



# General Guidelines

for operating  
Schemes & Programmes  
of  
Kerala State Council for  
Science, Technology and Environment

4243296/2020/S&TD (A)



ഭരണഭാഷ-മാതൃഭാഷ



കേരള സർക്കാർ

സംഗ്രഹം

ശാസ്ത്ര സാങ്കേതിക വകുപ്പ് - കേരള സംസ്ഥാന ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിലിന്റെ പദ്ധതികളും പരിപാടികളും സംബന്ധിച്ച മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ശാസ്ത്ര സാങ്കേതിക (എ) വകുപ്പ്

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ഉത്തരവ്

കേരള സംസ്ഥാന ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിലിന്റെ പദ്ധതികളും പരിപാടികളും എന്ന പദ്ധതിയുടെ കീഴിൽ വരുന്ന എല്ലാ പ്രോഗ്രാമുകളുടേയും മാർഗ്ഗനിർദ്ദേശങ്ങൾ ക്രോഡീകരിച്ച് കൃത്യതയോടും വ്യക്തതയോടുമുള്ള കരട് മാർഗ്ഗനിർദ്ദേശങ്ങൾ 2 മാസത്തിനകം സമർപ്പിക്കേണ്ടതാണെന്ന വ്യവസ്ഥയോടുകൂടി, 3425-60-200-71(03)-36-പ്ലാൻ എന്ന ശീർഷകത്തിൽ നിന്നും ഒന്നാംഗഡുവായി ടി പദ്ധതിയ്ക്ക് 5 കോടി രൂപ പരാമർശം (2) പ്രകാരം അനുവദിക്കുകയുണ്ടായി.

2. ടി പദ്ധതിയുടെ കരട് മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അംഗീകരിയ്ക്കണമെന്നാവശ്യപ്പെട്ടുകൊണ്ട് കൗൺസിൽ മെമ്പർ സെക്രട്ടറി പരാമർശം (3) പ്രകാരം ശുപാർശ സമർപ്പിക്കുകയുണ്ടായി.

3. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു കേരള സംസ്ഥാന ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിലിന്റെ പദ്ധതികളും പരിപാടികളും സംബന്ധിച്ച മാർഗ്ഗനിർദ്ദേശങ്ങൾ (അനുബന്ധം) അംഗീകരിച്ച് ഇതിനാൽ ഉത്തരവാകുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

**പ്രൊഫ.ഡോ.കെ.പി.സുധീർ**

**എക്സ് ഓഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി**

മെമ്പർ സെക്രട്ടറി, കേരള സംസ്ഥാന ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിൽ, പട്ടം, തിരുവനന്തപുരം.

പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ/ഓഡിറ്റ്) കേരള, തിരുവനന്തപുരം.

ധനകാര്യ വകുപ്പ് [PU-C4/126/2019-FIN(1310131)] പ്രകാരം

വിവര പൊതുജന സമ്പർക്ക വകുപ്പ് (സർക്കാർ വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന്)

സ്റ്റോക്ക് ഫയൽ / ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം,

സെക്ഷൻ ഓഫീസർ

# **KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY & ENVIRONMENT (KSCSTE)**

**T**he Kerala State Council for Science, Technology and Environment (KSCSTE) is an autonomous body under the Government of Kerala, constituted in November 2002 to be an agency for change and development through Science and Technology. KSCSTE is the first State S&T Council in India, formed by synergistically amalgamating all the R&D Centres attached with erstwhile STEC in the Kerala State and aiming primarily to meet the developmental needs of the State through effective R&D interface. Accordingly, KSCSTE remould and engineer S&T sector as a catalyst in promoting a development process for socio-economic development of the State. Kerala State Council for Science, Technology and Environment (KSCSTE) has been constituted through the Government Order GO (P) No. 76/2002/STED dtd. 06-11-2002.

The Council promotes and activates programmes for increasing the stock of knowledge in science and technology, and helps fine tune policies which are significant for the sustained development of humanity. The Council prepares the road map for development through scientific research and innovation in technologies. Achieving excellence in basic research, promoting academia-industry interactions, strengthening indigenous initiatives, and building strong infrastructure, in addition to facilitating and developing a high quality science education system in the state are targeted goals of the Council. These goals are achieved through implementation of various schemes and programmes by the Council and the R & D organisations established by the Council.

There are seven R&D Centres of KSCSTE as given below:

1. Centre for Water Resources Development and Management (CWRDM)
2. Jawaharlal Nehru Tropical Botanic Garden & Research Institute (JNTBGRI)
3. Kerala Forest Research Institute (KFRI)
4. Kerala School of Mathematics (KSOM)
5. Malabar Botanical Garden and Institute for Plant Sciences (MBGIPS)
6. National Transportation Planning and Research Centre (NATPAC)
7. Srinivasa Ramanujan Institute for Basic Sciences (SRIBS)

KSCSTE is presently operating nearly 40 schemes and programmes for promoting and popularising science and technology in the Kerala State. All these schemes are instituted from time to time to the State developmental needs and social demand. These schemes and programs are implemented with clear and transparent guidelines, terms & conditions, and with strict norms to ensure full accountability and uphold quality of education and research. Each scheme follows a unique management model by which an Expert External Committee reviews the proposals, screen out low quality proposals and select the best projects, and also recommends the quantum of research fund, conduct thorough review periodically for monitoring the progress of the projects. All schemes are being operated through this similar fool proof mechanism upholding ultimate accountability for the research grants and scheme support. All the Expert Committees are constituted by the Executive Vice President of the Council, who is also the Chairman of the Executive Committee.

The necessary guidelines and other conditions are provided timely by the Executive Committee for the management of the schemes. Moreover, based on the user demand, institutional requirements, operational problems, and other administrative requirements, some improvements are incorporated in these schemes & programmes periodically with the approval of the Chairman of the Executive Committee.

As per the Orders from the Executive vice President (Council (M) Order No. 60/2019/KSCSTE dtd. 23-05-2019) regarding Implementation of Uniformity in Schemes & Programmes and also considering the technical requirements for switching over to the Online Submission of application forms, all the ongoing schemes and programmes are revisited and the guidelines, terms & conditions, funding pattern, selection procedures, etc. are made as uniform as possible for the schemes of similar nature and to follow a uniform and standardised pattern of operation to all the ongoing schemes & programmes. Such standardisation provides efficient governance and better operational easiness and at the same time offers visibility, accountability and transparency to all the schemes & programmes of the Council. This Report presents the General Guidelines of all the Schemes & Programmes of KSCSTE.

Any further changes, improvements or modifications on any aspect of any schemes are vested with the Chairman of the Executive Committee. The Executive Vice President may design new schemes/programmes on need base in line with these guidelines presented in this report and may also withdraw any scheme temporarily/permanently or abandon any scheme fully/partially and also revise the quantum of support for any scheme or modify/revise any operational guidelines from time to time. In case of any discrepancy, dispute, grievances on the schemes & programmes, the Executive Vice President will be the final appellate authority and the decision is binding.

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Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Science Research Scheme(SRS)</b>
2.	Beneficiary group	Scientists, Technologists and Academicians working in S&T institutions/academic institutions
3.	Objectives of the scheme in brief	Science Research Scheme aims towards promotion of R&D activities in the State both in fundamental and applied research.
4.	Time slot to apply	1st -30th June every year
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant.
6.	Quantum of support	Rs. 30 lakhs + overhead @ 10% of total expenditure subject to a ceiling of Rs.1.5 lakh.
7.	Duration of the project	Three years
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial scrutiny, Peer evaluation and presentation before an expert committee
10.	Mode of Application	Online(from January 2020)
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Science Research Scheme (SRS) Guidelines

### 1.Introduction

The scheme is constituted for the purpose of giving assistance in the form of grants to Scientists and Technologists working in S&T institutions/academic institutions in the State on R&D projects with particular relevance to scientific/research work to the economic and industrial development of the State.

This document provides guidelines for implementation of project proposals supported under the KSCSTE. The guidelines provide general information and the end result of this would be a smooth implementation of the project. The Council reserves the right to review these guidelines and modify them.

### 2. Who can Apply?

Proposals can be submitted by a full-time scientist/faculty of an academic institution, research laboratory and R&D organizations (Govt./Aided) in the Kerala State. The proposals that enable inter- institutional collaborative and inter-disciplinary research are encouraged.

The Principal Investigator (PI) has the primary responsibility in implementing the project. The PI should have Ph. D in the subject area. A minimum of one co-investigator is essential for implementing the project. It is necessary to ensure that the project is carried out by the project team in a cohesive manner.

Having accepted the responsibility for the implementation of the project, the PI should be committed to implement the project and should have no plans to go on long leave during the project period

### 3. Time slot to apply?

Once in a year (1st - 30th June of every year)

### 4. How to apply

Online mode from January 2020 onwards

### 5. Apply in prescribed format

The project proposal in the prescribed format along with a soft copy have to be submitted in the prescribed format for funding.

Attach all relevant documents viz; (a) Endorsement from the Head of Institution (on letter head) (b) Endorsement from the Head of Collaborating Institutions if any (on letter head) (c) Terms and Conditions signed by PI and the Head of Institution (d) Certificate from Investigators (e) Consent from Co - I (f) No pending SE/UC certificate (g) Project proposal including detailed bio-data of PI & Co-I (h) Name and address of experts/institution interested in the subject/outcome (i) Details of financial support received/receiving from KSCSTE etc..

#### Format for budget Proposal - Main heads

Sl No.	Item	Amount
1	Man Power - Salaries / Wages	
	i.Project Fellow    ii.ii. Technical Assistant	
2	Consumables	
3	Travel Expenses	
4	Contingencies	
5	Equipment	
6	Institutional Overheads (10% of total expenditure, subject to a ceiling of Rs. 1.5 lakh)	



- i. Man Power:
  - a. Project Fellow @ 22,000/month (Ist class M. Sc. in Basic/Applied Sciences/ B.Tech/ MCA) PG in Science/B.Tech.)
  - b. Technical Assistant @ 19,000/month (Ist Class Graduation in any branch of Science/ Ist Class Diploma in Engineering )B.Sc./Equivalent degree)
- ii. Consumables: (Chemicals, glass wares, research materials etc.)
- iii. Travel: Rs. 30,000/year (In exceptional cases, where the study involves extensive traveling, this can be relaxed)
- iv. Contingencies: Rs. 50,000/year (In exceptional cases, this can be relaxed)
- v. Equipment
- vi. Overheads @ 10% of total expenditure -subject to a ceiling of Rs. 1.5 lakh.

## 6. Social Relevance and tangible output

The proposal should clearly mention the social relevance of the project with tangible deliverables

## 7. Commercialisation Efforts

The proposal should clearly mention the possibilities of Commercialisation of the product/process.

## 8. Maximum grant amount.

Rs. 30 lakhs +overhead @ 10% of total expenditure subject to a ceiling of Rs.1.5 lakh

## 9. Procedure of operation of the scheme.

After receiving the project proposal it will be acknowledged with a reference number and other instructions if any, submitting for relevant documents. If the project proposal is as per the format and norms of Council it will be sent to referees for evaluation. Otherwise, it will be returned to the PI. Research proposals should be reviewed by a panel of reviewers (national level) prior to the selection by the expert committee.

## 10. Issuing Sanction Order

Once the project is approved, a sanction letter will be issued to the P.I. The total cost of the project is finalized based on the latest quotation(s) of equipment(s) approved under the project and other relevant documents related to manpower, contingencies etc. submitted by the Investigator. The sanction letter provides the detailed breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies etc.

The PI has to submit consent letter and willingness to undertake the project with the sanctioned budget and objectives. A formal sanction order will be issued by the Director on receipt of the consent letter.

First year grant shall be released to the Head of the Institution through electronic transfer. The implementing institute will maintain separate bank account and it should be reported to Council.

### a. Date of Start of the Project

The duration of the project is normally for 3 years and this will be specified in the first sanction order. The project becomes operative with effect from the date of sanction order or receipt of the grant by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council within one month. It will, in no case be later than one month after the receipt of the grant by the Institute.

