

Details of Call for Proposals for FY 2023-24

Application start date	16.03.2024 (10:00 AM)
Last date of application	16.04.2024 (5:00 PM)
Link for PPMS	https://vgst.karnataka.gov.in/PPMS
VGST website (Detailed guidelines for application and other information)	https://vgstdst.karnataka.gov.in



Government of Karnataka
Department of Electronics, Information Technology, Biotechnology and
Science & Technology
Karnataka Science and Technology Promotion Society
5th Floor, 5th Gate, M.S. Building, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.
Ph: 080-2203 2013 Email: visiongroup.st@gmail.com

No. DST/KSTePS/VGST/2023-24

Date: 16.03.2024

NOTIFICATION

CALL FOR SUBMISSION OF PROPOSALS UNDER VGST FOR THE FY 2023-24

Department of Electronics, Information Technology, Biotechnology and Science & Technology, Government of Karnataka invites online proposals under the following VGST schemes during the FY 2023-24:

1. Grants for Research Excellence (GRE)
2. Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST L1 & L2)
3. Early Career Research Award (ECRA)
4. Award for Outstanding Research Publication (AORP)
5. Faculty Development Program (FDP)

Interested higher educational institutions affiliated to Karnataka State Universities (Government and Private) and State Research Centres shall submit online proposals through the link <https://vgst.karnataka.gov.in/PPMS> on or before **16.04.2024 (5:00 PM)**. For more information, visit VGST website: <https://vgstdst.karnataka.gov.in>

Sd/-
Managing Director
KSTePS



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ವಿದ್ಯುನ್ಮಾನ, ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ, ಜೈವಿಕ ತಂತ್ರಜ್ಞಾನ ಹಾಗೂ ವಿಜ್ಞಾನ ಮತ್ತು
ತಂತ್ರಜ್ಞಾನ ಇಲಾಖೆ

ಕರ್ನಾಟಕ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಪ್ರೋತ್ಸಾಹಕ ಸೊಸೈಟಿ
5ನೇ ಮಹಡಿ, 5ನೇ ಗೇಟ್, ಬಹು ಮಹಡಿ ಕಟ್ಟಡ, ಡಾ|| ಬಿ.ಆರ್. ಅಂಬೇಡ್ಕರ್ ವೀದಿ, ಬೆಂಗಳೂರು-
560 001.

ದೂರವಾಣಿ: 080-2203 2013 ಇಮೇಲ್: visiongroup.st@gmail.com

ಸಂಖ್ಯೆ: ಡಿ.ಎಸ್.ಟಿ/ಕೆಸ್ಟೆಪ್ಸ್/ವಿತಂದಾಸ/2023-24

ದಿನಾಂಕ: 16.03.2024

ಪ್ರಕಟಣೆ

2023-24ನೇ ಸಾಲಿನಲ್ಲಿ ವಿತಂದಾಸ ಯೋಜನೆಗಳಡಿ ಪ್ರಸ್ತಾವನೆಗಳ
ಸಲ್ಲಿಕೆಗೆ ಆಹ್ವಾನ

ವಿದ್ಯುನ್ಮಾನ, ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ, ಜೈವಿಕ ತಂತ್ರಜ್ಞಾನ ಹಾಗೂ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಇಲಾಖೆಯು 2023-24ನೇ ಸಾಲಿನಲ್ಲಿ ಈ ಕೆಳಕಂಡ ವಿತಂದಾಸ ಯೋಜನೆಗಳಡಿ ಆನ್‌ಲೈನ್ ಮೂಲಕ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಆಹ್ವಾನಿಸುತ್ತಿದೆ:

1. ಸಂಶೋಧನಾ ಶ್ರೇಷ್ಠತೆಗಾಗಿ ಅನುದಾನ (GRE)
2. ಕರ್ನಾಟಕದ ಉನ್ನತ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳಲ್ಲಿ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನದ ಮೂಲ ಸೌಕರ್ಯಾಭಿವೃದ್ಧಿಗೆ ನಿಧಿ (K-FIST L1 and K-FIST L2)
3. ಆರಂಭಿಕ ವೃತ್ತಿ ಸಂಶೋಧನಾ ಪ್ರಶಸ್ತಿ (ECRA)
4. ಅತ್ಯುತ್ತಮ ಸಂಶೋಧನಾ ಪ್ರಕಟಣೆಗಾಗಿ ಪ್ರಶಸ್ತಿ (AORP)
5. ಕಾಲೇಜುಗಳಲ್ಲಿ ಬೋಧಕರಿಗೆ ತರಬೇತಿ ಕಾರ್ಯಾಗಾರ (FDP)

ಕರ್ನಾಟಕ ರಾಜ್ಯದ ವಿಶ್ವವಿದ್ಯಾಲಯಗಳಿಗೆ (ಸರ್ಕಾರಿ ಮತ್ತು ಖಾಸಗಿ) ಸಂಯೋಜನೆಗೊಂಡಿರುವ ಆಸಕ್ತ ಉನ್ನತ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳು ಮತ್ತು ರಾಜ್ಯದ ಸಂಶೋಧನಾ ಕೇಂದ್ರಗಳು ಆನ್‌ಲೈನ್ ಮೂಲಕ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು <https://vgst.karnataka.gov.in/PPMS> ಲಿಂಕ್ ನ ಮುಖಾಂತರ **2024 ರ ಏಪ್ರಿಲ್ 16 ರ** ಸಂಜೆ 5.00 ಗಂಟೆಯ ಒಳಗಾಗಿ ಸಲ್ಲಿಸಬಹುದಾಗಿದೆ. ಹೆಚ್ಚಿನ ಮಾಹಿತಿಗಾಗಿ, VGST ಜಾಲತಾಣ: <https://vgstdst.karnataka.gov.in> ಗೆ ಭೇಟಿ ನೀಡುವುದು.

ಸಹಿ/-

ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು
ಕೆಸ್ಟೆಪ್ಸ್



GOVERNMENT OF KARNATAKA

VISION GROUP ON SCIENCE AND TECHNOLOGY

Karnataka Science and Technology Promotion Society

Department of Electronics, Information Technology,

Biotechnology and Science & Technology

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Email: visiongroup.st@gmail.com Website: <https://vgstdst.karnataka.gov.in>

Programs under Vision Group on Science and Technology

GENERAL GUIDELINES AND TERMS & CONDITIONS FOR FY 2023-24

The Govt. of Karnataka has constituted Vision Group on Science & Technology (VGST) under the Chairmanship of Bharat Ratna Prof. C. N. R. Rao, FRS, Linus Pauling Research Professor and Honorary President, JNCASR in the year 2009. The main objective of the VGST is to support research & developmental activities and strengthen Science & Technology infrastructure in higher educational institutions, affiliated to Karnataka State Universities (Government and Private) and R & D organizations of the State. Towards this, the Department invites applications for funding under different schemes of VGST.

The details of the different schemes under VGST are given below:

1) Grants for Research Excellence (GRE)

Under this scheme, grant will be provided to undertake research and development in the fields of Science, Engineering and Medicine.

2) Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST L1 & L2).

The program aims at providing financial support to higher educational institutions or research centres in the State towards creating the S&T based infrastructure or upgrading the existing infrastructure facilities to uplift the level of education and research. Such facilities shall be focused to conduct research on a specific theme.

3) Early Career Research Award (ECRA)

The scheme aims to encourage young researchers to initiate their research career in their respective institutions by providing a research grant as a seed money.

4) Award for Outstanding Research Publication (AORP)

The scheme aims at encouraging and rewarding outstanding researchers and faculty members, who have published their research work in reputed and peer-reviewed scientific journals through a cash award.

5) Faculty Development Program (FDP)

Under this scheme, a grant will be provided for conducting workshop for faculty members to enhance their knowledge and skill about the recent technologies needed for industries, which will in turn enable them to transmit the same to the students.

I. GENERAL GUIDELINES

A. SUBMISSION OF APPLICATION

A notification will be issued in the newspaper inviting applications and also announced in the VGST website. **Application shall be submitted only through online (PPMS) mode.** The link for the submission of application is available in VGST website (<https://vgstdst.karnataka.gov.in>).

Applications received in hard copies through post or any other mode will not be accepted and any communication will not be made regarding the same.

The application portal will be open for one month time.

Please read the instructions given in **Annexure-1a & 1b (Self Registration and PI user manual)** carefully before filling out the online application.

B. ELIGIBILITY

- Applicants [Principal Investigator (PI) and Co-Principal Investigator(s) (Co-PI(s))] should be Indian citizens.

- The applicant(s) must hold a regular academic/research position in a recognized academic institution or research centre or in any other recognized R & D institution in Karnataka. The term "Regular" refers to the applicants who are appointed against sanctioned posts or in a tenure track position.
- Faculty members recruited through UGC-Faculty Recharge Program and INSPIRE Faculty are also eligible to apply provided they have at least three and half years of tenure remaining at the time of submission of application.
- At the time of applying for grant, the Principal Investigator should hold:
 - Ph.D. degree in Science, Mathematics and Engineering (or)
 - Doctor of Medicine (MD) / Master of Surgery (MS) / Master of Dental Surgery (M.D.S.) / Master of Veterinary Science (M.V.Sc.) degree. (or)
 - M.Tech. in Engineering with at least 5 years of Experience i.e. after M.Tech. degree
- Principal Investigators of ongoing VGST projects are eligible to apply only after completion of the project at the time of application.
- Women researchers are strongly encouraged to apply.
- Research Associates, Ad-hoc faculty, Guest Faculty, Visiting Scientists, Consultants, Project Fellows and Faculty members whose contract is renewed every year are not eligible. In respect of cases not mentioned above, VGST reserves the right to determine the eligibility.

