

Kerala State Council for Science, Technology and Environment (KSCSTE)

Scheme for Support of Seminars/ Symposia/ Workshops

Guidelines for Submission of Proposals

I. Introduction

- i. The Seminar/Symposia/Workshop (SSW) Scheme aims to provide financial assistance as co-sponsorship for organizing Seminars, Symposia, Workshops and Conferences of scientific, technological and environmental importance, conducted within the State of Kerala.
- ii. Financial support will not be offered for webinars/ online programmes.
- iii. Submission of proposals for financial assistance under SSW Scheme will be only through online mode.
- iv. The window for online submission will be active from **14th August 2026**.
- v. The applicants shall submit the proposals **three months in advance** of the proposed date.

II. Eligibility

- i. Academic Institutions, Govt. Departments, Research institutions, University Departments and Professional bodies engaged in promoting scientific research are eligible to apply for financial assistance under SSW Scheme.
- ii. The Convenor should be a permanent faculty/ regular staff/ office bearer of the institution/ organization in the State of Kerala.
- iii. Only one proposal from each department of University or College will be considered in a financial year, in the normal course.

III. Submission of Proposals

- i. The stipulated time frame for the online submission of proposal is revised as three months in advance of the programme in all Categories

Category	International	National	State level/ Regional
Criteria	If at least 10% of delegates and Resource persons are from other Nations (representing minimum 4 Countries)	If at least 10% of delegates and Resource persons are from outside the State (representing minimum 4 States)	If at least 10% of delegates are from various institutions in the State

- ii. The details of the sessions, list of Resource Persons, number of outstation delegates, expected number of participants, details of International/National Advisory Committee, Organizing Committee and a write up on the significance of the programme for the State/Nation/academic advancement shall be provided.
- iii. Programme brochure and Endorsement from the Head of the Institution

(Principal for School/ College, Registrar of University for University Departments should be uploaded.

- iv. Proposals which are not received as per the stipulated time frame and incomplete shall not be accepted.

ii. Selection

- i. The proposals which are complete in all respects only will be placed in the Expert Committee of Seminar/ Symposium/Workshop Scheme for evaluation.
- ii. If the proposal does not fit into the stipulated time frame for online submission, such proposals will not be considered in the Expert Committee for SSW Scheme.
- iii. The periodicity of the meeting of Expert Committee of Seminar/ Symposium/ Workshop is generally on quarterly basis.
- iv. The Committee will screen and recommend the extent of co-sponsorship for each proposal, which will be subsequently approved and sanctioned at appropriate level in KSCSTE, subject to availability of funds.
- v. Accordingly, KSCSTE will issue offer letter/ regret letter to the Programme Convenor.
- vi. The funds will be released only after the conduct of the programme, subject to fulfilling the stipulated conditions as per the guidelines.

iii. Nature of support

- i. The scientific/ technical contents of the event, thematic relevance, quality of programme, level of participation, etc. are the key components for deciding the extent of co-sponsorship for individual events.
- ii. In the case of programmes conceived, planned and organized with the co-sponsorship from KSCSTE, either alone or jointly with other organizations, the maximum permissible grant of co-sponsorship from KSCSTE will be as follows.

Seminar/Symposia/ Workshop of duration	Maximum permissible Grant (in Rs.)		
	Regional/ State level	National	International
(i) Not exceeding one day	30,000/-	40,000/-	50,000/-
(ii) Two days	40,000/-	60,000/-	1,00,000/-
(iii) Exceeding two days	50,000/-	80,000/-	1,50,000/-

- i. The grant as co-sponsorship will be normally approved exclusively to cover the expenses on the approved heads – ‘Course materials, Publication of proceedings, Honoraria and TA for resource persons (TA claim shall not cover the full co-sponsorship amount from KSCSTE). In case of absolute necessity, expenses for accommodation of resource persons from outstation will be considered by the SSW committee on production of GST bills.
- ii. Utilization of the grant for any other purpose other than the approved heads shall not be entertained.