### b. Submission of Progress Reports (HPR, AR).

Half year and annual progress report will be submitted regularly. The PI through the implementing Institute will furnish the Technical Progress report of the work carried out.

### **c. Progress Monitoring/Review procedure**

The Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute will provide all facilities to the visiting scientist/specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

This Council also organizes Group Monitoring Workshops (GMW) meetings. GMW shall be conducted periodically for keeping strict vigil on the progress of the project work by each PI. It shall be mandatory for all PIs who have completed one year to present the work in the Expert Committee meeting. Third year grant of a project shall be released only upon recommendation of the Committee during the GMW.

### **d. Periodic submission of SE & UC**

The recipient institution shall forward an audited utilization certificate and statement of expenditure (UC & SE) signed by PI and countersigned by the HOI to the effect that the grant has been utilized for the research works for which it was granted, to the Director, KSCSTE within 3 months of the completion of the project year. The UC & SE shall be furnished on a project year basis. The institution should maintain separate audited accounts for the project and the interest accrued should be reflected in the Statement of Expenditure and should be refunded (in the case of aided institution) to the Council.

Request for release of the next installment should be accompanied by the following documents: a) Audited Utilization Certificate and Statement of Expenditure for the previous project year (in original) b) Latest authenticated Statement of Expenditure including Committed Expenditure and interest accrued if any and a detailed Annual Progress Report.

After receiving Utilization Certificate & Statement of Expenditure, if unspent funds are available as per the U.C, the money for the subsequent years will be released after deducting the unspent amount. The request for grants should however reach the Council at least 30 days in advance.

The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be carried forward as per the sanction from the Council.

### **e. Other necessary conditions as per the scheme**

No premature closing is allowed except those wherein the RC/GMW has recommended closing of the project due to poor progress/non-compliance of the terms of implementation. The project sanctioned for 3 years cannot be closed prematurely owing to the PI leaving the place for better opportunities. There should be an institutional mechanism to transfer the project to the next eligible person, if available or to return the funds received till date to the Council.

In case, the PI is shifting to another institution on new appointment/ transfer/ long term deputation, the project could be transferred to that institution with the mutual consent of both the institutions and of this Council. 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.

In case the PI leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the PI subject to the approval of both PI, Co-I, Head of the Institute and KSCSTE. Such a request should be sent at least 4-6 months in advance along with a detailed bio-data of the Co-Investigator.

The PI as well as the implementing institution has the responsibility of informing the Council about any change in the status of the PI/ Co-Investigator including relieving them on short term deputation for a continuous period of 3 months or more. The implementing institution has an important role to play and in consultation with this Council should take steps to ensure successful completion of the project, before relieving the PI.

The implementing institute should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.

Normally only one project will be sanctioned to a scientist at a time by the Council.

All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the administrative rules/ service conditions of the implementing Institute. No reference on these issues should be made to the Council. The Council will have no liability, whatsoever, for the project staff after completion of the project duration.

Scale and emoluments for the posts not covered under this order are governed by norms prevalent in the implementing Institution or as may be decided by this Council.

#### **f. Conditions if the progress is not satisfactory**

Third year grant of a project shall be released only upon recommendation of the Committee during the GMW. This also shall be based on the publications in peer-reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.

If the GMW committee assessed the progress is not satisfactory, the project shall be terminated as per the recommendation of the committee. In such case, the PI is liable to comply the suggestions of the committee and to submit all the necessary documents for closing the project.

### **11. Release of further instalment of grant**

The second year grant would be released on the basis of expenditure incurred in the previous project year and expected expenditure in that year. Third year grant will be released only upon recommendation of the GMW Committee based on the publications in peer-reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.

The grant amount sanctioned for the Ist, IInd or IIIrd year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.

The audited Statement of expenditure and the Utilization Certificates are to be submitted on project year basis within a period of 3 months from the completion of the project year. (ie. if date of start of the project is 12.01.2015, then the first statement of account and utilization certificate will be for the period 12.01.2015 to 11.01.2016, the next statement will be for the period 12.01.2016 to 11.01.2017 and so on.)

## 12. Project Completion Report

On completion of the project, the PI through the Institute should send the following documents within 6 months of completion of the project period to this Council to enable us to settle the account:

- a) 3 copies of the Final Technical Report (FTR) in the prescribed format with soft binding (spiral binding and use plastic material should be avoided)
- b) 2 copies of Project Completion Report (PCR) in the prescribed format.
- c) One page abstract highlighting the outcome.
- d) Soft copy of FTR & PCR
- e) Consolidated audited statement of expenditure and utilization certificate.
- f) Asset transfer certificate in the prescribed format.
- g) DD/cheque for any unspent amount drawn in favour of Member Secretary, KSCSTE, Sasthrabhavan payable at Thiruvananthapuram.
- h) Reprints/copies of papers/patents/articles etc.

### Project Closure Certificate

Project closure certificate will be issued after completing all formalities including the refund of unspent balance if any.

## 13. Final review of the Project Report

The Final Technical Report (FTR) should be evaluated by referees with grading. The FTR submitted within 6 months after completion of the project shall be evaluated and graded by a committee of experts. Second project submitted by PIs belonging to the top 10% (based on grading) shall be allowed to present their new proposal directly before the Research Council Meeting (peer-reviewing is relaxed) for consideration of financial support. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.

### Dr. S. Vasudev Award

Final Technical Report (FTR) of the completed SRS projects will be processed for **Dr. S. Vasudev Award**. The FTR submitted within 6 months of the completion of the project period with publications in peer reviewed journals will only be considered for Dr. S. Vasudev Award. The Vasudev Awardee shall be allowed to present their 2nd project directly during the Research Council (RC) meeting (peer-reviewing is relaxed) for financial assistance

## 14. Re-appropriation of Funds and Extension details

Re-appropriation of funds within the total budget may be approved based on the recommendation of the GMW. Re-appropriation from manpower and equipment will not be normally allowed.

The extension will not be granted normally. In exceptional cases where the work could not be completed, PI should submit request for extension in the prescribed format, 6 months before completing the tenure and the request will be placed before the next Group Monitoring Workshop (GMW) for recommendation and further approval of Council.

## 15. Guidelines for publication of Research output/ IP Output

Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge KSCSTE for financial assistance in all the publication that have emanated from the project work during or after completion of the projects.

The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

Investigators are also requested to patent/publish the outcome of the project work in leading Journals. Patents shall be filed only with the concurrence of KSCSTE.

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

#### **16. General Conditions.**

The PI should be disqualified if attempting for any form of canvassing.

#### **Contact**

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Date:

Name and Address of the P.I:

Title of the Project Proposal:

### Science Research Scheme (SRS) - Terms and Conditions

1. The scheme is constituted for the purpose of providing assistance in the form of grants to full-time scientist/faculty of an academic institution, research laboratory and R&D organizations in the Kerala State with particular relevance to the economic and industrial development of the State. Grants will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.
2. Application for grant shall be made to the *Director, Kerala State Council for Science, Technology and Environment (KSCSTE), Sasthra Bhavan, Pattom, Thiruvananthapuram* in the prescribed proforma. The project proposal will include the quantum of assistance required, competence of the scientist who is doing the project and the facilities at the institution where the work is to be carried out. Research proposals should be reviewed by a panel of reviewers (national level) prior to the selection by the expert committee.
3. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of Statement of Expenditure (SE) & Utilization Certificate (UC). Audited SE & UC by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges countersigned by Head of the Institution should be submitted on an year to year basis.
  - a) The maximum amount that can be granted will be subject to a total of Rs.30 lakhs (excluding the overhead cost) for 3 years. The Research fellowship will be Rs. 22,000/month and 10% institutional overheads will be allowed which the institution can use at its discretion. However, the quantum of funding shall be subject to the recommendations of RC and approval of Council. Service tax, Vat, Annual Maintenance Contract (AMC), etc. should be included in the budget during project submission and the expenditure has to be met from the project heads itself.
  - b) Reallocation of funds within the total outlay and extension to the project period may be approved based on the specific recommendation of the Group Monitoring Workshop (GMW). However re-appropriation from manpower and equipments will not be normally allowed. The PI should present the request for re-appropriation and extension before the

(Principal Investigator)

(Head of Institution)

(Seal)

GMW for approval. Extension of duration of project beyond 6 months will not be granted normally.

- c) The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.
  - d) Research proposals from Central institutions can be supported only if the proposal has a collaborator from the State institution. The infrastructure support provided in the scheme shall invariably be given to the State institution. In very rare and deserving cases, the expert committee can recommend equipment to Central Government institutions; however, the final approval lies with the Executive Vice President of the KSCSTE
  - e) Even though funds are sanctioned for the whole duration of the project, third year grant of a project shall be released only upon recommendation of the Committee during the GMW. This also shall be based on the publications in peer-reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.
4. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.
  5. 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 the Council. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute for research purpose or transfer them to any other Institute if it is considered appropriate.
  6. The Institute/ PI will furnish Progress Report of the work half yearly and yearly basis. In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.
  7. At the time of seeking further instalment of grant, the Institute/ PI has to furnish
    - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original); b) Latest authenticated Statement of Expenditure including committed expenditure, for the year till the previous month; and c) Annual progress report counter signed by HOI within a period of 3 months from the completion of the project year.
  8. The grant amount sanctioned for the I<sup>st</sup>, II<sup>nd</sup> or III<sup>rd</sup> year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council.

(Principal Investigator)

(Head of Institution)

(Seal)



Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.

9. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be carried forward as per the sanction from the Council.
10. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. In all cases, the final expenditure statement as well as utilization certificate (audited) counter signed by HOI shall be insisted to be submitted within six months of completion of the project. On completion of the project, 3 copies of the final technical report and two copies of Project Completion Report on the work done in the project should be sent to the Council within 6 months of the completion of the project year
11. The institute will maintain separate audited accounts for the project. If it is found expedient to keep whole grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further instalment of grant. In the case of Government Institutions/Universities, the interest accrued can be waived.
12. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.
13. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.
14. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.
15. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the council for monitoring/evaluating the progress of the project.
16. The project becomes operative with effect from the date of receipt of Council order or the date on which the grant is received by the implementing Institution.

(Principal Investigator)

(Seal)

(Head of Institution)



This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the grant by the Institute.

17. No premature closing is allowed except those wherein the RC/GMW has recommended closing of the project due to poor progress/non-compliance of the terms of implementation. There should be an institutional mechanism to ensure successful completion of the project by the transfer of the project to the next eligible person, if available or to return the funds received till date to the Council.
18. Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from Council, indicating the scheme. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results. Patents shall be filed only with the concurrence of KSCSTE.
19. The executive Committee/Research Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.
20. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.
21. Projects not operational for more than one year may be treated as closed and the PI should be asked to submit detailed progress report and financial settlements and return any unspent money.

We agree to the terms and conditions stated above.

(Principal Investigator)

(Head of Institution)

(Seal)

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

**Application for Grant of Science Research Schemes (SRS)**

**I. Project Profile**

1. Project title
2. Project duration (months)
3. Total cost (incl. Foreign Exchange)
4. Foreign Exchange component :
  - a. Currency/Amount
  - b. Equivalent Indian Rs.
5. Name and Designation of Principal Investigator (PI)
  - a. Official address (E-mail id, Fax No., Office Ph. No., Residence Ph. No. & Mobile No.)
  - b. Date of entry in the present service
  - c. Date of superannuation
6. Name and designation of Co-investigators (No. of Co- Investigators may be limited to two).
  - a. Official address (E-mail id, Fax No., Office Ph. No., Residence Ph. No. & Mobile No.)
  - b. Date of entry in the present service
  - c. Date of superannuation
7. Institution where work will be carried out (Address, Telephone No., Fax No.)
8. Whether at present the P.I. is receiving/has received financial support from any schemes of the KSCSTE. If so,
  - a. Name of scheme, duration & date of start
  - b. Amount sanctioned and released
  - c. Whether completed.
  - d. Whether FTR submitted.
  - e. Whether account settled (Submit no pending SE/UC certificate in prescribed format.
9. Collaborating institution (s) /organization if any (Address, Telephone No., Fax No.)

