

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY & ENVIRONMENT
WOMEN SCIENTISTS DIVISION

Student Programme for Excellence in Experimental Design (SPEED)

TERMS AND CONDITIONS

Date:

Name and Address of the Principal Co-ordinator:

(Include Designation of PI and Institution address)

Title of the Orientation Programme:

1. The scheme is constituted for the purpose of providing financial assistance in the form of grant to Scientists/Academicians in Central/State R&D Centres/Academic institutions/Universities in Kerala, for organizing Science Orientation programme to *Prathibha Scholars*. The list of Prathibha scholars will be communicated by the Council.
2. The Orientation programme spanning for **5 days** should be residential and should cater to around **50 students**. The programme may be named based on the thrust area of research activity carried out in the institution. The sessions shall include familiarizing the research activities carried out in different laboratories in the institute, organizing seminars and special lectures by eminent scientists on advanced topics of science research, field trips to special project sites etc. and other relevant topics of interest to create scientific temper among students.
3. The grant shall 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 Overhead charges etc.* The total expenditure shall not exceed **Rs 3.5 Lakhs**
4. The programme is sanctioned by KSCSTE as per the recommendation of the RAC. The grant will be released in two instalments with 50% grant as 1st instalment immediately on sanction of the programme. The second and final instalment will be released on successful completion of the programme and submission of report and financial statements.
5. The period of conducting the programme should be intimated to the Council by the Institution authorities/ Principal Co-ordinator.
6. The grant should be utilized for the purpose for which it is sanctioned. Reallocation of fund within the total outlay is normally not allowed. However, any such request shall be considered by KSCSTE on valid grounds, prior to the date of conducting the programme.

Signature of Principal Co-ordinator

7. Separate account shall be maintained by the institute for the grant received for conducting the programme and an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for any purpose other than the heads of expenditure sanctioned originally. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the programme shall be provided by the Institute.
8. 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.
9. On completion of the programme, the Principal Co-ordinator should furnish the Completion Report, along with Audited Utilization Certificate (UC) and Statement of Expenditure (SE) within one month of completion of the programme.
10. The *Student Feedback Form* shall be filled up and submitted by the students to the Co-ordinator on completion of the programme. A summary of the student feedback shall be reported in the final report on the programme.
11. The unutilized portion of the grant at the end of the programme shall be refunded to Council forthwith by DD in favour of the ***Member Secretary, KSCSTE.***
13. The institute will not entrust the implementation of the programme for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance.
14. KSCSTE may enforce additional guidelines for the operation of the 'SPEED' Orientation programme from time to time and the Institution/Principal Co-ordinator is required to observe such directions in the conduct of the programme.

We agree to the terms and conditions stated above.

Principal Co-ordinator

Head of Institution/Nominee

(Seal)