

**Department of Science & Technology
Ministry of Science & Technology
Government of India**

Department of Science & Technology announces call for proposals under “**SUPREME**” to provide financial support for repair/ upgradation/ maintenance/ retrofitting or acquiring additional attachment to increase functional capabilities of existing analytical instrumentation facilities (AIFs) supported by DST in various Institutions/laboratories/academic institutions.

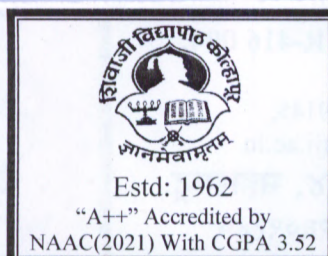
Nature of Support: Proposals are invited through online for the consideration of support for the revival of major facilities established by DST Projects costing above Rs. 40 lakhs only (cost of facilities at the time of purchase will be considered). The project will be awarded at institutional/organizational mode with upper ceiling of maximum Rs 4.0 Crores and not to any particular department/individual/research group. Individual centric proposals are not encouraged. Only one application from an organization would be encouraged during a particular calendar year. Proposals should be submitted in a consolidated manner comprising of the possible needs for maximum three number of facilities / equipment at a time. A detailed feasibility report including financial implications needs to be submitted along with the online application while requesting for the grant requirement towards the repair/ upgradation/ maintenance/ retrofitting or acquiring additional attachments. Prior to application there should be an internal committee in place at the organizational level, which would be comprising of technical expert(s) from the company or vendor, head of the Institution/HOD, senior faculties, scientists from the laboratories for making such feasibility reports etc. The support wouldn't allow any provision for the purchase of a new research facility, hiring of manpower, research consumables, contingencies etc., except the AMC component, which will be covered under the recurring head. The capital grant (non-recurring) support would also be provided for the upgradation/ retrofitting of the facilities, based on the feasibility report annexed with the proposal.

Eligibility: Different facilities created under the projects/ Analytical instrumentation facilities (AIFs) created earlier from the support of DST, only will be considered for the funding support under this Scheme. UGC recognized Central Universities/ State Funded Universities/Deemed Universities /Private Universities/ IITs/AIIMS/NITs/IISERS/Agency based Laboratories/ Colleges are eligible to apply under this Scheme. Equipment/infrastructure running under self-sustaining mode of any funding agency such as SAIF, SATHI etc are excluded from the scope of this scheme.

Duration: The duration of support will be for a period not exceeding 3 years.

Funding Pattern: The funding pattern in the scheme would be 75:25 for all private and govt owned institutions (except for state funded institutions for which 100% funding would be considered).

Criterion for Selection: Apart from academic and research merits of the organizations, details of how the revival of the research facility will benefit the scientific community/MSMEs/ Start-ups will be taken into account for evaluating the proposals. Proven record of sample(s) analysed, publications, patents, different beneficiaries / stakeholders associated with the facility and other parameters like Scientific Social Responsibility/ industrial R&D components will be considered for screening of the proposals. The selection process will be through a peer review mechanism and visit to the organizations, if necessary. Expert Committee will evaluate the proposals and assist DST in making the final selection.



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दुरध्वनी: (ईपीएबीएक्स) ०२३१-२६०९०००, २६०९१४५



Ref No.: SU/C.&U.D.Section/VUS/ 1158

Date: 21 DEC 2022

Copy f.w.c's to the Heads of all Science Teaching Departments, Shivaji University, Kolhapur for information and necessary action.

Deputy Registrar

“Terms and Conditions”

PERTAINING TO

“SUPREME”

(Support for Up-gradation Preventive Repair & Maintenance of Equipment)

Signature _____ Administrative Head of Organisation/ Institute/ Director / VC _____with Seal
Page 1 of 5 (Ver1)
Signature _____ Financial Head of Organisation / Institute / University _____with Seal

DEPARTMENT OF SCIENCE & TECHNOLOGY

TERMS AND CONDITIONS

(Support for Up-gradation Preventive Repair & Maintenance of Equipment)