Due weightage will be given for Government institutions, SC/ST institutions, minority institutions, institutions from KKRDB & Backward talukas, and women candidates. Applicants are advised to fill out the above information correctly while applying.

C. AGE LIMIT

Age limit for applying to VGST schemes as on the date of deadline of this call for applications (for both PI and Co-PI) is given below:

- For GRE, K-FIST (L1 & L2), AORP and FDP: 56 years
- For ECRA: 40 years

D. GRANT DETAILS

Budget allocation is made every year depending upon the budget allotted to the Department. Scheme-wise grant details are provided in **Annexure-2**.

E. SELECTION PROCEDURE

Selection of awardees is made based on the following criteria:

- Applications received in PPMS will be reviewed by experts and a shortlist will be prepared.
- Principal Investigators of selected proposals will be called for online review before the Sub-Committee for selecting final awardees.
- Based on the relevance and quality of proposal, the Committee will select the awardees for release of grants.

F. IMPORTANT INSTRUCTIONS AND DOCUMENTS REQUIRED FOR SUBMITTING APPLICATION

Please read all the instructions carefully before filling out the application online.

- Faculty member who applies for VGST grant will be considered as the 'Principal Investigator' for the GRE / K-FIST L1 & L2/ ECRA programs and 'Program Coordinator' for the FDP program (herein after generally termed as PI). **Co-Principal Investigator (Co-PI) is mandatory and he/she shall be from the same institution.**
- Applicant should attach PAN Card of PI and Co-PI and not institution PAN Card.

- Applicants are advised to go through the detailed information guidelines, user manual and other relevant documents before submitting the application along with attachments. **SUBMITTED APPLICATIONS CANNOT BE REVOKED.** While filling the application, applicants are advised to enter all the information correctly, especially name, email ID (please avoid Rediff email ID), mobile number and title of the project, as further correspondence will be made using these details.
- Incomplete applications/plagiarised proposals will be rejected. No communications regarding the same will be made.
- Applicant shall submit proposal to only one of the four major VGST schemes such as GRE, K-FIST L1, K-FIST L2 and ECRA. However, PI or Co-PI can apply for AORP or FDP along with major schemes. **Non-compliance to the same will lead to rejection of all the proposals submitted.**
- The ARP/AORP awardees can only reapply after a gap of three years for the AORP scheme.
- Principal Investigators are advised to submit the applications well in advance to avoid last minute rush.
- **Principal Investigators (PI) shall strictly limit their proposal within the allocated budget of the scheme they are applying for. If the proposal is submitted with a budget less than the allocated budget for that scheme, the budget indicated by the PI will be considered.** There is no provision to change the equipment/other details mentioned in the proposal after the selection. Any such request will not be entertained.
- If the PI of any proposal changes the institution during the review process, such proposal will not be considered for review.
- In any matter related to the selection of awardees or release of further instalments or continuation of the project, the decision of the VGST Committee/VGST/KSTePS is final.
- For any clarifications, please contact **VGST Office** either through e-mail: visiongroup.st@gmail.com or Phone: 080-2203 2013.

- Checklist of documents for submitting the applications:

Documents	GRE	K-FIST L1	K-FIST L2	ECRA	AORP	FDP
Duly signed copy of the PPMS filled application	√	√	√	√	√	√
Undertaking from PI and Co-PI	√	√	√	√		
Endorsement from the Head of the College/Institution	√	√	√	√		√
Letter of Collaboration (Dropdown option – Yes/No. If yes, he/she should attach and it should be on the collaborator letterhead)	√	√	√	√		√
Part-A form	√	√	√	√		
CV and MD/MS/MDS/MVSc/Ph.D. Certificate	√	√	√	√	√	√
Experience Certificate for M.Tech Degree holder without Ph.D.	√	√	√	√	√	√
List of Publications (See note for format)	√	√	√	√	√	√
Undertaking to provide institutional support (If yes, the applicant shall mandatorily attach a letter of support on institutional letterhead from Head of the institution)	√	√	√	√		√

Note: The list of publications shall be provided in the format: Miller PE, Vasey JJ, Short PF, Hartman TJ. Dietary supplement use in adult cancer survivors. *Oncol Nurs Forum*. 2009; 36: 61- 68. doi: 10.1188/09.ONF

II. TERMS AND CONDITIONS

A. GENERAL

The grant is of fixed tenure as mentioned in the budget allocation. The release of subsequent instalment will be based on the recommendation of the review committee.

B. AWARD AND RELEASE OF GRANTS

1. Intimation letter will be sent to all grantees.
2. The Grant Related Document (GRD) number will be provided by VGST for selected proposals and PI has to mention GRD No. in all communications.
3. PIs of selected projects shall submit the necessary documents to VGST office as mentioned in the intimation letter. The documents to be submitted generally include all the documents submitted during application, details of the bank account, and an affidavit (in the given format enclosed as **Annexure-3**) duly signed by the Head of the Institution, Principal Investigator and Co-Principal Investigator.
4. Savings Bank account details of the institution shall be provided on the institutional letterhead for all schemes except AORP. **For AORP scheme, awardees have to give their personal bank account details.**
5. VGST grant will be released only after the submission of all the necessary documents.
6. Awardees will receive an approval letter for **Part-A**, i.e., Budget Estimate (both Non-Recurring & Recurring) of the proposal for procuring items (**Annexure-4a & 4b**).
7. Tentative schedule and tentative budget expenditure for Faculty Development Programme (FDP) is at **Annexure – 5**.
8. The Principal Investigator shall commence his / her research work soon after receiving the grant amount and approval of Part-A by VGST. The PI shall complete the proposed objective of each phase within one year from the date of grant release.

9. VGST grant released under various schemes are primarily for strengthening Science and Technology infrastructure facilities to enhance quality of research and teaching in higher educational institutions/research centres. Approval of the Research proposal and the grant released would be for the specific project proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time.
10. Grantee Institution shall procure only those equipment/ items for which VGST's approval has been accorded in the Budget Estimate (both Non-Recurring & Recurring) (PART-A of Grant Related Document). Prior approval of VGST is mandatory for any deviation in non-recurring or recurring items such as change in specification/change in equipment/ revision in cost/others. Any deviation without obtaining the prior approval of VGST will lead to withdrawal of VGST Grant and further grant will not be released.
11. Unless approved by the VGST/Committee, the grant **shall not be utilized** for the purposes such as, a) construction of buildings, b) procurement and services of any vehicle, and c) procuring computers, printers, scanners and UPS.
12. Grantee institution has to constitute a "Purchase Committee" which includes Head of the Institution as Chairman with other 5 members as indicated in Part-A of Grant Related Document. The Purchase Committee is authorized to procure only VGST approved equipment/ items as indicated in the Budget Estimate as per the KTPP Act. The Purchase Committee shall go through GTC, terms and conditions in the grant release letter, Part -A guidelines, approval letter from VGST or any other communication from VGST on the same before the procurement process.
13. All issues, matters & procedures related to the procurement of equipment/ items etc. shall be recorded in the "Proceedings of the Purchase Committee" duly signed by the Chairman and all the members of the purchase committee. There shall not be any deviation in procurement of equipment/ items with respect to cost and technical specifications from the approved list.
14. Principal Investigator/ Grantee Institution is strictly prohibited from utilizing/re-appropriating recurring grants for procuring items indicated under non-recurring grants or vice versa.

15. To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting "Package Approval" instead of "Item-wise Approval" in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed the approved amount. The re-appropriation of the cost/ price of single item shall not exceed 15% of the approved cost.
16. VGST grant shall not be utilized for organizing and attending workshops/ seminars/ conferences/ orientation & training programs, etc. However, grants sanctioned under FDP, is the only approved scheme for organizing faculty development program.
17. It is mandatory for the grantee institution to purchase all the equipment as indicated under non-recurring grant. The head of the institution shall take the responsibility of handling and maintenance of finance/accounts as per the prevailing Government norms within the approved budget.
18. Grants released under the VGST schemes need to be maintained properly. There has to be provision to calculate actual accrued interest on the VGST grant, which needs to be reflected in Financial Status Proforma annually in Grant Related Document.
19. Any payment towards Non-recurring and Recurring shall be paid only through A/c payee cheque / Demand Draft (DD) / online Money Transfer (RTGS)/NEFT.
20. Interest amount earned from the VGST grants at the end of each instalment **shall not be utilized** for any purpose and same shall be returned to VGST through cheque or DD in favour of 'Managing Director, KSTePS'.
21. All the assets acquired from the VGST grants will be the property of VGST/KSTePS/DST. A register of the permanent/semi-permanent assets acquired wholly or partly out of this grant shall be maintained and the copy of the same shall be furnished to VGST while submitting the consolidated project report.

