision making processes and minimize biasness. The policy aims to sustain transparency, increase accountability in funding mechanisms and provide assurance to the general public that processes followed in award of grants are fair and non-discriminatory. The Policy aims to avoid all forms of bias by following a system that is fair, transparent and free from all influence/ unprejudiced dealings, prior to, during and subsequent to the currency of the programme to be entered into with a view to enable public to abstain from bribing or any corrupt practice in order to secure the award by providing assurance to them that their competitors will also refrain from bribing and other corrupt practice and the decision makers will commit to prevent corruption, in any form, by their officials by following transparent procedures. This will also ensure a global acceptance of the decision making process adopted by DST.

Definition of Conflict of Interest:

Conflict of Interest means "any interest which could significantly prejudice an individual's objectivity in the decision making process, thereby creating an unfair competitive advantage for the individual or to the organization which he/she represents". The Conflict of Interest also encompasses situations where an individual, in contravention to the accepted norms and ethics, could exploit his/her obligatory duties for personal benefits.

1. **Coverage of the Policy**:

a) The provisions of the policy shall be followed by persons applying for and receiving funding from DST, Reviewers of the proposal and Members of Expert Committees and Programme Advisory Committees. The provisions of the policy will also be applicable on all individuals including Officers of DST connected directly or indirectly or through intermediaries and Committees involved in evaluation of proposals and subsequent decision making process.
b) This policy aims to minimize aspects that may constitute actual Conflict of Interests, apparent Conflict of Interests and potential Conflict of Interests in the funding mechanisms that are presently being operated by DST. The policy also aims to cover, although not limited to, Conflict of interests that are Financial (gains from the outcomes of the proposal or award), Personal (association of relative / Family members) and Institutional (Colleagues, Collaborators, Employer, persons associated in a professional career of an individual such as Ph.D. supervisor etc.)

2. **Specifications as to what constitutes Conflict of Interest**.

Any of the following specifications (non-exhaustive list) imply Conflict of Interest if,

(i) Due to any reason by which the Reviewer/Committee Member cannot deliver fair and objective assessment of the proposal.
(ii) The applicant is a directly relative# or family member (including but not limited to spouse, child, sibling, parent) or personal friend of the individual involved in the

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decision making process or alternatively, if any relative of an Officer directly involved in any decision making process / has influenced interest/ stake in the applicant's form etc..

(iii) The applicant for the grant/award is an employee or employer of an individual involved in the process as a Reviewer or Committee Member; or if the applicant to the grant/award has had an employer-employee relationship in the past three years with that individual.

(iv) The applicant to the grant/award belongs to the same Department as that of the Reviewer/Committee Member.

(v) The Reviewer/Committee Member is a Head of an Organization from where the applicant is employed.

(vi) The Reviewer /Committee Member is or was, associated in the professional career of the applicant (such as Ph.D. supervisor, Mentor, present Collaborator etc.)

(vii) The Reviewer/Committee Member is involved in the preparation of the research proposal submitted by the applicant.

(viii) The applicant has joint research publications with the Reviewer/Committee Member in the last three years.

(ix) The applicant/Reviewer/Committee Member, in contravention to the accepted norms and ethics followed in scientific research has a direct/indirect financial interest in the outcomes of the proposal.

(x) The Reviewer/Committee Member stands to gain personally should the submitted proposal be accepted or rejected.

The Term "Relative" for this purpose would be referred in section 6 of Companies Act, 1956.

3. **Regulation**:

The DST shall strive to avoid conflict of interest in its funding mechanisms to the maximum extent possible. Self-regulatory mode is however recommended for stake holders involved in scientific research and research management, on issues pertaining to Conflict of Interest and scientific ethics. Any disclosure pertaining to the same must be made voluntarily by the applicant/Reviewer/Committee Member.

4. **Confidentiality**:

The Reviewers and the Members of the Committee shall safeguard the confidentiality of all discussions and decisions taken during the process and shall refrain from discussing the same with any applicant or a third party, unless the Committee recommends otherwise and records for doing so.

5. Code of Conduct

5.1 To be followed by Reviewers/Committee Members:

(a) All reviewers shall submit a conflict of interest statement, declaring the presence or absence of any form of conflict of interest.