1. Introduction (objectives & responsibilities of host organization):

- 1.1. Financial support will be provided under this scheme for repair/ upgradation/ maintenance/ retrofitting or acquiring additional attachment to increase functional capabilities of existing analytical instrumentation facilities (AIFs) in various Institutions/laboratories/academic institutions/colleges etc.
- 1.2. This support intends to enhance R&D productivity, institutional collaboration in R&D and effectiveness of public investment.
- 1.3. This scheme will provide support to properly maintain high-end state of the art infrastructure primarily created by various support of DST and through different Infrastructure related scheme.
- 1.4. To acquire and develop capability of preventive maintenance, testing, fabrication and repair of sophisticated instruments (AIFs). To act as a regional point for capacity building of operators with a mandate for skill development and to harness these highly skilled technical human resources.
- 1.5. To organise short term courses / workshops / seminars, hands-on training programme etc. on the usage and application of various instruments (AIFs) and techniques both for External and Internal Users / Researcher and to provide the technical help and cater the scientific knowledge to the end users while accessing these sophisticated scientific instruments.

2. Nature of Support:

- 2.1. DST shall provide funds for repairing/ upgradation/ maintenance/ retrofitting as well as accessories for existing instruments as per the recommendations of the Expert Committee under the ambit of this scheme and as per GFR / its policy and norms.
- 2.2. This scheme will not be contributing any support towards land, building, and other infrastructure including consumables etc. The annual / comprehensive maintenance contract (AMC/ CMC) component pertaining to the AIFs would only be considered under recurring head.

Signature _____ Administrative Head of Organisation/ Institute/ Director / VC _____with Seal

Page 2 of 5 (Ver1)

Signature _____ Financial Head of Organisation / Institute / University _____with Seal

- 2.3. The scheme does not allow any provision for establishment of or purchase of new research facility, hiring of manpower, contractual staff, etc.
- 2.4. Project under this scheme will only be awarded in institutional/organizational mode and not to any particular Department/individual/Research Group.
- 2.5. The scheme will only cater to revival of major facilities costing above Rs. 40 lakhs only (cost at the time of purchase, so provision of purchase order is encouraged).

3. Eligibility:

- 3.1. Research Infrastructure facilities created using DST support/ DST funded projects/ Analytical instrumentation facilities (AIFs) will be supported under SUPREME scheme.
- 3.2. UGC Recognized Central Universities/ State Funded Universities/Deemed Universities /Private Universities/ IITs/NITs/IISERS/Agency based Laboratories/ Colleges/ institutes / organisations are eligible to apply under SUPREME scheme.
- 3.3. Equipment/infrastructure running under self-sustaining mode of any funding agency such as SAIF, SATHI Etc are excluded from the scope of SUPREME scheme.
- 3.4. Individual centric proposals or proposals from individual Department of one University/Institutes are not eligible under SUPREME scheme.
- 3.5. Single consolidated application from an organization/University/Institute comprising need of all the Departments for maximum three number of equipment / facilities at a time will be entertained during a particular calendar year.

4. Duration & its deliverables:

- 4.1. All the proposed activities under the sanctioned project has to be completed within THREE years from the start of the project.
- 4.2. The project becomes operative with effect from the date on which the first grant is released to the implementing Institution.
- 4.3. The operational structure of SUPREME facility would be having professional operation and management staff for delivering high level of accountability, competitiveness and efficient utilisation of expensive resources, through <https://www.istem.gov.in> portal.
- 4.4. The usage of the SUPREME facility created will be guided by the basic principle of maximum and effective utilization and accessibility to all.

5. Financial arrangement:

- 5.1. The maximum support towards a particular project under this scheme would be based on the requirement proposed. The project will be awarded at institutional/organizational mode with

Signature _____ Administrative Head of Organisation/ Institute/ Director / VC _____with Seal

Page 3 of 5 (Ver1)

Signature _____ Financial Head of Organisation / Institute / University _____with Seal

upper ceiling of maximum Rs 4.0 Crores and not to any particular department/individual/research group.

- 5.2. For all Non-Government Grantee Institute (Private Universities), the support would be shared on 75:25 ratio, i.e., DST share would be 75% and the management of the Non-Government Grantee Institute would need to bear 25% of the total sanctioned cost of the project.
- 5.3. For state government funded institutions / organizations, DST share would be 100% of the total sanctioned cost of the project.

6. Criterion for Selection:

- 6.1. Selection would be based on Academic and Research merits of the organization / institute/ university.
- 6.2. Proven record of sample analysed, publications, patents and other parameters like Scientific Social Responsibility/ industrial R&D components will be considered for the screening of the proposal.
- 6.3. Impact/outcome of the project such as how the revival of the research facility will benefit the scientific community /MSMEs/ Start-ups will be emphasized during the selection process.
- 6.4. The selection process will be through a peer review mechanism and visit to the organizations, if necessary.
- 6.5. Expert Committee will evaluate the proposals received and assist DST in making the final selection.

