
Guidelines of the Scheme

Student Programme for Excellence in Experimental Design-(SPEED)

1. Introduction

The SPEED programme has the objective of providing R&D exposure to students who have aptitude in science experimentation and research. The scheme aims to nurture the talents of students in science based on their creative ideas and scientific temper. Prathibha scholars are eligible to attend the programme. The SPEED scheme envisages a 5-day Science orientation programme in selected R&D institutions in the State. The programme include laboratory interaction, science lectures, field visits to project sites and other research laboratories which would help the students to familiarize with the *State-of-the-Art* activities in Science and facilitate interaction with eminent Scientists and Academicians.

2. Who can apply

Scientists/Faculty in Science in Central/State R&D Centres/Academic Institutions or Universities in Kerala who are experts in any field of Science and who have experience in co-ordinating student programmes are eligible to apply.

3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued twice a year, normally during June and January.

4. How to apply

Application format is attached in Annexure-1

5. Apply in prescribed format

- Format for budget proposal
The grant will be paid for specific S&T based orientation programme to cover expenditure on (i) *Organizing Technical/Practical sessions* (ii) *Consumables including Course materials & Stationery* (iii) *Travel & accommodation for students & Faculty* (iv) *Food and refreshments*, (v) *Institutional service charges* etc. The total expenditure shall not exceed Rs 3.5 Lakhs
- Attach following relevant documents
 - i. Bio data of Co-ordinator (*less than 2 pages*)
 - ii. Tentative Programme Schedule
 - iii. "Terms and conditions"- duly signed
 - iv. Certificate from Principal Co-ordinator
 - v. Endorsement from Head of Institution
 - vi. No Pending UC&SE

6. Social Relevance and tangible output

With increased importance given to professional courses during the past two decades, most of the bright students had been opting for professional courses for higher studies. This has resulted in reduction in adequate human resources in Basic science research. A good number of trained human resources in S&T

is indicative of the development of the nation. The programme helps to motivate bright students to choose Basic Science for higher academics and Research.

7. Maximum grant amount and duration

The expenditure under each sub-heads should not exceed respective sanctioned allocations and the total expenditure shall not exceed Rs 3.5 Lakhs. The programme should be scheduled for 5 days preferably during academic term holidays or summer vacation.

8. Procedure of operation of the scheme.

- Scrutiny of the Application : preliminary scrutiny by WSD and Screening and Selection by RAC
- Issue of Sanction order by KSCSTE

9. Issuing Sanction Order and release of 1st instalment

- **Date of conduct of the Programme:** The applicant should conduct the programme within one month of receipt of first instalment of grant from KSCSTE.
- **Submission of Programme Report :** The Programme Report and other financial documents should be submitted to KSCSTE within one month of conducting the programme.
- **Progress Monitoring/Review procedure:** Upon issue of sanction order, the grant will be released in two instalments. 50% of the grant will be released as 1st instalment immediately on sanction of the programme. The programme review is based on the Programme Report submitted to KSCSTE upon conducting the programme. The release of second and final instalment is based on the review of Programme Report.
- **Periodic submission of SE & UC:** The Audited Statement of expenditure and Utilisation Certificate for the entire grant should be submitted to Council within one month of conducting the programme
- **Other necessary conditions as per the scheme:**
 - The orientation programme shall be named based on the thrust area of research activity carried out in the Institution.
 - The programme shall be residential and may be scheduled for 5 days, catering to about 50 Prathibha Scholars who are pursuing Under-Graduate/Post-Graduate Degree Course in Basic/Natural sciences.
 - Students who have successfully undergone the orientation programme shall be issued a Certificate jointly by KSCSTE and the Host Institute.
 - On completion of the programme, the participants should submit Student Feedback Form to the Co-ordinator. The Co-ordinator should include a summary of student feedback in the final programme report to be submitted to KSCSTE on settlement of grant.
 - In the event of discontinuance of the programme by the Principal Co-ordinator, for any reason, the Head of the Institution shall nominate an appropriate person to take the responsibility for its completion.
- **Conditions if the progress is not satisfactory :**

Sanction and release of the second instalment of the grant is subject to satisfactory completion of the programme and submission of the relevant documents as per the guidelines of the scheme.

10. Release of further instalment of grant

Grant is transferred to the Head of the Institution through Electronic money transfer. Second and final release is made only on conducting the programme by the Co-ordinator and submission of Report and other technical documents, Statement of Expenditure and Utilisation Certificate for the full sanctioned amount.

11. Programme Completion documents

- Programme Report- One copy
- Proceedings Volume on the orientation programme (if published)
- Newspaper clippings and photos related to the programme.
- Audited Utilization Certificate and statement of Expenditure of the programme in the prescribed format, signed by the Co-ordinator, Head of the Institution and Finance Head.

(Soft copies of all the above documents except Proceedings Volume are to be forwarded to the e-mail ID: wsd.kscste@kerala.gov.in)

12. Final review of the Programme Report

The Programme report will be reviewed by KSCSTE before sanction and release of second and final instalment of grant

13. Re-appropriation of Funds and Extension details

Re-appropriation of grant among sanctioned sub-allocations is normally not allowed. However, in cases where re-appropriation is essential, the Co-ordinator should request for re-appropriation and get it sanctioned from KSCSTE before the due date of the programme.

14. General Conditions

Selection is based purely on the Status of the Institution, Expertise of the Co-ordinator and merit of the proposal.