# How to Submit Proposal in Star College

## Step 1.

1. How to fill Proposal in Star College then Please Follow the Step.
2. Go to the star.dbtindia.in Search in Browser.
3. Click On the Register Button then fill all the required field.

# Step 2.

1. After Register then Get Email And Password then Login.



# Step 3. Fill in all required college details, and then click the 'Add College Details' button.

## Step 4.   Add the college details PDF. The 'Next' button will be shown only when all PDFs are uploaded otherwise the Next button will remain hidden.

⌂ Dashboard

Add College Details

जैवप्रौद्योगिकी विभाग
DEPARTMENT OF
BIOTECHNOLOGY

Star College
**Programme**

Please upload only PDF file and File name should not contain any special character. For Example: GeneralInformation.pdf

Upload document of location*

Choose File    No file chosen          Upload

Upload document of Affiliated to which University*

Choose File    No file chosen          Upload

Please Enclosed Documentary Evidence For registered under 12(b) and 2(f) of the UGC. *

Choose File    No file chosen          Upload

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⌂ Dashboard

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Please Enclosed Documentary Evidence For registered under 12(b) and 2(f) of the UGC. *

Choose File    No file chosen

Document for location Click to view document

Uploaded File:  [PDF]          Remove

Affiliated to which University Click to view document

Uploaded File:  [PDF]          Remove

Evidence For registered under 12(b) and 2(f) of the UGC. Click to view document

Uploaded File:  [PDF]          Remove

Next

**Step 5.** Fill in all the Program Co-ordinator details, and then click the 'Add' button. All fields are required before adding.



**Step 6.** Add College Principle Details fields then Click Add Principle Button.

**Step 7.** Add the College Principal details then the page will be displayed. After that click the Submit Proposal button to go to the next page. Select according to the Scheme Stage then click Submit
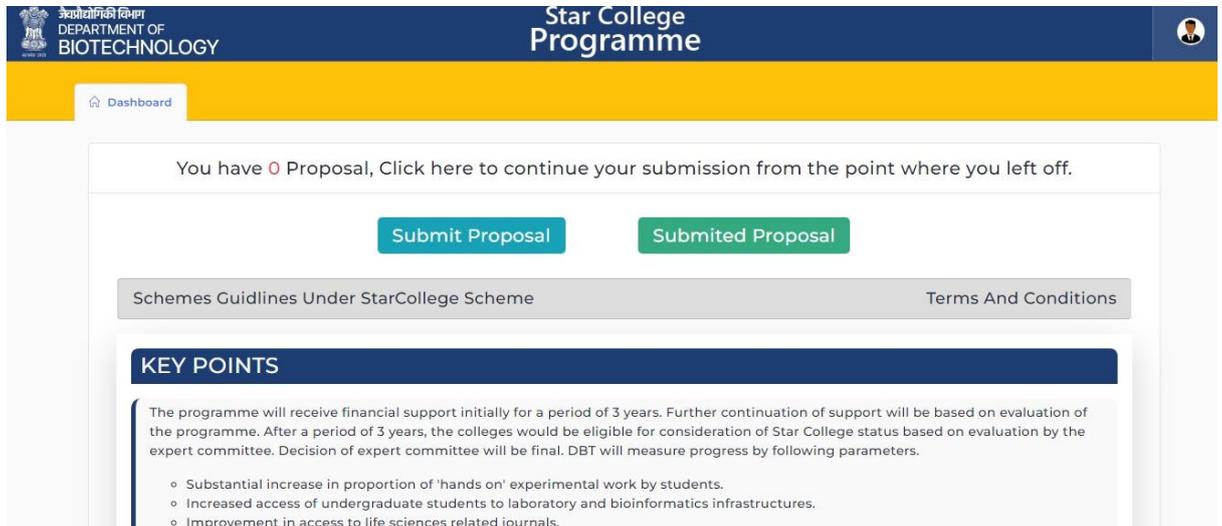