22. In order to give visibility to VGST schemes, the respective bonafide Department should acknowledge and display the name board as:

Catalyzed and Supported by:	
Vision Group on Science and Technology (VGST) Karnataka Science and Technology Promotion Society (KSTePS) Department of Science and Technology, Govt. of Karnataka	
Name of the Scheme:	Sanctioned Year:

23. After grant utilization, the Grantee Institution shall furnish PART-B (**Annexure-6**) & PART-C (**Annexure-7**) of Grant Related Documents to VGST.
24. Unutilized grant at the end of each phase will be deducted from the next installment grant or shall be refunded back to KSTePS. However, based on the request of the PI, the review Committee may accord approval for utilizing the unspent amount along with the next installment grant.
25. The next instalment grants shall be released only after the submission of utilization certificate, statement of expenditure, updated bank statement related to project and progress report in prescribed format to VGST and will be completely based on the recommendation of the review committee.
26. The institution shall submit audited utilization certificate and Statement of Expenditure for each instalment issued by the AG empaneled Chartered Accountant and counter signed by both the Principal Investigator and Head of the Institution to VGST.
27. DST/VGST/KSTePS auditors and Auditor General of Karnataka, at their discretion shall have the right to access to the book of accounts and ledgers of the VGST Schemes. DST, GoK may also nominate a CAG empaneled Auditor for the Audit of account of the VGST program.
28. After the completion of the VGST program/project, the unspent grant with accrued interest amount (if any) shall be returned to VGST by Cheque or DD (payable at Bengaluru) in favour of "Managing Director, KSTePS" or NEFT/RTGS.

29. Any enquiries / clarifications by the Principal Investigator/ Grantee institution with respect to implementation of VGST scheme shall be sought through email: visiongroup.st@gmail.com and letters.

30. In all matters related to the project, the decision of DST/ KSTePS/ VGST/VGST Committee is final.

C. PROGRESS REPORT

- 1.** The Progress of the project will be monitored at regular intervals by Expert Committee of VGST. The Program Progress Evaluation Committee (PPEC) may visit the institution/ Department for interim/final review & inspection of the completed project supported by VGST.
- 2.** The Institution shall fulfil the timely formalities of VGST and submit the quarterly and annual progress report to VGST. The PI's should satisfactorily respond to their queries and also take all the necessary steps to complete the project by fulfilling all the formalities.

D. TERMINATION OF GRANTS

VGST review committee reserves the right to cancel the subsequent instalment of grant or recovery of grants in instances such as:

- 1) Deviation in amount.
- 2) Deviation from the objectives of the proposal.
- 3) Violation in the procurement of equipment.
- 4) No progress or delay in the implementation of the project.
- 5) Absence to review meetings or non-responsiveness.

E. PUBLICATION AND PATENTS

It should be ensured that the assistance provided by '**VGST/ KSTePS, DST, GOVT. OF KARNATAKA**' is always acknowledged in all publications/patents made by using the VGST grant. One copy of the published research papers/patents filed should be sent to VGST along with the report.

F. OBLIGATIONS OF GRANTEES

The Grantee institution, PI and Co-PI undertakes the responsibility of implementing the sanctioned VGST-program completely within the duration fixed by VGST. If the project is not successfully completed, the institution shall refund/ return the left-over grant to VGST through crossed cheque or DD in favour of "Managing Director, KSTePS (Payable at Bengaluru)" or through RTGS/NEFT.

G. TRANSFER OF PROJECT

In case the Principal Investigator (PI) of the project leaves the institution for any reason, Co-PI will automatically be the PI of the project (subject to the approval of the Committee) and it is his/her responsibility to complete it. If Co-PI is not willing to take over the project from outgoing PI, the institution has to return and surrender the project along with accrued interest. The institution shall inform VGST office regarding the same. **Transfer of project from one institution to another institution will not be entertained and no provision of any change in institution is accorded.** However, the decision of the committee is final in this regard.

