

Proforma of Proposal
for Institutes for submitting proposal
to conduct training programmes
under Plan Scheme
“National Programme for Training of Scientists &
Technologists working in Govt. sector”.

To be Submitted to:

The Under Secretary
Training Cell
Department of Science & Technology
Ministry of Science & Technology
Technology Bhawan,
New Mehrauli Road
New Delhi - 110016

Proforma PART – I

1. Name of Institute:
2. Brief about the institute (a concise write up about history, present status, achievement and salient features etc. about the Institute)
3. Name of Head of Institute:
4. Organizational Structure / Administrative set up of the Institute:
5. Full Address along with contact details
6. Status/ Affiliation if any with Ministry/ Departments of Central/State Govt., Universities, PSUs, etc.
7. Training Programme of one/ two weeks duration organized by the Institute during the last 5 years for Ministry/Deptt/ PSUs/govt. org. and others

Year	Training subject/ topic	Duration (1 / 2 week)	Ministry / Department /PSU / Organisation for whom training conducted

8. Infrastructure & facilities available (Conference, Hostel, Mess)

Infrastructure	Capacity	Facilities details

9. Any other facilities available eg. Gym, library, institute's, transport, etc.
10. Details of Internal faculty who can be engaged for the DST training programme

Name of faculty	Qualification/Experience	Specialization, if any

Proforma PART – II

1. Tentative list of training programmes proposed for DST (**up to a maximum of five**)

Training Programme (topic/ subject)	Duration (1/2 week)	Brief Content (not more than 150 words)

2. Details of Estimated expenditure for 25 participants **separately** for one week programme and two weeks programme

3. Any other information which the Institute may want to submit in support of their claim for being selected for organizing training programme under the Scheme of DST.