Select according to the Scheme Stage, then the 'Next' button will be displayed.
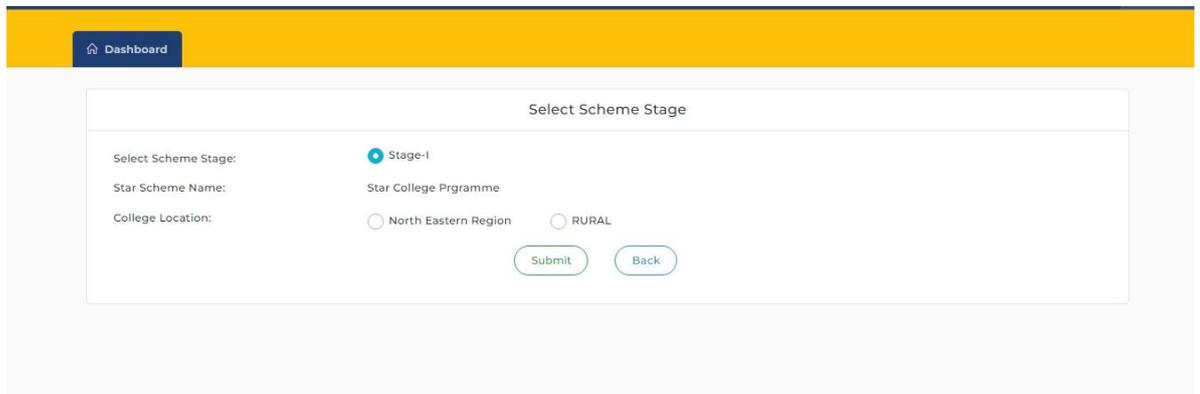
**Step 8.** Add the department details all fields are required. Then click the 'Add Department button. After that click the Laboratory tab and fill in the details.

| Department | Laboratory | Library | Faculties | Students | Technical | Budget | Declaration |

### Add Department

Name of Department for which the support is being sought under the Star College Programme*

Department Contact Person*

Name of Degree Course*
--Select--

Year of start of Course*
YYYY

Mobile Number*

Phone Number

Email Id*

Complete Address*

Add Department    Reset

**Step 9.** Fill in the laboratory details, and then the total expenditure amount should be entered only once.

⌂ Dashboard

| Department ✔ | Laboratory ✔ | Library | Faculties | Students | Technical | Budget | Declaration |

### Laboratories (details for proposed departments)

Department*
Name of Department for which the support is being sought under the Star College

Total expenditure during the past 3 years *
256000
Remaining Amount: 0.00*

Name of equipment*
Laptop

No. of equipment*
2

Year of purchase*
2024

Functional*
Yes

Equipment Cost *
128000
*

Total Equipment Cost*
256000

Add Laboratories    Reset

**Step 10.** Fill in the Laboratory Details then go to the Library tab. All fields are required.

## Step 11.
Fill in the library details then go to the next tab to add faculty. All fields are required.



## Step 12.
Fill in the faculty details, and then go to the next tab for student details. All fields are required.

**Step 12.** Fill in the student details, and then go to the next tab to fill in the technical details. All fields are required. When all fields are filled, the Next button will be displayed.

⌂ Dashboard

| Department ✓ | Laboratory ✓ | Library ✓ | Faculties ✓ | Students ✓ | Technical | Budget | Declaration |

## Add Technical Details

**(1) Department***

Name of Department for which the support is being sought under the Star College Programme ▾

**(2) Half page executive summary indicating relevance and expected outcome***

**(3) Specific objectives***

**(4) Measures to be adopted to enhance bench skills of students, project work, summer training and industrial training** ( + Measures Student Details )

| # | Department | Measures Details | Year | No of Beneficiaries | Action |
|---|------------|------------------|------|---------------------|--------|

| # | Department | Measures Details | Year | No of Beneficiaries | Action |
|---|------------|------------------|------|---------------------|--------|

(5A) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (1st Year)*

(5B) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (2nd Year)*

(5C Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (3rd Year)*

(6) Appropriate modifications proposed in curriculum to cover laboratory exposure to students and IPR and biosafety issues*