(b) The reviewers shall refrain from evaluating the proposals if the conflict of interest is established or if it is apparent.

(c) All discussions and decisions pertaining to conflict of interest shall be recorded in the minutes of the meeting.

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(d) The Chairman of the Committee shall decide on all aspects pertaining to conflict of interests.
(e) The Chairman of the Committee shall request that all members disclose if they have any conflict of interest in the items of the agenda scheduled for discussion.
(f) The Committee Members shall refrain from participating in the decision making process and leave the room with respect to the specific item where the conflict of interest is established or is apparent.
(g) If the Chairman himself/herself has conflict of interest, the Committee may choose a Chairman from among the remaining members, and the decision shall be made in consultation with Member Secretary of the Committee.
(h) It is expected that a Committee member including the Chair-person will not seek funding from a Committee in which he/she is a member. If any member applies for grant, such proposals will be evaluated separately outside the Committee in which he/she is a member.

5.2 To be followed by the Applicant to the Grant/Award:

(a) The applicant must refrain from suggesting referees with potential Conflict of Interest that may arise due to the factors mentioned in the specifications described above in Point No. 2.
(b) The applicant may mention the names of individuals to whom the submitted proposal should not be sent for refereeing, clearly indicating the reasons for the same.

5.3 To be followed by the Officers dealing with Programs in DST:

While it is mandatory for the program officers to maintain confidentiality as detailed in point no. 6 above, they should declare, in advance, if they are dealing with grant applications of a relative or family member (including but not limited to spouse, child, sibling, parent) or thesis/ post-doctoral mentor or stands to benefit financially if the applicant proposal is funded. In such cases, DST will allot the grant applications to the other program officer.

6. **Sanction for violation**

3.1 **For a) Reviewers / Committee Members and b) Applicant**
Any breach of the code of conduct will invite action as decided by the Committee.

3.2 **For Officers dealing with Program in DST**
Any breach of the code of conduct will invite action under present provision of CCS (conduct Rules), 1964.

7. **Final Appellate authority**:

Secretary, DST shall be the appellate authority in issues pertaining to conflict of interest and issues concerning the decision making process. The decision of Secretary, DST in these issues shall be final and binding.

8. Declaration

I have read the above "Policy on Conflict of Interest" of the DST applicable to the Reviewer/ Committee Member/ Applicant/ DST Scheme or Program Officer # and agree to abide by provisions thereof.

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I hereby declare that I have no conflict of interest of any form pertaining to the proposed grant *

I hereby declare that I have conflict of interest of any form pertaining to the proposed grant *

* & # (Tick whichever is applicable)

Name of the Reviewer/ Committee Member or Applicant or DST Officer
(Strike out whichever is not applicable)

(Signature with date)

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Annexure I

FAQs:

Q1. Which are the Training Programmes funded by NSTEDB during 2020-21?

To promote & strengthen Science & Technology (S&T) entrepreneurship, the National Science & Technology Entrepreneurship Development Board (NSTEDB), Dept. of Science & Technology, Govt. of India sponsors following programmes:

- Women Entrepreneurship Development Programme
- Technology based Entrepreneurship Development Programme
- Faculty Development Programme

Q2. What are the Salient features of Women Entrepreneurship DevelopmentProgramme?

Women Entrepreneurship Development Programme (WEDP) aims at training the S&T graduates and diploma holders in the essentials of conceiving, planning, initiating and launching an economic activity or an enterprise successfully. In each WEDP **25-30 potential women entrepreneurs** having degree/diploma (three years) in S&T are trained through a structured training programme of **4 weeks duration**. Trainees are selected through various tests and personal interview to assess their potential of becoming entrepreneur. During the training period, participants also get to know the intricacies of how to start and manage an enterprise. At the end they are assisted in preparing a detailed business plan. Faculty and subject experts are arranged by the programme conducting organization from local or nearby institutions including practicing entrepreneurs.

Q3. What are the Salient features of Technology Based Entrepreneurship Development Programme?

