

PRESCRIBED FORMAT for PG Colleges

FIST – 2018

LAST DATE [Online submission of proposals: 15th June, 2018]

Application for PG Colleges at Level - 0

1. a) Name of the College & Year of Establishment
b) Name of the post-graduate Departments & Year of Commencement of PG Program
c) Address for correspondence including Telephone, Telegram, FAX, e-mail etc.

d) of	Name of the PG Department	Year of Support	Total support provided with details	Year

Commencement of PG Program in the Department & its Financial Status (General/Self-financed)

2. Status of the College (scan and upload supporting documents along with the proposal)

- a) Academic Status [Affiliated College/ Autonomous College/ Constituent College]
- b) Financial Status [Govt. (Central and State Govt.) / Govt. aided Colleges) / Private]
- i) Copy of 2f and 12B Certificate issued by UGC;

For Aided Colleges: Upload a copy of most recent Salary Sanction Order issued by any State/ Central Govt. agency.

3. Whether the College is accredited by NAAC/ NBA or any other relevant agency. If so, please specify the Grading or Rating by those Agencies:

Name of Agency done Accreditation	Grading or Rating	Year of Accreditation

4. Department-wise Number of Faculty Members with Qualifications:

Name of UG and PG Departments	Number of Faculty Members	Qualifications
	UG -	Post-graduate –
	PG -	Doctoral -

5. Department-wise Number of Students during last three years admitted and passed:

Name of PG Department	Admitted			Passed		
	2015	2016	2017	2015	2016	2017

6. Department-wise percentage Cut-off Marks of students admitted during last three years:

Name of PG Department	%-Cut-off Marks in UG Level Admission			%-Cut-off Marks in PG Level Admission		
	2015	2016	2017	2015	2016	2017

7. University Rank of Students at UG and PG Level University Examinations:

UG and PG Programs	University Ranks during last 3 years		
	2015	2016	2017

8. Number of Students qualified NET/GATE/INSPIRE or any other qualifying examination during last 3 years:

UG and PG Programs	No. of Students qualify NET/GATE/INSPIRE etc during last 3 years		
	2015	2016	2017

--	--	--	--

- 2 -

9. Name of the Departments supported already in the College under FIST Program:

10. Indicate the development grant received from UGC/AICTE during the Eleventh and Twelfth Plan.

11th Plan

12th Plan

Building
Equipment

11. Has the College received any major infrastructure research grant during the last five years from S&T agencies including UGC/AICTE? If yes, details.

Heads

Name of Agency/ Scheme with year and amount

Building
Equipment
Books
Supplies and Materials
Computing & Networking
Facilities

12. Details of research grant received from different agencies during the last five years:

<i>Name of the Investigator</i>	<i>Title of the project and duration</i>	<i>Amount sanctioned</i>	<i>Funding Agency</i>
---------------------------------	--	--------------------------	-----------------------

13. Indicate the research activities of the faculty members as per the following pro-forma

<i>Name and Designation of Faculty</i>	<i>Major areas of Research</i>	<i>Number of Ph. Ds produced (in last 5 years)</i>
--	--------------------------------	--

14. a) List of Research Publications in SCI Journals coming from the College during the last five years (Authors Names, Title of Paper, Name of the Journal, Volume, Page nos., Year).

b) List of Publications in Conference Proceedings during last five years (Authors Names, Title of Paper, Name of the Conference, Volume, Page nos., Year).

c) List of scientific/ technical Books written by Faculty Members in the College.

15. Give a list of Equipment, which are available and functional in the College costing Rs.5 lakhs and above.

<i>Name of Equipment</i>	<i>Year of Purchase</i>	<i>Status</i>
--------------------------	-------------------------	---------------

16. Library facilities – List the Journals received in your College library in the concerned discipline.

17. Details of Post-graduate Teaching and Research Profile & Plans of the College for next 5 years.

18. Has the College received support under the FIST Program in previous years at Level '0'? If so, indicate:
- Project No.
 - Amount Received and Expenditure (Rs in lakh)
 - Impact of that support in College's profile & growth (as per **Annexure – 1**).

- 3 -

19. Details of funds requested for 5 years:

Cost in Rs. (FE component in US\$)		
S. No. / Items Name	Total FE Cost	Total INR Cost
A. Equipment (Name of each Equipment)		
B. Infrastructure Facilities (Books, Renovation of Labs etc.)		
C. Networking & Computational Facilities etc.		
D. Maintenance of Equipment		
Total		

19. Details of each Budget Heads with full justifications for each item as given at Item No. 19 including details of similar support from any other sources.
20. Specify the recipient of the Grant (Principal / Any other) by attaching an endorsement from Head of Institution/ College.