(7) Practicals proposed to be undertaken by the college (within prescribed curriculum of the university), practicals which could not be conducted earlier due to lack of equipment or costly consumables. New equipment proposed to be purchased to be correlated with new additional practicals.*

(8) No. of beneficiaries*

(9) Proposed activities for laboratory staff.*

(10) Involvement of visiting faculty (details of lecture & practicals to be covered in each department)*

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(8) No. of beneficiaries*

(9) Proposed activities for laboratory staff.*

(10) Involvement of visiting faculty (details of lecture & practicals to be covered in each department)*

(11) Timelines for activities listed at 3-5 in each academic session indicating no. of proposed courses, no. of beneficiaries ( + Time Line Details )

| # | Department | Type of the Activity | Proposed Courses | No. of beneficiaries | Timelines | Action |
|---|------------|----------------------|------------------|----------------------|-----------|--------|

(12) Proposed Outreach*

( Add Technical Details )  ( Reset )

### Technical Detail List

| # | ↑↓ | Department | Executive Summary | Specific Objectives | Measures Upgrade Skills 1st Year | Appropriate Modifications | Techniques/Additional practicals | No. of beneficiaries | Action |
|---|----|------------|-------------------|---------------------|----------------------------------|---------------------------|----------------------------------|----------------------|--------|

## Step 13. Fill in technical details, and then go to the next tab to fill in the Budget Details. All fields are required. When all fields are filled, the Next button will be displayed.

🏠 Dashboard

| Department ✓ | Laboratory ✓ | Library ✓ | Faculties ✓ | Students ✓ | Technical ✓ | Budget | Declaration |

### Grants-In-Aid Capital Assets Department Wise: (Put individual table for each Department)
(not exceeding 15 lakhs with GST per department)* List of minor laboratory euipment, with cost

**Department***
--Select--

**Equipment Details***

**Quotation***
Choose File ⬆ No file chosen

**Unit Cost***

**Total Quantity***

**Total Cost***

Add Non-Recuring Budget    Reset

Grants-In-Aid Capital Assets Details

Grants-In-Aid Capital Assets Details

| # ↑↓ | Department | Equipment Details | Unit Cost | Total Quantity | Total Cost | Quotation | Action |
|---|---|---|---|---|---|---|---|
| 1 | Name of Department for which the support is being sought under the Star College Programme | Equipment Details | 12.00 | 12000 | 144000.00 | 📄 PDF | Edit  Delete |

### Grants-In-Aid General (Please complete this form three times for each department.)

**Department***
Name of Department for which the support is beir

**Year***
1st year

**Amount***
500000

**Justification***

Add Recuring Budget    Reset

Budget summary

Grants-In-Aid General

| # | Department | Year | Amount | Justification | Action |
|---|---|---|---|---|---|

### Travel + Mentoring budget

**Year***
1st year

**Amount***
200000

**Justification***

Add

Travel + Mentoring budget details

| # | Year | Amount | Justification | Action |
|---|---|---|---|---|

Budget summary

### Contingency budget per year 1 lakh

Contingency budget per year 1 lakh

**Year***
1st year

**Amount***
100000

**Justification***

Add

Contingency budget details

| # | Year | Amount | Justification | Action |
|---|---|---|---|---|

Budget summary

**Step 14.** Fill in Budget Details, and then go to the next tab Declaration. All fields are required. When all fields are filled, the Next button will be displayed.



Then edit the proposal and click the Edit button or click Final Submit.

**Step 15.** When Details is Edit College Details then Go to the Dashboard and then College Details.



College Detail

**Programme Co-ordinator Details**

| | |
|---|---|
| Program Co-ordinator Name | : PROGRAM CO-ORDINATOR NAME |
| Co-ordinator DOB | : 22/06/2000 |
| Co-ordinator Designation | : Designation |
| Co-ordinator Email ID | : test@gmaoil.com |
| Co-ordinator Mobile No. | : 8956895689 |
| Co-ordinator Phone No. | : 8956895689 |
| Co-ordinator Address | : Delhi |

Menu:
- My profile
- College Detail
- Request For Change Principle
- Request For Change Coordinator
- Sign Out