

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Guidelines for organizing **District Level** National Science Day Celebrations 2025

1. KSCSTE invites proposals for the observance of **district level** National Science Day (NSD) events from colleges (including professional and polytechnic colleges), industrial training institutions, university departments and R&D centres/ organizations. Only Govt., and Govt. aided institutions are eligible to apply for financial assistance to conduct NSD 2025 celebrations.
2. 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 through advertisement in KSCSTE website and dailies.
4. The proposals for NSD will be scrutinized and selection of institution to **host the district level event** 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 (₹) |
|--------|--|--------------------|
| 2. | Colleges/University Departments/ R&D centres | 25,000/- |

7. National Science Day is celebrated on February 28 every year. However, the selected institutions may organize NSD celebrations on a convenient date before **February 10**. KSCSTE shall not provide any financial support for programmes conducted after February 10.
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 should be **compulsorily** conducted as part of NSD 2025 celebrations:

i. **Theme-Based Video Making Competition**

1. **Objective:** To create a short video (3-5 minutes) based on a scientific theme (to be announced later).

2. **Rules:**

- a. Videos must be original and should not exceed the given duration.
- b. Submissions will be judged on creativity, scientific accuracy, relevance, and presentation quality.

ii. **Workshops/Seminar/Technical talk**

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. The report should be **submitted to KSCSTE by Feb 20th 2025.**

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 |
| 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 by mail to nsdkscste2023@gmail.com with cc to kscste212@gmail.com

17. For more details, contact:

Phone: 0471 2548212

Email ID: nsdkscste2023@gmail.com