7. General:

- 7.1. The release of grants after the first year and each subsequent year will be done after review of performance of each project. For this purpose, the progress of work and achievement of milestones is to be sent to DST in the prescribed format.
- 7.2. All the assets acquired from the grant given by DST will be the property of the Government of India and should not, without the prior sanction of the Department, be disposed of or encumbered or utilized for purposes other than those for which the grant has been sanctioned.
- 7.3. DST reserves sole rights on the assets created out of grants. Assets acquired wholly or substantially out of government grants (except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in GFR

Signature _____ Administrative Head of Organisation/ Institute/ Director / VC _____with Seal
Page 4 of 5 (Ver1)
Signature _____ Financial Head of Organisation / Institute / University _____with Seal

2017), shall not be disposed of without obtaining the prior approval of DST. All the procurement should be as per procedure laid down in GFR 2017.

- 7.4. Reference to the latest directive towards implementation of the CNA model of flow of funds as per directives of the Dept. of Expenditure, GoI is applicable for this scheme. In this regard and vide DoE (Min. of Finance, GoI) OM F. No. 1(18)/PFMS/FCD/2021 dated 09th March 2022; DST OMs No. DST/PRAO/TSA/01/2022/498, dated 21st September, 2022 and MST/PRAO/TSA/Model 2/2022-23/682 dated 22nd November 2022 has to be implemented by the grantee organization.
- 7.5. The grantee organization shall follow the instructions regarding Global Tender Enquiry (GTE) under Rule 161(iv) of General Financial Rules (GFRs) 2017 up to Rs 200 crore. DoE's vide their OM No. No. F.4/1/2021-PPD, dated 03.08.2021 or corrigendum and amendments issued from time to time.
- 7.6. The engagement of Staff for the SUPREME shall belong to (Organisation / Institute / University) and DST will not have any liability towards the staff appointed by the Host institution for its implementation and operation.
- 7.7. In addition, the investigator/host Institute / Organization/ University / researcher/ Scientist must also acknowledge the support provided to them through such AIFs in all their publications, patents and any other output emanating out of the SATHI Centre help/ facility utilisation funded by Department of Science & Technology (DST), Government of India.
- 7.8. To maintain transparency and accountability, all the facilities supported under SAIF-B should be mapped to Indian Science Technology and Engineering facilities Map i.e. I-STEM portal (www.istem.gov.in) and should be accessible to the scientific community and industry. DST should be informed after mapping the research facilities in the I-STEM Portal.
- 7.9. In case of any kind of problem in the implementation of the scheme, the same needs to be documented properly and brought to the knowledge of DST as early as possible.
- 7.10. DST reserves the right to terminate or may withdraw its support to the Centre by giving one (1) year notice the Institute / Organization/ University, if it is convinced that the grant is not being utilized properly or that appropriate progress is not being made as per specified purpose / objectives of SUPREME scheme.

Signature _____ Administrative Head of Organisation/ Institute/ Director / VC _____with Seal
Page 5 of 5 (Ver1)
Signature _____ Financial Head of Organisation / Institute / University _____with Seal

MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
R&D Infrastructure Division

FORMAT FOR SUBMISSION OF PROPOSAL OF
“SUPREME”
(Support for Up-gradation Preventive Repair & Maintenance of Equipment)

(PART- I)

1.
 - a) Name of the organization/University/Institute & Year of Establishment
 - b) Address for correspondence including Telephone, email, etc.
 - c) Name of the Vice-Chancellor / Director with Address and Mobile no
2.
 - a) Financial Status [Government (State Govt.)/ Govt. Aided/ Private] of organization/University/Institute (attach supporting documents).
 - b) Upload the copy of 2f and 128 Certificate issued by UGC along with online submitted proposal
3.
 - a) Overall Ranking of organization/University/Institute in NIRF (2022) as per MHRD (attach supporting documents)
 - b) h index of the organization/University/Institute (as per Web of Science) and I₁₀ Index (as per Web of Science / Google Scholar for whole organization/University/Institute with bifurcation of top 25 faculty members only for STEM Areas (attach supporting documents & its link for reference).
 - c) NAAC accreditation/Grading:
4. Brief details of each Departments (only STEM Departments)

Name of the Department /Centre	Name of HoD	Name of major instrument / AIFs available (operational)	Funding agency of these instruments (AIFs)	Total cost of instruments (AIFs)

5. Distinction earned by faculty members like National and International Awards, Recognitions, Fellowship of Science Academies (FNA, FASc, FNAE, FNASc, FNASS, FNAMS, FIEEE, FTWAS), J C Bose Fellowship and SS Bhatnagar Award.