Attach endorsement from the Head of the collaborating institution and consent of Investigators from the Collaborating Institute.

**II. Technical Information**

- A.** 1. Title of the Research proposal
2. Broad area  
(Physics/Chemistry/Botany/Zoology/Agriculture/Health/Earth Sciences/  
Atmosphere/Interdisciplinary)
3. Specific area
4. Scientific/Socio economic relevance and tangible output of the proposal
5. Commercialisation Efforts

**B.** Abstract (one page)

- C.** 1. Relevance vis-à-vis state needs
2. Status : (a)National Status,(b) International Status
3. Gap areas
4. Objectives
5. Detailed Methodology
6. Work plan including time schedule & chart

- D.** 1. Name & address and detailed bio- data of PI with E-mail id, Fax No., Office Ph. No.,  
Residence Ph. No. & Mobile No
2. Name & address and detailed bio-data of Co-I with E-mail id, Fax No., Office Ph. No.,  
Residence Ph. No. & Mobile No  
(Detailed bio-data of PI & Co-I should be included in each copy of the proposal)
3. Experience of PI in the concerned field (List of publication of PI in the relevant field)
4. Status of the projects currently with PI.

Title	Funding agency	Duration	Status

5. Relevance of the study to the knowledge upliftment

- E.** 1. List of equipment and facility available with the institution/PI.
2. Details of equipment/facilities indicating free time (%)
3. Details of equipment required
4. Self appraisal of the PI to execute the project

**F.** Budget (Limit within the following heads and a total amount of Rs. 30 lakhs excluding  
10% overhead to a maximum of Rs. 1.5 lakh)

**Item    1<sup>st</sup> Year   2<sup>nd</sup> Year   3<sup>rd</sup> Year   Total**

1. Manpower
  - i. Project fellow @ Rs 22,000/- P.M
  - ii. Technical assistant @ Rs 19,000/- P.M
2. Consumables
3. Equipment
4. Travel (Max. up to Rs.30,000/year. In exceptional cases, this can be relaxed)
5. Contingencies (Max. up to Rs.50,000/year. In exceptional cases, this can be relaxed)
6. Institutional over head (10%, Max. up to Rs.1,50,000/-)

Date.

Name & Signature of PI

Place.

(Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Engineering and Technology Programme (ETP)</b>
2.	Beneficiary group	Faculties of Engineering Colleges/Universities and Scientists of Research Institutions/Laboratories.
3.	Objectives of the scheme in brief	To promote high quality research in the emerging areas of engineering and technology by providing research grant to the Scientists of R&D Institutions and Faculty of Universities/ Engineering Colleges and thereby aiming to increase the R&D output of the Academic/ Scientific community.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Full – time Scientist/ Faculty of an Academic Institution, Research Laboratory and R&amp;D Organization in the Kerala State</li> <li>• Project Proposals are invited through notification in the website of KSCSTE, twice a year, generally during January and July. Proposals can be submitted during the time of notification.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant and Technical support
6.	Quantum of support	Rs.30 lakhs (Maximum for a project). The Implementing Institution will be eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs.1.5 lakh.
7.	Duration of the project	3 years
8.	Grant released to whom & mode of release	To the Head of the Institution through electronic fund transfer. Research grant is released as installments on annual basis.
9.	Selection process	Proposals are initially scrutinized and forwarded to five national level experts in the concerned field for peer review. The proposals which are worth considering, as per the reports from the reviewers, will be placed in the Research Council for Engineering and Technology Programme (RC-ETP). The RC-ETP assesses the objectives, scope, content and social relevance of the projects and recommends the nature and quantum of research grant to be provided to the approved projects.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Engineering and Technology Programme (ETP) Guidelines

### 1. Introduction

Kerala State Council for Science, Technology and Environment (KSCSTE) has introduced this scheme to encourage and promote research talents for the implementation of high quality research projects in the emerging areas of Engineering and Technology. Faculties of Engineering Colleges and Scientists from Research Institutions/Research Laboratories can submit proposals. Research Proposals received are scrutinized and then forwarded to national level subject Experts for peer review. Based on the recommendations from the reviewers, the eligible proposals will be placed in the Research Council for Engineering and Technology Programme (RC-ETP). The RC-ETP assesses the objectives, scope, content and social relevance of the proposals and recommends the nature and quantum of assistance to be provided to the approved projects. The maximum research grant for a project is Rs. 30 lakhs for a maximum duration of 3 years. Once the project is approved, financial sanction order will be issued, subject to certain terms and conditions. The following guidelines assist for smooth implementation of the project in conformity with those terms and conditions.

### 2. Who can apply?

- Proposal can be submitted by a full - time Faculty of an Academic Institution or Scientist from a Research Laboratory/R&D Institution in the Kerala State.
- Ph.D. is desirable for the Principal Investigator (PI) of the project proposal. Otherwise, he/ she shall be at least an M. Tech holder and the Co-investigator should be a Ph.D. holder.
- For interdisciplinary subjects, at least one of the Co-investigator should be an Expert with commendable experience in the specialized branch of Engineering of the study

### 3. Time slot to apply

Project Proposals will be invited through notification in the website of KSCSTE, twice a year, generally during January and July. The Proposals can be submitted only during the time of notification.

### 4. How to apply?

Proposals under this scheme shall be submitted in the prescribed format online in the website of KSCSTE. Proposals submitted in any other mode will not be considered.

### 5. Apply in prescribed format

- Format for budget proposal

No	Item	Rs.
1	Man Power - Salaries / Wages i. Project Fellow * ii. Technical Assistant **	
2	Consumables	
3	Travel Expenses ***	
4	Contingencies ****	
5	Equipment *****	
6	Institutional Overheads (10% of total expenditure, subject to a ceiling of Rs. 1.5 lakhs)	

**\*Project Fellow:**

@Rs. 22,000/- p.m. for the candidates having B.E./ B. Tech/ ME/ M-Tech or equivalent. (Please note that neither the PI nor the Co-investigator is eligible for any salary or honorarium from the project.)

**\*\*Technical Assistant**

@ Rs. 19,000/- p.m. for the candidates with Diploma in Engineering\*\*\*Travel Expenses @ Rs. 30,000/- (maximum) per year, relaxable in exceptional cases where the study involves extensive travel.

**\*\*\*Contingencies**

@ Rs. 50,000/- (maximum) per year.

**\*\*\*\*Equipment**

Generally, no major equipment for research are granted to Central Government Institutions in the state unless the proposal is in collaboration with an institute in the state, in which case the equipment support will be provided to the state institute. In exceptional cases, the RC-ETP can recommend equipment to Central Government Institutions, subjected to approval from EVP.

PI should submit budgetary quotation for the equipment to be purchased under the project.

The Principal Investigator shall submit the Endorsement from the Tie -Up Institution, Consent letter and Certificate from the Investigators in the prescribed format and it should be forwarded by the Head of the Tie -Up Institution. General Format of the Documents are available in the in the website of KSCSTE

## 6. Social Relevance and tangible output

Proposals which are having social relevance pertaining to the State are desired. The proposals that enable inter-institutional collaborative and inter-disciplinary research are encouraged. While fundamental research projects are supported, the applied research proposals should preferably address problems that are of generic concern/ interest to the state. Also, the tangible output of the proposed research project shall be clearly mentioned in the proposal.

## 7. Commercialisation Efforts

The efforts which will be made for commercialising the research output shall be clearly mentioned in the proposal.

## 8. Maximum grant

Maximum research grant up to Rs.30 lakhs will be provided to the approved proposals for a maximum duration of three years. In addition, the host institution will be eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs.1.5 lakh.

## 9. Procedure of operation of the scheme

### Scrutiny of the Application

On receiving the project proposal, acknowledgement with a reference number and other instructions, if any, will be issued. The project proposals are scrutinized thereafter.

### Peer review

Complete proposal as per the format and norms of KSCSTE will be sent to the referees for review. The proposal is sent to five national level experts in the concerned field for peer review. After getting the review reports from referees, the recommended proposal will be placed in the Research Council for ETP (RC-ETP) for final decision. The PI/ Co-PI will be invited to present the proposal before the RC-ETP. If all the referees are given negative reports, the proposal will be rejected and the PI may not be called for presentation in the RC-ETP.

**Presentation before Research Council**

The RC-ETP assesses the objectives, scope, content and social relevance of the proposed project and recommends the nature and quantum of assistance to be provided to the approved project. The decision of KSCSTE based on the recommendations of RC-ETP on such proposal shall be final.

**10. Issuing Sanction Order**

Based on the recommendations of the RC and with the approval of the competent authority, Offer letter with the recommendations of RC will be issued to the Principal Investigator/ Co-Investigator of the approved project. The PI accepting the offer shall execute the Terms and Conditions (T&C).

- If the documents furnished by the PI are in order, Sanction Order will be issued. The sanction order includes breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies, etc. The total cost of the project will be finalised based on the latest quotation(s) of the equipments approved under the project and other relevant documents related to manpower, contingencies, etc. submitted by the Principal Investigator.
- Copies of the Sanction Order will be sent to the Principal Investigator (PI) and Head of the Institution (Principal/ Registrar/ Director/ Comptroller etc.) Any correspondence with the KSCSTE regarding the project should invariably quote the reference number and date in the Sanction Order and it should be addressed to the Director, KSCSTE.
- After issuing Sanction Order from KSCSTE, the Council will take steps to effect the payment electronically.
- The research grant for the project is released on the basis of yearly requirements taking note of the technical progress and expenditure incurred. The 1st sanction order indicates the budgetary allocation for the entire duration of the project under various heads like Equipment, Manpower, Travel, Consumable, Contingencies, Institutional Overheads, etc. The 1st installment of grant (1st year grant) is released along with the 1st sanction order.
- Diversion of funds from Equipment, Manpower, etc., is normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior approval of KSCSTE. The Equipment sanctioned in the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institution should complete all formalities in advance for placing the order. There should not be a break/ time gap in between the project period. The project has to be done continuously and it shall end on expiry of approved duration.
- The institution shall not entrust the implementation of the work for which the grant is being sanctioned to another institution nor shall it divert the grant to other institution as assistance. In case the Institution is not able to implement the project, it should refund to KSCSTE the entire grant or the balance grant at the earliest.

**Date of Start of the Project**

The project becomes operative with effect from the date of sanction order or receipt of fund by the Implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to KSCSTE. The date of start of the programme should in no case be later than one month after the receipt of the fund by the Institution.

**Submission of Progress Reports**

PI shall furnish Progress Reports on the activities of the project on a quarterly basis. Quarterly Progress Reports (QPRs) should be submitted with effect from the Date of start of the project. In addition, PI shall also submit 3 copies of the Annual Technical Progress Report of the work carried on the project on project- year-basis within 3 months of completion of project year calculated from the date of start of the project.



### **Progress Monitoring/Review procedure**

KSCSTE may organise Group Monitoring Workshops wherein the PIs/ Co-Investigators and Research staff will be invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any mid term requests by the PIs for additional grant/ extension in duration etc. are considered by KSCSTE. Subsequent release of grant would be based on the reviewing and monitoring committee's recommendations.

Based on the assessment of the progress of the project, the ongoing projects are awarded with grades. Grade which is awarded based on the progress of the project should be at least 6.0 for further pursuing the project. If the grade is below 6.0, then the project will be terminated, and the balance amount will not be released.

### **Periodic submission of SE & UC**

The Tie -Up Institution shall forward the audited financial statements-Utilization Certificate (UC) and Statement of Expenditure (SE) countersigned by the Head of the Institution to the effect that the grant has been utilized for the research work for which it was granted.

Audited Utilization Certificate and Statement of Expenditure (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Self financing and Aided Institutions) of the previous year in the prescribed format should be furnished within three months of completion of the project year calculated from the date of start of the project (This period will be referred to as the project year- I, II, III respectively w.e.f. the date of start of the project.) The project year- I is calculated from the date of start of the project and not based on the financial year. [e.g. If the date of start of the project is 01.11.2019, the project year - I will be from 01.11.2019 to 31.10.2020 and not from 01.11.2019 to 31.03.2020]

The Tie-Up Institution will maintain separate audited accounts for the project. Any interest accrued should be reported to KSCSTE and should be reflected in the Statement of Expenditure.

