

# 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.



### User Registration

Please enter your UserName

Please enter your email ID

Please enter login password

Please confirm your password

QA d q t 3

[Register](#)

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Already have an account? [Log in!](#)

## Step 2.

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

DEPARTMENT OF BIOTECHNOLOGY

Home About Login Register

### Login to your dashboard

Please enter your email ID

Please enter login password

[Forgot password?](#)

I x 6 k | K

Login

Don't have an account ? [Register](#)

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

### Add College Details

Name of the college\*  College UGC number\*

Nature of the college\*  Location of College\*

Establishment Year of College\*  Whether Autonomous body\*

Whether located in aspirational district  Affiliated to which University (Max 100 Character)\*

Status about Affiliation\*  Whether registered under 12(B) and 2(F) of the UGC ?\*

Application Status\*

Country\*  State\*

District\*  City

Complete Postal Address of college\*

Pin code\*

**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

DEPARTMENT OF BIOTECHNOLOGY

### Add College Details 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

Dashboard

DEPARTMENT OF BIOTECHNOLOGY

### Add College Details 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

Document for location Click to view document

Uploaded File: Remove

Upload document of Affiliated to which University\*

Choose File No file chosen

Affiliated to which University Click to view document

Uploaded File: Remove

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

Choose File No file chosen

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

Uploaded File: Remove

Next

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

The screenshot shows a web interface for the Department of Biotechnology, Star College Programme. The page title is "Complete Programme Co-ordinator Details". The form contains the following fields:

- Mobile Number\* (text input)
- Phone Number (text input)
- Co-ordinator DOB\* (date picker, format dd-mm-yyyy)
- Designation\* (text input)
- Name of Department\* (text input)
- Co-ordinator Address\* (text area)

At the bottom of the form are two buttons: "Add Co-ordinator Details" and "Reset".

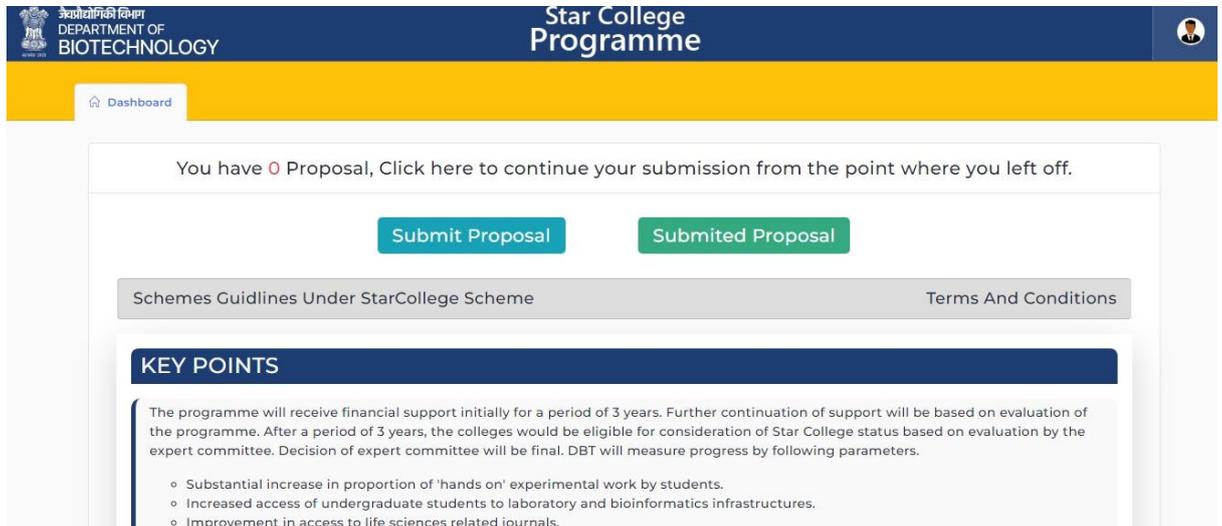
**Step 6.** Add College Principle Details fields then Click Add Principle Button.

