

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Financial and Technical assistance for organizing Seminars/ Workshops/ Conferences/ Training Programmes on IPR

Guidelines

1. Intellectual Property Rights Information Centre - Kerala (IPRIC-K) of KSCSTE provides financial and technical assistance to Educational Institutions, University/ Govt. Departments, Research Institutions, Govt. Organizations, NGOs, Professional Bodies, for conducting Seminars/ Workshops/ Conferences/Training Programmes on Intellectual Property Rights (IPR).
2. Financial support will be provided only for physical programmes.
3. Notification inviting proposals under the scheme will be published in the Website of KSCSTE.
4. Submission of proposals under the scheme will be only through online mode, during the active period of Notification.
5. Details of the proposed programme including subject areas to be covered, date, venue, category of target group, expected number of participants, details of collaborating institution, item wise budget estimate, quantum of financial assistance sought from KSCSTE and Endorsement from the Institution shall be included in the proposal.
6. KSCSTE has to be duly acknowledged as 'jointly organized by 'KSCSTE - IPRICK' in all published materials, brochure, banner, other publicity materials, etc., related to the programme. The programme brochure may be sent to KSCSTE well before the programme.
7. Change of Programme date shall be made only with prior permission from KSCSTE.

Rules

These rules may be called the 'Rules for grant of financial and technical assistance for Seminars/Workshops/Conferences/Training Programmes on Intellectual Property Rights, conducted within the State'.

1. Financial and Technical assistance under these rules may be granted to Govt./University Departments, R&D Institutions, Educational Institutions (Schools, Colleges), Govt. Organizations, NGOs and Professional Bodies in the

State of Kerala for organizing awareness Seminars/ Workshops/Training Programmes on Intellectual Property Rights.

2. Regular Faculty members from Educational Institutions, Scientists from R&D Institutions, Regular Officials from Govt. Organizations and Office Bearers from NGOs/Professional Bodies can submit proposal under the scheme.
3. The maximum financial assistance provided by KSCSTE for organizing a one day Programme on IPR is **Rs.50,000/-** and for a two day programme, maximum amount will be **Rs. 75,000/-**.
4. Proposals for availing financial assistance will be initially scrutinized and the proposals which are complete in every respect will be placed in the Expert Committee constituted for the scheme. The Committee will evaluate the proposals and based on the merit, recommend the extent of financial support for the supported proposals, which will be subsequently approved and sanctioned at appropriate level in KSCSTE, subject to availability of funds. The list of sanctioned proposals will be published in the KSCSTE website. Offer letter/ regret letter will be issued to the Programme Co-ordinator, via email. If the terms and conditions in the offer letter are agreeable, the Programme Co-ordinator shall execute the Terms & Conditions (T&C) document of the scheme, endorsed by the Head of the Institution. Subsequently, Sanction Order will be issued to the Head of the Institution.
5. Initially, **50% of the sanctioned amount** will be released to the Head of the Institution as advance amount for organizing the programme. The balance amount will be released only after the successful conduct of the programme and subject to the submission of Report, audited financial statements (Utilization Certificate and Statement of Expenditure) in the prescribed format, list of participants, photographs and press clippings (if any). SE &UC has to be signed by the Accounts/Finance Officer in the case of Govt./University Departments, Govt./Aided Institutions/Organizations and by a Chartered Accountant in the case of Self Financing/ Autonomous Institutions and shall be countersigned by the Programme Coordinator and Head of the Institution. The documents shall be forwarded to the Director, KSCSTE, within **two months** from the date of the programme.
6. The programme should be organized within one month after the release of first installment.
7. The additional expenses, other than the sanctioned amount, if any, may be met by the organizers.

8. Only one proposal from a Department in the University and one proposal from an Institution/Organization will be considered for support in a financial year, in the normal course.
9. Since KSCSTE intends to ensure participation of maximum number of delegates, Delegate/Registration fee is normally not encouraged.
10. Financial assistance from KSCSTE shall be used for specific purposes to cover the expenditure on Honorarium, Accommodation, Local Hospitality & Travel Expense of Resource Persons, Stationery & Publicity Materials, Refreshments, Local Conveyance and other organizing expenses related to the conduct of the Programme.
11. The financial assistance shall be utilized exclusively to cover the expenditure on the approved heads. Utilization of the grant for any other purpose other than the approved heads shall not be entertained.
12. In order to ensure the quality of the programme, the faculty/resource persons of the Programme shall be arranged by KSCSTE-IPRICK. However, the Organizers may propose the suggested Resource Persons in the proposal and the final decision on this will be taken by KSCSTE. The organizers should provide a time slot for about 30 minutes for a presentation on the activities of IPRIC-K.
13. The Resource Persons for the programmes shall be eminent speakers in the field of Intellectual Property Rights from various Organizations. The organizers shall take care of the Resource Persons well with high degree of hospitality. Also, Honorarium and Travel Allowance shall be provided to the resource persons, as directed by KSCSTE-IPRICK.
14. The unutilized portion of the grant received from KSCSTE shall be refunded within one month of the conduct of the programme by DD in favour of Member Secretary, KSCSTE payable at Thiruvananthapuram.
15. The organizers shall 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 institution as assistance.
16. If the organizers fail to organize the Seminar/Workshop within the stipulated time, the released amount should be refunded to KSCSTE, within 10 days from the originally scheduled date of the proposed programme.
17. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, the organization/institution shall be disqualified from getting any further grants and administrative procedures

shall be enforced against such person/persons/Institution for realizing the amount of grant, as per rules.

18. The Council reserves the right to verify the accounts regarding the programme directly or by any authorized Officer. The detailed Accounts including all bills and vouchers shall be kept with the organizers for a minimum period of three years, for verification, if required.

19. The organizers/organizing Institution shall comply, with such other conditions as may be laid down from time to time in this regard and shall follow the directions made by KSCSTE for the smooth conduct of the programme.
