

NATIONAL BIORESOURCE DEVELOPMENT BOARD

Guidelines for conducting Vacation Training Programme on bioresources for School Children

1. The institutions submitting the project proposals should have a proven track record of having conducted research and development in the area of bioresources. These could be University/College/Government Institutions/Non-Government Organization (NGO)/Societies involved in active research, have equipped laboratories, technical expertise on bioresources/biodiversity/biotechnology with proven track records in these fields and or those specialized in training programmes on environmental issues.
2. This is a basic course, which should be designed to train and enhance awareness in school children about the relevance of bioresources, and the relationship between bioresources and biotechnology.
3. The main objective of the course is to impart training on sustainable utilization and conservation of bioresources and to create better awareness about the relevance of bioresources to everyday life.
4. The Training Course is aimed at students who have recently appeared in their X Class examination and are awaiting results or who have passed X exam.
5. The number of participants should not be less than 20 or more than 30.
6. The duration of the course should be between 3 and 4 weeks.
7. The training should comprise: (a) laboratory work, (b) interactive lectures, and (c) individual projects. A day-to-day schedule of the course indicating laboratory exercises as well as lectures planned is to be furnished along with the proposal. At least 8-10 days should be devoted to individual projects (example making digitized inventory of birds, trees, animals in their vicinity, importance of biodegradable packaging material, web-page designing on bioresources) by the students. The topic should be decided at the beginning of the course, and enough guidance should be provided regularly. The outcome of the project would be presented at the end of the course in the plenary session.
8. Wherever possible, training on use of computers should also be imparted to the students.
9. A few scientists including a Course-Director who have expertise in the research area of the proposed course should be chosen as Core-Faculty from the host institution and their consent regarding participation in the course

should be indicated in the proposal. The biodata of the Course-Director and the faculty along with a list of relevant research papers published during the last 3-4 years should also be enclosed.

10. At least 60% of faculty drawn from other Indian laboratories/institutes engaged actively in the relevant areas should be invariably involved in organizing the course. As far as possible, specialists should be invited so that the students are communicated the excitement of doing original work.
11. The total budget of a course should be within an amount of Rs.6.00 lakhs for duration of 4 weeks.
12. The budget estimates should be grouped under the following budget heads:

Budget Heads	Approximate % of total cost
Publicity and Printing of course content (posters/brochures training material/manuals etc.)	7%
TA & Boarding/Lodging for students	20%
TA/DA to Resource Persons	25%
Technical fee and training cost to the faculty and support staff.	8%
Books, teaching aids for students	8%
Consumables/glassware	6%
Local travel, visits	10%
Contingencies, postage, photocopy, secretarial assistance	6%
Minor equipment	7%
Miscellaneous	3%

13. TA/DA to guest faculty is admissible, as per their entitlement under G.O.I. norms.
14. The students could be provided with useful books and other course material, to and fro second-class train fare (or bus fare) from the place of school to the center, as well as free boarding and lodging during training. They should be awarded a certificate of participation at the end of the course.
15. The schedule of the training course should be given wide publicity. For this purpose, the course may be advertised in national newspapers, circulation to

the principals of all the schools of the area. At least 4 weeks time should be given to the candidates for submitting applications. A copy of the circular may also be sent to DBT.

16. The application from students should *inter alia* include the following details:
 - (a) School attended (with certificate from the school testifying the same).
 - (b) Note on why the candidate wants to take the course
 - (c) How the candidate proposes to make use of the training given during this programme and what the candidate expects out of the course.
17. Candidates selected for the course should be intimated at least 2 weeks before its start. They may be asked to intimate their acceptance of the offer within 10 days or so, failing which wait listed candidates should be called immediately.
18. No charges/registration fee should be charged from the course participants.
19. The laboratory manual for courses should be prepared in size of 8” x 11” and bound in printed form and it should be made available to the participants at the beginning of the course. Apart from giving detailed protocols for laboratory exercises/techniques, the manual should also include a brief theory of the practical, abstracts of the lectures to be delivered, illustrations, diagrams, if any, to explain the techniques/protocols. 5 copies of the manual should be sent to the Department.
20. Proposal for conducting the course should be forwarded through the head of the institution.
21. Any change in the schedule of the course, once finalized would require prior approval of the Department.
22. Institutes will be required to furnish statement of expenditure and utilization certificate within 3 months of completion of the course and the unspent balance of the grant, if any is to be refunded immediately to the Department.

In case, audited statement of expenditure/utilization certificate against the grant released earlier by the Department to conduct such training courses by the same Course Director or his group has not been furnished or unspent balance, if any, is yet to be returned to the Department, it would not be possible for the Department to consider another proposal until the above is sent to DBT.