II. Requirements

- i. If the programme is selected for co-sponsorship, organisers should ensure that due acknowledgment to KSCSTE is provided in all brochures, invitation cards, publicity materials and proceedings brought out in connection with the programme as either 'jointly organized by KSCSTE' or 'Co-sponsored by KSCSTE'. The Souvenirs/ Proceedings brought out in connection with the programme should essentially include one page advertisement about KSCSTE.
- ii. Organisers should provide free registration for two delegates representing KSCSTE.
- iii. Invitation to general sessions, inaugural/valedictory sessions etc. shall be sent to KSCSTE before the programme date. An Official from KSCSTE will be nominated to attend the programme.
- iv. No change of date will be permitted under any circumstances.
- v. Change of venue, if any, shall be reported promptly.
- vi. For National programmes at least 10% of the delegates and resource persons shall be from outside the State representing minimum 4 States. Similarly, for International programmes, atleast 10% of delegates and resource persons shall be from other Nations representing minimum 4 Countries. If this condition is not satisfied, the programme will be treated as appropriately and the co-sponsorship amount shall be decided accordingly
- vii. The approved amount will be released to the Head of Institution on the submission of the following documents after the event.
 - o Total income and Expenditure Statement of the programme.
 - o Audited Utilization Certificate (UC) and Statement of Expenditure (SE) in the format enclosed herewith. In the case of Govt. Departments/ Autonomous Institutions under the Government and Universities, audited SE & UC of the Financial Head countersigned by the Head of the Institution is accepted. In the case of affiliated Colleges and professional bodies, the audited SE & UC signed by a registered Chartered Accountant, counter signed by the Head of the Institution only will be accepted.
 - o List of participants – details of both delegates and resource persons.
 - o A separate list of the resource person and International delegates who had attended the event duly certified by the Organizing Secretary/ Head of the Institution also should be furnished.
 - o Brief report including photographs, press clippings etc. along with a note on specific recommendations of the programme and also the schedule of each session.
 - o Souvenirs/Proceedings (including one page advertisement about KSCSTE) brought out in connection with the programme.
 - o Programme Brochure/ Notice and related publicity materials with due acknowledgment to KSCSTE.

The above documents shall be submitted to the Director, KSCSTE, within two months after

the conduct of the Programme. In case it fails, further processing will not be considered.

- viii. In the case of Govt. Departments/ Autonomous institutions under the Government and Universities, audited SE and UC of the Financial Head Counter signed by the Head of the Institution is accepted. In the case of affiliated Colleges the audited SE & UC signed by a registered Chartered Accountant, countersigned by the Head of the Institution is accepted.
- ix. The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
- x. The KSCSTE reserves the right to further restrict/ deny payment for any programme, if the conditions laid down are not adhered to.
- xi. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
- xii. KSCSTE reserves the right to send a team of experts for physical examination, if required, during the time of programme and for verification of records.

II. How to apply online:

- i. Please provide the details of your proposal by filling up the Google Form provided in the SSW page (Procedure for application) and press the submit button at the last screen.
- ii. Details of the proposal to be furnished is made available as a template in the KSCSTE website- SSW page (Downloads), for your ready reference.
- iii. Kindly keep ready the digital copies of documents to be uploaded and the Bank account details of your organisation (Name of the Beneficiary, Bank, Branch, IFSC number) before proceeding for submission.

III. Checklist of documents to be uploaded (in pdf format only):

- i. Endorsement of the Head of the Institution in the Letter Head with office seal
- ii. Programme Brochure

Note

1. *Logo of KSCSTE in Brochure/ related publicity materials of the event shall be provided only after getting the approval from KSCSTE. Unauthorised use of KSCSTE logo in Brochure is strictly prohibited and such proposals will be disqualified.*
2. *Institutional contribution for organising the event shall be reflected in the proposed Budget Estimate.*
3. *Details of the International/ National Advisory Committee constituted for the event should be provided in the Brochure.*

*If you have any queries, please contact **0471-2548211 / 2548251**
email: kscstessw2026@gmail.com*

P. HARINARAYANAN
MEMBER SECRETARY