The screenshot shows a web interface for the Department of Biotechnology, Star College Programme. The page title is "Add College Principal Details". The form contains the following fields:

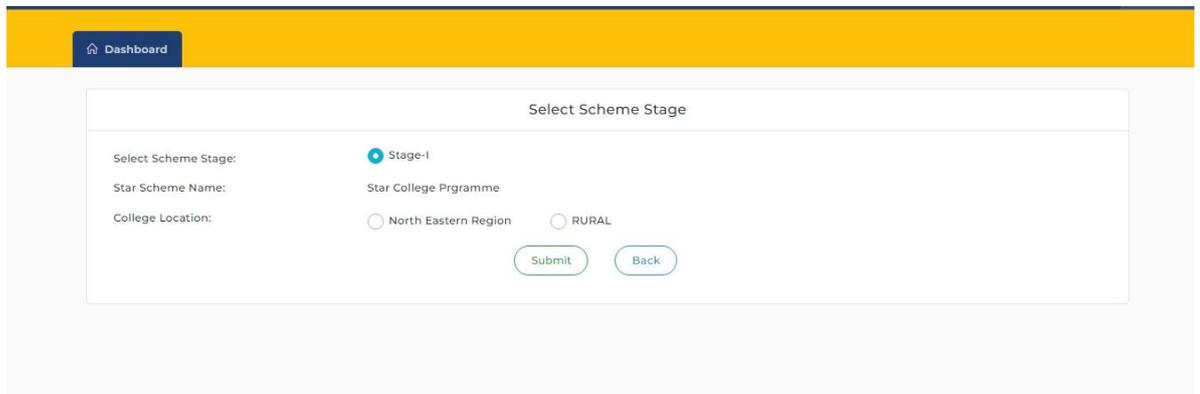
- Name of College (text input, value: Indian Institute of Technology)
- Name of Principal\* (text input)
- Designation\* (text input, value: College Principal)
- Email ID\* (text input)
- Mobile Number\* (text input)
- Phone Number (text input)

At the bottom of the form are two buttons: "Add Principal Details" and "Reset".

**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.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Department (selected), Laboratory, Library, Faculties, Students, Technical, Budget, and Declaration. Below the navigation bar is a form titled "Add Department". The form contains the following fields:

- Name of Department for which the support is being sought under the Star College Programme\* (text input)
- Department Contact Person\* (text input)
- Name of Degree Course\* (dropdown menu, currently showing "--Select--")
- Year of start of Course\* (text input, placeholder "YYYY")
- Mobile Number\* (text input)
- Phone Number (text input)
- Email Id\* (text input)
- Complete Address\* (text area)

At the bottom of the form are two buttons: "Add Department" and "Reset".

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

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Dashboard, Department (checked), Laboratory (checked), Library, Faculties, Students, Technical, Budget, and Declaration. Below the navigation bar is a form titled "Laboratories (details for proposed departments)". The form contains the following fields:

- Department\* (dropdown menu, currently showing "Name of Department for which the support is being sought under the Star College")
- Total expenditure during the past 3 years\* (text input, value "256000", with a red asterisk and "Remaining Amount: 0.00" below it)
- Name of equipment\* (text input, value "Laptop")
- No. of equipment\* (text input, value "2")
- Year of purchase\* (text input, value "2024")
- Functional\* (dropdown menu, value "Yes")
- Equipment Cost\* (text input, value "128000", with a red asterisk)
- Total Equipment Cost\* (text input, value "256000")

At the bottom of the form are two buttons: "Add Laboratories" and "Reset".

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

The screenshot shows a web application interface with a yellow header bar containing a 'Dashboard' link. Below the header is a navigation menu with tabs for 'Department', 'Laboratory', 'Library', 'Faculties', 'Students', 'Technical', 'Budget', and 'Declaration'. The 'Library' tab is selected. The main content area is titled 'Library' and contains several input fields: 'Are there separate departmental libraries other than the Central Library\*' (dropdown menu with 'Yes' selected), 'Computer Internet Facility\*' (dropdown menu with 'Yes' selected), 'No. of Lecture Halls\*' (text input with '0'), and 'No. of Laboratories\*' (text input with '0'). There is also a 'Remarks (if any)' text area. At the bottom of the form are two buttons: 'Add Library' (green) and 'Reset' (blue).