**Note: For Annexures and more details please visit VGST website
(<https://vgstdst.karnataka.gov.in>)**

CONTACT DETAILS

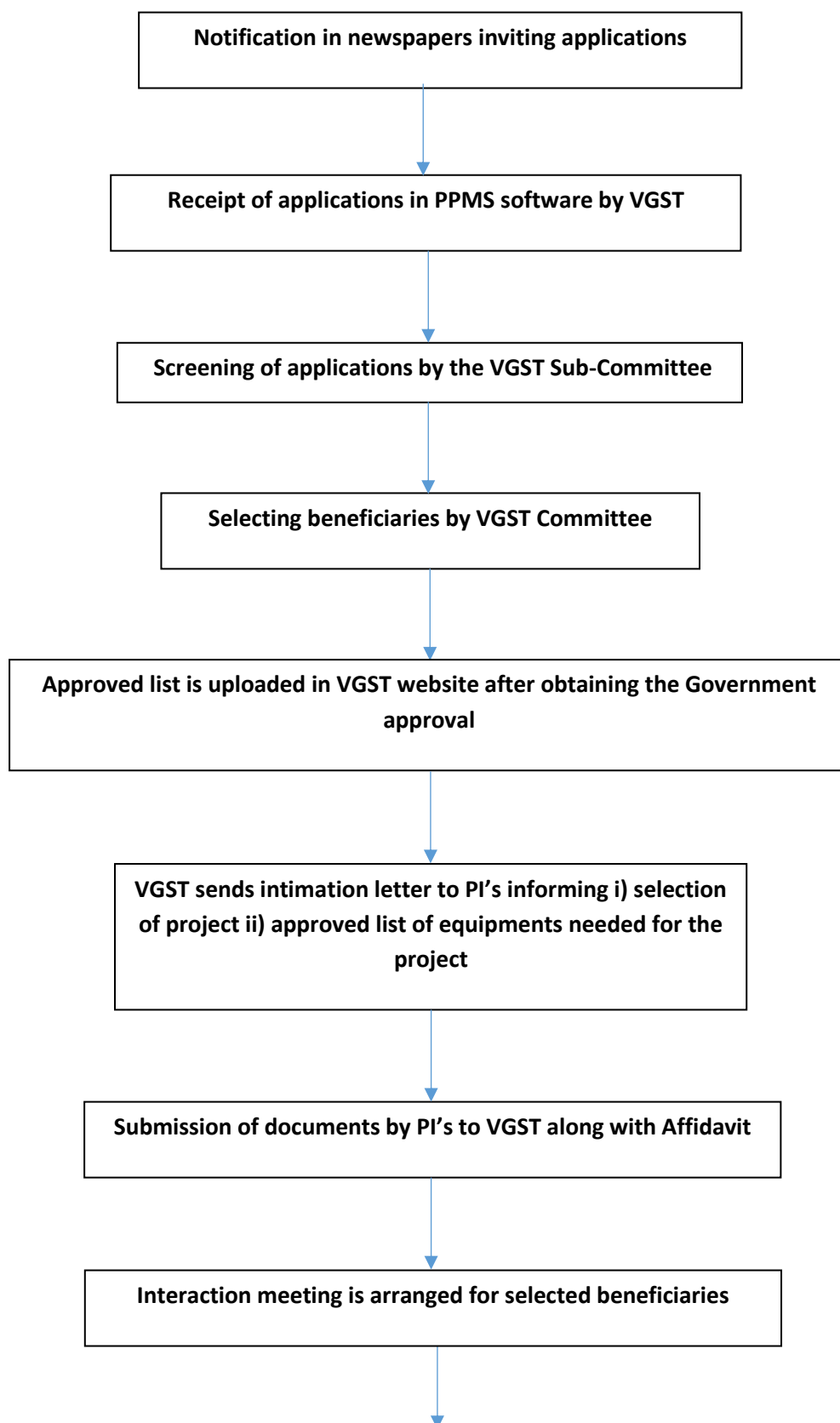
VISION GROUP ON SCIENCE AND TECHNOLOGY

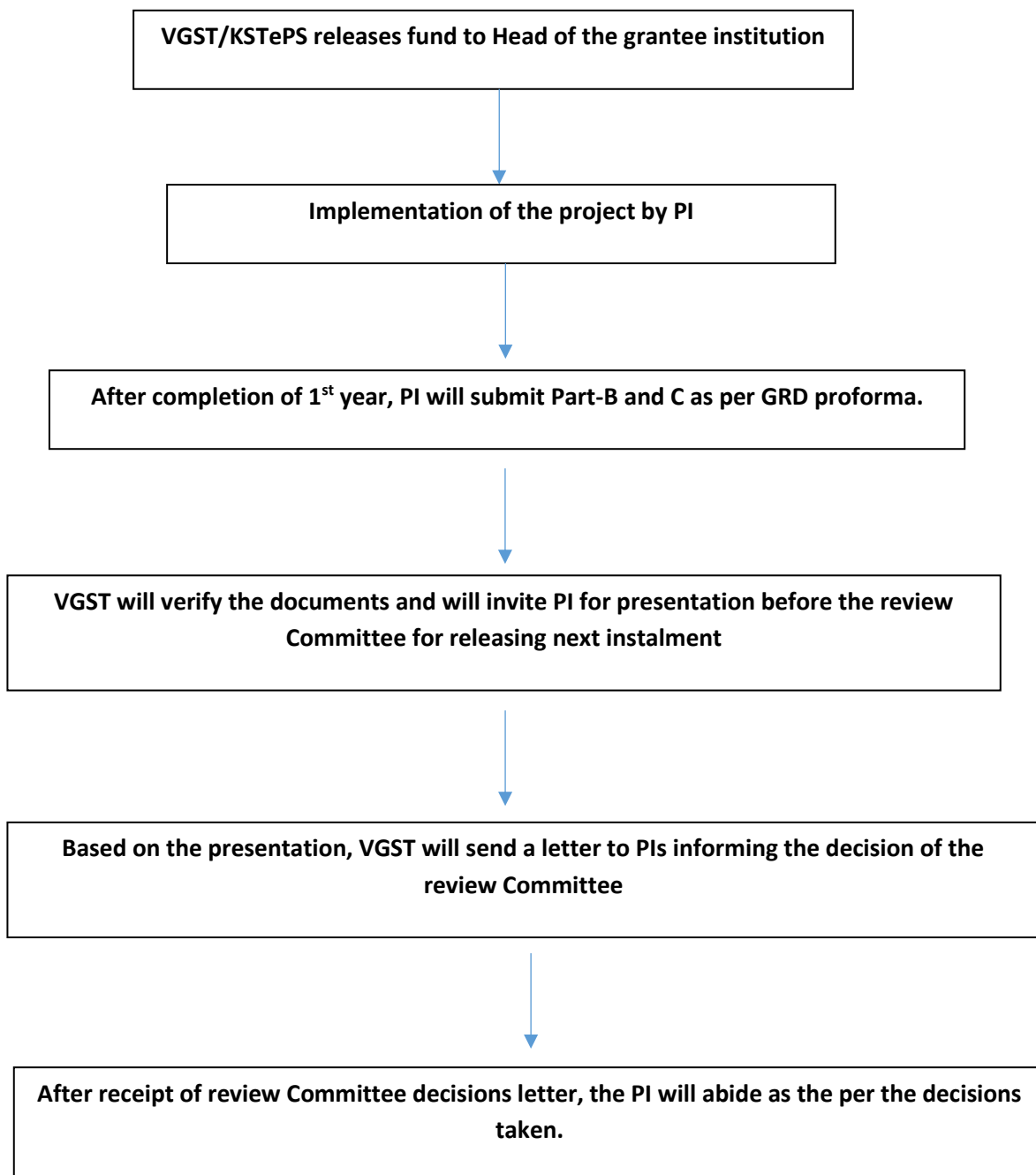
#702, 4th Gate, 7th Floor, M.S. Building, Dr. Ambedkar Veedhi,
Bengaluru 560 001.

Ph: 080-2203-2013 Email: visiongroup.st@gmail.com

Website: <https://vgstdst.karnataka.gov.in>

FLOW OF VGST GRANT PROCESS





GRANT RELATED DOCUMENT (GRD) - An overview
Guidelines to PI and Co-PI to utilize VGST grants

ANNEXURE No.	ANNEXURE TITLE
1 a	PPMS – PI Self Registration Manual
1 b	PPMS PI User Manual
2	Grant Details
3	Affidavit
4 a	PART – A for GRE Scheme (Before Procurement)
4 b	PART – A for K-FIST L1, K-FIST L2 and ECRA Schemes (Before Procurement)
5	Tentative schedule and tentative budget expenditure for Faculty Development Programme (FDP)
6	<p>PART – B (After Completion of the Program) (Download from VGST website)</p> <ul style="list-style-type: none"> • Financial Status Proforma * (to be Authenticated by Principal/Head of Institution & PI) • Passbook photocopy attested by the Principal/Head of Institution and PI • 2 (two) Original copies of Utilization Certificate (UC) *issued by AG empanelled Auditor (as per the format)
7	<p>PART – C (Download from VGST website)</p> <p>Annual Progress Report / Final Progress Report * (After Completion of Program)</p> <p>2 (two) Original copies of Progress Report should be submitted to VGST in a separate Soft Bound Book with Publications and Photographs of the procured equipment.</p>



1. Self-Registration of PI (Principal Investigator):

- **STEP 1:** Click on the Link <https://vgst.karnataka.gov.in/PPMS>

PPMS

Log in

User name or email *

Password *

Remember me

Principal Investigator Registration

For any queries, you may contact VGST office.
Phone : 080 - 2203 2013
Email : visiongroup.st@gmail.com

CLICK on the above link for NEW PI Self-Registration

NOTE:

1. **Principal Investigator (PI)** once registered with an eMail ID and PAN **cannot** register once again using the same eMail ID or PAN either collectively or separately;
2. **EVALUATORS** are **NOT REQUIRED** to Register through this Link;



- **STEP 2:** Once you click on the Principal Investigator Registration, a new page will open to fill up all the mandatory details. Please refer the below screen shot:

PPMS

Principal Investigator Registration

Name *

Surname *

Email Address *

PAN *

Login User name *

Password *

Back Submit

Enter:

1. Name : Enter the First Name of the PI
2. Surname : Enter the Surname of the PI
3. eMail Address : Enter a valid eMail ID [**Note: User credentials will be mailed to this ID**]
4. PAN : Enter your Permanent Account Number
5. Login User Name : Enter your Login User Name
6. Password : Enter the Password

Click on **"SUBMIT"**

For Any Queries Contact:

Vision Group of Science & Technology

Ph No.080 - 2203 2013

visiongroup.st@gmail.com

Principal Investigator User Manual

PROJECT PROPOSAL MANAGEMENT SYSTEM

Vision Group of Science and Technology
VGST | PH NO.080-2203 2013



INDEX

1. Self-Registration of PI (Principal Investigator):.....	2
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1. Self-Registration of PI (Principal Investigator):

- **STEP 1:** Click on the Link <https://vgst.karnataka.gov.in/PPMS>

PPMS

Log in

User name or email *

Password *

Remember me

[Principal Investigator Registration](#)

For any queries, you may contact VGST office.
Phone : 080 - 2203 2013
Email : visiongroup.st@gmail.com

CLICK on the above link for NEW PI Self-Registration

NOTE:

1. **Principal Investigator (PI)** once registered with an eMail ID and PAN **cannot** register once again using the same eMail ID or PAN either collectively or separately;
2. **EVALUATORS** are **NOT REQUIRED** to Register through this Link;



- ➔ **STEP 2:** Once you click on the Principal Investigator Registration, a new page will open to fill up all the mandatory details. Please refer the below image.

PPMS

Principal Investigator Registration

Name *

Surname *

Email Address *

PAN *

Login User name *

Password *

Back Submit

Enter:

1. Name : Enter the First Name of the PI
2. Surname : Enter the Surname of the PI
3. eMail Address : Enter a valid eMail ID [Note: User credentials will be mailed to this ID]
4. PAN : Enter your Permanent Account Number
5. Login User Name : Enter your Login User Name
6. Password : Enter the Password



Click on "SUBMIT"

3. Filling application form / project proposal:

- Login with your Principal Investigator login credentials;
- **STEP 1:** CLICK the appropriate "Scheme Type" under which you wish to apply

PROJECT PROPOSAL MANAGEMENT SYSTEM

[APPLICANT]

Home page

Application For GRE/K-FIST-L1/K-FIST-L2/ECRA

Application For Faculty Development Programme (FDP)

Application For Award for Outstanding Research Publication (AORP)

Help Document

Scheme Type - GRE/K-FIST-L1/K-FIST-L2/ECRA

Scheme Type - FDP

Scheme Type - FDP

- **STEP 2:** CLICK on the Image 

Registrations

[APPLICANT]

Home page

Application For GRE/K-FIST-L1/K-FIST-L2/ECRA

Application For Faculty Development Programme (FDP)

Application For Award for Outstanding Research Publication (AORP)

Scheme *
All

Year *
2022-23

Submitted Open Budget Approved

Filter

Search


Click on + Icon to add new Application

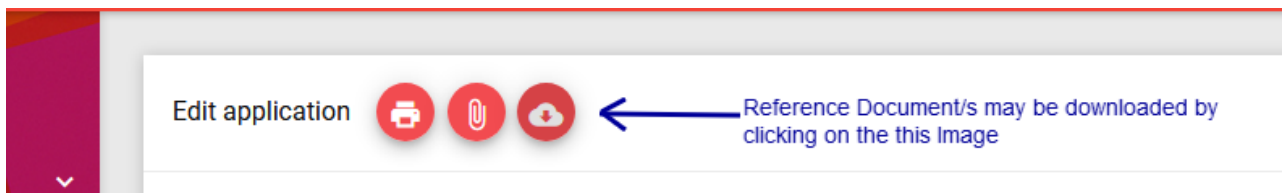
VGST Ref. No.	Name	ProposalTitle	Name of the Institution	Status	Scheme	Actions
---------------	------	---------------	-------------------------	--------	--------	---------

- **STEP 3:** Fill all the templates of the application and Click on "SAVE"
- **STEP 4:** After all the templates of the application form is filled and completion of attachment of the necessary documents, click on "SUBMIT"




4. Downloading the reference documents / forms:

- Based on the “scheme type” various forms are available in download section like:
 - Guidelines, Terms & Conditions (GTC)
 - Endorsement by Head of the Institution
 - Part-A format
 - Budget details, etc.
- You may download them by clicking on the image  on top of the application page




5. Uploading the documents

- An application is complete only when all the mandatory documents are duly signed and uploaded before submitting the documents for further administrative operations;
- For uploading signed and scanned documents please click on image 
- Select the appropriate document type which is being uploaded, give a name and document description, accordingly;
- Then Click on “UPLOAD”

Name *
Part A

Document Type *
Part-A

Document Description
Budget Estimation for Recurring and Non Recurring

Browse... No file selected.  Click on the Image "UPLOAD" after browsing the file location for upload