Information submitted as above are true and correct.

Signature of the
Principal/ Director of College/ Institute

[This advertisement is also available on Internet at: <http://www.fist-dst.org>]

Brief Summary of the FIST Support**Name of the Department/ Centre/ School/ PG College:**

Date of Start		Total Sanctioned Cost	Rs cr
Date of Closure			
Total Released amount	Rs cr	Total Expenditure So far	Rscr
Balance Available as after due date	Rs cr		
No. of Faculty Members involved in FIST			
Name of Equipment Acquired [Costing more than Rs 25 lakh (Level I & II) & Rs 10 lakh (Level 0)]			
Type of Computational Facilities created			
No. of Small Equipment (Cost below Rs 25 lakh (Level I & II) & Rs 10 lakh (Level 0))			
Outcome	Before FIST (5 years)	After 1st FIST Support (5 years)	After 2nd FIST Support (5 years)
No. of total Publications, which are only in Indexed Journals. (only SCOPUS publications)	1 st year 2 nd year 3 rd year 4 th year 5 th year	1 st year 2 nd year 3 rd year 4 th year 5 th year	1 st year 2 nd year 3 rd year 4 th year 5 th year
Publications out of FIST Support	1 st year 2 nd year 3 rd year 4 th year 5 th year	1 st year 2 nd year 3 rd year 4 th year 5 th year	1 st year 2 nd year 3 rd year 4 th year 5 th year
Average Impact Factor of Publications			
No. of Patents			
No. of PhD produced			
Recognition of Faculty Members			
Recognition of Students			
Recognition of the Department/ Centre/ School/ PG College			
Other Extra Mural Research Grant Received	No. of Projects:	Amount (Rs in Lakh):	Sponsoring Agency's Name:
Any new Science or Technological innovation/deliverable			
Any Technological intervention to the Society			

Note: Departments seeking first time support under FIST need not fill this format.

Endorsement from PI and Summary Sheet for FIST-2018

Application for [please tick one] Level O Level I Level II Level III

- Subject Area (for Level I, II and III):
- Name of the Department (for Level I, II and III)/ College (for Level O):
- Year of Establishment:
- Name of the University/ Institution (for Level I, II and III):
- Address for correspondence including Telephone, Telegram, FAX, e-mail etc.

- Status of the Institute/ University/ College (attach supporting documents)
 - Academic Status [College (Affiliated/ Autonomous/ Constituent) or Institute/University/ Deemed University]
 - Financial Status [Government (Central or State Govt.)/ Govt. Aided Colleges/ Private]
- Total budget:

Information as above is true and is correct.

Signature of the
Head of the Department/ Principal of the College

Endorsement Letter from the Registrar of the University/Head of the Institute/ Principal of the College

(Statement from Employer, on the Letter Head)

This is to certify that:

- I. Dr., the Head or Coordinator, of the Department/ School/ Centre or Principal of the College will assume full responsibility for implementing this project proposed under FIST Program of the Department of Science and Technology, New Delhi during.....
- II. The date of starts of the Project from the date on which the University/Institute receives the bank draft/cheque/RTGS from the Department of Science & Technology.
- III. The Head or Coordinator will be governed by the rules and regulations of the University/Institute and will be under administrative control of the University/ Institute for the duration of the FIST project.
- IV. The grant-in-aid by the Department of Science & Technology will be used to meet the expenditure on the FIST project and for the period for which the project has been sanctioned as indicated in the sanction letter/ order.
- V. No administrative or other liability will be attached to the Department of Science & Technology at the end of the FIST project.
- VI. The University/ Institute will provide basic infrastructure and other required facilities to the investigator for implementing the FIST project.
- VII. The University/ Institute will take into its books all assets received under this sanction and its disposal would be at the discretion of Department of Science & Technology.
- VIII. Institute assumes to undertake the financial and other management responsibilities of the FIST project.
- IX. Organizing institute will participate in the monitoring/ reviewing of the FIST Project whenever they were asked to do so.

Seal of University/Institute Signature
Registrar of University/Head of Institute/ Principal of the College

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 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.
- (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.

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)

DEPARTMENT OF SCIENCE & TECHNOLOGY

TERMS AND CONDITIONS

FOR

“Fund for Improvement of S&T Infrastructure in Universities and Higher Educational Institutions (FIST)” GRANT.

