# GUIDELINES

**&**

**FORMAT**

**FOR**

**SUBMISSION OF**

**PROJECT PROPOSALS**

## UNDER THE SCHEME

**“Science and Innovation Activity Centres”**

Rajiv Gandhi Science and Technology Commission

Government of Maharashtra

Mantralaya, 7th floor,

Madam Cama Road, Mumbai – 400 032.

**Rajiv Gandhi Science and Technology Commission**

**Scheme: “Science and Innovation Activity Centres”**

Proforma to submit a pre-proposal

Before submitting the detailed project proposal to the Rajiv Gandhi Science &

Technology Commission, the coordinator/institution is advised to submit a pre-proposal

(the project outline) for consideration. After receiving comments from the Commission

Office on the pre-proposal, the detailed proposal may be submitted. However, approval to

the pre-proposal (the project outline) does not guarantee approval to the final proposal.

The pre-proposal should cover the following points and should not exceed 500 words.

1. Title of the proposal

2. Name of the Institution where the Centre is proposed to be set up.

3. Brief information about the Institution and its infrastructure.

4. Name of the Principal Coordinator.

5. Objective of the proposed Centre and its potential for use by neighbouring schools.

6. Methodology for implementation and operation of the Centre.

7. Long term sustainability of the Centre.

8. Willingness of the institution to share the cost as per the Scheme.

9. Why do you feel the necessity to undertake this work?

10. Benefits of the proposed Centre and scope for its replication.

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##### Rajiv Gandhi Science & Technology Commission

**Government of Maharashtra**

##### Scheme: “Science and Innovation Activity Centres”

Creation of scientific temper in the people is an important element of the National Science Policy. Variety of activities is carried out in the country, covering all sections of the population, both in formal and non-formal ways. Some of these important methods are given below.

* Science as a compulsory subject at the school education.
* Extensive institutional network for graduate and post-graduate education in science and technology.
* Extensive network of R&D laboratories.
* Large network of Science Centres, Planetaria, Museums, Parks etc. under governmental and nongovernmental agencies.
* Periodic science exhibitions and variety of competitions under the school education system.
* Various talent search and nurture programmes.
* Science communication activities, such as popular lectures and seminars, conducted by institutions and voluntary agencies.
* Programmes and writings in the mass media.

All this infrastructure and event based activities contribute to science popularization efforts in the country. In spite of these current practices, initiatives are needed to meet the rising expectations in terms of changes with time, expanding knowledge base, required quality improvements, rising literacy, rising skill levels, population growth and technological changes. While the formal education system is expanding as per needs and curriculum improvements are routinely attempted at all levels, a need is recognized for non-formal and activity linked science communication programmes. Those who wish to learn more need to be provided facilities, resource material and guidance. These supplementary and complementary facilities with utilitarian factors would not only strengthen formal education but would also provide avenues to motivated students, teachers and entrepreneurial talent. It would help in stimulating innovation skills, a much desired input to the modern competitive development process.

**Preamble:**

Government of Maharashtra has set up Rajiv Gandhi Science and Technology Commission as a Statutory Body under Maharashtra Act No XV 2004 for advancement, propagation and promotion of applications of Science and Technology for benefit of the people. Amongst the objectives and functions of the Commission include 1) applications of innovations in education sector to create knowledge based society, 2) technology application oriented training programmes to upgrade skills and to inculcate scientific temper, 3) identify infrastructure gaps and promote or finance setting up of facilities and 4) disseminate information.

There is a clear hint to promote communication of science and technology through innovative activities. The emphasis is expected on the students at school and college level who would not only improve proficiency in scientific disciplines but would also get a chance to strengthen entrepreneurial skills.

To encourage this much needed complementary activity, the Commission has decided to launch a scheme for setting up “Science and Innovation Activity Centres” in Maharashtra. These are proposed to be set up at motivated educational institutions who are ready to take full responsibility of running such centres on a long term and sustainable basis. These centres would cater to the students in the region.

**Nature of the Activities:**

Activities to be conducted by the proposed centres would include the following.

* A Science Museum with interactive exhibits for students and general public.
* Periodic science exhibitions by students in the region.
* Periodic competitions for students covering, debates, quizzes, painting, science drama, innovative experiments, thematic projects etc.
* Activity camps for students.
* Training programmes for science teachers, parents and students for innovative communication of science and technology.

The activities are expected to be outside that of normal educational curriculum.

**Infrastructure:**

The centre would be equipped with basic infrastructural facilities consisting of the following;

* A Museum Gallery with interactive science exhibits.
* Activity hall for student activities such as making exhibits, performing experiments, project work etc.
* Workshop with simple tools for fabrication work and maintenance.
* Multipurpose hall for lectures, competitions and training programmes.
* Library, resource material, computer facility and office space.
* Outdoor Science Park.

