

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Awareness Programme on “Technological Advances in Transforming Women’s Lives”

Guidelines of the Scheme

1. Introduction

The scheme provides a platform for creating awareness on the use of Science & Technology for improving the day-to-day living conditions of women. As per the scheme, financial assistance is provided for conducting awareness programme on topics related to technologies and skills that are applicable at the local level and that lead to improving the socio-economic and living conditions of women.

The proposed programme shall be focused on topics such as *Clean water, Healthcare and Sanitation technologies, Use of energy saving techniques, Simple machineries for reducing drudgery at households, Development of simple electronic gadgets for improved household life, Information technology for local development, Water conservation and water efficient technologies, Nutrition & Food habits, Agricultural processing, products and practices, Organic farming etc.*

2. Who can apply

Scientists and Science Academicians working in Universities/ R&D Institutions/ Colleges and registered NGOs having minimum 3 years’ experience in the relevant field, are eligible to apply for financial assistance for organizing the programme.

3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued once a year, normally during June

4. How to apply

Application format is attached

5. Apply in prescribed format

➤ Format for budget proposal

The proposal may contain details of expenditure under different heads viz., (1) *TA & Honorarium for invited faculty*, (2) *Pre-seminar expenses*, (3) *Report and Stationery*, (4) *Local Hospitality (to be limited to Rs. 120/- per person)* (5) *Venue and Miscellaneous*. Maximum grant permitted for the One-day awareness programme is Rs. 30,000/-.

➤ Attach following relevant documents

i. Bio data of Co-ordinator (*not more than 2 pages*)

ii. Technical details on the seminar

iii. Details of previous programmes sanctioned/ grant received by the institute from KSCSTE during the past 3 years (*enclose the copy of UC*)

iv. Consent letter from all Resource Persons

v. NGOs & Self-Financing institutions applying for the programme should enclose the following copies additionally.

- Annual Reports of the preceding 3 years
- Audited Statement of Accounts of the preceding 3 years
- Memorandum of Association, Registration Certificate and Bylaws

6. Social Relevance and tangible output

The topics are focused on those technologies that can be applied locally and are cost effective so as to benefit the socially and economically weaker sections of the society. Each programme caters to about 100 women in remote and rural areas. The programme presentations are made in local language (Malayalam) to benefit the rural women. The programme would lead to improved awareness on technological advances which are adoptable for improving the living conditions of rural women

7. Commercialisation Efforts - Not Applicable

8. Maximum grant amount and duration

The maximum grant permitted for one-day awareness programme is Rs. 30,000/-.

9. Procedure of operation of the scheme

- Scrutiny of the Application : Preliminary Screening by WSD and final scrutiny, review and selection by Research Advisory Committee (RAC)

10. 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, SE & UC.
- **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:**
 - NGOs applying for the programme should have minimum 3 years experience in the relevant field.
 - Institutions who have received grant for conducting programme under the same scheme during the past two years are not eligible to apply
 - The topics for the programme should cover those technologies that can be applied locally and are cost effective so as to improve the socio-economic and living conditions of women.
 - The Co-ordinator should have qualification and expertise related to the topic of the proposal.
 - The Resource Persons should be from State-level and have technical expertise in handling the corresponding topics.
 - The presentations in the programme should preferably be in regional language (Malayalam).
 - The technical write-up from all Resource Persons, Programme invitation, Programme schedule etc. should be sent to Director, KSCSTE, well before the programme date.
 - Organizers 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 with the wordings '*jointly organized by KSCSTE*'

- Participants should be limited to 100, of which minimum 90% should be women. Women at local level including Kudumbasree and other self-help groups in the locality shall be selected as beneficiaries.
- The Awareness programme should be organised in association with the local administration
- **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.

11. 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.

12. Programme Completion documents

- Programme Report - One copy
- Lecture notes/ technical presentations of individual Resource Persons (*preferably in Malayalam*), hand-outs and other presentation materials distributed to the participants
- 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 are to be forwarded to the e-mail ID: wsd.kscste@kerala.gov.in)

13. 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

14. 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.

15. Guidelines for publication of programme output

All technical notes and hand-outs should be submitted both in hard and soft copies to KSCSTE. A compendium will be brought out by KSCSTE on yearly basis based on the deliberations in all programmes.

16. General Conditions

Selection is based purely on the status of the Institution, expertise of the Co-ordinator and merit of the proposal. Canvassing in any form will lead to disqualification.