

Guidelines

I. Submission of Proposals

- i. The submission of proposals for financial assistance under SSW Scheme is **only through online**.
- ii. The proposals can be submitted throughout the year. The stipulated time frame for the online submission of proposal is as follows.

Category	Criteria	Time frame for Online submission
International	<i>if at least 10% of delegates and Resource persons are from other Nations</i>	<i>at least 3 months in advance of the proposed date</i>
National	<i>if at least 10% of delegates and Resource persons are from outside the State</i>	<i>at least 2 months in advance of the proposed date</i>
State level/ Regional	<i>if at least 10% of delegates are from various institutions in the State</i>	<i>at least one month in advance of the proposed date</i>

- iii. However the applicants are encouraged to submit the proposals well in advance.
- iv. If the proposal do not fit into the stipulated time frame for online submission, such proposals will not be considered in the Expert Committee for SSW Scheme.
- v. The details of the sessions, list of Resource Persons, number of outstation delegates, expected number of participants, details of International/National Advisory Committee, Organizing Committee and a write up on the significance of the programme for the State/Nation/academic advancement shall be provided.
- vi. Programme Brochure, Biodata of the programme convenor and Endorsement from the Head of Institution (Principal for School/College, Registrar of University for University Departments ; President/Secretary for NGO) should be uploaded at the time of online submission of proposals.
- vii. NGOs should upload the Registration Certificate at the time of online submission of proposals.
- viii. NGO should fulfill the **eligibility criteria** stipulated by KSCSTE, as per the Council (M) Order No. 129/2007/CSTE, dt. 25.10. 2005
- ix. Incomplete proposals shall not be considered.

II. Selection

- i. The proposals, which are submitted within the stipulated timeframe and complete in all respects will be placed in the Expert Committee of Seminar/ Symposium/Workshop Scheme for evaluation.
- ii. The periodicity of Seminar/ Symposium/Workshop Committee meeting is generally on a monthly basis.
- iii. The Committee will screen and recommend the extent of co-sponsorship for each proposal, which will be subsequently approved and sanctioned at appropriate level in KSCSTE, subject to availability of funds. .

III. Nature of support

- i. The scientific/technical contents of the events, thematic relevance, quality of programme, level of participation, etc. are the key components for deciding the extent of co-sponsorship for individual events.
- ii. In the case of programmes conceived, planned and organized with the co-sponsorship from KSCSTE, either alone or jointly with other organizations, the maximum permissible grant of co-sponsorship from KSCSTE will be as follows.

Seminar/ Symposium/ Workshop of duration	Maximum permissible Grant (in Rs.)		
	Regional/ State level** (with effect from 01.01.2018)	National	International
(i) Not exceeding one day	30,000/-	40,000/-	50,000/-
(ii) Two days	40,000/-	60,000/-	1,00,000/-
(iii) Exceeding two days	50,000/-	80,000/-	1,50,000/-

*** As per the Council (M) Order No. 325/2017/KSCSTE dated : 20.11.2017, the co-sponsorship for Regional/ State level programmes are enhanced.*

- iii. The grant as co-sponsorship may be utilized exclusively to cover the expenses on the approved heads – ‘Course materials, Publication of proceedings, Honoraria and TA for resource persons (TA shall not exceed 25% of the co-sponsorship from KSCSTE)’.

IV. Requirements

- i. If the programme is selected for co-sponsorship, organisers 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 as either 'jointly organized by KSCSTE' or 'Co-sponsored by KSCSTE'.
- ii. If the programme is selected for co-sponsorship, endorsement of the Head of the Institution in the Letter Head with office seal should be forwarded to KSCSTE by post.
 - iii. Invitation to general sessions, inaugural/valedictory sessions etc. Shall be sent to KSCSTE before the programme date.
 - iv. Change of venue and/or dates shall be with the proper permission of KSCSTE.
 - v. Financial assistance will be released to the Head of the Institution, only after the successful conduct of the Programme and subject to the submission of required documents which include Report on the programme along with photographs, copy of proceedings, souvenirs, list of participants certified by the Head of the Institution and audited financial statements.
 - vi. For National programmes at least 10% of the delegates and resource persons shall be from outside the State. Similarly, for International programmes, at least 10% of delegates and resource persons shall be from other Nations. If this condition is not satisfied, the programme will be treated as appropriately and the co-sponsorship amount shall be decided accordingly.
 - vii. The audited financial Statements (Utilization certificate and Statement of Expenditure in the prescribed format) and the necessary documents on the Programme shall be furnished to the Director, KSCSTE, within two months from the date of the programme. No requests received after 60 days of the programme shall in any case be entertained.
 - viii. In the case of Govt. Departments/ Autonomous institutions under the Government and Universities, audited SE and UC of the Financial Head Counter signed by the Head of the Institution is accepted. In the case of affiliated Colleges and NGOs, the audited SE & UC signed by a registered Chartered Accountant, countersigned by the Head of the Institution is accepted.
 - ix. If the programme is selected for co-sponsorship, NGOs should furnish the required documents as per Council Order regarding the eligibility criteria stipulated by KSCSTE.
 - x. The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
 - xi. The KSCSTE reserves the right to further restrict/deny payment for any programme, if the conditions laid down are not adhered to.
 - xii. The recipient organization shall comply, with such other conditions as may be suggested in the 'Guidelines' issued in this regard from time to time.
 - xiii. KSCSTE reserves the right to send a team of experts for physical examination, if required, during the time of programme and for verification of records.