Upload

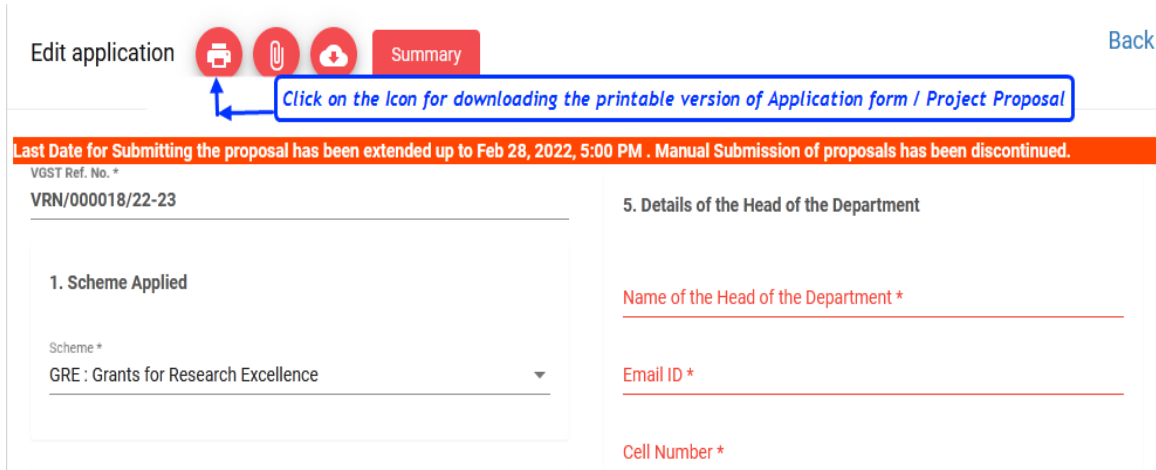
Sl. No.	Document Type	Document Name	Document Description	Actions
---------	---------------	---------------	----------------------	---------



6. Taking Print of Duly filled Project Proposal / Application form for Signature.

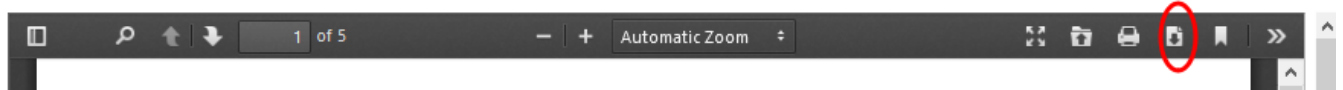
- After the application form / project proposal is duly filled you need to print, sign, scan and upload the completed document;

- For downloading the application form / project proposal click on the Image 



The screenshot shows the application form interface. At the top, there are several icons: a printer icon, a paperclip icon, a download icon, and a red 'Summary' button. A blue callout box with an arrow points to the printer icon, containing the text: "Click on the Icon for downloading the printable version of Application form / Project Proposal". To the right of the printer icon is a "Back" link. Below the icons is a red banner with white text: "Last Date for Submitting the proposal has been extended up to Feb 28, 2022, 5:00 PM . Manual Submission of proposals has been discontinued." Below the banner, the form is divided into two columns. The left column is titled "1. Scheme Applied" and contains a dropdown menu with "Scheme *" and "GRE : Grants for Research Excellence". The right column is titled "5. Details of the Head of the Department" and contains three input fields: "Name of the Head of the Department *", "Email ID *", and "Cell Number *".

- Click on the image over the PDF page for downloading the application



- Click on Submit and an automated email will be received for submission of application

**Department of Electronics, IT, Bt and Science and Technology
Karnataka Science and Technology Promotion Society (KSTePS)
VISION GROUP ON SCIENCE AND TECHNOLOGY (VGST)**

BUDGET DETAILS FOR THE FINANCIAL YEAR 2023-24

Sl. No.	Details of the Scheme	Allocated Number of Projects	Duration of Project (In years)	Allocated Amount per project (Rs.in lakhs)	Amount to be spent during 1st year (Rs.in lakhs)	Amount to be spent during 2nd year (Rs.in lakhs)	Total Amount (Rs.in lakhs)
1	Grant for Research Excellence (GRE) (1 st year: Rs. 25.00 lakh 2 nd year: Rs.15 lakh per selected project)	15	2	40.00	(Rs.25 X 15 Projects) 375.00	(Rs.15 X 15 Projects) 225.00	600.00
2	Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST) Level 1 (Rs. 10.00 lakh x 2 years = Rs. 20 lakh per selected project)	18	2	20.00	(Rs.10 X 18 Projects) 180.00	(Rs.10 X 18 Projects) 180.00	360.00
3	Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST) Level 2 (Rs. 15.00 lakh x 2 years = Rs. 30 lakh per selected project)	13	2	30.00	(Rs.15 X 13 Projects) 195.00	(Rs.15 X 13 Projects) 195.00	390.00
4	Early Career Research Award (ECRA) (Rs. 5.00 lakh x 2 years = Rs. 10 lakhs per selected project)	26	2	10.00	(Rs.5 X 26 Projects) 130.00	(Rs.5 X 26 Projects) 130.00	260.00
5	Award for Outstanding Research Publication (AORP) (Cash reward of Rs. 25,000/-with citation per selected awardee)	20	1	0.25	(Rs.0.25 X 20 Projects) 5.00	-----	5.00
6	Faculty Development Program (FDP) (One time grant of Rs. 3 lakh per selected grantee for four days Workshop)	10	1	3.00	(Rs.3 X 10 Projects) 30.00	-----	30.00
TOTAL		102	-----	----	915.00	730.00	1,645.00

AFFIDAVIT

This AFFIDAVIT is made on this _____ day of the month _____ of **Two thousand** and **Twenty** _____ BY

 (Designation of the Head of the Institution, Institution Name and Address of the Institution), executed to VGST, functioning under the Department of Electronics, Information Technology, Biotechnology and Science & Technology, Government of Karnataka. This Affidavit defines the role and responsibilities of the participating institutions and other matters related to the sanctioned project titled “_____” of **GRD No.**_____. “We understand and abide by the following responsibilities/conditions to implement the sanctioned project”.

- a) The institution has agreed to provide necessary facilities to carry out the project activities and responsible for accomplishing objectives defined in the project proposal.
- b) We shall prepare and submit all progress reports and other documents that would be required by VGST from time to time.
- c) We shall submit an audited Utilization Certificate and Statement of Expenditure incurred under the project periodically.
- d) We shall ensure effective utilization of the grant given by VGST for the purpose for which it was granted and to ensure timely submission of progress of the project work.
- e) Duration of the project shall start from the date of release of grants by Karnataka Science and Technology Promotion Society (KSTePS), Department of Electronics, IT, Bt and Science & Technology, Government of Karnataka.
- f) In case the Principal Investigator (PI) of the project leaves the institution for any reason, Co-PI will be the PI of the project subjected to the approval of the VGST Sub-Committee and it is our responsibility to complete it. The institution shall inform the VGST office regarding this immediately.
- g) In case, if both the Principal Investigator (PI) and Co- Principal Investigator (Co-PI) of the sanctioned project leaves the institution, the total amount released from VGST to the project along with the accumulated interest shall be reimbursed to the KSTePS without any delay.
- h) It is the responsibility of the Institution to take necessary action for protection of the intellectual property arising out of the project through proper instruments such as patents, copy rights, publications, etc., and to acknowledge VGST/KSTePS and DST, GoK and to submit a copy of the same to VGST.

- i) All the assets acquired under the project shall be the property of VGST, DST, GoK and these assets shall not be transferred outside the institution.
- j) It is the responsibility of the institution that the support of VGST/KSTePS, DST, GoK is suitably acknowledged and displayed over the equipment purchased.
- k) It is our responsibility to submit quarterly report on the progress of the project to VGST without fail and also a consolidated report after completion of the project to VGST.
- l) It is the responsibility of our institution to follow the KTPP Act while purchasing the equipment.
- m) All the records and facilities related to the project shall be made available to the VGST Committee for the review process.
- n) The grant received from KSTePS shall be kept in Savings Bank account and the interest amount accumulated shall not be used for any purpose and same will be returned back to KSTePS at the end of each year from the date of release.
- o) It is our responsibility to submit audited utilization certificate and Statement of Expenditure to VGST for each instalment issued by the AG empanelled Chartered Accountant and counter signed by both the Principal Investigator and Head of the Institution.
- p) The Auditor General / Internal auditors / Officials from VGST at their discretion shall have the right of access to the books and accounts of the project for the grants received by the institution from VGST.
- q) If VGST/KSTePS/DST, GoK is not convinced about the proper utilization of grants and progress made as well as failing to comply with the conditions or committing breach of the conditions of the affidavit and Guidelines, Terms and Conditions of VGST/KSTePS at any stage, VGST/KSTePS, DST, GoK may terminate the project and direct the institution to refund the grants partially or fully along with accumulated interest. In addition, the grantee institution shall fulfil all the compliances as directed by VGST/KSTePS/DST, GoK.
- r) Duration of Affidavit shall remain in force for the duration till all the compliances of the project are met.
- s) Guidelines, Terms and Conditions of VGST/KSTePS shall also be applicable to the institution along with this affidavit.

