

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**

**Guidelines for organizing World Environment Day- 2019 Celebrations**

1. KSCSTE invites proposals for the observance of **World Environment Day- 2019** from Govt./Aided schools, Govt./Aided colleges/ Polytechnics/ITIs, Universities/ Departments, R&D Institutions of the Council and NGC District Co-ordinators. Registered Non-Governmental Organizations ( NGOs) eligible as per guidelines laid down by KSCSTE can also apply
2. Focal theme selected for World Environment Day- 2019 is: **“Air Pollution”**.
3. The proposals for World Environment Day- 2019 will be scrutinized and selection of institutions will be done based on merit and upon fulfilment of guidelines. Due to an influx of applications we receive, the sufficient number of proposals will be selected from those received on or before the due date. Hence all the institutions are encouraged to apply as early as possible. The decision of KSCSTE in the selection of institutions shall be final.
4. Incomplete applications shall not be considered
5. Only one proposal will be sanctioned to an institution.
6. Once the proposal is selected and provisionally approved, an offer letter will be send to the Programme Co-ordinator.
7. The extent of financial support from Council to institutions for conducting World Environment Day- 2019 will be as follows:

<b>Sl.No</b>	<b>Institution</b>	<b>Maximum Amount (in Rupees)</b>
1	Govt./Aided schools, ITIs	10,000/-
2	NGOs	15,000/-
3	Govt./ Aided Colleges, Polytechnics, R&D Institutions of the Council, NGC District Co-ordinators, other Research Organizations	20,000/-

8. World Environment Day- 2019 is celebrated on June 5<sup>th</sup>. However, the selected institutions may organize programmes on a convenient date between 5<sup>th</sup> June and 30<sup>th</sup> June ,2019. KSCSTE shall not provide any financial support for programmes conducted after 30<sup>th</sup> June ,2019.
9. KSCSTE should be duly acknowledged during the programme with the emblem and the following should be written in all the brochures, banners and other publicity materials associated with the programme: **‘Supported by Kerala State Council for Science, Technology and Environment’**
10. The programmes should be planned to generate awareness among the students, academia, and general public to realize the concern and do collective efforts to reduce air pollution and

improve the quality of air that we breathe. The following activities may be conducted as part of World Environment Day- 2019 - celebrations:

- a. Seminars, Symposia/ workshops on the focal theme
- b. Quiz competition, Elocution, Painting competition, Essay writing
- c. Popular lectures
- d. Theme based demonstrations
- e. Slide shows/ Film shows

The details of activity proposed shall be provided in the application

11. Each activity should be documented and detailed report should be sent to Council along with captioned photographs (hard copy) highlighting the impact and suggesting follow up activity on or before 31.07.2019.

12. The financial assistance will be disbursed to the Head of the Institution, only after the successful conduct of the programme, subject to the submission of satisfactory report and financial statements. Bank account details of the Head of the Institution should be attached with the application.

13. The financial assistance provided by KSCSTE shall be utilised towards honorarium, organising expenses, publicity materials, travel expenses and refreshments. Honorarium should be limited to Rs.1000/- per head and the maximum number of experts should be limited to three. Similarly, for publicity the maximum limit is Rs.3000/- and for refreshments Rs.7000/-

14. The Heads of institutions who have successfully organized the programme should forward the report on the activities along with photographs and duly signed Statement of Expenditure showing the budget heads, Utilization Certificate and bank account details of the head of the institution in the prescribed format on or before 31.07.2019. Soft copy of the same may also be forwarded to [directorkscste@kerala.gov.in](mailto:directorkscste@kerala.gov.in) Documents received after 31.07.2019 will not be entertained for releasing the financial grant whatsoever may be the reason and will be summarily rejected. The format for SE and UC can be downloaded from the website [www.kscste.kerala.gov.in](http://www.kscste.kerala.gov.in)

15. Proposals may be submitted to:

**The Director**  
**Kerala State Council for Science Technology and Environment**  
**Sasthra Bhavan, Pattom,**  
**Thiruvananthapuram 695004**  
**Kerala, INDIA.**  
Tel: 0471-2548213  
Email: [directorkscste@kerala.gov.in](mailto:directorkscste@kerala.gov.in)  
Website: [www.kscste.kerala.gov.in](http://www.kscste.kerala.gov.in)

15. Proposals in the prescribed format should be submitted so as to reach this Office on or before **30.04.2019**