The screenshot shows a form titled 'Total amount spent for Library during the last 3 years'. It has two main input fields: 'Financial Year\*' (dropdown menu with '2024-25' selected) and 'Amount (Rupees in lacs)\*' (text input with '10000'). A 'Reset' button is located below these fields. Below the form is a table with the following data:

Sl. No.	Financial Year	Amount (Rupees in lacs)	Action
1	2023-24	128000	<a href="#">Edit</a> <a href="#">Delete</a>

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

**BIOTECHNOLOGY Programme**

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

### Add Faculty

**Details about teacher in each participating department**

Department\*  Name of Faculty\*

Type of Faculty\*  Qualification\*

Area of Specialization\*  List of Publication In last five year\*

R & D Projects received from different funding agencies indicating title, cost, duration,date of sanction,name of funding agencies.\*

**Details about service training for teacher of participating departments:**

Refresher Course last five years\*  Orientation Course last five years\*

Conferences/Symposia/Seminar/Workshop last five years\*

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

**Dashboard**

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

### Add Student Details

Department List\*

Academic Year\*

Mode of Selection\*

No. of General Students\*

No. of OBC Students\*

No. of Seats\*

No. of Students Admitted\*

No. of SC Students\*

No. of Male Students\*

No. of Passed Students\*

No. of ST Students\*

No. of Female Students\*

**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																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Department</th> <th>Measures Details</th> <th>Year</th> <th>No of Beneficiaries</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="6">                     (5A) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (1st Year)*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (5B) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (2nd Year)*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (5C) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (3rd Year)*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (6) Appropriate modifications proposed in curriculum to cover laboratory exposure to students and IPR and biosafety issues*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (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.*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (8) No. of beneficiaries*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (9) Proposed activities for laboratory staff*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> <tr> <td colspan="6">                     (10) Involvement of visiting faculty (details of lecture &amp; practicals to be covered in each department)*  <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> </td> </tr> </tbody> </table>						#	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)* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(5B) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (2nd Year)* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(5C) Measures to be under taken to upgrade skills of faculty by participation in faculty improvement program (3rd Year)* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(6) Appropriate modifications proposed in curriculum to cover laboratory exposure to students and IPR and biosafety issues* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(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.* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(8) No. of beneficiaries* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(9) Proposed activities for laboratory staff* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						(10) Involvement of visiting faculty (details of lecture & practicals to be covered in each department)* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>					
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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* <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>						

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
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**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 equipment, with cost

Department\*

Unit Cost\*

Equipment Details\*

Total Quantity\*

Quotation\*  
Choose File

Total Cost\*

Add Non-Recurring Budget
Reset

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		<span>Edit</span> <span>Delete</span>

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

Department\*

Justification\*

Year\*

Amount\*

Add Recuring Budget
Reset

Grants-In-Aid General

#	Department	Year	Amount	Justification	Action
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Travel + Mentoring budget

Year\*

Amount\*

Justification\*

Add

Travel + Mentoring budget details

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

Contingency budget per year 1 lakh

Contingency budget per year 1 lakh

Year\*

Amount\*

Justification\*

Add

Contingency budget details

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

Budget summary
Next

**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.

The screenshot shows a navigation bar with tabs: Department ✓, Laboratory ✓, Library ✓, Faculties ✓, Students ✓, Technical ✓, Budget ✓, and Declaration (active). The main content area is titled "Declaration" and contains the following elements:

- Click to view and print [Declaration/Certification](#)
- Click to view [Terms And Conditions](#)

Below this is a section for uploading a declaration document:

Upload Declaration document signed by competent authority.  
(Principle & Co-PI)\*

There is a file upload area with a "Choose File" button (with an upload icon) and the text "No file chosen". To the right is an "Upload File" button.

At the bottom, there is a checkbox:  I agree to the terms and conditions\*

At the very bottom are three buttons: "Proposal Preview" (green), "Final Submit" (red), and "Edit Proposal" (blue).

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

The screenshot shows a "Dashboard" tab and a breadcrumb "Dashboard > Proposal Submitted". The main content area displays a success message:

Proposal Submitted

Proposal submission done successfully, your proposal number: 93 further more details please check your mail.

At the bottom of the message box is a "Close" button.

The screenshot shows a "Dashboard" tab and a "Submitted Proposal List" table. A "Back" button is located in the top right corner of the table area.

#	Scheme Name	Stage / Location	College Name	Principle Name	Submission Date	Status	Detail
1	Star College Programme	Stage-I / RR	Indian Institute of Technology	NAME OF PRINCIPAL	03/03/2025	Proposal Submitted	<a href="#">Details</a>

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

 **DEPARTMENT OF BIOTECHNOLOGY**

**Star College Programme**



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

### 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@gmail.com
Co-ordinator Mobile No.	: 8956895689
Co-ordinator Phone No.	: 8956895689
Co-ordinator Address	: Delhi