

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT
Guidelines for organizing National Mathematics Day celebrations

1. KSCSTE invites proposals for the observance of National Mathematics Day (NMD) from schools (including vocational higher secondary schools), colleges (including professional and polytechnic colleges), and university departments.
2. Proposals in the prescribed format are generally invited in October every year through KSCSTE website and advertisement in dailies.
3. The proposals for NMD 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.
4. Once the proposal is selected and provisionally approved, an offer letter will be sent to the Head of the institution.
5. The extent of financial support from Council to institutions for conducting NMD will be as follows:

SI No.	Institution	Maximum Amount (₹)
1.	Schools/Polytechnic colleges	10,000/-
2.	Colleges/ University departments	20,000/-

6. In recognition of the contributions of the legendary Indian mathematician, Sri. Srinivasa Ramanujan, the Union Government of India in 2012 has decided to celebrate December 22 every year as the National Mathematics Day. However, the selected institutions may organize NMD celebrations on a convenient date between December 1- 31. KSCSTE shall not provide any financial support for programmes conducted after December 31.
7. The programme co-ordinator should furnish the finalized programme schedule of NMD to KSCSTE in advance.
8. 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’**
9. The programmes should be planned to generate awareness among the students, academia, and general public about the importance of National Mathematics Day. The following activities may be conducted as part of NMD celebrations:
 - Seminars, Symposia/ workshops on the importance of Mathematics education
 - Quiz competition
 - Popular lectures on the advancements in mathematics and related fields

- Theme based demonstrations
- Radio/television programmes and slide shows
- Group discussions
- Exhibitions and other popularization activities
- Training programmes

10. 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.

11. The co-ordinator 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.
2	Unaided Academic & Research Institutions/ NGO's	Non- Judicial Stamp paper worth Rs. 200/- wherever T&C is applicable.

12. 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 and Utilization Certificate in the standard format may be submitted within two months after the conduct of the programme.

13. The SE, UC shall be signed by authorized persons as given below:

SI 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
5	NGO's	Chartered Accountant
All SE&UC should be counter signed by the Head of the Institution.		

14. 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.

15. Completed proposals may be submitted to :

Director

Kerala State Council for Science Technology and Environment

Sasthra Bhavan, Pattom, Thiruvananthapuram 695004, Kerala

Website: www.kscste.kerala.gov.in

16. For more details, contact:

The Head, Science Education Division, Tel: 0471-2548223, 2548218

Email: sed.kscste@kerala.gov.in