The total constructed area required for the above facilities of the centre would be appr. 500 sq. m.

The total land required for the centre would be appr. 1 hectare.

The total project cost excluding land is appr. Rs. 2.5 crores.

**Criteria for Institutional Participation:**

A well established recognized educational institution could be considered to establish “Science and Innovation Activity Centre”. The Institution should meet the following criteria.

* Institution should have educational campus consisting of a secondary school, science or engineering college, laboratory and workshop facilities and library.
* Institution should be able provide minimum 1 hectare of land for the centre.
* Institution should share the capital expenditure of the project as specified under the scheme.
* Institution should be willing to take full responsibility to operate the centre on a sustainable basis.
* The centre should conduct activities for and make facility available to students and institutions in the neighboring region.
* Management and faculty of the institution should be committed to the science communication activity of the centre.

**Financial Participation:**

Out of the total estimated cost of the project, Rs. 2.5 crores, the Commission would provide 75%, while the institution would share 25%.

**Project Implementation:**

The proposals received under the scheme would be scrutinized by the Commission for sanction. Implementation would be undertaken under the guidance of a State Level Committee and a professional agency like NCSM.

**Time Frame:** 24 months after signing of MOU.

**Operating Cost:**

The institution would operate the centre on a revenue generating model. The revenue would include entry fees to the museum, charges for the activities, sponsorships for programmes and donations. The annual operating cost would be approximately as follows.

Manpower (10) Rs. 10.00 lakhs

Maintenance (Office expenses, Materials, Water, Power etc.) Rs. 10.00 lakhs

Contingencies Rs. 3.00 lakhs

Depreciation Fund Rs. 2.00 lakhs

Total for 1 Year (Maximum) Rs. 25.00 lakhs

Commission may consider providing 50% of the operating cost to the institution for the first 3 years after opening the Centre.

**Management of the Centre:**

The centre would be a Public Trust managed by a Management Council consisting of the representatives of the Institution, Commission, Academicians in the region, Industries and eminent persons interested in science communication activities. A full time science teacher/communicator should be assigned to manage the Centre.

If the response to the Scheme is encouraging, and sufficient number of Centres are set up, formation of Apex Council of Centres could be thought of to co-ordinate and network the functioning for greater effectiveness of the activity and resource mobilization. This would also help in establishing appropriate complementary linkages with the mainstream Science Education Programmes at the national and the state level (such as Sarva Shiksha Abhiyan, Talent Search, NCERT, INSPIRE, Vidnyan Prasar, Extramural Activities of Scientific Agencies etc).

**Submission of Proposal:**

Interested institution may submit its proposal in the prescribed format (Annexure 1) any time during the year. The Commission would examine the proposal in details and take a decision. Depending on the availability of funds, sanction would be given for implementation.

However, the institution should first submit a pre-proposal (concept note) to the Commission as indicated on the opening page above.

**Undertakings:**

The proposing institution should submit following undertakings.

1. Allotment of minimum 1 hectare of land in the campus accessible to the public.
2. Sharing of 25% of the capital cost of the project.
3. Responsibility to operate the centre as a Public Trust on a sustainable basis.
4. MOU/Agreement with RGSTC.

All correspondence, including proposals may be sent to the following address:

Dr. N. G. Shah, Member Secretary,

Rajiv Gandhi Science & Technology Commission,

3rd Floor, Apeejay House,

Dinshaw Vacha Road,

Near K. C. College,

Churchgate, Mumbai 400020.

E-mail: rgstcmaha@rediffmail.com

1. **GENERAL TERMS AND CONDITIONS**
2. The Institution assumes financial and other administrative responsibilities of the project.

1. In case of multi-institutional project, formal agreement from the collaborating institutions should support the proposal.
2. The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government, if any.
3. The proposals are considered for approval by the Commission. The Commission may seek expert opinion, wherever required.
4. The institution is expected to have core facilities to look after the Centre.
5. **DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL:**
6. Endorsement from the Head of the Institution (on letter head)
7. Details of the proposals (15 copies)
8. Registration Certificate, Memorandum of Association and Rules and Regulations of the Institution.
9. Balance Sheet, Audited Statement of accounts and the annual report of the institution (pertaining to the last two financial years).
10. **INSTRUCTIONS FOR FILLING UP THE PROFORMA**
11. Please use papers of A-4 size (21 cms x 29 cms).
12. Please type as per the layout given in the format on both sides.
13. Please do not skip reproduction of any section even if the answer is “nil” or given elsewhere.
14. Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.

