

KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT

KSCSTE File No.

Name and Address of the Head of Institution authorize to receive grant:

Name of Organizing Institution:

Name & Address of Programme Coordinator:

Title of Training Programme:

Date of Programme:

Venue:

ENVIRONMENT MANAGEMENT TRAINING (EMT)-2019

TERMS AND CONDITIONS

1. The scheme termed as Environment Management Training (EMT)-2019 offers financial support to impart short training in environment management on areas listed in guidelines of the scheme.
2. The main objective of the Environment Management Training is to impart short term training in Environment Management (on areas listed in guideline) which will help to create awareness of concept and best practices in environment management to stakeholders. This scheme thus ensures training and man power development in environment management for better conservation and protection of environment. These programmes therefore must be designed in such a way to train professionals and other officials, NGO's, public (as an initiative), teachers and students. For training programme with students as target groups, the SC/ST students/researchers participation without gender bias must be encouraged and given preference. A field study/activity must be included in the programme.
3. The proposal for Environment Management Training is to be submitted in prescribed format following to guidelines available in the KSCSTE website. A day to day schedule of the training programme indicating the lectures planned as well as and field study is to be furnished with the proposal. The Budget estimates as per format is to be given on item wise head on realistic basis along with justification and giving details as in guidelines for the programme.
4. The Programme Co-ordinator should be a permanent faculty/ regular staff/ of the institution/ organization in the State (Biodata is to be enclosed in the proposal). In addition to a single Programme Co-ordinator, there must be two internal faculties from the host institute. In addition to the internal faculty, external resource person from Institutes/Organization engaged in the relevant areas must be involved in organizing the programme and the details is to be provided as per the format mentioned in guidelines. The consent letter of external resource person for participation of training programme must be enclosed in the proposal.
5. Eligibility criteria of NGOs proven by submitting a single attested copies of (a) Byelaw (b) the copy of Registration Certificate(c) Annual Reports and audited Statement of Accounts for the last 3 financial years ie ending by March (d) Date of registration of NGO under Societies Registration Act.
6. The maximum total cost of training programme should not exceed not more than an amount of Rupees Two Lakhs (Rs 2 Lakhs) for Environment Management Training as per the format available in KSCSTE website. The duration of the training programme must be for three to six days consecutive working days including field study. However, the minimum duration of training programme must be not less than three days with a single

- day of field activities. The number of participants for the training programme must be not less than 30 (thirty) and the training programme must be planned accordingly. Also 50% of participants must be from other organizations/institutions. A session on legal, policy framework, guidelines etc. related to relevant areas of Environment Management must be included in the training programme.
7. The amount sanctioned may be utilized exclusively to cover the expenses on the approved heads viz. - Organizing expenses, Honoraria and TA for resource person, Publicity Expenses, Publication Expenses (TA shall not exceed 25% of the total sanctioned amount from KSCSTE). There is no provision for TA for participants.
 8. The schedule of the training programme should be given wide publicity. The information regarding training programme should be circulated to all relevant institutions. At least 4 weeks' time should be given to the candidates for submitting applications through their institutes/organization. No registration fee/training fee should be charged from participants. For training with students as target groups, the SC/ST students/researchers participation without gender bias must be encouraged and given preference.
 9. In all publicity materials prepared for the training programme (banners, brochures, invitation cards, participation certificate etc) must be environment friendly and KSCSTE should be duly acknowledged stating either as 'jointly organized by Kerala State Council For Science Technology and Environment, Govt of Kerala' or 'Co-sponsored by Kerala State Council For Science Technology and Environment, Govt of Kerala'.
 10. Any change in the schedule of the training programme would require prior permission of KSCSTE.
 11. A training module must be made available to the participants at the beginning of the training programme. The module must contain day to day schedule of activities of training programme, list of faculty (both external & internal faculty), course content, abstract of lectures, details of field activities planned, photographs, illustrations, diagrams, pictures, if any to explain the activities, and references of important scientific/technical/general papers published by the programme coordinator and his/her group.
 12. For approved proposals, provisional sanction letter with budget details and suggestions to be incorporated in the programme if any, will be provided by KSCSTE to the Head of Institution for conducting the training programme within three weeks after scrutinizing the proposals. Both the Terms and Condition and detailed programme schedule, duly signed by programme co-ordinator and counter signed by Head of Institution are to be submitted to KSCSTE within one week (**as soft copy - coloured scanned copy as PDF file and less than 15 MB**).
 13. The Head of Institution/organization will be required to furnish audited State of Expenditure (SE) and Utilization Certificate (UC) (as per the format) within one month of completion of programme along with bank account details (as per the format) downloaded from the Council website www.kscste.kerala.gov.in. Documents received after one month from the date of start of programme will not be entertained for releasing the financial grant whatsoever may be the reason and will be summarily rejected. The number of participants in the programme should be ensured as per proposals.
 14. The audited Statement of Expenditure (SE) and Utilization Certificate (UC) submitted by Government Institution, Institutions under the Government, University Departments, R &D Institutions (state/central/ institutions under KSCSTE), must be signed by Financial Head. The audited SE &UC submitted by Government Colleges must be signed by Principal/ Head Accountant and SE & UC submitted by aided colleges, NGO's needs to be signed by a registered Chartered Accountant. Both the Statement of Expenditure and Utilization Certificate along with Bank Account details of Institution submitted to KSCSTE should be countersigned by Head of Institution with date and seal.

15. Each day to day activity should be documented and a legible report included with photographs, newspaper clipping etc, name and address of participants, feedback of both faculty and participants, report of field activities with photographs, the training module, certified by Head of Institution with audited SE &UC (as per format) and bank details of Institution (as per Council format) must be submitted to Director, KSCSTE in **soft copy (colored scanned copy less than 15 MB)** and email to directorkscste@kerala.gov.in.
16. The sanctioned amount will be released by electronic payment. The sanctioned amount will be released to the Head of Institution, only after the successful conduct of programme and subject to condition of the submission of required documents as cited above in prepara No.13.
17. The Programme –Coordinator should ensure that in all publicity materials prepared for the training programme (banners, brochures, invitation cards, training programme participation certificate etc), KSCSTE should be duly acknowledged stating either as Kerala State Council For Science Technology and Environment, Govt of Kerala or Co-sponsored by Kerala State Council For Science Technology and Environment, Govt of Kerala.
18. The Programme Coordinator and Head of Institution should ensure that the conditions stipulated as per KSCSTE are fulfilled and the programme is implemented as per the guidelines & terms and conditions.
19. The KSCSTE reserves the right to further restrict/deny payment for any programme, if the conditions laid down by KSCSTE are not adhered to.
20. We agree to the terms and conditions stated above.

Name and Address,
Signature of Programme Coordinator
with date

Name &
Signature of Head of Institution with
date & seal

OFFICE SEAL

Place
Date