

PROFORMA FOR SUBMISSION OF PROPOSALS ENCLOSURES TO BE SUBMITTED WITH THE PROPOSAL

In case the organisation is a registered society, please submit authenticated copies of the following:

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| 1.Registration Certificate | One Copy |
| 2.Memorandum of Association | One Copy |
| 3.Bio-data of the Principal Coordinator and Coordinator | One Copy |
| 4.Audited statement of accounts and annual reports for the last three years | One Copy |
| 5.Description of facilities available | One Copy |
| 6. Endorsement from Head of the Institution | One Copy |

Appendix-I

SKILL DEVELOPMENT TRAINING THROUGH SCIENCE & TECHNOLOGY (STST)

PROFORMA FOR SUBMISSION OF PROPOSAL

(Year: 200 - 200)

1. Name of the Organisation :
Address :
Gram :
Phone :
Fax :
E-mail :
2. Name of the Head of the Organisation:
3. Name and Designation of the Principal Coordinator (with Address and Phone Nos. - Office and Residential):
4. Name and Designation of the Coordinator (with address and Phone Nos. Office and Residential):

5. Background of the Organisation:

(a) Indicate the past experience in skill development training and related activities

(Please enclose a separate write-up):

(b) Infrastructural facilities and expertise available (give details):

(c) Have you obtained financial assistance for these activities from DST in the past?

(d) If so, details thereof:

6. Specific Objectives of the Project:

7. Target Group:

8. Summary of Physical and Financial Targets:

(Please give details as per Annexures -I and II):

a) Total number of persons to be trained:

b) Total cost (Rs.):

9. Method to be used for identification of the trades for skill development training:

10. What would be the role of Science & Technology in the training programmes to be conducted by you (please explain the S&T inputs in training in detail)?

11. Details of Post-training Follow-up and Monitoring of Programmes to be undertaken:

12. Expected outcome of the project:

13. Any other information/remarks:

Name & Signature of the
Head of the Institution/
Agency

Name & Signature of the
Principal Coordinator

Date:

Place:

PROPOSAL FOR STST

TRADE WISE TARGETS

Name of the Organisation:

Sl. No.	Trade	Loca- tion	Dura- tion	Full Time/ Part Time	No. of trainees	Total cost	Average cost per trainee
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Total

- Please enclose detailed curriculum for each trade indicating schedule for each day.

Name & Signature of the
Head of the Institution/
Agency

Name & Signature of the
Principal Co-ordinator

Date:

Place:

COST ESTIMATE FOR TRAINING PROGRAMMES
(For a batch size of 30)

Sl. No.	Item of Expenditure	Amount in Rs.
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1. Pre-training

- Survey
- Advertisement
- Selection
- Development of the course
- Inauguration & valedictory

2. Training

- Trainers salary
- Lodging & board for faculty & trainers
- Travelling
- Honorarium to guest faculty
- Rent for hall & programme aids
- Raw material
- Course material
- Minor equipment/tools or hiring there off
- Refreshments
- Postage/telephone/fax
- Factory/site visits

3. Post Training

- Follow-up
- Follow-up meetings

4. Tools kits

Total

5. Administrative overheads & contingency (@ 15% of total amount sanctioned)

Grand Total

Name & Signature of the
Head of the Institution/
Agency

Name & Signature of the
Principal Coordinator

Date:

Place:

GUIDELINES FOR INCURRING EXPENDITURE ON SKILL DEVELOPMENT TRAINING THROUGH SCIENCE & TECHNOLOGY

Sl. Item of Expenditure	% of total sanctioned amount to be spent
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1. Pre-training	19%
-Survey	
-Advertisement	
-Selection	
-Development of the course	
-Inauguration & valedictory	
3. Training	42%
-Trainers salary	
-Lodging & board for faculty & trainers	
-Travelling	
-Honorarium to guest faculty	
-Rent for hall & programme aids	
-Raw material	
-Course material	
-Minor equipment/tools or hiring there off	
-Refreshments	
-Postage/telephone/fax	
-Factory/site visits	
4. Post Training	10%
-Follow-up	
-Follow-up meetings	
5. Tools kits for trainees	14%
Total	85%
6. Administrative overheads & contingency (@ 15% of total amount sanctioned)	15%
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Grand Total	100%

CERTIFICATE

ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

1. We have gone through and agree to abide by the terms and conditions of the NSTEDB/DST grant.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support.
3. We undertake to submit progress reports, statement(s) of accounts, utilisation certificates, etc. as required.
4. Certified that Dr/Shri/Smt is the Principal Coordinator and Dr/Shri/Smt is the Coordinator of the proposed project. The Principal Coordinator will assume the responsibility of fruitful completion of the project.
5. Certified that the hardware, other basic facilities and such other administrative support required as per terms and conditions of the grant, will be extended to the Coordinator(s) throughout the duration of the project.
6. Our agency assumes to undertake the complete financial and other management responsibilities of the project, and will ensure compliance with the terms and conditions laid down.
7. Certified that the Society/Organisation or any of its functionaries is not and has never been involved/implicated in any corrupt practices.

Date
Place

Name & Signature of the
Head of Agency

**PROFORMA FOR SUBMISSION OF PROGRESS REPORT FOR
STST**

1. Name of Institution :

2. DST Sanction No. and Date

3. Trade-wise performance:

Sl. No.	Trade	Location	Rural/ Urban	Training Period (From - To)	No. of persons trained	Category of trained persons		
						SC/ST	Women	General

4. Please enclose trade-wise list of persons trained giving their complete address, qualifications and age.

5. Any other information

Countersigned by
Head of the Organisation

Signature of
Principal Coordinator