### **Other necessary conditions**

#### Principal Investigator (PI) & Co-Investigator(s) and the Implementing Institution

- The project team consists of the PI, Co-Investigator(s) and the project personnel appointed as per the sanction order. There can be a Project Advisor also, if the PI wishes. The advisor shall be a senior fellow in the field with reputation and experience in handling such Projects. The PI has the primary responsibility of the implementation of the project. It is necessary to ensure that the project is carried out by the project team in a cohesive manner. Periodic meetings of the team are essential for this purpose.
- Once the project is sanctioned, PI should furnish the following documents.
  - Date of start of the project
  - Details of the Project personnel recruited and copy of Appointment Order.
  - Specifications and Quotation of the equipment purchased.
  - Purchase procedures followed by the implementing institution
- KSCSTE's name should be engraved or affixed permanently on all equipment /instruments procured and also in the fabricated ones under the ETP programme of KSCSTE like Procured under the ETP project sanctioned from KSCSTE' .
- In case of PIs who would be superannuating during the duration of the project, association of a "in service" Co-Investigator should be ensured. On the superannuation of the PI, the Co-Investigator could be considered as the PI subject to the approval of the Head of the Institution and KSCSTE. In such cases, the Institution authorities should inform to KSCSTE, well in advance, about their "no objection" for providing the infrastructural facilities to the PI assigned for

implementation of the project after his superannuation. However, it is suggested that the PI should ensure that the project term is well within the superannuation period. PI may apply accordingly for easy file handling.

- Having accepted the responsibility for the implementation of the project, the PI should be committed to implement the project over its duration and should have no plans to go on long leave.
- In case, the PI is shifting to another institution on new appointment/ transfer/ long term deputation, the project could 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.
- In case the PI leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the PI subject to the approval of the Head of the Institution and KSCSTE. Such a request should be sent at least 4-6 months in advance along with a detailed bio-data of the Co-Investigator and with consent letter from PI and Head of the Institution.
- The PI as well as the implementing institution has the responsibility of informing KSCSTE about any change in the status of the PI/ Co-Investigator including relieving them on short term deputation for a continuous period of 3 months or more.
- The Implementing Institution has an important role to play and in consultation with KSCSTE should take steps to ensure successful completion of the project, before relieving the PI or make proper alternative arrangements for ensuring the successful completion of the project.
- PI should strictly adhere to the purchase procedures of the implementing institution for the purchase of equipment sanctioned for the project.
- The implementing Institution should provide necessary infrastructure facilities which should be adequate for smooth implementation of the project.
- Normally only one project will be sanctioned to a Scientist/Researcher at a time by KSCSTE. The PI can submit further proposals only after the successful completion of the sanctioned project. In case of budget constraints, preference will be given to the projects which are applied for the first time.
- A maximum of two projects shall be granted to a PI. In case of exceptionally worthy project proposals, such cases shall be decided separately by KSCSTE
- For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, 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 1,000/-. The Institution is required to send to KSCSTE list of assets acquired from the grant. The grant shall not be utilised for construction of any building unless specific provision is made for this purpose in the sanction order.
- All the assets acquired from the grant shall be the property of KSCSTE and should not be disposed off or encumbered or utilised for any purpose other than those for which the grant had been sanctioned, without the prior sanction of KSCSTE.
- After completion/ termination of the project, KSCSTE shall be free to sell or otherwise dispose off the assets which are the property of KSCSTE. The Institution shall render to the Government necessary facilities for arranging the sale of these assets. KSCSTE also has the discretion to gift the assets to the Institution or transfer them to any other Institution if it is considered appropriate and justified.

### Project Staff

- Selection of project personnel shall be as per the general procedure. The advertisement inviting applications for the post of project personnel should be notified through leading news papers (at least 3 leading dailies.)
- In the case of selection for Project Fellow with higher qualification and higher emoluments, a representative from KSCSTE shall be nominated as an invitee to the Interview Board.
- PI should furnish the details of the Project personnel recruited in the project along with a copy of Appointment Order. If a vacancy arises in the due course, details of new project personnel appointed should also be reported promptly.
- All the personnel including research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions of the implementing Institution. No reference on these issues should be made to KSCSTE and that KSCSTE will not be responsible for such appointments.
- The KSCSTE will have no liability, whatsoever, for the project staff after completion of the project duration and cannot make any claim either to the implementing institution or to KSCSTE for any type of appointment.
- Scale and emoluments for the posts which are not covered under this order are governed by norms prevalent in the implementing Institution.
- **Conditions if the progress is not satisfactory**
- During the progress monitoring/ review, if the project is awarded with 'E' grade, which means progress is poor, then the project will be terminated and the balance amount will not be released.
- KSCSTE reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. Also, the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring/evaluating the progress of the project.

### **11. Release of further installment of grant**

- The subsequent installment of grant would be released annually on the basis of expenditure incurred in the previous project year & expected expenditure in that year. Annual Technical Progress Report and Audited Utilization Certificate and Statement of Expenditure of the previous year in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Self financing and Aided Institutions) including committed expenditure for the next year shall be forwarded through the Head of the Institution within 3 months of the completion of project year.
- If substantial funds are available after verifying the Utilization Certificate & Statement of Expenditure, amount will not be released. If the funds are nearing to be over during the middle of the year, a Statement of Expenditure should be submitted for the interim release of grant. The request for grant should however reach KSCSTE at least 30 days in advance.
- In the case of project duration exceeding one year, the unspent amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically adjusted towards the release of subsequent grants, unless or otherwise specified.

### **12. Project Completion Report**

On completion of the project, the Principal Investigator through the Tie - Up Institution shall submit 2 copies of the bound volume of the Project Completion Report (PCR) in the prescribed format (soft binding or spiral binding without using plastic material) along with soft copy. The PI shall also submit 3 copies of the Final Technical Report

(FTR) in the prescribed format. Along with PCR and FTR, the Asset Transfer Certificate duly signed by the Head of the Tie -Up Institution shall also be submitted in the prescribed format.

### 13. Final review of the Project Report

On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable us to settle the accounts:

- a. 3 Copies of the Final Technical Report (FTR) in the prescribed format.
- b. 2 copies of the Project Completion Report (PCR) in the prescribed format;
- c. Soft Copy of FTR and PCR.
- d. Consolidated audited Statement of Expenditure and Utilisation Certificate;
- e. Asset Transfer Certificate in the prescribed format;
- f. DD/Cheque for any unspent amount with the Institution in favour of Member Secretary, KSCSTE.

The above documents must be submitted within 6 months of completion of the project. A review will be arranged for all the completed projects. The Final Technical Report (FTR) will be evaluated by the Research Council (RC) and are awarded grades based on the research output. Top graded projects will be given awards and considered for second phase funding after presentation. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.

### 14. Re-appropriation of Funds and Extension details

- Re-appropriation of funds within the total budget may be approved based on the recommendation of RC-ETP. Re-appropriation from man power and equipment will not be normally allowed.
- The extension of duration of the project will not be granted normally. In exceptional cases where the work could not be completed within the stipulated time, PI should submit request for extension in the prescribed format, six months before completing the tenure. The final decision will be based on the recommendations of RC-ETP.
- 

### 15. Guidelines for publication of Research output.

- i) Investigators who wish to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from KSCSTE.
- ii) The Investigator(s) should not enter into any collaboration with a foreign party (individual/ industry) without prior approval of KSCSTE.
- iii) Investigators are also requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
- iv) If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the results.
- v) The knowledge generated from the project will 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.

### 16. Guidelines for IP Output generated

Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Tie-Up Institution.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

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

Grant under Engineering and Technology Programme (ETP)

**KSCSTE- ETP- Terms and Conditions**

**Title of the Project Proposal:**

**Name and designation of Principal Investigator (PI):**

**Address of the Institution:**

**File No.:**

1. The scheme is constituted for the purpose of providing assistance in the form of grants to researchers for the implementation of high-quality research projects in the field of Engineering and Technology, with particular relevance to the State of Kerala in the economic and industrial development. Grant will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.
2. The assistance for the project will be for a maximum period of ..... years. Sanction will be given for the full period of investigation, but fund will be released only in installments and subsequently subject to satisfactory completion of the work and submission of audited Utilization Certificate (UC) & Statement of Expenditure (SE). The UC & SE shall be furnished on project year-to-year basis.
  - (a). The quantum of funding shall be based on the recommendations of Research Council for Engineering and Technology Programme (RC-ETP) and approval of Council.
  - (b). Reallocation of funds within the sanctioned budget may be approved based on specific recommendation. However, re-appropriation from manpower and equipment will not be normally allowed. The PI should submit application for reallocation and extension well before time. Extension of duration of project beyond 6 months will not be granted normally.
  - (c). The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council Order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.
3. For permanent, semi-permanent assets acquired solely or mainly out of the project grant, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific

provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.

4. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.
5. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
6. Principal Investigator/Institute shall furnish Progress Reports on the activities of the project on quarterly basis. Quarterly Progress Reports (QPRs) should be submitted with effect from the Date of start of the project.
7. The Institute/ PI should furnish Annual Technical Progress Report (APR) on the project work on an yearly basis (ie. if the date of start of a project is 10.11.2019, the first Annual Technical Progress report shall be for the period 10.11.2019 to 09.11.2020, the next will be from 10.11.2020 to 09.11.2021 and so on). In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute should provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project, 3 copies of the Final Technical Report (FTR) and 2 copies of the consolidated Project Completion Report (PCR) on the work done in the project, in the prescribed format (soft binding or spiral binding without using plastic material), should be sent to the Council.
8. At the time of seeking the further installment of grant, the Institute/ PI has to furnish the following documents:
  - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of self financing and aided institutions) for the previous project year in the prescribed format (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure for the year, till the previous month;
  - c) Annual Technical Progress Report, if not sent earlier.
 These documents must be submitted within 3 months of completion of project year.
9. The Audited Financial Statements (Utilization Certificate and Statement of Expenditure (UC & SE)) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned. The final audited Utilization Certificate and Statement of Expenditure, Final Technical Report (FTR) and Project Completion Report (PCR) shall be submitted within six months of completion of the project.



10. A review will be arranged for the completed projects. The Final Technical Report (FTR) will be evaluated by the Research Council (RC) and are awarded grades based on the research output. Top graded projects will be given awards and considered for second phase funding after presentation. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.
11. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the unspent amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically adjusted towards the release of subsequent grants, unless otherwise it is specified.
12. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grant and steps shall be taken against such person/persons for realizing the amount of grant.
13. The institute shall maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further installment of grant.
14. The Institute will 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 Institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.
15. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.
16. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's Order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.
17. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. Also the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring or evaluating the progress of the project.

18. The project becomes operative with effect from the date of receipt of Council Order or the date on which the amount is received by the Implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council. It will, in no case be later than one month after the receipt of the amount by the Institute.
19. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.
20. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from Council, indicating the scheme. Investigators are also requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
21. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.
22. Research Council/ KSCSTE may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.
23. The knowledge generated from the project will 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 Implementing Institution.

We agree to the terms and conditions stated above.

**Signature with date:**

**Name and address of  
Principal Investigator**

**Signature with date:**

**Name and address of  
Co-Investigator**

**Signature with date:**

**Name and address of  
Head of the Institution**

**Office Seal with date**



**Kerala State Council for Science, Technology and Environment**

**ENGINEERING AND TECHNOLOGY PROGRAMME**

**List of documents to be attached**  
(Tick the appropriate items submitted)

- Project proposal in the prescribed format.
- Endorsement from the Head of Institution (on letter head)
- Endorsement from the Head of Collaborating Institutions, if any (on letter head)
- Certificate from Investigator(s)
- Detailed Bio-data of P.I. and Co-Investigators.
- Budgetary Quotation for the equipment to be purchased
- List of experts interested in the subject area with full contact details.
- Details of financial support received/ being received from KSCSTE
- Certificate of non-pending SE/UC with KSCSTE.

