

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Guidelines for organizing National Science Day Celebrations

1. KSCSTE invites proposals for the observance of National Science Day (NSD) from schools (including vocational higher secondary schools), colleges (including professional and polytechnic colleges), industrial training institutions, university departments and R&D centres/ organizations. Only Govt., Govt. aided institutions are eligible to apply for financial assistance to conduct NSD 2020 celebrations.
2. Every year the programme shall be organized based on a focal theme proposed by Department of Science and Technology, Government of India.
3. Proposals in the prescribed format are generally invited in the month of December every year through advertisement in KSCSTE website and dailies.
4. The proposals for NSD will be scrutinized and selection of institutions will be done based on merit and upon fulfilment of guidelines. Due to an influx of applications we receive, the sufficient number of proposals will be selected from those received on or before the due date. Hence, all the institutions are encouraged to apply as early as possible. Incomplete applications will be summarily rejected. The decision of KSCSTE in the selection of institutions shall be final.
5. Once the proposal is selected and provisionally approved, an offer letter will be sent to the Head of the institution.
6. The extent of financial support from Council to institutions for conducting NSD celebrations will be as follows:

SI No.	Institution	Maximum Amount (₹)
1.	Schools/Industrial Training Institutions / Polytechnic Colleges	10,000/-
2.	Colleges/University Departments/ R&D centres	20,000/-

7. National Science Day is celebrated on February 28 every year. However, the selected institutions may organize NSD celebrations on a convenient date between **February 1-28** every year. KSCSTE shall not provide any financial support for programmes conducted after February 28.
8. The programme co-ordinator should furnish the finalized programme schedule of NSD programme to KSCSTE in advance.
9. The co-ordinator of the selected programme shall forward the Terms and Conditions signed by the Head of the Institution within two weeks of receipt of the sanction letter as per the following:

SI No.	Institutions/ Agencies	T&C execution in
1	Government Institutions/ State Universities/ central Universities in Kerala/ Government Aided	Plain paper duly signed by the PI & Head of the institution in each page wherever T& C is applicable.

10. KSCSTE should be duly acknowledged during the programme and the following should be written in all the brochures, banners and other publicity materials associated with the programme: **‘Supported by Kerala State Council for Science, Technology and Environment and DST, Govt. of India’**
11. The programmes should be planned to generate awareness among the students, academia, and general public about the importance of National Science Day and on focal theme of NSD. The following activities may be conducted as part of NSD celebrations:
- Seminars, Symposia/ workshops on the focal theme
 - Quiz competition, Elocution, Painting competition
 - Popular lectures on the advancements in science and technology
 - Theme based demonstrations
 - Radio/television programmes and slide shows
 - Group discussions/Debates/quiz/essay writing competitions
 - S&T exhibitions and other popularization activities
12. Each activity should be documented and detailed report should be sent to Council along with captioned photographs highlighting the impact and suggesting follow up activity.
13. The financial assistance will be disbursed to the Head of the Institution, only after the successful conduct of the programme, subject to the submission of signed terms and conditions, satisfactory report and financial statements. The audited Statement of Expenditure (SE) and Utilization Certificate (UC) in the standard format may be submitted within two months after the conduct of the programme.
14. The SE, UC shall be signed by authorized persons as given below:

No.	Category of Institution	Authorized Person
1	Central Government Institutions, State Government Institutions, University Departments, R&D Centres of KSCSTE	Finance officer of the Institution
2	Government colleges	Head Accountant / Principal
3	Aided Colleges, Un-aided Colleges, Self financing Colleges and Autonomous Institutions	Chartered Accountant
4	Government / Aided Schools	Principal/Head of the Institution
All SE & UC should be counter signed by the Head of the Institution.		

15. The required documents including audited financial statements should be submitted

within two months after the conduct of the programme. Documents received after the due date will not be entertained for releasing the financial grant.

16. Proposals may be submitted to :

Director

Kerala State Council for Science Technology and Environment

Sasthra Bhavan, Pattom, Thiruvananthapuram 695004

Tel: 0471-2548223, 2548218

Website: www.kscste.kerala.gov.in

16. For more details, contact:

Science Education Division, Tel: 0471-2548223, 2548218

Email: sed.kscste@kerala.gov.in