Signature of the Principal Investigator

Signature of the Co-Principal Investigator

**Signature of the Head of the Institution
along with date & Seal**

PART-A Proforma
(FIRST INSTALMENT)

GRANT RELATED DOCUMENT (GRD)

(To be submitted by Principal Investigator to VGST for an Approval)

Name of VGST Scheme: GRANT FOR RESEARCH EXCELLENCE (GRE)		
GRD No:		
Title of the Project		
	PI Details	Co-PI Details
Name		
Phone Number		
Mobile Number		
Alternate Mobile number		
Email ID		
Alternate Email ID		
Department		
Name and Address of the Head of the Institution (including Phone Nos. & Email)		

GRANT FOR RESEARCH EXCELLENCE (GRE) Scheme

GRD No:

Phase/Year

Summary of Part-A

1st year/phase (for GRE Scheme)			
	List of Non-recurring Expenditure	Total Qty	Total Amount (Rs. in lakhs)
NRE 1			
NRE 2			
NRE 3			
	Total Non-recurring (NRE)		
	List of Recurring Expenditure		Total Amount (Rs. in lakhs)
RE 1	Human Resources/Manpower/Project Assistant Salary (25k/month)		
RE 2	Chemicals		
RE 3	Glassware		
RE 4	Plasticware		
RE 5	Biological Specimen		
RE 6	Electrical & Electronics spare parts		
RE 7	Mechanical Spare parts		
RE 8	Contingency		
RE 9	Books & Journals		
	Total Recurring (RE)		
	1st PHASE TOTAL NON-RECURRING AND RECURRING		

TECHNICAL SPECIFICATION OF EQUIPMENT

(For Non-Recurring Expenditure only)

PROPOSED FOR 1st YEAR ONLY

Sl. No.	Name of Equipment & Accessories	Quantity	Details of Technical Specification as indicated/proposed in the e-procurement document
NRE 1			
NRE 2			
NRE 3			

JUSTIFICATION FOR THE PURCHASE

(Applicable only for Non-Recurring Expenditure/ Equipment etc.)

Sl. No.	List of the Equipment/ Item (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
NRE 1		
NRE 2		
NRE 3		

Institution/ Principal Investigator and Co- Principal Investigator shall abide by the following VGST Terms

& Conditions:

- ❖ Procurement for items Rs. 1.00 lakh and above shall be made strictly through E-tendering process using GoK E-portal as per KTPP Act.
- ❖ To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting “Package Approval” instead of “Item-wise Approval” in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed approved amount.
- ❖ Further change in the Budget Estimate (Both Non-Recurring & Recurring) will not be entertained.
- ❖ For purchase of Items less than Rs.1.00 lakh, minimum 3 quotations have to be taken and to be purchased from the lowest quote.
- ❖ The proposal/PART-A proforma shall include Technical Specification of the Equipment (TSE) and Justification of the Purchase (JPE). This supportive information is most essential for Non-Recurring Budget Estimate.
- ❖ Procurement procedure has to be initiated as per KTPP act only after obtaining VGST’s approval for PART-A proforma.
- ❖ It is mandatory to submit the equipment list in this VGST format only. If it is submitted in any other format, it is not acceptable to the VGST.

1st INSTALMENT GRANT ALLOCATION FOR GRE SCHEME ONLY:

Sl. No.	Details	Total Amount (Rs.in lakhs)
1	Grant allocated for Non-recurring head	12.00
2	Grant allocated for Recurring head	
a)	Human resource @ Rs. 25,000 per month (25000 x 12months)	3.00
b)	Consumables, Chemicals, Contingency, Others	10.00
	GRAND TOTAL FOR 1st INSTALMENT	25.00

<hr/> Signature of Principal/Head of Institution (With Seal)	<hr/> Signature of Principal Investigator <hr/> Signature of Co-PI
---	---

Date: _____

Place: _____

PART-A Proforma
(SECOND INSTALMENT)

GRANT RELATED DOCUMENT (GRD)

(To be submitted by Principal Investigator to VGST for an Approval)

Name of VGST Scheme: GRANT FOR RESEARCH EXCELLENCE (GRE)		
GRD No:		
Title of the Project		
	PI Details	Co-PI Details
Name		
Phone Number		
Mobile Number		
Alternate Mobile number		
Email ID		
Alternate Email ID		
Department		
Name and Address of the Head of the Institution (including Phone Nos. & Email)		

GRANT FOR RESEARCH EXCELLENCE (GRE) Scheme

GRD No:

Phase/Year

Summary of Part-A

2nd year/phase ((for GRE Scheme)			
Sl. No.	List of Recurring Expenditure	Total Qty	Total Amount (Rs. in lakhs)
RE 1	Human Resources/Manpower/Project Assistant Salary (25k/month)		
RE 2	Chemicals		
RE 3	Glassware		
RE 4	Plasticware		
RE 5	Biological Specimen		
RE 6	Electrical & Electronics spare parts		
RE 7	Mechanical Spare parts		
RE 8	Contingency		
RE 9	Books & Journals		
	Total Recurring (RE)		
	2nd PHASE TOTAL RECURRING		

TECHNICAL SPECIFICATION OF EQUIPMENT/ITEMS

(For Recurring Expenditure only)

PROPOSED FOR 2nd YEAR ONLY

Sl. No.	Name of Items & Accessories	Quantity	Details of Technical Specification
NRE 1			
NRE 2			
NRE 3			

JUSTIFICATION FOR THE PURCHASE

(Recurring Expenditure)

Sl. No.	List of the Equipment/ Item (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
NRE 1		
NRE 2		
NRE 3		

Institution/ Principal Investigator and Co- Principal Investigator shall abide by the following VGST Terms

& Conditions:

- ❖ Procurement for items Rs. 1.00 lakh and above shall be made strictly through E-tendering process using GoK E-portal as per KTPP Act.
- ❖ To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting “Package Approval” instead of “Item-wise Approval” in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed approved amount.
- ❖ Further change in the Budget Estimate (Both Non-Recurring & Recurring) will not be entertained.
- ❖ For purchase of Items less than Rs.1.00 lakh, minimum 3 quotations have to be taken and to be purchased from the lowest quote.
- ❖ The proposal/PART-A proforma shall include Technical Specification of the Equipment (TSE) and Justification of the Purchase (JPE). This supportive information is most essential for Non-Recurring Budget Estimate.
- ❖ Procurement procedure has to be initiated as per KTPP act only after obtaining VGST’s approval for PART-A proforma.
- ❖ It is mandatory to submit the equipment list in this VGST format only. If it is submitted in any other format, it is not acceptable to the VGST.

2nd INSTALMENT GRANT ALLOCATION FOR GRE SCHEME ONLY:

Sl. No	Details	Amount (Rs.in lakhs)
1	Grant allocated for Recurring head	
a)	Human resource @ Rs. 25,000 per month	3.00
b	Consumables, Chemicals, Contingency, Others	12.00
	GRAND TOTAL FOR 2nd INSTALMENT	15.00

<hr/> <p style="text-align: center;">Signature of Principal/Head of Institution (With Seal)</p>	<hr/> <p style="text-align: center;">Signature of Principal Investigator</p> <hr/> <p style="text-align: center;">Signature of Co-PI</p>
--	--

Date: _____

Place: _____

GRD No:

Scheme:

PURCHASE COMMITTEE

(APPLICABLE FOR PROCURING ITEMS INDICATED UNDER NON-RECURRING & RECURRING EXPENDITURES OF VGST APPROVED BUDGET ESTIMATE)

Sl. No.	Designation	Name	Signature
1	Principal/Registrar/Dean/Director/Comptroller		
2	Principal Investigator		
3	Co- Principal Investigator		
4	Head of the Department (of the applied project) (In case, if the PI is also functioning as HOD, HOD of any other Dept. can be the Member of Purchase Committee)		
5	Manager/ Finance Officer/ Accounts Officer		
6	Head of the Department (Any other than grantee Dept.)		
<ul style="list-style-type: none">❖ The Constitution/Structure of the Purchase Committee shall be as indicated above.❖ The purchase committee undertakes the responsibility of procuring only those Equipment/ Items indicated in the “VGST approved Budget Estimate” (both Non-Recurring & Recurring) by strictly adhering to the Guidelines, Terms & Conditions of VGST (VGST-GTC).❖ The decision, methodology in procurement of the items shall be recorded in the “Proceedings of the Purchase Committee” & shall obtain the signatures of all the members of the purchase committee.❖ The Purchase Committee takes the complete responsibility in case of any anomaly/ violation is found in the procurement procedure.❖ Any audit query regarding purchase procedure will be responded by the Purchase Committee.❖ Change in the members in the Purchase Committee is allowed only if there are any changes in the person holding the respective designations. In such cases, grantee institution should take necessary action to revise the committee as soon as there is any such change, and shall intimate to VGST immediately.			

