

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT
Sasthra Bhavan, Pattom, Thiruvananthapuram -4.

Guidelines for implementing Projects/Programmes
under Science Popularization Programmes

I. Introduction

1. Science Popularization Programme (SPP) is a flagship programme of KSCSTE for the popularization of Science in the Kerala State.
2. Specific activities / tasks in identified theme areas, which enable science popularization through awareness programmes, folklores, short films, documentaries, exhibition, other Science movements etc. for specific target groups are sanctioned under this programme.
3. The focus of the programme shall be popularization of SCIENCE IN TOTO, including basic Science, Applied Science, Technology, Environmental science, Medical Science and other related area.

II. Theme Areas for SPP:

1. All projects under Science Popularization programme should be goal driven, deliverables oriented, and relevant to the theme areas suggested below.
2. The suggested theme areas are as follows:
 - Focal theme which will be declared by KSCSTE every year

Focal theme for 2019 :

- i. **Rebuilding Kerala and sustainable development**
- ii. **Climate change and resilience**
- iii. **International Year of Periodic Table of Chemical Elements.**

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OR

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| <ul style="list-style-type: none">▪ Agriculture▪ Water▪ Food▪ Fisheries▪ Health▪ Environment▪ Transportation | <ul style="list-style-type: none">▪ Climate Change & Global warming▪ Biodiversity Conservation▪ Waste management▪ Energy conservation▪ Traditional Knowledge▪ Innovative technologies |
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OR

- Any other scientific area of relevance for Kerala

III. Who can apply?

2. Faculty from Government/ Non-Government organizations/ Colleges, Approved or registered Institutions can be the Programme Coordinator (PC) and are eligible to apply under this scheme. Highly motivated individuals can also apply for the programme. In such cases, the individuals should identify a Collaborating Institution through which the funds will be routed and monitored.

2. The PC should be a faculty of the institution OR shall be office bearer of the applying NGO. It is desirable that the PC has at least a Bachelor's Degree in Science/Engineering or its equivalent qualification from a University. However, it is not a limiting factor as the Council promotes individuals who have real spirit and zeal to popularize science through appropriate media.

IV. Preparation of Proposals:

1. Target groups: Students, Teachers, Social workers, Youth Unemployed, self employed, Rural folk, Women, Various other sectors, farmers, workers, fishermen, LSG groups and Public at large.
2. The theme areas proposed to be popularised should form the backbone of the project.
3. Proposals targeting a larger target group shall get preference.
4. The duration of the programme shall be one year.
5. Budget estimate shall be under the following subheads. Honoraria (20%), Consumables (30%), Organizing expenses (20%), Travel (10%), Publicity (10%) and documentation (10%).
6. Percentage shown are indicative to standard projects. However, the Committee can decide the budget provision under each sub-head appropriately.

V. Submission of Project proposals:

1. Two copies of the project proposals in the prescribed format along with a soft copy in MS Word should be submitted.
2. Applications must have the endorsement from the Head of Institution and it should be forwarded by the Head of the Institution.
3. Proposals should be submitted to the Director, KSCSTE, Sasthra Bhavan, Pattom, Thiruvananthapuram-695 004.

VI. Procedure for proposal evaluation:

1. The project proposals in the prescribed format will be evaluated by the Science Popularization Committee (SPC) comprising of experts constituted for the purpose.
2. The Committee will decide the extent of financial assistance based on the merit of the proposal.
3. The financial grant for the project will be generally limited to Rs. 2 Lakhs. However, in case of high impact programmes, the ceiling may be raised to a maximum of Rs. 5 Lakhs, considering the merit of the proposal which shall be decided by the SPC.
4. The decision of KSCSTE based on the recommendations from SPC shall be final.

VII. Sanction order

Once the project is provisionally approved, the Programme Co-ordinator (PC) and Head of Institution should jointly execute an agreement in the prescribed format in a non-judicial stamp paper worth Rs.200/-. If the documents are in order, a formal sanction order will be issued.

- i. Copies of the sanction order will be sent to the PC and the Head of the Institution.

- ii. The first sanction order provides the detailed breakup of funds allocated under the different heads like Honoraria to the Resource Persons, Organizing Expenses, Travel Expenses, Publicity material, etc.
- iii. Any correspondence with the KSCSTE regarding the project should invariably quote the reference number and date and it should be addressed to the Council, attn: Concerned official by name.
- iv. After issue of KSCSTE order, the Council will take steps to effect the payment normally within two weeks. A copy of the letter issuing the cheque will be sent to the PC and all concerned.
- v. Format for submitting Utilization Certificate & Statement of Expenditure and progress reports are available in our website for reference.

VIII. Date of Commencement of Project & its Duration

- i. The duration of the project is normally one year and this will be specified in the First sanction order.
- ii. The project becomes operative with effect from the date of sanction order or receipt of the Draft/Cheque by the implementing Institution. This date should be intimated by the Institution authorities/ Programme Co-ordinator to KSCSTE.
- iii. The date of start of the programme shall in no case be later than one month after the receipt of the draft/ cheque by the Institution.

IX. The Programme Co-ordinator

- i. The PC should be a faculty of the institution OR shall be office bearer of the applying NGO. He/ She has the primary responsibility of the implementation of the project. Having accepted the responsibility for the implementation of the project, the PC should be committed to implement the project within the time frame and is expected to stay with the institution until the project is completed.
- ii. In case, the PC is shifting to another institution on new appointment/ transfer/long term deputation, the project shall be transferred to that institution with the mutual consent of both the institutions and of KSCSTE. Such requests for transfer of the project should be sent well in advance and should be accompanied with 'No Objection' certificates from both the institutions and the Endorsement Certificate from the new Institution.
- iii. In case the PC leaves the project due to unforeseen circumstances, it will be the responsibility of the Head of the Institution to ensure that the programme is implemented smoothly/ successfully without any delay. The implementing institution has an important role to ensure necessary action for the successful completion of the project, before relieving the PC.
- iv. The implementing Institution should provide necessary infrastructure facilities for the smooth implementation of the project.
- v. Normally only one project will be sanctioned to a Programme Co-ordinator or an Institution at a time by KSCSTE.