6. Department-wise Research Output during last 5 years

Name of Department / Centre	Research Output in terms of		Name of Important Journals & their Impact Factor
	No of Publications in SCI Journals only	No of Patents/ IPR	

7. Details of facilities created with DST support viz: FIST/PURSE support, if any.
8. List of year wise Top Thirty (30) important publications with their latest Impact Factor as per

Web of Science in the last 5 years. List of a few publications may be provided in a table (separately), where the acknowledgement of the facility is accessible, as a result of utilization of the analytical instrumentation facilities (AIFs), those created with the support of FIST/PURSE grant or any other DST support.

9. Relevant strengths and proven track record of the facility which is projected for repair / upgradation / retrofitting etc.

10. Details of funds requested under SUPREME Scheme

A. Non-Recurring items (Capital)

i) Name of the Research Facility projected for repair / upgradation / retrofitting etc

ii) Approx. Cost (Rs in Lakhs)

B Recurring Items (General)

i) Maintenance of Facilities

Declaration: -

Information submitted at Part-I & II of format of SUPREME are true and correct. *The above proposal to receive support under SUPREME is fully aware of and understood the "Terms and Conditions" of SUPREME -DST and these "terms and conditions" are being endorsed by the Governing council or Senate of the Institute / University/ R&D Organization.* Host institute (HI)/ organization is fully aware of the funding and its implementation i.e., the funding pattern & its mode will be maintained at 75:25 ratio. DST share would be 75% and the management of the Government / Non-Government Grantee Institute / R&D center / organization share would be 25% of the total sanctioned cost of SUPREME project for three years. The share of 25% (of total sanctioned amount) will be contributed by the HIs from its own income sources and not from diverting the funds available with HI under the Grant-in-aids received from other Department of Government of India or from the CFI, GoI. (Except for state funded institutions for which 100% funding would be considered). In case, these are found otherwise, the proposal and the claim thereof would be withdrawn by the sponsoring agency.

Signature of the Coordinator of AIFs.

(Faculty Member with minimum 5 years of service at HIs)

Signature of the Head of the organization
(Director / Vice-Chancellor)

Date & Seal:

Registrar or Head of Finance of the organization

*Chairman of Trust/ Board/ Management

PROPOSAL FORMAT

(PART- II)

(Details may be provided for each proposed analytical instrumentation facilities (AIFs)
in the following format)

1. **AIFs for which
accessory/maintenance/upgradation/retrofitting proposed:**
 - A.
 - B.
 - C.
2. **Main features and specifications of the proposed instrument / AIFs:** Provide detailing of each instrument (facility) separately. Provide the real time photographs of the **instrument / AIFs and its place of installation/ operation.**
3. **Please give the following details about the existing instrument / AIFs and its usage pattern**
(Give separate detail of each instrument / AIFs)
 - (i). **Make/ Model** :
 - (ii). **Year of Installation** :
 - (iii). **Cost** :
 - (iv). **Funding Source of existing instrument (AIFs):**
(please specify in detail about funding agency, name of scheme, project number, etc. and relevant sanction order through which such facilities were established)
 - (v). **Usage pattern since the Installation of instrument / AIFs:**
(please specify in detail about no of users, no of samples, no of publications, IPR generated etc)
 - (vi). **Present status of functioning and problems with the existing instrument (AIFs):**
(please specify in detail)
 - (vii). Give separate detail of each instrument/ facility available at organization / institute level to support the AIFs and to promote inter-disciplinary research activities.
4. **(a) Major users of the present Instrument / (AIFs)** (Any plan for a skill development and capacity building including involvement of research scholar, post-doctoral fellows, start-ups, MSMEs and if so provide the track record of such facilities those are available for internal/ external users through I-STEM portal).

