

KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT

ENVIRONMENT MANAGEMENT TRAINING (EMT)- 2019

GUIDELINES

1. The scheme is termed as Environment Management Training
2. This scheme offer financial assistance for short term training on Environment Management
3. Under the scheme, financial support will be offered to proposals on environment management areas like: a. agriculture including agriculture extension b. land improvement, implementation of land reforms, land consolidation and soil conservation c. Minor irrigation, water management and watershed development & climate change d. Social forestry and farm forestry e. Drinking water f. Non-conventional energy sources g. Health and sanitation, including hospitals, primary health centres and dispensaries h. Urban planning including town planning i. Regulation of land use and construction of buildings j. Water supply for domestic, industrial and commercial and solid waste management k. Regulation of slaughter house and tanners. l. biomedical/hazardous waste handling etc m. Urban forestry, protection of environment and promotion of ecological aspects n. Provision of urban amenities and facilities o. Public health sanitation, sanitary conservancy and solid waste management p. natural resources q. green technology etc.
4. The proposal for Environment Management Training Programme is to be submitted in prescribed format available in the KSCSTE website
5. As per call for proposal for FY 2019-2020, the proposals under the scheme must be submitted to Director, KSCSTE. A day to day schedule of the training programme indicating the lectures planned as well as a field study must be furnished with the proposal.
6. The Programme Co-ordinator should be a permanent faculty/ regular staff/ of the institution/ organization in the State. A biodata of Programme Coordinator must be attached with proforma at the submission of proposals. The details of internal faculty and external faculty engaged in relevant areas who are involved in organizing the programme with their consent letter must be included in the proposal.
7. The maximum total cost of training programme should not exceed not more than an amount of Rupees Two Lakhs (Rs 2 Lakhs) for Environment Management Training. The duration of the training programme can be for three to six days including field study. However the minimum duration of training programme must be not less than three days. The number of participants for the training programme must be not less than 30 (thirty) and 50% of participants must be from other organizations/institutions.
8. The proposals will be scrutinized by the Expert Committee for evaluation. The proposals will be screened and the extent of financial support for each proposal will be recommended by Expert Committee which will be subsequently approved and sanctioned at appropriate level in KSCSTE, subject to availability of fund. The decision of KSCSTE in the selection of Institutions shall be final.
9. The technical/scientific contents of the training programme, relevance of training programme, merit of proposal/ programme, level of participation, target groups and

- numbers, etc. are the key components for deciding the extent of financial support for individual programme.
10. Selection of NGOs will be based on the eligibility criteria as per the Council Order No. (M) 129/2007/CSTE, dtd. 25.10.2007. NGO's must produce their audited account statements for the preceding three years along with their proposals.
 11. For approved proposal provisional sanction letter with budget details will be provided by KSCSTE to the Head of Institution. Both the Terms and Condition and detailed programme schedule must be duly signed by programme co-ordinator and counter signed by Head of Institution and submitted to Director, KSCSTE. The terms and conditions must be submitted as per KSCSTE format available in the official website.
 12. The amount sanctioned may be utilized exclusively to cover the expenses on the approved heads viz. - Organizing expenses including field study, Honoraria and TA for resource person, Publicity Expenses, Publication Expenses (TA shall not exceed 25% of the total sanctioned amount from KSCSTE).
 13. The estimate of budget of programme as item wise head mentioned above must be given on realistic basis along with justification. The general items that can be included under organizing expenses are for infra structures charges including hall rent/audio visual equipments/ refreshments & food/local hospitality/training materials/stationary/transportation (local trips). The Expenses under the budget head Honoraria and TA for resource person would be for Honoria and TA of external faculty only (TA shall not exceed 25% of the total sanctioned amount from KSCSTE). The preferable items under Publicity expenses are for advertisements /public notices/ announcements /handouts/brochure/press/poster/ banner display etc. The preferable items that can be included under Publication expenses are for printing of report/ training module/, participation course certificate, recording of documentary of the programme if any).
 14. The Head of Institution/organization will be required to furnish audited State of Expenditure (SE) and Utilization Certificate (UC) along with Bank account details of Institution (that is attested by both programme coordinator and head of Institution) within One month of completion of training programme. Documents received **after one month from the date of start of programme** will not be entertained for releasing the financial grant whatsoever may be the reason and will be summarily rejected.
 15. The final report with photographs and news clipping, training module, list and feedback of participants both in hard and soft copies of the programme (less than 15 MB) endorsed by Head of Institution together with bank account details, audited Statement of Expenditure (SE) and Utilization Certificate (UC) as per the format available from the Council website www.kscste.kerala.gov.in, must be submitted to Director, KSCSTE.
 16. The sanctioned amount for the programme will be released by electronic payment. The sanctioned amount will be disbursed to the Head of Institution, only after the successful conduct of programme and subject to the submission of required documents as stated above.
 17. The bank account details of Institution, audited Statement of Expenditure and Utilization Certificate duly signed by the Head of Institution and Programme Coordinator must be

submitted to KSCSTE as per the format downloaded from the Council website www.kscste.kerala.gov.in.

18. The submission of audited Statement of Expenditure (SE) and Utilization Certificate (UC) must be based on Council (M) Order No.144/2017/KSCSTE dated 26.05.2017. The audited SE &UC submitted by Government Institution, University Departments, R &D Institution(state/central/ institutions under KSCSTE), must be signed by Financial Head. The audited SE &UC submitted by Government Colleges must be signed Principal/ Head Accountant and SE & UC submitted by aided colleges, NGO's needs to be signed by a registered Chartered Accountant. All Statement of Expenditure and Utilization Certificate submitted to KSCSTE should be countersigned by Head of Institution with date and seal.
19. In all publicity materials prepared for the training programme (banners, brochures, invitation cards, participation certificate etc), KSCSTE should be duly acknowledged stating either as 'jointly organized by Kerala State Council For Science Technology and Environment, Govt of Kerala' or 'Co-sponsored by Kerala State Council For Science Technology and Environment, Govt of Kerala'.
20. The schedule of the environment management training must be given wide publicity. For training sessions with students as target groups, the SC/ST students/researchers participation without gender bias must be encouraged and given preference. Also 50% of participants must be from other organizations/institutions.
21. A training module must be made available to the participants at the beginning of the training programme.
22. Lectures on legal, policy framework, guidelines etc. related to relevant areas of Environment Management must be included in the training programme.
23. Any change in the schedule of the training programme would require prior permission of KSCSTE.
24. Invitation for the programme must be sent to KSCSTE prior to programme date.
25. The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
26. The KSCSTE reserves the right to further restrict/deny payment for any programme, if the terms and conditions laid down are not adhered to.
27. The Organization/ Institution and proponent shall comply, with such other conditions as may be suggested in the guidelines of the programme.
28. 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.
29. The Organization/ Institution shall comply, with such other conditions as may be suggested in the guidelines of the programme.
30. 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, 0471 2548243

Website: www.kscste.kerala.gov.in; Email: directorkscste@kerala.gov.in

- 31.** Proposals in the prescribed format (including the soft copy of less than 15MB) should be submitted so as to reach this Office on or before **03 AUGUST, 2019.**