PART-A Proforma

Format Applicable only for K-FIST (L1), K-FIST(L2) and ECRA schemes only

GRANT RELATED DOCUMENT (GRD)

(To be submitted by Principal Investigator to VGST for an Approval)

GRD No:

Sl. No.	Name of the Scheme	Duration of the Project	1 st instalment Allocated amount (Rs.in lakhs)	2 nd instalment Allocated amount (Rs.in lakhs)	Total Allocated amount (Rs.in lakhs)	Tick the appropriate
1	K-FIST (L1)	2 years	10.00	10.00	20.00	
2	K-FIST (L2)	2 years	15.00	15.00	30.00	
3	ECRA	2 years	5.00	5.00	10.00	

Title of the Project		
	PI Details	Co-PI Details
Name		
Phone Number		
Mobile Number		
Alternate Mobile Number		
Email ID		
Alternate Email ID		
Department		
Name and Address of the Head of the Institution (including Phone Nos. & Email)		

Summary of Part-A for 1st year

GRD no:	Scheme:	Phase/Year:
----------------	----------------	--------------------

Table 1:

1st year/phase			
Sl. No.	List of Non-recurring expenditure (Maximum upto 90%)	Total Qty	Total Amount (Rs. in lakhs)
NRE1			
NRE2			
NRE3			
	Total Non-recurring (NRE)		
Sl. No.	List of Recurring Expenditure (minimum of 10% shall be allocated)		Total Amount (Rs. in lakhs)
RE 1	Chemicals		
RE 2	Glassware		
RE 3	Plasticware		
RE 4	Biological Specimen		
RE 5	Electrical & Electronics Spare Parts		
RE 6	Mechanical Spare Parts		
RE 7	Contingency		
RE 8	Books & Journals		
	Total Recurring (RE)		
	1ST PHASE TOTAL NON-RECURRING AND RECURRING		

Summary of Part-A for 2nd year

GRD no:	Scheme:	Phase/Year:
----------------	----------------	--------------------

Table 2:

2nd year/phase			
Sl. No.	List of Non-recurring expenditure (Maximum upto 90%)	Total Qty	Total Amount (Rs. in lakhs)
NRE 1			
NRE 2			
NRE 3			
	Total Non-recurring		
Sl. No.	List of Recurring Expenditure (Minimum of 10% shall be allocated)		Total Amount (Rs. in lakhs)
RE 1	Chemicals		
RE 2	Glassware		
RE 3	Plasticware		
RE 4	Biological Specimen		
RE 5	Electrical & Electronics Spare Parts		
RE 6	Mechanical Spare Parts		
RE 7	Contingency		
RE 8	Books & Journals		
	Total Recurring		
	2nd PHASE TOTAL NON-RECURRING AND RECURRING		

Table 3:

A)	Total Amount (1st year)	
B)	Total Amount (2nd year)	
C)	GRAND TOTAL (1ST YEAR + 2ND YEAR)	

TECHNICAL SPECIFICATIONS OF EQUIPMENT

(For Non-Recurring Expenditure only)

PROPOSED FOR 1ST YEAR

Sl. No.	Name of Equipment & Accessories	Quantity	Details of Technical Specifications as indicated/proposed in the e-procurement document
NRE 1			
NRE 2			
NRE 3			
NRE 4			
NRE 5			

PROPOSED FOR 2ND YEAR

Sl. No.	Name of Equipment & Accessories	Quantity	Details of Technical Specification as indicated/proposed in the e-procurement document
NRE 1			
NRE 2			
NRE 3			
NRE 4			
NRE 5			

JUSTIFICATION FOR THE PURCHASE
(Applicable only for Non-Recurring Expenditure/ Equipment etc.)

PROPOSED FOR 1st YEAR

Sl. No.	List of the Equipment/ Item (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
NRE 1		
NRE 2		
NRE 3		
NRE 4		
NRE 5		

PROPOSED FOR 2nd YEAR

Sl. No.	List of the Equipment/ Item (relevant to carry out the proposed project)	Justification for the Purchase (in brief)
NRE 1		
NRE 2		
NRE 3		
NRE 4		
NRE 5		

Institution/ Principal Investigator and Co- Principal Investigator shall abide by the following VGST

Terms & Conditions:

- ❖ Procurement for items Rs. 1.00 lakh and above shall be made strictly through E-tendering process using GoK E-portal as per KTPP Act.
- ❖ To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting “Package Approval” instead of “Item-wise Approval” in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed approved amount.
- ❖ Further change in the Budget Estimate (Both Non-Recurring & Recurring) will not be entertained.
- ❖ For purchase of Items less than Rs.1.00 lakh, minimum 3 quotations have to be taken and to be purchased from the lowest quote.
- ❖ The proposal/PART-A proforma shall include Technical Specification of the Equipment (TSE) and Justification of the Purchase (JPE). This supportive information is most essential for Non-Recurring Budget Estimate.
- ❖ Procurement procedure has to be initiated as per KTPP act only after obtaining VGST’s approval for PART-A proforma.
- ❖ It is mandatory to submit the equipment list in this VGST format only. If it is submitted in any other format, it is not acceptable to the VGST.

<hr/> Signature of Principal/Head of Institution (With Seal)	<hr/> Signature of Principal Investigator <hr/> Signature of Co-PI
---	---

Date: _____

Place: _____

GRD No: Scheme:

PURCHASE COMMITTEE

(APPLICABLE FOR PROCURING ITEMS INDICATED UNDER NON-RECURRING & RECURRING EXPENDITURES OF VGST APPROVED BUDGET ESTIMATE)

Sl. No.	Designation	Name	Signature
1	Principal/Registrar/Dean/Director/Comptroller		
2	Principal Investigator		
3	Co- Principal Investigator		
4	Head of the Department (of the applied project) (In case, if the PI is also functioning as HOD, HOD of any other Dept. can be the Member of Purchase Committee)		
5	Manager/ Finance Officer/ Accounts Officer		
6	Head of the Department (Any other than grantee Dept.)		

- ❖ The Constitution/Structure of the Purchase Committee shall be as indicated above.
- ❖ The purchase committee undertakes the responsibility of procuring only those Equipment/ Items indicated in the "VGST approved Budget Estimate" (both Non-Recurring & Recurring) by strictly adhering to the Guidelines, Terms & Conditions of VGST (VGST-GTC).
- ❖ The decision, methodology in procurement of the items shall be recorded in the "Proceedings of the Purchase Committee" & shall obtain the signatures of all the members of the purchase committee.
- ❖ **The Purchase Committee takes the complete responsibility in case of any anomaly/ violation is found in the procurement procedure.**
- ❖ **Any audit query regarding purchase procedure will be responded by the Purchase Committee.**
- ❖ Change in the members in the Purchase Committee is allowed only if there are any changes in the person holding the respective designations. In such cases, grantee institution should take necessary action to revise the committee as soon as there is any such change, and shall intimate to VGST immediately.

TENTATIVE SCHEDULE FOR “FACULTY DEVELOPMENT PROGRAMME (FDP)”
DURING FY: 2023-24

Title of the proposed program under FDP:

Venue:

Day 1:

TIME	PROGRAMME
09.00 am – 10.00 am	Inauguration
10.00 am – 11.30 am	Lecture 1 by Resource Person
11.30 am – 11.45 am	Tea/Coffee Break
11.45 am – 01.15 pm	Lecture 2 by Resource Person
1.15 pm -2.15 pm	Lunch Break
2.15 pm – 3.45 pm	Lecture 3 by Resource Person
3.45 pm – 4.00 pm	Tea/Coffee Break
4.00 pm – 5.30 pm	Lecture 4 by Resource Person

Day 2:

TIME	PROGRAMME
10.00 am – 11.30 am	Lecture 5 by Resource Person
11.30 am – 11.45 am	Tea/Coffee Break
11.45 am – 1.15 pm	Lecture 6 by Resource Person
1.15 pm -2.15 pm	Lunch Break
2.15 pm – 3.45 pm	Lab Session with Resource Experts
3.45 pm – 4.00 pm	Tea/Coffee Break
4.00 pm – 5.30 pm	Lecture 7 by Resource Person

Day 3:

Name(s) of proposed Industries / R & D Institutions to be visited:

TIME	PROGRAMME
9.00 am – 5.30 pm	Visit to nearby Industries / Factories, R & D Institutions: The timings of lecture, lunch break etc., can be arranged based on the convenience of the collaborating/ organizing Industries /Institutions.

Day 4:

TIME	PROGRAMME
09.30 am – 11.00 am	Lecture 8 by Resource Person
11.00 am – 11.15 am	Tea/Coffee Break
11.15 am – 12.45 pm	Lecture 9 by Resource Person
12.45 pm – 1.30 pm	Lunch Break
1.30 pm – 3.00 pm	Lab Session with Resource Experts
3.00 pm – 4.30 pm	Lab Session with Resource Experts
4.30 pm – 5.30 pm	Valedictory Function & High Tea

TENTATIVE SCHEDULE FOR “FACULTY DEVELOPMENT PROGRAMME (FDP)”
DURING FY: 2023-24

VGST – FDP
TENTATIVE ESTIMATE OF EXPENDITURE
(Guidelines)

Sl. No.	Particular/Head	Amount (In Rs.)
1	Travel, Accommodation and Honorarium for Resource Persons	1,00,000
2	TA & Accommodation (outstation) and Food for Participants	1,00,000
3	Conference preparation and arrangements	80,000
4	Miscellaneous	20,000
Total amount allocated for organizing 4 days FDP		3,00,000

Note:

1. Minimum participants shall be 50, out of which 40 shall be from other colleges.
2. Only 10% of re-appropriation in the Estimated Expenditure under each head is allowed.
3. Air fare for Resource persons is not allowed from VGST grants. However, this can be arranged through grants from grantee institution or External agencies. Institution and Industrial support are encouraged besides VGST grants.
4. A detailed report shall be submitted within a month after completion of the Programme.
5. Utilization Certificate (UC) and Statement of Expenditure (SE) duly signed by Chartered Accountant, Head of Institution and Principal Investigator shall be submitted at the time of submission of the report.
6. Unutilized grant amount with accrued interest shall be refunded to “Managing Director, KSTePS, Bengaluru”.
7. Faculty Development Programme shall be organized within one year after receiving the grant in collaboration with Industries. The maximum budget allocated for each FDP is Rs.3.00 lakhs only.
8. If the Principal Investigator leaves the Institution, the FDP shall have to be conducted by the Co- Principal Investigator.
9. FDP Grantees should display a banner in the name of funding department/Institution name or Research Centers.