(b) Research work/ strengthening of thrust area/problem statement currently handled by the users of the instrument / (AIFs):
(Provide the details of major users (researcher/research group /other users) of the existing instrument. Provide the details of research work/problem statement/consultancy projects currently being handled / managed along with measurement technique developed/ analysis for which the instrument has been established):

Sl. No	Major users (researcher/research group/ department /other users with name & organization)	Provide details of research work/ problem statement/consultancy projects currently being handled / managed along with measurement technique developed/ analysis for which the instrument has been established.

(c) Provide a brief account of the R& D projects those have been performed with the help of the instrument (AIFs) along with its societal benefits:

5. Research work/problem statement those needs to be undertaken by the users in near future which may require the existing instrument/proposed upgraded AIFs (please give separate details of each Instrument / (AIFs) on the basis of feedback received from the users as per the following format. (The feedback received from the users may be annexed to the proposal).

Sl. No	Name and address of the User	Feedback obtained (annexure)

6. Estimated cost for proposed facilities: Rs. XXX (in words)

Provide detailing of each auxiliary items/ instrument (attachment needs to be updated for the facility) separately for each instrument /AIFs.

7. Are the spares/accessory (if required) for the AIFs included in the estimated cost? :
Yes/No. A detailed feasibility report including the financial implications may be provided separately.

8. Similar instruments available in the region (including the host institute). Provide the list that derived from I-STEM portal w.r.t. each Instrument / (AIFs).

Give separate table for each instrument/ AIFs.

Sl. No	Instrument / AIFs	Make/model	Major specification	Institute where available	Is the instrument available to the external users

9. Justification of each Instrument / (AIFs) pertaining to their accessory/maintenance/upgradation/retrofitting along with observations / bottle necking on the present usage pattern (detailed justification may please be given for each instrument / AIFs).

SUPREME PROJECT IMPLEMENTATION GROUP

The Project Implementation Group (PIG) is constituted with the following faculty/ Scientist members who will be responsible and accountable for the smooth implementation of the DST SUPREME Project at the host institute / organization.

S. No.	Name of Faculty / Scientist Member	Designation, Affiliation, Phone, Mobile no & Email IDs
1		
2		
3		
4		
5		

Seal of University/Institute

.....

Signature Vice-Chancellor / Head of Institute / R&D Centre/ Organization

Registrar or Head of Finance

**Endorsement Letter from the Registrar of the University/Head of the Institute/
Vice-Chancellor of University / Director of Organization**

(Statement on the Letter Head, strictly for SUPREME scheme)

This is to certify that:

- I. Prof. / Dr., the Head of the institute / Vice-Chancellor of the University / R&D centre, nominating the Dean/ Head/ Coordinator, of the Department/ School/ Centre , who will assume full responsibility for implementing this project proposed under SUPREME 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. It will happen only after signing and submitting the “Terms and Conditions” document pertaining to SUPREME program of DST.
- 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 SUPREME project and also as per the “Terms and Conditions” document pertaining to SUPREME program.
- IV. The grant-in-aid by the Department of Science & Technology will be used to meet the expenditure on the SUPREME 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 SUPREME project.
- VI. The University/ Institute will provide basic infrastructure and other required facilities to the investigator for implementing the SUPREME 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 SUPREME project. Host institute / University / R&D Centre is fully aware of the funding mode (75:25), i.e., DST share would be 75% and the management of the Government / Non-Government Grantee Institute / R&D centre / organization (HI) share would be 25% of the

total sanctioned cost of the project. (Except for state funded institutions for which 100% funding would be considered).

- IX. Aiming at 25% fund share, the host institute will not derive / include / divert / utilize any grant-in-aid from consolidated fund of India (CFI), Government of India, available to them from any means. The 25% fund share will be contributed by the HI from its own income sources and not from diverting the funds available with HI, under the Grant-in-aids received from other Department of Government of India or from the CFI, GoI.
- X. The audited statement of accounts, utilization certificates and other reports and documents as required under the scheme will be submitted to the department.
- XI. Organizing/ grantee organization / institute will participate in the monitoring/ reviewing of the SUPREME Project whenever they were asked to do so.