**PROFORMA FOR APPLICATION**

**A. PROJECTPROFILE:**

1. Title of the Research project proposal:
2. Broad Subject Area:
3. Project Category: (Put ✓mark)
  - Basic Research
  - Applied Research( Process/ Product Development)
  - Technology Development
  - Any other
4. Application of the project:
5. Name of the Principal Investigator(PI)
6. Designation of PI
7. Official Address (*Office Phone No., Residence No., Mobile No. & e-mail id are mandatory*)
8. Date of Birth:
9. Date of entry in the present service:
10. Date of superannuation:
11. Sex: Male/Female
12. Name and designation of Co-investigators
13. Official address (*Office Phone No., Residence No., Mobile No. & e-mail id are mandatory*)
14. Date of Birth:
15. Date of entry in the present service:
16. Date of superannuation:
17. Sex: Male/Female
18. Institution where research work will be carried out (address, telephone, fax, telex,gram)

19. Collaborating institution(s)/organization (address, telephone, fax, telex,gram)
20. Project duration (in months)
21. Total cost (incl. Foreign Exchange)
22. Foreign Exchange component:
  - a. Currency/Amount
  - b. Equivalent Indian Rs.

## B. PROJECT DETAILS:

- I. Title of the Research project proposal:
  - II. Specific branch of Engineering:
  - III. Project Summary (Abstract in maximum 150words):
  - IV. Key words ( maximum 6nos):
  - V. Review of status of Research & Development in the subject:
    - Details of Literature Survey carried out:
    - International status (*to highlight the state of the art technology at international level*):
    - National Status(*to highlight the present state of the art technology and up- to- date status*):
    - Scientific/Socio economic relevance of the proposal:  
(Specify whether the project addresses any special issues relating to the State)
    - Importance of the proposed project in the context of the current status including the gap areas:
    - Patent details in the current field, if any.
  - VI. Specific Objectives of the project:
  - VII. Workplan
    - i. Methodology:
    - ii. Time schedule of activities giving milestones (*Provide a Gantt chart*)
  - C. Suggested Plan of action for utilization of research outcome expected from the research including time schedule & chart
- BUDGET DETAILS:**

### I. Budget Summary #

Sl. No.	Item	1st Year	2nd Year	3rd Year	Total (Rs.)
1.	Manpower- Salaries/Wages i. Project Fellow ii. Technical Assistant				
2.	Consumables				
3.	Travel				
4.	Contingencies				
5.	Equipment				
<b>Subtotal</b>					
6.	Institutional overhead (10% of total expenditure, subject to a ceiling of Rs. 1.5 lakhs)				
<b>Grand Total</b>					

# Entries here should match with those given in the following Tables in sections C-I.1 to C-I.5 . Justification for each item is to be given in the respective section following it.

### C- I.1 Budget for Salaries/Wages:

Designation & No. of Persons	Monthly emoluments**	Budget			Total Amount (Rs.)
		1 <sup>st</sup> Year (m.m.*)	2 <sup>nd</sup> Year (m.m.)	3 <sup>rd</sup> Year (m.m.)	
Total					

\*m.m.: man months to be given within brackets before the budget amount

#### \*\* Monthly emoluments

1. Project Fellow:

@ Rs. 22,000/- p.m. B.E./ B. Tech /ME/M. Tech or equivalent.

2. Technical Assistant

@ Rs. 19,000/- p.m. for candidates with Diploma in Engineering

(Please note that neither the PI nor the Co-investigator is eligible for any salary or honorarium from the project.)

Justification for the Manpower Requirement

### C- I.2 Budget for Consumable Materials:

Item	Quantity	Unit Price	Budget			Total Amount (Rs.)
			1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
Total						

Justification for costly Consumables:

### C- I.3 Budget for Travel:

Only inland Travel	Budget			Total Amount (Rs.)
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
Total				

Justification for intensive Travel, if any:

### C- I.4 Budget for Contingencies:

Item	Contingency Cost	Budget			Total Amount (Rs.)
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
Total					

Justification for Specific costs under contingencies, if any:

### C- I.5 Budget for Equipment:

Sl. No.	Generic Name of the Equipment (along with make & model*)	Imported/ Indigenous	Estimated Costs** (Rs)	Spare time for other users (in %)
Total				

\*Attach budgetary quotations for the Equipment required under the project.

\*\*includes transport, insurance and installation charges

Justification for the proposed Equipment:

**List of facilities being extended by the Institution for the project implementation:**

**i. Infrastructural Facility**

Sl. No.	Infrastructural Facility	Yes/No/ Not Required/ Full or Sharing Basis
1.	Workshop facility	
2.	Water & Electricity	
3.	Power Generator	
4.	AC Room or AC	
5.	Telecommunication including e-mail & Fax	
6.	Transportation	
7.	Administrative/ Secretarial Support	
8.	Information facilities like Internet/ Library	
9.	Computational facilities	
10.	Laboratory Space /Furniture	
11.	Laboratory facilities	
12.	Any other special facility being provided	

**ii. Equipment available with the Institution**

Equipment available with	Generic Name of Equipment	Model, Make & Year of purchase	Remarks Including accessories available	Current Usage of the equipment
PI's Department				
Institution				

**D. Details of PI & Co-Investigator:**

1. Detailed bio-data of the Principal Investigator (s) and Co-Investigator(s) including Name, address, contact No., date of birth, Institution address, academic qualification, publication list, patents list if any, list of projects implemented.
2. Name & address of Co I with fax/phone/e-mail
3. Experience of PI in the concerned field
4. List of Publications by the PI and Co-I.

**E. Status of other projects:**

1.Details of Completed research projects handled by the PI with the support from other funding agencies

<i>Title</i>	<i>Funding agency</i>	<i>Year of sanction &amp; duration</i>	<i>Outcome of the project</i>

2.Details of Completed research projects handled by the PI with the support from KSCSTE

<i>Title</i>	<i>Sanction OrderNo., date &amp; File No.</i>	<i>Date of start of project</i>	<i>Date of completion of project</i>	<i>Outcome of the project</i>	<i>Evaluation Grade awarded by KSCSTE</i>

3.Projects presently handled by the PI and its status

<i>Title</i>	<i>Funding agency</i>	<i>Year of sanction &amp; duration</i>	<i>Status (From.....to.....)</i>

4.Technical Progress Report for on-going projects:

5.Any other relevant matter:

**F. Self-appraisal of the PI to execute the project**

**G. Certificate of non-pending SE/UC with KSCSTE.**

Certified that, I have no pending SE/UC in respect of any project/ programme funded by KSCSTE.

**Name and Signature of Principal Investigator**

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>ECOLOGY AND ENVIRONMENT (E&amp;E) SCHEME</b>
2.	Beneficiary group	Full- time scientist/faculty of an academic institution, research laboratory and R&D organization in the Kerala State.
3.	Objectives of the scheme in brief	Providing assistance in the form of grants to scientists and technologists for scientific/research work with particular relevance to the State of Kerala on the Environmental problems like waste management, environmental pollution , environmental health , biodiversity conservation, conservation of natural resources, environmental management issues, coastal zone management, disaster management and sustainable development programme.
4.	Who can apply and Time slot to apply	Full- time scientist/faculty of an academic institution, research laboratory and R&D organization in the Kerala State. The project proposals are invited twice in a year (January and July)
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant and technical support
6.	Quantum of support	Rs 30 lakhs (Maximum) for three years excluding overheads. Overhead @ 10% of total expenditure subject to a ceiling of Rs.1.5 lakh. Preference shall be given to low budget programmes with perceivable objectives.
7.	Duration of the project	3 Years (Maximum)
8.	Grant released to whom & mode of release	To the Head of the institution through electronic fund transfer
9.	Selection process	Initial screening, peer review by five referees from an approved panel of referees drawn across the country and presentation before the RAC by the PIs
10.	Mode of Application	offline
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## ECOLOGY AND ENVIRONMENT (E&E) SCHEME Guidelines

### 1. Introduction

The Kerala State Council for Science, Technology & Environment (KSCSTE) is an apex body which promotes R&D programmes in newly emerging and challenging areas of science and engineering by providing financial support for the implementation of the project proposals (Research projects). This document provides guidelines for implementation of project proposals supported under Ecology and Environment (E&E) scheme of KSCSTE. The project which is approved for implementation is provided with a financial sanction which is subject to certain terms and conditions. The following guidelines assist for smooth implementation of the project in conformity with those terms and conditions.

### 2. Who can apply

Full- time scientist/faculty of an academic institution, research laboratory and R&D organization in the Kerala State for scientific/research work with particular relevance to the State of Kerala on the Environmental Problems and issues. Research proposals from Central Government Institutions can be supported only if the proposal has a collaborator from the State Institution. The infrastructure provided in the scheme will be given to the State Institution. In very rare and deserving cases, Research Advisory Committee can recommend equipment to Central Government Institutes : however , the final approval lies with the Executive Vice President of the KSCSTE.

#### 1. Time slot to apply

The project proposals may be submitted twice in a year (January and July) upon notification.

#### 2. How to apply

Two copies of the project proposal along with a soft copy have to be submitted in the prescribed format to the Director, Kerala State Council for Science, Technology & Environment , Sasthra Bhavan, Pattom, Tvm - 4

#### 3. Apply in prescribed format

Format for budget proposal-

Budget - Main heads

i. Man Power:

a. Project Fellow @ 22,000/month (PG in Science/B. Tech )

b. Technical Assistant @ 19,000/month (B.Sc/Equivalent Degree)

ii Consumables: (Chemicals, glass wares, research materials etc.)

iii. Travel: Rs. 30,000/year (In exceptional cases where the study involves extensive travelling, this can be relaxed)

iv. Contingencies: Rs. 50,000/year (in exceptional cases this can be relaxed)

v. Equipment (limited to less than 50% of the project cost)

vi. Overheads @ 10% of total expenditure -subject to a ceiling of Rs.1.5 lakh.

### 4. Social Relevance and tangible output

- Environment and Ecology problems and issues of Kerala are being addressed through R&D projects in different sectors.
- The projects sanctioned are found to be very useful, since these are of research oriented. These data can be utilized for developmental activities, conservation of environment and they really highlight the causes of environment degradation and suggested methodologies for its preservation.
- The scheme will generate valuable reports/publications which are to be used by the State in conservation and protecting the environment.
- The State will have better database on various environmental indicators and will also bring out new technologies for solving societal problems

## 5. Maximum grant amount

Rs 30 lakhs for three years excluding overheads. The host institution will be eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs.1.5 lakh.

## 6. Procedure of operation of the scheme.

### • Scrutiny of the Application

If there are large number of proposals received, a preliminary screening may be conducted by an expert committee for limiting the proposals. The selected proposals only be sent for further evaluation by the external referees.

### • Peer review

If the project proposal is as per the format and norms of Council it will be sent to five referees selected from an approved panel of referees drawn across the country.

### •Presentation before Expert Committee - RAC

Those proposals with at least 3 positive responses (2 recommended + 1 revision; grade > 5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Research Advisory Committee duly constituted with external experts for evaluation and final selection.

## 10. Issuing Sanction Order

Once the project is approved, a formal sanction order is issued by the Director, KSCSTE. The total cost of the project is finalised based on the latest quotation(s) of equipment(s) approved under the project and other relevant documents related to manpower, contingencies etc. submitted by the Investigator. The sanction order provides the detailed breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies etc.

### • Date of Start of the Project

The project becomes operative with effect from the date of sanction order or receipt of the fund by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council within one month. It will, in no case be later than one month after the receipt of the fund by the Institute.

### • Submission of Progress Reports (HPR, AR)

Annual Progress report will be submitted within three months as on completion of each project year. There should not be a gap in between the project period. The project has to be done continuously and it will end on expiry of approved duration.

### •Progress Monitoring/Review procedure

Monitoring Workshops/ RAC meetings wherein the PIs/ Co-PIs and research staff are invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any mid term requests by the PIs for additional grants/ extension in duration etc. are considered by this Council. Subsequent releases of grant would be based on the reviewing and monitoring committees recommendations. Third year grant will be released only upon recommendation of the RAC. This also shall be based on the publications in peer reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.