FORMAT FOR SUBMISSION OF PROPOSALS UNDER “Science Innovation and Activity Centre” Scheme OF RAJIV GANDHI SCIENCE AND TECHNOLOGY COMMISSION, GOVERNMENT OF MAHARASHTRA.

**(TO BE FILLED BY APPLICANT INSTITUTION)**

1. **IDENTIFICATION**
2. Name and Address of the Institution.

………………………………………………………………………………………………………………………………………………………………………………

1. Name of the Head of the Institution and Contact Details.

3. Brief Information about the Institution.

4. Duration for setting up the Centre:

1. Total Cost:
2. Principal Coordinator:
   1. Name:
   2. Designation:
   3. Organization/Institution Name:
   4. Address (Including Telephone (official & residence), E-mail, Fax) :
3. Coordinator:
   1. Name:
   2. Designation:
   3. Organization/Institution Name:
   4. Address : (Including Telephone (official & residence), E-mail, Fax):
4. Capability of the Organization:
5. Major Facilities
6. Expertise available
7. List of activities and network institutions.

**B. TECHNICAL DETAILS**

1. **Background**
   1. Description of scope
   2. Review of work already done
   3. Rational for taking up the project
   4. Relevance to the National Science and Technology Policy
2. **Challenge and Constraints**

Please identify strengths and weaknesses of the institution in terms of technical expertise, scientific facilities, team building, past record of innovative activities etc. Also list the perceived opportunities and threats and describe how the institution proposes to capitalize on them or avert them.

1. **Description of Proposal** 
   1. Objectives of the project. (Brief and to the point)
   2. Preliminary Activities done by Institution. (if any)
   3. S&T component in the project.
   4. Linkage with S&T Institutions / NGOs / resource persons / R&D organization / Industry for technical backup.
2. **Work Plan**

Phase-wise plan of implementation detailing time schedule and milestones. PERT/GANTT chart may be attached.

1. **Expected Impact of the Centre**

Attempt may be made to quantify output in measurable parameters.

1. **Parameters for monitoring effectiveness of project**
2. **How the Centre would be put to Use?**

**C. BUDGET ESTIMATES: SUMMARY**

(In Rupees)

**------------------------------------------------------------------------------------------------------------**

Item BUDGET

---------------------------------------------------------------

1st Year 2nd Year Total

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1. Recurring
2. Salaries/Wages
3. Consumables
4. Travel
5. Other Costs

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1. Non-Recurring

Civil Work

Permanent Equipment

Grand Total (A+B)

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**BUDGET FOR SALARIES/WAGES**

(In Rupees**)**

**------------------------------------------------------------------------------------------------------------**

Designation Monthly BUDGET

(number of Emoluments ---------------------------------------------

persons) 1st yr. 2nd yr. Total

Full time

i)

ii)

Part time

i)

ii)

Total

**BUDGET FOR CIVIL WORK AND PERMANENT EQUIPMENT**

(In Rupees)

**------------------------------------------------------------------------------------------------------------**

Sr.No. Name of Work\* Estimates cost

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1.

2.

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Total

\* Please give justification for each equipment.

**D. PROFORMA FOR BIODATA OF COORDINATORS**

1. Name :
2. Date of Birth:
3. Institution:
4. Academic career:

Professional career:

1. Award/prize/certificate etc. won:
2. Publication (Numbers only):

Books

Research Paper, Reports

General articles

( Name & Signature )

Date :………………………

Place……………………….

**Annexure – I**

**ENDORSEMENT FROM THE HEAD OF INSTITUTION**

**(TO BE GIVEN ON LETTER HEAD)**

**PROJECT TITLE:**

1. Certified that the Institute welcomes participation of Dr./Shri/Smt/Km ……………………… ………………………………as the Principal Coordinator and Dr./Shri/Smt./Km…….………… …………………………………………….. as the Coordinator for the project and that in the unforeseen discontinuance by the Principal Coordinator, the Coordinator will assume the responsibility of the fruitful completion of the project (with due intimation to RGSTC).
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 Cordinators throughout the duration of the project.
3. Institution assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date: ………………..

Place: ………………..

**Annexure – II**

**CERTIFICATE FROM THE CORDINATOR**

PROJECT TITLE

1. I/We agree to abide by the terms and conditions of the RGSTC grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not require financial support under this project, for procurement of these items.
4. I/We enclose the following materials.

ITEMS NUMBER OF COPIES

1. Endorsement from the Head of One

the Institution (on letter head)

1. Details of the proposals 15
2. Registration Certificate, Memorandum of

Association, rules and regulations of the

Institution, audited Balance sheet and Annual

Report of previous two years.

1. Any other (Please specify)

Name & Signature of Coordinators

Date: ………………………

Place: ……………………….