Seal of University/Institute

Signature Vice-Chancellor / Head of Institute / R&D Centre

Registrar or Head of Finance

*Chairman of Trust/ Board/ Management

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)

INSTRUCTIONS FOR FILLING ONLINE APPLICATION (SUPREME)

1. Log on onlinedst.gov.in to access the home page of the “DST e-PMS Portal”.
2. Before filling up the form organizations are advised to carefully go through the Relevant Advertisement published at the DST Website (www.dst.gov.in) and also available under Proposal Formats in the e-PMS Portal (www.onlinedst.gov.in) after logging in the portal site.
3. To save your time and avoid data loss please download the appropriate proposal format as suitable for you to the Host Institute / University / R&D institute / Centre / Organization, fill all the information required as per the format (Word and PDF) file (**max. size 5Mb**) and then keep it ready for upload during submission of mandatory documents.
4. Click on “Submit proposals” link which would take you to a page seeking multiple information starting with – General information, as Head / Director of the Lead Organization will act as Principal investigator etc. **Please note for SUPREME scheme/ Program you do not need to fill – Suggested referees and Current Ongoing Project.** Fill all the mandatory information sought against each menu except (**Suggested referees and Current Ongoing Project**).
5. After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on “Preview” button. Preview page will display all facts/particulars that you have mentioned on entry time if you are sure with filled details then click on “Submit” button to finally push data into server.
6. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

LAST DATE FOR RECEIPT OF APPLICATIONS:

Online Application must be submitted by 25th January 2023 (up to 17.00 hours), after which the web-link will be AUTOMATICALLY disabled FOR ANY USAGE. For any enquiry, contact: Dr. Pravakar Mohanty; Email id: pravakar.mohanty@gov.in

PLEASE NOTE

1. IT IS MANDATORY TO SUBMIT THE PROPOSALS ONLY THROUGH **ONLINE MODE** (www.onlinedst.gov.in) BY THE ORGANISATION AFTER COLLECTING THE SIGNED COPIES OF T&C AND OTHER DOCUMENTS, AS SPECIFIED IN THIS CALL FOR SUPREME PROPOSAL.

- 2 THE ORGANISATION / INSTITUTE / R&D CENTRES ARE REQUIRED TO SEE THE COMPLETENESS OF THE APPLICATION BEFORE IT IS SUBMITTED FINALLY. SINCE THREE (3) CHANCES ARE AVAILABLE FOR SUBMISSION OF A PROPOSAL FROM THE SAME ORGANISATION / INSTITUTE / R&D CENTRES, **THE LAST PROPOSAL SUBMITTED WOULD BE CONSIDERED FOR EVALUATION.** THE ORGANISATION / INSTITUTE / R&D CENTRES SHALL KEEP A COPY OF THE SUBMITTED PROPOSAL FOR THEIR REFERENCE. THERE WILL BE **NO NEED TO SUBMIT HARD COPY OF THE PROPOSAL AT DST.**
- 3 INCOMPLETE OR WRONGLY FILLED UP APPLICATION FORMAT OR APPLICATION WITH LACK OF ESSENTIAL INFORMATION/ DOCUMENTS WILL BE SUMMARILY REJECTED. ANY LEGAL PROCEEDINGS IN RESPECT TO ANY MATTER OF CLAIM OR DISPUTE ARISING OUT OF THIS ADVERTISEMENT AND / OR APPLICATION CAN BE LODGED ONLY IN DELHI COURTS/ TRIBUNALS/ FORUMS AND DELHI COURTS / TRIBUNAL/ FORUMS ONLY SHALL HAVE THE SOLE AND EXCLUSIVE JURISDICTION TO TRY ANY CASE / DISPUTE.
- 4 PROPOSAL SUBMITTED THROUGH E-MAIL WILL NOT BE ENTERTAINED. SUBMISSION OF PROPOSAL OTHER THAN THE PRESCRIBED FORMAT SHALL SUMMARILY BE REJECTED WITHOUT ANY FURTHER PROCESSING AS PER PROGRAM NORMS.

Mandatory Documents to be uploaded with the Online Proposal:

- *Endorsement from Registrar of the University/Head of the Institute/ Vice-Chancellor of University / Director of Organization.*
- *Signed copy of Terms and Conditions of “SUPREME” program by the Organization.*
- *Project Implementation Group (PIG) of “SUPREME”.*
- *Brief Summary of the “SUPREME” Support, if any.*
- *Department of Science and Technology - Policy on Conflict of Interest*

Please note that incomplete Proposal/ Proposal not in the prescribed Format would summarily be rejected and no correspondence in such cases would be made in this respect. The name of the successful departments shall be displayed in the Website after completion of the evaluation process.