



KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT
Terms & Conditions for the conduct of Awareness programmes
(Workshop / Seminar) on Intellectual Property Rights

1. Financial assistance in the form of grant is provided by Patent Information Centre - Kerala (PIC- Kerala) of Kerala State Council for Science, Technology and Environment (KSCSTE) to the Organizations/Institutions for conducting awareness programmes on Intellectual Property Rights. Grant will be paid for specific purposes to cover expenditure on Honorarium, Accommodation, Local Hospitality & Travel Allowance of Resource Persons, Stationery & Publicity Materials, Refreshment, Local Conveyance and other Organizing Expenses.
2. Programme Co-ordinators (PC) from Government Organizations, Departments, Universities, R&D Institutions, Government/Aided/ Private Colleges, Schools, Premium NGOs, Professional Bodies, etc. are eligible to apply under this scheme.
3. The sanctioned amount will be disbursed only to the Head of the Institution/Organization by account payee cheque. The financial assistance may be utilized exclusively to cover expenditure on the approved heads. Utilization of the grant for any other purpose other than the approved heads shall not be entertained.
4. KSCSTE will disburse 50% of the sanctioned amount to the Organizer as advance amount and 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. Statement of Expenditure & Utilization Certificate shall be signed by a Chartered Accountant and countersigned by the Head of the Institution/Organization and the Programme Coordinator. The documents shall be furnished to the Member Secretary, KSCSTE, within two months from the date of the programme. The additional expenses, if any, other than the sanctioned amount may be met by the organizer.
5. The unutilized portion of the initial grant received from KSCSTE shall be refunded within one month of the conduct of the programme by DD in favour of Kerala State Council for Science, Technology & Environment, payable at Thiruvananthapuram.
6. The programme should be organized within one month after the release of first installment.
7. KSCSTE has to be duly acknowledged as 'jointly organized by PIC-Kerala/ KSCSTE' in all the published materials, brochure, banner, other publicity materials, etc, of the programme. The programme brochure may be sent to KSCSTE well before the programme.



8. In order to ensure the quality of the programme, the faculty/resource persons of the Programme shall be arranged by Patent Information Centre (PIC), KSCSTE. The organizers should provide a time slot for about 30 minutes for a presentation on the activities of PIC.
9. Since KSCSTE intends to ensure participation of maximum number of delegates, Delegate/Registration fee is normally not encouraged.
10. The institution shall not entrust the organizing of the Workshop/Seminar 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 organize the programme, it should, forthwith, refund to KSCSTE the entire grant received by it.
11. If the organizer fails to organize the programme successfully and within the stipulated time or not able to agree any of the conditions mentioned above, the grant amount should be refunded within 10 days from the originally scheduled date of the proposed programme, by DD in favour of Kerala State Council for Science, Technology & Environment, payable at Thiruvananthapuram. Also 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 for getting any further grants and steps shall be taken against such person/persons/Institution for realizing the amount of grant
12. 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.

We agree to the terms and conditions stated above.

By

Signature :

Date :

Name of the Programme Coordinator :

Designation :

Address :

Signature :

Date :

Name of the HOI:

Address :

Office Seal of the Institution