In addition, Scientist/ Specialist or an Expert Panel may be designated to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project. The implementing Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

### •Periodic submission of SE & UC

The recipient institution shall forward an audited utilization certificate and statement of expenditure (UC & SE) signed by PI and countersigned by the HOI within three months of completion of project period to the effect that the grant has been utilized for the research works for which it was granted, to the Director, KSCSTE. The institution



should maintain separate audited accounts for the project. Audited Statement of Expenditure and the Utilisation Certificates are to be submitted on project year basis from the completion of the project year. (ie. if date of start of the project is 12.01.2015, then the first statement of account and utilisation certificate will be for the period 12.01.2015 to 11.01.2016, the next statement will be for the period 12.01.2016 to 11.01.2017 and so on.)

**•Other necessary conditions as per the scheme**

1) Applications must have the endorsement from the Head of Institution and it should be forwarded by the Head of the Institution, consent from the Investigators, Co-investigators and their detailed biodata.

2) All formats are available in our website for reference. Documents in other formats will not be accepted.

3) The Principal Investigator (PI) has the primary responsibility in implementing the project. The PI should have Ph.D in the subject area. The project team consists of the PI, Co- Investigator(s) and the project personnel appointed as per the sanction order. It is necessary to ensure that the project is carried out by the project team in a cohesive manner. Periodic meetings of the team are essential for this purpose.

4) The PI should have more than four years of service period at the time of submission of the project. In case of PIs who would be superannuating during the duration of the project, association of an “in service” Co-Investigator should be ensured. In such cases, the Institute authorities should inform to the Council, well in advance, about their “no objection” for providing the infrastructural facilities to the new investigator for implementation of the project after his/her superannuation.

5) No premature closing is allowed except those wherein the RAC has recommended closing of the project, due to poor progress/non-compliance of the terms of implementation. The project sanctioned for three years cannot be closed prematurely owing to the PI leaving the place for better opportunities. There should be an institutional mechanism to transfer the project to the next eligible person, if available or to return the funds received till date to the Council.

6) In case, the PI is shifting to another institution on new appointment/ transfer/ long term deputation, the project could be transferred to that institution with the mutual consent of both the institutions and of the Council. 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.

7) In case the PI leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the PI subject to the approval of the PI, Head of the Institute and KSCSTE. Such a request should be sent at least 4-6 months in advance along with a detailed bio-data of the Co-Investigator.

8) The PI as well as the implementing institution has the responsibility of informing the Council about any change in the status of the PI/ Co-Investigator including relieving them on short term deputation for a continuous period of 3 months or more. The implementing institution has an important role to play and in consultation with this Council should take steps to ensure successful completion of the project, before relieving the PI.

9) The implementing Institute should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.

10) Normally only one project will be sanctioned to a Scientist at a time by the Council

11) The grant amount sanctioned for the Ist, IInd or IIIrd year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.

12) The unutilized portion of the grant amount at the end of the project period, shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically carried forward as per the sanction from the Council.

13) The institute will 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 institute as assistance. In case the Institute is not able to implement the project, it should refund to this Council the entire grant or the balance grant at the earliest.

14) For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record in the form of a register in the prescribed format shall be maintained by the Institute. 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 1,000/-. The Institute is required to send to this Council list of assets acquired from the grant.

15) All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Council.

16) After completion/ termination of the project, the KSCSTE will be free to sell or otherwise dispose off the assets which are the property of the Council. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Council also has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate and justified.

17) The grant shall not be utilized for construction of any building unless specific provision is made for this purpose in the sanction order

**•Conditions if the progress is not satisfactory**

The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realising the amount of grant.

**11. Release of further instalment of grant**

To the Head of the Institution through online account transfer - further release as per the recommendation of the Review Committee.

## 12. Final Report

- a) 3 copies of the Final Technical Report (FTR) in the prescribed format (soft binding, no plastic materials is to be used) with a soft copy.
- b) 3 copies of the Project Completion Report in the prescribed format with a soft copy.
- c) Asset Transfer Certificate in prescribed format

## 13. Final review of the Project Report

A review will be arranged for all completed projects and overall grading awarded and communicated to Principal Investigator. The final Technical Report (FTR) submitted within 6 months after completion of the project shall be evaluated and graded by an expert committee. The FTR based on merit shall be graded and top graded project be given award and considered for second phase funding after presentation. The grading for the previous projects should be mentioned in the subsequent project proposal. No projects shall be sanctioned in future by KSCSTE to the PI whose project FTR are graded below 6.0

## 14. Re-appropriation of Funds and Extension details

Reappropriation of funds within the total budget may be approved based on the recommendation of RAC. Reappropriation from manpower and equipment will not be normally allowed.

The extension will not be granted normally. In exceptional cases where the work could not be completed, PI should submit request for extension in the prescribed format, 6 months before completing the tenure and the request will be placed before the RAC for recommendation and further approval of Council.

## 15. Guidelines for publication of Research output

- i) Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from the Council.
- ii) The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.
- iii) Investigators are also requested to publish/patent the outcome of the project work in leading Journals. Patents shall be filed only with the concurrence of KSCSTE.
- iv) If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

## 16. General Conditions

Canvassing of any form shall cause the disqualification of the application

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Name and Address of the PI :

Title of The Project Proposal :

### **Ecology and Environment Scheme (E&E) Terms and Conditions**

1. The scheme is constituted for the purpose of providing assistance in the form of grants to scientists and technologists for scientific/research work with particular relevance to the State of Kerala on the Environmental Problems like Waste Management, Taxonomy, Water Pollution, Environmental Health, Environmental Pollution, Biodiversity conservation, Conservation of natural resources, Environmental management issues, Coastal zone management, Disaster management and sustainable development programme. . Grants will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.

2. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of UC & SE. Audited UC & SE by Local Fund Audit or Finance Head of the Govt. Institution/ Universities countersigned by Head of the Institution and Chartered Accountant for aided colleges countersigned by Head of the Institution should be furnished on an year to year basis within 3 months of completion of project period.

a. The maximum amount that can be granted will be subject to a total of Rs. 30 lakhs (excluding the overhead cost) for 3 year. 10% institutional overheads will be allowed which the institution can use at its discretion. However, the quantum of funding shall be subject to the recommendations of RAC (E&E) and approval of Council. GST, Annual Maintenance Charge (AMC) should be included in the budget during the project submission and the expenditure has to be met from the project heads itself.

b. Reallocation of funds within the total outlay and extension to the project period may be approved based on the specific recommendation of the RAC. However re-appropriation from manpower and equipments will not be normally allowed. The PI should submit application for reallocation and extension well before time. Extension of duration of project beyond 6 months will not be granted normally.

c. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.

d. Research proposals from Central institutions can be supported only if the proposal has a collaborator from the State institution. The infrastructure support provide in the scheme shall invariably be given to the State institution. In very rare and deserving cases, Research Advisory Committee can recommend equipment to Central Government Institutes: however, the final approval lies with the Executive Vice President of the KSCSTE.

f. Even though funds are sanctioned for the whole duration of the project, third year grant of a project shall be released only upon recommendation of the committee. This also shall be based on the publications in the peer- reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.

3. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilised for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.

4. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.

5. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.

6. The Institute/ PI will furnish Annual Progress Report of the work on the project year basis. In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

7. At the time of seeking further instalment of grant, the Institute/ PI has to furnish within three months of completion of project year the following documents:

- a. Audited Utilisation Certificate (UC) and Statement of Expenditure (SE) for the previous financial year (in original)
- b. Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month
- c. Annual Progress Report counter signed by HoI.

8. The grant amount sanctioned for the 1st, 2nd & 3rd year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the utilized for the purpose for which it was sanctioned.

9. The unutilised portion of the grant amount at the end of the project period, shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically carried forward as per the sanction from the Council.

10. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she be disqualified for getting any further grants and steps shall be taken against such person/ persons for realising the amount of grant. In all cases, the final expenditure statement as well as utilization certificate counter signed by HOI shall be insisted to be submitted within three months

of completion of the project. On completion of the project, 3 copies of the Final Technical Report with a soft copy on the work done in the project should be sent to the Council.

11. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further instalment of grant. In the case of Govt. Institutions/ Universities, the interest accrued can be waived.

12. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

13. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

14. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

15. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. The PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring/evaluating the progress of the project.

16. The project becomes operative with effect from the date of receipt of Council order or the date on which the Draft/ Cheque is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the draft/ cheque by the Institute.

17. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.

18. No premature closing is allowed except those wherein the RAC has recommended closing of the project due to poor progress/non-compliance of the terms of implementation. There should be an institutional mechanism to ensure successful completion of the project by the transfer of the project to the next eligible person, if available or to return the funds received till date to the Council.

19. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from Council,

indicating the scheme.

20. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results. Patents shall be filed only with the concurrence of KSCSTE.

21. The Executive Committee/Research Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.

22. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.

23. Projects not operational for more than one year may be treated as closed and the PI should be asked to submit detailed progress report and financial statements and return any unspent money.

We agree to the terms and conditions stated above.

(Principal Investigator)

Head of Institution/Nominee)



**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
Application for Grant of Research Schemes under Ecology and Environment Schemes  
(To be submitted in 2 copies)

**1. Project Profile**

1. Project title:
2. Broad area:
3. Project duration (months):
4. Total cost (incl. Foreign Exchange):
5. Foreign Exchange component
  - a. Currency/Amount
  - b. Equivalent Indian Rs.
6. Name and Designation of Principal Investigator (PI):
  - a. Official Address:( E-mail id, Fax No. , Office Phone No., Residence Phone No.& Mobile No.)
  - b. Date of Entry in the present service.
  - c. Date of superannuation.
7. Name and designation of Co-investigators:(No. of Co-Investigators may be limited to two)
  - a. Official address:  
(E-mail id, Fax No., Office Phone No., Residence Phone No.& Mobile No.)
  - b. Date of Entry in the present service.
  - c. Date of superannuation
8. Institution where work will be carried out (address, telephone, fax, ) :
9. Whether at present the P.I. is receiving/has received financial support from any schemes of the KSCSTE. If so,
  - a. Name of scheme, duration & date of start
  - b. Amount sanctioned and released
  - c. Whether completed.
  - d. Whether FTR submitted.
  - e. Whether account settled (Submit no pending SE/UC certificate in prescribed format.
10. Collaborating institution(s)/organisation if any (address, telephone, fax) :  
Attach endorsement from the Head of the Collaborating Institution and consent from the Investigators from the Collaborating Institute.

**II. Technical Information**

**A. (a) Title of the Research proposal:**

- (b) Broad area :
- (c) Specific area :
- (d) Precise objectives of the project :
- (e) Scientific/Environmental/Socio economic relevance of the proposal:

**B. Abstract (one page)**

- C. a. Relevance vis-à-vis state needs
  - b. Status : (1)National Status, (2) International status
  - c. Gap areas
  - d. Objectives
  - e. Methodology
  - f. Work plan including time schedule & chart

**D.**

- a. Name & address of PI with( E-mail id, Fax No. , Office Phone No., Residence Phone No. & Mobile No.)
- b. Name & address of Co PI with E-mail id, Fax No. , Office Phone No., Residence Phone No. & Mobile No.)  
(Detailed bio-data of the PI & Co-I should be included in each copy of the proposal)
- c. Experience of PI in the concerned field
- d. List of Publications relevant to the field
- e. Status of the projects currently with PI  
Title  
Funding agency  
Year of sanction & duration  
Status
- f. Relevance of the study to the knowledge upliftment
- g. Relevance of the study for solving local environmental issues and its implication in the state.

