

DBT Sponsored Post-Graduate Diploma Program
in Personalised Genomic medicine (PADPam)
Annexure - II
Guidelines. Terms & Conditions

Terms & Conditions for the DBT support to "Postgraduate Diploma Program in Personalized Genomic Medicine (PGDPGM)" under skill development program implemented by University of Mysore, Mysore-570 006 (Karnataka)

1. The program will receive financial support for three years and thereafter all the expenditure to continue the program shall be met by the institution from its resources.
2. Intake strength in each academic session will be 12 students/year. Students selection may be made through Combined Common Entrance Test for Skill Development in Biotechnology at National Level conducted by all Participating University/Institutes on rotational basis.
3. The institution will keep provision for reservation of seats for different categories of students in accordance with the rules prescribed by Ministry of Human Resource Development, Govt. of India. The program support from Department of Biotechnology will be restricted against the intake of 12 Students/year in each academic session.
4. A monthly studentship of ₹ 10,000/- (Rupees ten thousand only) per month shall be paid to each students enrolled under the DBT supported skill development program.
5. The students selected under DBT supported "Postgraduate Diploma Program in Personalized Genomic Medicine (PGDPGM)" Program under skill development in Biotechnology shall not be eligible to avail/accept any such fellowship/studentship instituted by any other funding agencies of the State Government /or Government of India.
6. University of Mysore, Mysore-570 006 (Karnataka) shall take all steps to ensure:
 - a. Timely acquisition of equipment.
 - b. Proper provision of dedicated laboratory, teaching space and hostel facility for outstation candidates.
 - c. Timely and sufficient procurement of glassware and chemicals for skill training and hands on practical work.
 - d. Maintenance of standard safety norms for working with radioisotopic materials or recombinant DNA materials.
7. Standard course curriculum as decided by DBT from time to time shall be adopted by the University of Mysore, Mysore-570 006 (Karnataka) for running the skill development program. For ensuring proper teaching the institute may also enter into an understanding/agreement with the other research institutes.
8. An Advisory Committee with the following composition will be constituted by the University of Mysore, Mysore-570 006 (Karnataka).

1. Registrar/VC of University	-	Chairman
2. DBT Representative (1)	-	Member
3. External Experts (2)	-	Members
4. Industrial Representatives (1)	-	Members
5. Faculty Members (1 to 4)	-	Members
6. Representative from Life Science Sector Skill Development Council (LSSDC) / Concerned Skill Development Council (1)	-	Member
7. Course Coordinator	-	Member-Secretary

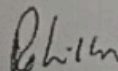
The committee shall meet at least once a year, preferably before the commencement of an academic session to review the progress and decide future course of action.

9. A full time course coordinator will be made responsible for running the program and will submit utilization certificate and statement of expenditure, annual progress report at the end of each financial year

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10. Department of Biotechnology reserves the right to terminate the project at any stage, if it is convinced that the fund has not been properly utilized or appropriate progress is not being made.
11. Suitable faculty shall be engaged by the **University of Mysore, Mysore-570 006 (Karnataka)**. The Institution may also invite as an interim measure, faculty members from amongst the Department of Biotechnology supported other skill development program, as visiting faculty member, if needed.
12. A placement cell may be established **University of Mysore, Mysore-570 006 (Karnataka)** for organizing placement of students passing out of the program. The placement cell will function under the supervision of a faculty member of the Department.
13. Non-recurring grants of ₹ 24.85 lakhs (Rupees twenty four lakhs and eighty five thousand only) shall be utilized within 18 months of their release under provisions of GFR 151 (1)
14. Department of Biotechnology, New Delhi shall not bear any escalation on cost of equipment.
15. Memorandum of Agreement (MoA) will be signed between concern **University of Mysore, Mysore-570 006 (Karnataka)** with LSSSDC, New Delhi/Concerned Sector Skill Development Council established by Ministry of Skill Development and Entrepreneurship, Govt. of India and also with DBT, New Delhi for implementation of program.
16. The Institute/Agency will keep the whole of the grant in a Separate Bank Account earning interest, and the interest so earned should be reported to DBT in the Utilization Certificate and Statement of Expenditure. The interest so earned will be treated as a credit to the Institute/Agency and shall be adjusted towards further installment of the grant and/or at the time of Final Settlement of Accounts.
17. Annual recurring outlays as shown in the sanction order are indicative and by no means the Institution can stake claim on it. Release will however be subject to utilization of previous grants. All recurring grants for the financial year shall be utilized in the same financial year. A carry forward of unspent grants will be done with prior approval of Department of Biotechnology.
18. Maintenance of Equipment and other assets shall be the responsibility of the **University of Mysore, Mysore-570 006 (Karnataka)**. No disposal/transfer shall be effected or encumbrance shall be made without prior specific written approval of Department of Biotechnology.
19. Grant register shall be maintained in the manner prescribed in GFR 151. Statement of Expenditure and Utilization Certificate shall be submitted in the manner prescribed in GFR 151 (copy enclosed). **University of Mysore, Mysore-570 006 (Karnataka)** will also submit the consolidated utilization certificate and statement of expenditure and annual progress report after completion of project.
20. As per Rule 236 (1) of GFR 2017, the accounts of all Grantee Institutions or Organizations shall be open to inspection by the sanctioning authority and audit, Both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department. Whenever the Institution or Organization is called upon to do so.
21. All the payments to be transferred to all beneficiaries through RTGS in Aadhar link bank account only & no payment will be made in cash/cheque.
22. Utilization of grants maintenance of accounts, performance shall be audited by Controller or Auditor General of India in terms of GFR 149 and shall provide all documents for proper conduct of audit.