GRD NO

PART – B AND PART -C
(After Procurement)

To be submitted by Grantee Institution to VGST After Procurement

1	Financial Status Proforma (to be Authenticated by the Principal & PI)	ANNEXURE – 6
2	Photocopy of Bank Pass Book (to be Authenticated by the Principal & PI)	
3	Utilization Certificate (UC) (to be Authenticated by the Local or College Auditors) (2 Original copies should be submitted separately to VGST)	
4.	<p style="text-align: center;"><u>PART - C</u> Progress Report (ANNUAL / INTERIM / FINAL) Two Copies of the report in soft bound format [with signatures of the Head of the institution and Principal Investigator] to be submitted to the VGST office</p>	ANNEXURE -7

Note:

- **Grantee Institutions are hereby requested to submit PART-B and PART – C of GRD in soft copy (in CD) to VGST.**
- **As per the Government Instructions, interest amount shall not be utilised and same shall be returned to the VGST/KSTePS.**
- **In the Utilisation Certificate, each equipment/items name and cost to be shown under the non-recurring and recurring expenditure head.**

FINANCIAL STATUS PROFORMA (FSP)

Name of Institution	
Name of the Department	
Name of the Principal Investigator (PI)	
Project Title	
Allocation Year of VGST Grant	
Date of Completion of Project Work	
Allocation (Rs. in lakh)	

BANK DETAILS

NAME OF THE BANK & ADDRESS	
NAME OF THE A/C HOLDER	
BRANCH & PLACE	
ACCOUNT NUMBER	

EXPENDITURE DETAILS

DETAILS	AMOUNT (In Rs.)
NON - RECURRING	
RECURRING	
TOTAL SPENT	
UNSPENT	
INTEREST EARNED	
BALANCE	

Note: It is mandatory to open a separate SB A/c for the VGST grants to facilitate & to ascertain the interest accrued and to ease the Audit process.

Signature
Principal/ HOD/ Registrar/ Dean
(with seal)

Signature
Principal Investigator
(with seal)

Instructions on Bank Account Details:

- **KINDLY ATTACH THE PHOTOCOPY OF BANK PASS BOOK WHICH SHOWS ALL THE BANK TRANSACTION DETAILS FROM THE RELEASE OF THE GRANT TO TILL THE SUBMISSION OF THE DOCUMENTS.**

ATTESTED BY THE

- 1) **PRINCIPAL**
 - 2) **BANK or**
 - 3) **ACCOUNTANT OF THE INSTITUTION**
- **IF THE COLLEGE IS MAINTAINING THE INSTITUTION ACCOUNT OR THE MULTIPLE PROJECTS IN ONE ACCOUNT, THEY CAN SUBMIT THE SUB-LEDGER DETAILS WHICH CAN BE SHOWN THE EACH TRANSACTIONS AND INTEREST GENERATED FOR THE PROJECT.**

Letterhead of Chartered Accountant (2 Original copies has to be submitted)

UTILIZATION CERTIFICATE

GRD No. :

NAME OF THE PRINCIPAL INVESTIGATOR AND DEPARTMENT:

SELECTED YEAR:

SCHEME AND INSTALMENT:

PROJECT TITLE:

Sl. No.	Details	Amount (In Rs.)
1	Previous year Balance (Opening Balance (OB), If any)	
2	Grants Received (chq no: chq dt:)/RTGS details	
3	Bank Interest (If any)	
4	Total Available Grants (1+2+3)	
5	Actual Grants Utilized (Statement of Expenditure Enclosed)	
6	Unspent Balance (4-5)	

Certified that Rs. _____ of grant-in-aid under (Program Name) was released by Karnataka Science and Technology Promotion Society (KSTePS) in favour of _____ vide letter No. _____ as stated above during the year 20...-..... The above grant was sanctioned towards Project Title " _____ ". Out of sanctioned grant, a sum of Rs. _____ has been utilized for the purpose of which it was sanctioned and Rs. _____ remained unutilized at end of the financial year 20...-..., to be carried forward (if the program is continued) or to be refunded (if the program is completed) whichever the case is applicable. Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Signature with Seal
Chartered Accountant
(FRN: &M.No)**

**Signature and Address of
the Principal Investigator**

**Signature of the Head of Institution
and Seal**

UDIN :

Statement of Expenditure for the Project Title " _____ "

Sl. No.	Particulars	Total Expenses (In Rs.)
1	Total Grants Received (Including Opening Balance & Bank Interest)	
Expenditure Break Up (Item wise as approved and sanctioned of Non-Recurring and Recurring Equipment)		
	Non-Recurring (NRE)	Amount
NR1		
NR2		
NR3		
A	Total of Non-Recurring Expenditure	
	Recurring (RE)	Amount
RE1		
RE2		
B	Total of Recurring Expenditure	
2	Total Expenditure (A +B)	
3	Unspent Balance (1-2)	

Kind of checks exercised:

1. Vouching
2. Bank Reconciliation
3. Supporting Bills

**Signature with Seal
Chartered Accountant
(FRN: &M.No)**

CERTIFICATE

Certified that we have verified the disbursement of Rs. _____ (in words) towards _____ as mentioned above.

We have exercised the verification of vouchers and supporting documents to see that the money was actually utilized for the purpose for which it was sanctioned.

Place:

Date:

**Signature with Seal
Chartered Accountant
(FRN: &M.No)**

**Signature and Address of
the Project Coordinator**

UDIN :

**Signature of the Head of Institution
and Seal**

ANNEXURE -D

GRD No:

NAME OF THE PRINCIPAL INVESTIGATOR AND DEPARTMENT:

SELECTED YEAR:

SCHEME AND INSTALMENT:

PROJECT TITLE:

(Para 9 (e) of Part A (II) of GO No: FD 5 TAR 207 dated: 30.1.2017)

Standardized Utilization Certificate (UC) formats for utilization of scheme funds by Government departments, Local bodies or authorities, corporations, Societies, universities and other state autonomous bodies.

Sl. No.	Particulars	Date	Amount Released in Rs.
01	Opening Balance/ Previous Year Balance (2 nd Installment or 3 rd Installment)		0.00
02	Grant Received 1 st or 2 nd or 3 rd or One Time letter no:		
03	Interest		0.00
Total			0.00

1. Certified that out of a total sum of Rs._____ (grant-in-aid sanctioned during the year as per details above and unspent balance of the previous year), a sum of Rs._____ has been utilized for the purpose of _____ for which it was sanctioned

The balance remaining unutilized is Rs._____ has been surrendered to Government (vide cheque no._____ dated: _____) duly supported by reconciled bank statements.

Or

The Unutilized balance of Rs._____ will be adjusted towards the grants-in-aid payable during the next year_____.

2. Certified that the BANK RECONCILIATION STATEMENT (BSR) has been completed up to the period_____ (Mention date and attach a copy of the BRS)

3. Certified that the conditions on which the Grant in-aid was sanctioned have been duly fulfilled and the money has been actually utilized for the purpose for which it was sanctioned.

Date:

Signature of Principal Investigator

Certified by the Countersigning Authority

4. Certified that I have satisfied myself that the conditions on which the Grant in-aid was sanctioned have been duly fulfilled and I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of Checks exercised:

1. Verified the reconciled bank statements as per the data above
2. Verified the Closing balance of the funds.
3. Verified that the unspent balance is not invested in FDs/Other Instruments/transferred to any other account.
4. Verified that no amounts have been drawn on self cheques.
5. Verified that the vouchers for having utilized the money have been maintained in the office.
6. Any other checks

Date:

Signature of the Head of the Institution

PART - C

Progress Report

(ANNUAL / INTERIM / FINAL)

(Two Copies of the report in soft bound format and CD of the soft copy in PDF format [with signatures of the Head of the institution and Programme Co-ordinator]to be submitted for the office purpose of the project.)

Sl. No.	PARTICULARS	DETAILS	
1	GRD No.		
2	Scheme (Please tick)	GRE/ K-FIST-L1/K-FIST L2/ ECRA	
3	Name of the Principal Investigator		
4	Name and Address of the Institution.		
5	Name of the Department		
6	Instalment Received (tick)	I / II	
7	Total Amount Released for the Project to date.	Rs.....	
8	Details of collaborating Institution (if any) Please furnish the Details		
9		1 st Year	

	Time Schedule of the VGST Programme	2 nd Year	
10	A Brief summary of the project sanctioned under VGST scheme (Annual /Interim/Final) experimental setup, methodology, results and applications /IPR if any, of the project? Scope for the further work.		
11	List of Research Publications along with DoI numbers related to the Project (Hard copies to be enclosed)		
12	Project Photographs related to the experimental set-up, analysis results.		
Signature of the Principal Investigator with Seal and date		Signature of Head of the Institution with Seal and date	

- Project report should not be more than 50 pages. Please follow the above format for preparation of the report.
- 2 (two) soft bound copies of the Project Progress Report shall be submitted