**Statement IV:**

- a. Details of equipment required indicating availability (%)
- b. List of equipment and facility available with the institution/PI.
- c. Details of equipment/facilities indicating free time (%)
- d. Self appraisal of the PI to execute the project

**E.**

Budget (Limit within the following heads and a total amount of Rs.30 lakhs excluding 10% overhead to a maximum of 1.5 lakh)

No.	Item	Year I	Year II	Year III	Total (Rs)
1	Manpower i. Project fellow @ Rs.22,000/- P.M ii. Technical assistant @ Rs.19,000/- P.M				
2	Consumables				
3	Equipment				
4.	Travel (Max. upto Rs.30,000/Per year. In exceptional case in can be relaxed)				
5.	Contingencies (Max. Upto Rs.50,000/Per year. In exceptional case in can be relaxed)				
6	Institutional over head (10%) (Max. Upto Rs.1,50,000/-)				
	<b>Total</b>				

Name & Signature of the PI

Date  
Place

(Seal)

### III .Endorsement from the Head of Institution

(To be given on letter head)

Project Title :

1. Certified that the Institute welcomes participation of Dr..... as the Principal Investigator and Dr.....as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project.

2. Certified that the equipment and other basic facilities as enumerated and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) through out the duration of the project.

3. Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date: .....

Place: .....

(Seal)

### IV. Certificate from the Investigators

Project Title :

1. I/We agree to abide the terms and conditions of the research fund.
2. I/We did not submit the project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.

Name and signature of Co-Investigator(s)

Name and signature of Principal Investigator

Date :

Place :

### V. Consent from the Co-Investigator

Project Title :

I, Dr.....agree to work as the Co-Investigator of the above titled project and in the unforeseen event of discontinuance by the Principal Investigator, I will assume the responsibility of the fruitful completion of the project.

Name and signature of Co-Investigator

Place :

Date :

I/We have enclosed the following materials: Items Number of copies

- (a) Endorsement from the Head of Institution (on letter head)
- (b) Endorsement from the Head of the Collaborating Institution if any (on letter head)
- (c) Certificate from Investigator(s)
- (d) Consent from Co-I
- (e) No pending SE, UC Certificate
- (f) Project proposal including detailed bio-data of PI & Co-I (2 copies) in the prescribed format.
- (g) Name and address of experts/institution interested in the subject outcome.
- (h) Details of financial support received/receiving from KSCSTE.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Selective Augmentation of Research And Development (SARD)</b>
2.	Beneficiary group	University Departments, Colleges and R & D institutions in Kerala.
3.	Objectives of the scheme in brief	To strengthen basic infrastructure facilities primarily in the University Departments, Colleges and R & D institutions in Kerala for promoting R&D activities.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>•The co-ordinator of the project should have a doctoral degree and be a permanent faculty in any of the Science (including Medical &amp; Agriculture) and Engineering Departments/ Centres from the State of Kerala having strong postgraduate teaching and research programs.</li> <li>•The co-ordinator should have at least 3 years of experience in the institute and have more than 5 years left for retirement.</li> <li>•The department should have postgraduate teaching &amp; research programs and at least 3 permanent faculty members who are doctorate holders.</li> <li>•R &amp; D Institutes under KSCSTE are not entitled to apply under the SARD scheme. Self-financing colleges / institutes are entitled to a maximum of 50% of the outlay.</li> <li>•SARD scheme is a one-time grant, so departments, colleges and R&amp;D institutions which are already awarded are not eligible for SARD scheme.</li> <li>•Applications are invited through advertisement during January every year. Only online registration is allowed.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	The maximum amount that can be granted is Rs. 40 lakhs for a period of 3 years, mainly for the equipments and maintenance support. Maximum three institutions will be selected for SARD funding in every year.
7.	Duration of the project	Three years.
8.	Grant released to whom & mode of release	Head of the Institution through electronic fund transfer
9.	Selection process	Initial scrutiny of applications, peer review of each application by experts from premier institutions and presentation by coordinator before the SARD committee constituted for this purpose.
10.	Mode of Application	Applications are invited through advertisement during January every year. Only online registration is allowed from this year onwards.
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## KSCSTE -Selective Augmentation of Research and Development- Guidelines

### 1. Introduction

Selective Augmentation of research and development (SARD) is a scheme initiated by the council with a view to strengthen basic infrastructure facilities for promoting R&D activities primarily in the University Departments, Colleges and R & D institutions in Kerala. SARD envisages modernization of laboratories by way of acquisition of essential equipment and the upgrading of existing facilities for promoting research. The facilities provided under the program are intended to support the efforts of the Department as a whole and proposal towards individual R&D support will not be accepted under this scheme. The support will be considered for the 'Science Department / Centre' as a unit with a coordinator to carryout research projects.

### 2. Who can apply?

- The co-ordinator of the project should have a doctoral degree and be a permanent faculty in any of the Science (including Medical & Agriculture) and Engineering Departments/ Centres from the State of Kerala having strong postgraduate teaching and research programs.
- The co-ordinator should have at least 3 years of experience in the institute and have more than 5 years left for retirement.
- The department should have postgraduate teaching & research programs and at least 3 permanent faculty members who are doctorate holders.
- R & D Institutes under KSCSTE are not entitled to apply under the SARD scheme Self-financing colleges / institutes are entitled to a maximum of 50% of the outlay.
- SARD scheme is a one-time grant, so departments, colleges and R&D institutions which are already awarded are not eligible for SARD scheme.

### 3. Time slot to apply?

Generally applications are invited during January every year.

### 4. How to apply?

Only online application is allowed. No hardcopies of application form/proposal will be accepted.

### 5. Apply in prescribed format

a) Format for budget proposal

Sl. No	Items	Year 1 (Rs.)	Year 2 (Rs.)	Year 3 (Rs.)	Total (Rs.)
1	Equipment				
	a				
	b				
	c				
2	Maintenance support				
Total					

b) Relevant documents – Endorsement Certificate

### 6. Social Relevance and tangible output

The institute's infrastructure for R & D is strengthened by this scheme. The coordinator should show how the scheme is going to improve the quality of research and education in the Institute. As output indicator: Publications/ Patents; Students who qualify national tests; Students who opt science as career should be highlighted.

## 7. Maximum grant amount

The maximum amount that can be granted is Rs. 40 lakhs for a period of 3 years, mainly for the equipment and maintenance support. Maximum three institutions will be selected for SARD funding in each year.

## 8. Procedure of operation of the scheme.

### a)Scrutiny of the Application

The proposals received will be initially screened based on the eligibility criteria as cited above (See No. 2 above).

### b)Peer review

Each proposal will be sent to five reviewers selected from an approved panel of experts in various premier institutes in the country.

Those proposals with at least 3 positive responses with a grade point > 5.0 out of 10.0 shall be placed before the expert committee for evaluation and final selection.

### c)Presentation before SARD Committee

Research proposals selected after initial scrutiny/ peer-review will be placed before an expert committee duly constituted with external experts for evaluation and final selection. The co-ordinator/ PI of the shortlisted proposals will be called for a presentation before an expert committee. The final selection is based on the recommendation of the committee.

## 9. Issuing Sanction Order

### Date of Start of the Project

The expected start date is June- July every year.

### Submission of Progress Reports

The co-ordinator should submit annual progress report of the work done to the Council (soft copy) every year.

### Progress Monitoring/Review procedure

The co-ordinator/PI needs to present their progress of the research work done before the SARD committee. SARD Committee meet every year and the SARD Committee reserves the right to terminate the Project at any stage if it is convinced that the grant has not been properly utilised or satisfactory progress is not being made. Also, the fund for subsequent years will be released based on the recommendation of SARD Committee.

### Periodic submission of SE & UC

Audited utilization certificate (UC) and statement of expenditure (SE) by Local Fund Audit or Finance Head of the Government Institute/Universities countersigned by Head of Institution and Chartered Accountant for affiliated colleges countersigned by Head of Institution should be submitted within 3 months on completion of each year (for the first two years) and within 6 months after completion of third year.

### Other necessary conditions as per the scheme

The co-ordinator selected for SARD funding should submit the following documents:

- Revised budget for the project if SARD committee demands.
- Saving Bank account details for the fund transfer.
- Terms & Conditions.
- If the co-ordinator/ PI to whom a grant for a project has been sanctioned wishes to leave the institution where the project is based, the PI/ Institution will inform the KSCSTE of the same at least 3 months in advance with suitable justifications and reasons, and inform the steps taken to successful completion of the project.

### Conditions if the progress is not satisfactory

SARD Committee reserves the right to terminate the Project at any stage if it is convinced that the grant has not been properly utilized or satisfactory progress is not being made.



### 10 Release of further instalment of grant

Release of fund is on yearly basis and also, the fund will be released as per recommendation of SARD Committee.

### 11. Project Completion Report

- One copy of bound volume, soft binding, no plastic is used (and a soft copy)
- Asset Transfer Certificate
- Project Closure Certificate

### 12. Final review of the Project Report

Once the project is completed, the co-ordinator should submit the following documents:

- Final year progress report (soft copy)
- Audited SE/UC (original) should be submitted within 6 months
- Publications (soft copy)
- Asset Transfer certificate (soft copy)
- Project Completion Certificate (soft copy)

The Council may designate Scientist/ specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project.

Only after the verification of all these documents and site inspection process, the Council will issue a No-Objection Certificate / Completion Certificate and file will be closed.

### 13. Re-appropriation of Funds and Extension details

- Request for approval to carry forward the unutilized grant to the next financial year / any other re-appropriation for utilization should be sent along with SE & UC and the co-ordinator/ PI needs to present the re-appropriation request before the SARD Committee. The coordinator should send a request in advance for reappropriation.
- The duration of support for each project will be for a period not exceeding 3 years. No further extension is allowed.

### 14. Guidelines for publication of Research output

The co-ordinator/ PI wishing to publish technical / scientific papers based on the research work done under the project should acknowledge the assistance received from the KSCSTE, indicating the scheme.

### 15. General Conditions if any

The above guidelines provide general information only. KSCSTE reserves the right to review these guidelines and modify them, as and when required. In addition to these, the implementing agency has to follow its own rules and regulations, wherever necessary.

The PIs alone are responsible for any adverse impacts resulted to society out of their research and KSCSTE is free from any legal disputes due to that. Canvassing of any form will be a disqualification and the Institute will not be considered for funding in future.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
Email: mail.kscste@kerala.gov.in

## SELECTIVE AUGMENTATION OF RESEARCH & DEVELOPMENT (SARD) Terms and Conditions

1. The scheme is implemented by KSCSTE for providing assistance in the form of grants to departments /colleges for scientific/research/academic work with particular relevance to the State of Kerala in the economic and industrial development. Grants will be paid for strengthening of the infrastructure through Equipment and their Maintenance support.
  - a. Normally re-appropriation will not be allowed. Extension of duration of project beyond 6 months will not be granted normally
  - b. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or the Council order, whichever is appropriate provided that the same should be intimated in writing to KSCSTE.
2. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, a record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. For smooth implementation of the project shall be given by the Institute.
3. All the assets and equipment acquired from the grant will be the property of KSCSTE and should not be disposed of or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.
4. The maximum amount that can be granted will be subject to a total of Rs. 40 lakhs, over three years. The release of subsequent yearly grant will be subject to the performance of the project during the previous year(s).
5. The Institute/ co-ordinator will furnish Annual Progress Report of the work on the project on an yearly basis (i.e., if the date of start of a project is 01.01.2015 the first annual technical progress report shall be for the period 01.01.2015 to 31.12.2015, the next will be from 01.01.2016 to 31.12.2016 and so on). In addition, the council may designate Scientist/ specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project, the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel at the time of their visit. On completion of the work, soft and a hard copy of the Final Report should be submitted to the Council.
6. At the time of seeking further installment of grant, the Institute/ coordinator has to furnish the following documents:
  - a. Audited utilization certificate (UC) and statement of expenditure (SE) by Local Fund Audit or Finance Head of the Government Institute/Universities countersigned by Head of Institution and Chartered Accountant for affiliated colleges countersigned by Head of Institution should be submitted within 3 months on completion of each year (for the first two years) and within 6 months after completion of third year.
  - b. Latest authenticated statement of expenditure since 1st April of that financial year till the previous month; and
  - c. Technical annual progress report
7. The unutilised portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of KSCSTE. In the case of project duration exceeding one year, the amount will be automatically carried forward.

8.The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the utilization certificate. The interest thus earned will be adjusted towards further instalment of grant.

9.If the co-ordinator to whom a grant has been sanctioned wishes to leave the Institution where the project is based, the Institute will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project.