X. Project Implementation

1. Project shall be implemented according to the milestones/ road map proposed in the project.
2. The method of implementation shall include systematic observation, measurement and experimentation.
3. Programme Schedule/ Brochure/ Invitation card should be sent to KSCSTE in advance. Either a Scientist from KSCSTE/ expert member of Science Popularization Committee/ an expert nominated by KSCSTE will participate in the event.
4. PC shall furnish Progress Report of the activities on the project / programmes on quarterly basis (QPR). In addition, KSCSTE may designate Scientist/ Specialist or an Expert Panel to visit the Institution periodically to review the progress of the activities being carried out and to suggest suitable measures to ensure realization of the objectives of the project / programmes. During the Implementation of the project, the Institution shall extend necessary hospitalities to the visiting scientist/ specialist or the Expert Panel during the time of the visit.
5. Quarterly Progress reports(QPR) should be submitted with effect from the Date of start of the project.

XI. Release of grants and financial management

1. The grants for the project are released on the basis of requirements taking note of the technical progress and expenditure incurred. The first installment of grant is released along with the first sanction order and will indicate the budgetary allocation for the duration of the project under various heads.
2. The implementing institution shall maintain separate audited accounts for the project. Any interest earned should be reported to KSCSTE and should be reflected in the Statement of Expenditure.
3. Diversion of funds from the allotted heads is normally not allowed. Any reallocation/ re-appropriation of grants under different heads under exceptional circumstances requires prior approval of KSCSTE.
4. The recipient institution shall forward a Utilization Certificate and Statement of Expenditure (UC & SE) countersigned by the HOI to the effect that the grant has been utilized for the Science Popularization Programme for which it was granted. The Council reserves the right to call for original bills/vouchers for verification and necessary authentication.
5. Subsequent grant will be released only after the verification of the financial statements for the initial grant and also based on the recommendations of Science Popularization Committee.
6. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, steps shall be taken against such person(s)/ Institution(s) for realizing the amount of grant and they shall be disqualified for getting any further grants.
7. The institution shall not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant to other institution as assistance. In case the Institution fails to implement the project, it should refund to KSCSTE the entire grant at the earliest.

8. The Consumables sanctioned in the project should be procured at the earliest to avoid any cost escalation. The PC and the implementing Institution should complete all formalities in advance for placing the order. All equipment purchased for the project will become the property of KSCSTE, after the successful completion of the project (see also paras 13 and 14).
9. For permanent, semi-permanent or infrastructural assets acquired solely from the project grant, an audited record in the form of a register in the prescribed format shall be maintained by the Institution. The term "Assets" include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs 10,000/-. The Institution is required to send to KSCSTE list of assets acquired from the grant, and the Department in which the assets are entered in Stock Register.
10. The grant shall not be utilized for construction of any building unless specific provision is made for this purpose in the sanction order.
11. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior approval of KSCSTE.
12. At the completion/ termination of the project / programme, KSCSTE has the discretion to gift the assets to the Institution or transfer them to any other Institution if it is considered appropriate.
13. PC should submit the following documents to settle the accounts in this regard-
 - a) Utilization Certificate and Statement of Expenditure audited by a Chartered Accountant for the whole sanctioned amount in original, signed by PC and countersigned by the Hol.
 - b) Five copies of the project Completion Report signed by PC and countersigned by the Hol along with soft copy in CD.
14. The unutilized portion of the grant amount at the end of the project period, shall be refunded to KSCSTE forthwith by DD in favour of Member Secretary, KSCSTE.
15. The Utilization Certificate and audited Statement of Expenditure (UC & SE) should be countersigned by the Hol to the effect that the grant has been utilized for the specific purpose for which it was sanctioned. The final expenditure statement (audited) and programme report as well as utilization certificate shall be submitted within one months of completion of the project /Programme term.
16. The institution shall not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institution as assistance. In case the Institution is not in a position to implement or complete the project / programme, it should, forthwith, refund to KSCSTE the entire grant received by it or the balance grant as the case may be.

- XII. KSCSTE reserves the right to terminate the project/ programme at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
- XIII. If it is convinced that the grant has not been properly utilized, KSCSTE reserves the right to initiate steps for revenue recovery. Such Institutions will be black listed from getting any project under SPP or any other Schemes of the Council.
- XIV. Programme Co-ordinator should take initiatives to publish the programmes in media, TV channel and social media based on the Science Popularisation work done under the project and should acknowledge the assistance received from KSCSTE, indicating the scheme. PC are requested to provide copies of such media clipping, videos of the programmes emerging out of the project or press clipping in leading dailies, Journals.
- XV. (a) If the results of research are to be legally protected by way of patent/ copyrights, etc. the results should not be published without action being taken to secure legal protection for the research results.
(b) For Science Popularization Programmes including public functions or events, the institution has to duly acknowledge KSCSTE in the credits and publicity documents like brochures, banners, proceedings and in related public functions.
- XVI. The knowledge generated from the project shall be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the host Institution.
- XVII. The Science Popularization Committee or KSCSTE may enforce additional guidelines for the operation of the Science Popularization Scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the programme / work.

In case of any specific clarifications, please contact:

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