Conditions attached to the Grants mentioned in Sanction Letter.

1. Approval of the proposal and the grant being released if for the specific purpose mentioned in Para 1 of the Sanction letter and grant should be exclusively spent of the programme for which it has been sanctioned within the stipulated time. The University/Institute is not permitted to seek or utilise funds for any other organisation Government, Semi-Government, Autonomous or Private). Any unspent part of amount sanctioned would be surrendered to the Govt. of the same Project may be considered only with the specific approval of the Department of Biotechnology (DBT).
2. For permanent, Semi-permanent assets acquired solely or mainly out of the grant, an audited record in the form of register in the prescribed pro-forma (enclosed) shall be maintained by the Institute. The terms "assets" means (i) immovable property and (ii) movable property of a capital nature, where the value exceeds Rs. 1,000/-. The grant will not be utilised for construction of any immovable property. Full facilities bay way of accommodation etc. for the project will be given by the University/Institute.
3. All the assets acquired from the grant will be the property of Government of India and should not without the prior sanction of Department of Biotechnology is disposed off, or encumbered or utilised for purpose other than those for which the grant has been sanctioned.
4. At the conclusion of the programme/Project, the Govt. of India will be free to sell or otherwise dispose off assets which are the property of the Government. The University/Institute shall render to Government necessary facilities for arranging the sale of these assets. The Government of India has the description to gift the assets to the Institute if it considers it appropriate.
5. The University/institute will furnish progress report immediately at the end of the financial years. In case the project is for a duration less than a year such report should be submitted at the completion of the programme. In addition, the DBT shall designate Scientists/Specialists to visit the University/Institute periodically for reviewing the progress of work and for suggesting such measures to ensure early realization of the objectives of the programme. During the progress of the programme, the University/Institute will provide all facilities to the Scientists/Specialists. On completion of the programme, five copies of the consolidated report of the work done on the subject would be submitted to Department of Biotechnology.
6. The University/Institute is required to send the DBT a list of assets referred to the above in column no. 2. at the end of the each financial year as well as the time of seeking further installment of the grant.

7. The University/Institute would furnish to Department of Biotechnology a Utilization Certificate and an audited statement of expenditure/accounts pertaining to the grant at the end of financial year and at the time of completion of the project or before any fresh grant is sanctioned.
8. A stamped receipt in advance may be sent to Department of Biotechnology to dispatch the crossed cheque/draft in time.
9. The Comptroller and Auditor General of India at his discretion shall have the right of access to the books and accounts of the Institute for grant received from the Government.
10. The University/Institute would maintain separate audited account for the project if it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Department of Biotechnology. The interest thus earned will be treated as a credit to this Institute to be adjusted towards further installments of the grant or to be refunded at the end of the programme.
11. Sale proceeds of any as a result of the development of the programme arising directly from funds granted by Department of Biotechnology shall be remitted to the Government of India. The Government of India may at its discretion, allow a portion of such receipts to be retained by the University/Institute.
12. Coordinators/University/Institute wishing to publish papers based on the research work done under Department of Biotechnology programme should acknowledge the financial support received from the Department of Biotechnology.
13. The know-how generated from the programme would be property of the Government of India and any receipt by way of sales of know-how, royalties, etc. shall accord to the Government of India. The Government of India may in its discretion allow portion of such receipts to be retained by the University/Institute.
14. The Government of India in Department of Biotechnology will have the right to call for drawing specification and other data necessary to enable the transfer of know-how to other parties and the University/Institute should supply all the needed information on the request of Department of Biotechnology.
15. The University/Institute may not entrust the implementations of the work for the grant is being sanctioned to another institution and to divert the grant receipts as assistance to the later institutions. However, in such situations the express permission of the DBT may be obtained. In case the programme is not implemented, it may be

require to refund forthwith to the Government of India, the entire amount of grant received by it.

16. The staffs that may be employed for the project by the University/Institute are not to be treated as employee of the Government of India and the deployment of such staff at the time of completion or termination of the project will not be the concern/responsibility of the Government of India. They will be subjected to Administrative control and service rules as application (Leave, TA and DA etc.) to the University/Institute where the programme is based. For the expeditious implementation of the research/teaching programme, the investigators, in-charge/Course coordinators will take the assistance of the Institute concerned in the progress of selection and appointment of staff and payment to them. In case of any special posts, rates of pay will be decided by the Department of Biotechnology.

17. The Department of Biotechnology reserves the right to terminate the grant at any stage if convinced that the grant has not properly utilised or appropriate progress is not being made.

18. The programme will become operative with effect from the date on which the grant is received by the University/Institute. The date will be intimated by the University/Institute to the sanctioning authority.

19. The salaries and daily wages should be on the CSIR/UGC pattern whichever is applicable. The organisation may make reservations for Scheduled Caste and Scheduled Tribe in the posts/services under its control on the lines indicated by the Government of India.

20. The organisation maintains subsidiary accounts of the Government of India grant and furnish it to the Audit Officer as and when the recurring and non-recurring expenditure exceeds the limits of Rs. 5.00 lakhs respectively. Assets means (i) immovable property and (ii) movable property of the capital nature where the values exceeds Rs. 1,000/-.

21. Any unspent balance out of this year's grant is either refunded to the Government of India or specific concurrence of the Government of India is obtained to its being carried forward for expenditure during the next financial year.

22. The accounts of this organisation will be open to test-check by the Comptroller and Auditor-General of India at his discretion.