Technology Based EDP (TEDP) primarily focuses on training and development need of S&T entrepreneurs in a specific technology area (for example, Leather, Plastic, Electronics & Communication, Instrumentation, Sports Goods, Bio-technology, IT, Computer Hardware, Food Processing, Bio-medical Equipment, Glass &Ceramics, Herbs& Medical Plants Processing, etc.). Participants are provided with insight about indigenous technologies available/developed by R&D institutions for commercial purpose.In each TEDP **25-30potential entrepreneurs** having degree/diploma (three years) in S&T are trained through a structured training programme of **6 weeks** duration. Trainees are selected through various tests and personal interview to assess their potential of becoming entrepreneur. During the training period, participants also get to know the intricacies of how to start and manage an enterprise. At the end they are assisted in preparing a detailed business plan. TEDP provides training on all aspects of entrepreneurship, motivation, management areas besides actual hands-on training in the specific technology areas. Faculty and subject experts are arranged by the

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programme conducting organization from local or nearby institutions including practicing entrepreneurs.

Q4. What are the Salient features of FacultyDevelopmentProgramme?

Faculty Development Programme (FDP) is designed to train and develop professionals in entrepreneurship so that they can act as resource persons in training, teaching, guiding and motivating young S&T persons to take up entrepreneurship as a career choice. Through each FDP, **20-25 faculty** members of Science and Technology Institutions, Polytechnics and Entrepreneurship Development Organizations are trained for duration of **2 weeks.** FDPs provide inputs on process and practice of entrepreneurship development, communication and inter-personal skills, creativity, problem solving, achievement motivation, resources available and all aspects of entrepreneurship. Training methodology includes case studies, group discussion, simulation exercises, field visits and classroom lectures.

Q5. What kind of organizations/institutions can apply for funding support?

Institutions/organization engaged in entrepreneurship education/training having in house expertise and proven track record in the field of entrepreneurship development can apply for conducting WEDP, TEDP, and FDP. For example Institutions namely; Centre for Entrepreneurship Development (CED), Institute for Entrepreneurship Development (IED), Innovation & Entrepreneurship Development Cell (IEDC), NewGeneration Innovation & Entrepreneurship Development Cell (NewGen IEDC), Science & Technology Entrepreneurs Park (STEP), Science & Technology Park (STP), Technology Business Incubator (TBI), Educational Institutions, National Institutions in the domain of Entrepreneurship and other specialized organizations involved in the field of S&T entrepreneurship may apply.

Q6. How to apply for funding support?

Eligible Institutions/Organizations having interest in conducting **ONLINE**WEDP/TEDP/FDP during the financial year 2020-21 under the aegis of NSTEDB, Department of Science & Technology, need to submit their online proposal(s) as per the prescribed format on or before the last date of receiving proposals. The prescribed formatcan be downloaded from https://onlinedst.gov.in

Q7. How to submit the Proposal?

Please use the following steps;

1. Download the prescribed format
2. Prepare the proposal in Word Document
3. Scan the completed proposal along with enclosures in **PDF form ONLY**
4. Send the completed scanned proposal including enclosures to;https://onlinedst.gov.in

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5. **Incomplete proposals are liable for rejection.**

Q8. Can more than one department of the same Institution/Organisation apply for the Same Programme?

For a particular programmeonly single proposal per institution/organization will be accepted for conducting one or more than oneprogramme of same type. Therefore, multiple proposals received for conducting same Programme from same institution/organization are liable for rejection.

Q9. What is the Funding Mechanism for conducting WEDP/TEDP/FDP?

These are fixed budgeted programmes. Normally, funds are released in two instalments i.e. 80% (first instalment) and 20% (last instalment). First instalment is released on approval of the proposal and before commencement of the programme. Second and last instalment is released after successful completion of programme and submission of various documents.

Q10. What are the documents to be submitted after completion of programme?

Following documents are to be submitted after successfully completion of programme;

- ✓ Post Programme Report hardcopy as well as soft copy (word format) on CD
- ✓ Statement of Audited Expenditure, Utilization Certificate; GFR 12-A

Q11. Where can I read more about NSTEDB, DST?

The National Science & Technology Entrepreneurship Development Board (NSTEDB), established in 1982 by the Government of India under the aegis of Department of Science & Technology, is an institutional mechanism to help promote knowledge driven and technology intensive enterprises. The Board, having representations from socio-economic and scientific Ministries/Departments, aims to convert "job-seekers" into "job-generators" through Science & Technology (S&T) interventions.You can visit www.nstedb.com for more information about NSTEDB.

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