In recent years, scientific community has expressed great concern about the lack of infrastructure facilities for imparting good quality of higher education and conducting research in emerging fields of science and engineering. Several efforts have been made in past to strengthen research as well as teaching in carefully identified areas and university departments. These departments are now in a stage for further strengthening of their infrastructure to enhance their visibility both nationally and internationally. It has also become necessary to extend such infrastructure support to other higher technical and medical educational institutions.

Keeping all these factors in mind, a new scheme entitled “Fund for Improvement of S&T Infrastructure in Universities and Higher Educational Institutions – (FIST)” has been initiated.

The Terms and Conditions:

- The grant being released under the scheme is for strengthening infrastructure of the identified department for teaching and research and shall be spent exclusively for this purpose. The Department shall constitute a “**Project Implementation Group**” with 2-3 Faculty Members including younger faculty members under the overall supervision of the Head/ Chairman/ Dean of the Department. The **Project Implementation Group** would be responsible and accountable to DST for all aspects of implementation of such project during its 5 years project duration. The Department shall inform FIST Program Secretariat on the composition of the **Project Implementation Group** before releasing of funds etc.
- Facility created under FIST support shall not be kept with the custody of an individual faculty member in the Department and shall be made accessible to all the faculty members all the time.
- There should not be any deviation from the Budget Heads as approved by DST. In case, if it is very necessary, a request can be made to the DST for consideration.
- The grants-in-aid for “**Networking and Computational Facilities**” being released under the scheme should be utilized for creating a “**Central Computer Lab**” in the identified Department/ Centre for teaching and research with the following guidelines / norms:
 - a. Internet Connectivity (to be provided by Institution)
 - b. Server + Hub + Modem
 - c. Several PCs or Net-Computers proportional to number of students enrolled
 - d. UPS
 - e. Access for Students and Faculties in the Department

The Institution should also make sure that this grant is not meant for just providing PCs to each of the Faculty members in the Department.

- The grants-in-aid under “FIST” are to provide infra-structural facilities for research and teaching in the department. Therefore, ***no provision of Overhead Charges*** is admissible. **Please note that the scheme does not allow any provision for building/ construction and recruitment of staff** etc.

- All the assets acquired from the grant will be the property of the Government of India and should not, without the prior sanction of the Department, be disposed off or encumbered or utilized for purposes other than those for which the grant has been sanctioned.
- All efforts should be made to procure the equipment and other items at the earliest to avoid cost escalation due to foreign exchange fluctuation and should abide all procedures laid out by the grantee institution. In case it is found that the Department is not able to use the funds within two years of its release, the Department of Science & Technology shall have the right to withdraw the project from the Department/ University.
- The Institute will furnish to Department of Science & Technology, Utilization Certificate and an audited Statement of Accounts (in DST format) pertaining to the grant (along with Progress Report) within three months following the end of each financial year.
- After receiving the grant by the Department/ Centre, Department of Science & Technology will review the technical & financial progress including utilization of the grant on an annual basis with an appropriate mechanism. The Department reserves the right to terminate the support at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
- A register of the permanent/semi-permanent assets acquired wholly or mainly out of this grant should be maintained in the prescribed form and a copy thereof furnished to this Department. Such register of assets and the accounts maintained shall be available or open to scrutiny by Audit.
- Any unspent amount sanctioned would be surrendered to the Government as a Demand Draft in favour of Drawing & Disbursing Officer, Department of Science & Technology, New Delhi. Any carry forward of funds to the next financial year may be considered only with the specific approval of the Department.
- The Comptroller and Auditor General of India, at his discretion, shall have the right to access to the book accounts for this support. **The Department shall open an interest earning Bank account for operation of funds being transferred by DST. The interest thus earned should be reflected appropriately in the Financial Statement of each year submitted to the Department of Science & Technology and will be adjusted against further transfer of installment of the grant.**
- In order to give visibility to the identified department, the department may be called as **“DST-FIST Sponsored Department”**. This may be suitably displayed.

Signed by

Signed by

Head of the Department/ Centre

Head of the University / Institute or
Principal of College

PROJECT IMPLEMENTATION GROUP

The Project Implementation Group (PIG) is constituted with the following faculty members who will be responsible and accountable for the smooth implementation of the DST FIST Project at the Department/ Centre/ School/ PG College.

S. No.	Name of Faculty Member	Designation, Affiliation, Phone, email id
1		
2		
3		
4		
5		

Signature of the
Head of the Department/ Principal of the College