10.Co-ordinator(s) wishing to publish technical / scientific papers based on the research work done under the project, should acknowledge the assistance received from the Council, indicating the scheme. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results

11.The Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Co-ordinators are required to observe such directions in the conduct of the research work.

12.The knowledge generated from the research work will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.

We agree to the terms and conditions stated above.

Programme co-ordinator  
(Seal with date)

Head of Institution/Nominee  
(Seal with date)

(Office seal with date)

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
**Sasthra Bhavan, Pattom P. O., Thiruvananthapuram - 695004**  
**SELECTIVE AUGMENTATION OF RESEARCH AND DEVELOPMENT (SARD)**

**APPLICATION FORMAT**

1.
  - a. Name of the University/Institution
  - b. Name of the Department and year of establishment
  - c. Address for correspondence including telephone, FAX and e-mail
  - d.
    - i. Name & Address of Co-ordinator
    - ii. No. of Years of Service in the present post  
No. of Years left in Service
2. Status of the Institution (whether Govt./ Aided/Self-financing)
3. Number of Faculty members
4. Educational qualifications/Achievements
  - a. Professors / Principal Scientist
  - b. Readers / Associate Professors / Senior Scientist
  - c. Asst Professors / Lecturers / Scientist
5. Distinction earned by faculty members like State, National and International Awards, Professional Societies
6. Student strength (for academic departments)
  - a. UG Level
  - b. PG level – M. Sc. – Regular students M. Phi
  - c. Ph.D. in each sub-discipline
7. Has the department received any major infrastructural Research grant during the last five years from agencies including UGC/AICTE? If yes, details
  - a. Name of Agency/Scheme with year and amount
  - b. Building
  - c. Equipment
  - d. Books / Journals
  - e. Supplies and materials
  - f. Computing/ Networking Facilities
8. Is the Department recognized under DRS (Departmental Research Support), DSA(Departmental Special Assistance), (CAS) Centre for Advanced Study and COSIST Schemes of UGC for receiving support, Please (tick) one
  - DRS                      DSA                      CAS                      COSIST
9. Details of research grant received from different agencies during the last five years
  - a. Name of the project
  - b. Amount
  - c. Investigator and duration / sanctioned Agency
10. Indicate the research activities of the faculty members as per the following proforma
  - a. Name and designation of Faculty
  - b. Major areas of Research
  - c. Number of Ph.Ds Produced (in last 5 yrs)

11. List of research publications, including patents, coming out of your department during the last five years in the referred journals  
(The publications coming out of the research work done at the College/Department should be separately listed)
  12. Give a list of equipments which are available and functional in the department costing Rs. 5 lakhs and above
    - a. Name of equipment
    - b. Year of Purchase
    - c. Status
  13. Details of Research proposals/plans of the Department for the next 3 years  
(This should include an array of research programme that would be initiated by the faculty members of the department. The proposal should also reflect how the study would be useful for the academic development, faculty improvement, R&D training and also to the society)
  14. Details of funds requested for 3 years along with phasing for each year.  
Cost in Rs. (FE component in US\$)
- | Sl.no        | Items               | Year I<br>( ) | Year II<br>( ) | Year III<br>( ) | Total |
|--------------|---------------------|---------------|----------------|-----------------|-------|
| 1.           | Equipment           |               |                |                 |       |
| 2.           | Maintenance Support |               |                |                 |       |
| <b>Total</b> |                     |               |                |                 |       |
15. Justification for each item given at serial No.14

Certified that the information submitted above are true and correct.

Signature of the Co-ordinator with seal

Signature of the Head of the Department with seal

Signature of the Head of the Institution with seal

Institution Seal

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>SASTRAPOSHINI SCHEME</b>
2.	Beneficiary group	Students
3.	Objectives of the scheme in brief	To strengthen science education in schools of Kerala by establishing science laboratories in high schools
4.	Who can apply and Time slot to apply	Presently, government high schools in Kerala are eligible to apply. June every year
5.	Nature of support (Financial and/or Technical)	Financial and Technical
6.	Quantum of support	Maximum Rs.8,00,000/- per high school
7.	Duration of the project	One year
8.	Grant released to whom & mode of release	Electronic fund transfer to Head of Institutions
9.	Selection process	Selection is based on Evaluations of applications and visit to the schools by an Expert Committee
10.	Mode of Application	Once in a year. The applications are currently being accepted offline. The online application mode will be adopted as and when the system is operational.
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## SASTRAPOSHINI SCHEME Guidelines

### 1. Introduction

Sastraposhini is a programme envisaged by KSCSTE to strengthen science education in schools of Kerala. Under the programme, science laboratories are established in Government high schools of the State to provide a better learning environment. The programme was launched by KSCSTE in association with the Department of Education, Government of Kerala in the year 2003. So far, KSCSTE has successfully established more than 200 science laboratories throughout Kerala. Presently, KSCSTE is also implementing the scheme in high schools in Kerala utilizing partial funding from the Development Fund of different MLAs.

### 2. Who can apply ?

Presently, government high schools in Kerala are eligible to apply.

### 3. Time slot to apply ?

Applications are invited in the month of June

### 4. How to apply ?

Currently, the mode of application is offline. The online application mode will be adopted as and when the system is operational.

### 5. Apply in prescribed format

- Format for budget proposal                      Attached

### 6. Social Relevance and tangible output

Sastraposhini laboratories have distinctly created a better learning ambience at high schools. They have played a major role in creating curiosity, confidence and igniting the analytical skills in students which are very essential for them to become front runners in the scientific field. The impact /outcome of the scheme is very promising, which is in fact evident from the number of students from Kerala getting admission to national institutes like Indian Institute of Science Education and Research (IISER) and Indian Institute of Science (IISc), when compared to other States of India. The performance of students at competitive examinations conducted by the National Institutes, at National Children Science Congress and INSPIRE programmes are also very promising.

### 7. Maximum grant amount

Maximum Rs. 8,00,000/- (maximum) per high school.

### 8. Procedure of operation of the scheme.

- Scrutiny of the Application - By Expert Committee

### 9. Issuing Sanction Order

- Date of Start of the Project -                      NA
- Submission of Progress Reports (HPR, AR)

On completion of the implementation of the scheme at the school.

- Progress Monitoring/Review procedure

Visit to schools by experts nominated by KSCSTE

- Periodic submission of SE & UC

On completion of the implementation of the scheme at the school.



#### 10. Project Completion Report

- How many copies to be submitted ? One
- 

#### 11. Final review of the Project Report

BY KSCSTE

#### 12. General Conditions if any

Canvassing of any form shall disqualify the selection.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
Email: mail.kscste@keralagov.in

### UNDERTAKING

1. The Member Secretary, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Thiruvananthapuram will be the implementing officer of the work.
2. The project will be completed within one year from the date of sanction.
3. Sastraposhini scheme was not implemented in the school before and the financial grant shall be utilized only for the purpose for which it has been sanctioned. The unutilized portion of the grant amount, if any, on completion of the programme, shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE.
4. After the successful completion of the work, the HM/Principal should submit a report along with (i) Bills (Original), (ii) Project completion certificate, (iii) Copies of photographs of each laboratory (interior and exterior including name boards), (iv) Name board certificate, (v) Certificate stating the receipt of all laboratory items as per the list sanctioned by KSCSTE, (vi) Utilization Certificate and Statement of Expenditure within three months.
5. Separate detailed Statement of Expenditure and Utilization Certificate for refurbishing grant and grant for the purchase of equipments, perishables, consumables and miscellaneous shall be furnished. Further, all the documents shall be certified by the Headmaster/Principal of the school.
6. The Council reserves the right to terminate the programme at any stage if it is convinced that the grant has not been properly utilized.
7. In connection with inauguration of the Sastraposhini laboratories, a public function should be conducted in consultation with the MLA and prior intimation to the District Collector and KSCSTE.
8. The total expenditure for the work should be limited to estimated/administrative sanction accorded. No additional fund will be sanctioned.
9. A board carrying the name of MLA and the development fund utilized shall be permanently and prominently erected at the site. Two photographs of the same with the name of the work shall be attached with the final bill.
10. During implementation, if it is realized that the scheme is not feasible by any reason, the fact shall be reported to the implementing authority without making infructuous expenditure. Any delay in completion of the project shall be intimated to the Council at the earliest.
11. The utilization of laboratory facilities at the school by students/teachers from nearby high schools will be encouraged.
12. Necessary registers will be properly maintained at the school with details of the assets created as part of the scheme and submitted to KSCSTE when asked for.
13. KSCSTE reserves the right to inspect the laboratory facility at the school with or without prior intimation.
14. The asset created in connection with Sastraposhini scheme at the school will be properly maintained and upkeep of the same will be ensured. The sale/transfer/disposal of the assets shall not be undertaken without the prior approval of KSCSTE.
15. The entire operational and maintenance cost i.e. running cost, repair etc. of the Sastraposhini laboratories shall be met by the school.

Signature:

Name and Designation:



**KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY &  
ENVIRONMENT**

Sasthra Bhavan, Pattom P.O, Thiruvananthapuram

**Sastraposhini Scheme**

**Application format (Incomplete application will be summarily rejected)**

1.	Name of the School		
2.	Address and Contact details of the school		
3.	Contact details of Principal/HM of the school	Off:	
		Mob:	
4.	Location of the school (Grama Panchayat/ Municipality/ Corporation)		
5.	Educational /Revenue District		
6.	Total number of students in HS section		
7.	Number of divisions and students in:		
		No: divisions	No: students
	i) Std. VIII		
	ii) Std. IX		
	iii) Std. X		
8.	Whether the school has HSS in the same campus		
9.	Number of teachers in each discipline:		
	i) Physics		
	ii) Chemistry		
	iii) Biology		
10.	Present space availability for:		
	i) Physics laboratory		
	ii) Chemistry laboratory		

	iii) Biology laboratory		
<b>11.</b>	Name and details of the teacher to be nominated as in charge of the laboratory:		
	i) Physics	Name	
		Mobile number	
		Qualification	
		Remaining period of regular service at the school	
	ii) Chemistry	Name	
		Mobile number	
		Qualification	
		Remaining period of regular service at the school	
	iii) Biology	Name	
		Mobile number	
		Qualification	
		Remaining period of regular service at the school	
<b>12.</b>	Remarkable achievements of the school, if any (Use separate sheet, if required)		
<b>13.</b>	Details of nearest Sastraposhini School		
<b>14.</b>	a) Name of the Legislative Assembly Constituency where the school situated		
	b) Name of the MLA		
	c) Whether the school received a consent letter from MLA for implementing the scheme?		Yes/ No (If 'yes' attach the original of the consent letter)

**15. Official bank account details of the school:**

a) Details of Account Holder (as per the bank a/c passbook)	
Bank account name	
Account No. (SB/CC)	
IFS Code	

Branch Name	
Branch Address	
Contact Address of the school	
Mobile number of HM/ Principal ( <i>mandatory</i> ) Telephone No: / Fax No:	
E-mail ID of the HM/ Principal/Head of Institution	

**16. DDO Code details of the school**

Name & Address of the Institution/ School	
Head of the Institution/School	
DDO Code of the School	
Name & Address of Treasury	

**DECLARATION BY HEAD OF THE INSTITUTION**

I hereby certify that all the details furnished above are true and correct to the best of my knowledge and declare that the amount sanctioned will be utilized exclusively for the Sastraposhini scheme and I shall provide all the guidance & support needed for the successful completion of this scheme.

I also hereby endorse that no financial assistance was received previously for the Sastraposhini scheme from KSCSTE. Further, and I certify that the basic and other administrative facilities for the implementation of Sastraposhini Lab are available at our institution.

Place:

Date:

Name & Signature of  
Head of the Institution/HM/  
Principal of the School  
(With Seal)

(Institution/School Seal)

**Enclosure:-** Consent letter from MLA of the LAC in which the school is situated ☐

**NOTE: - Completed applications duly signed by the head of the institution should be sent to Director, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom P.O., Thiruvananthapuram – 695004 before the deadline**

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>KSCSTE – Research Fellowship</b>
2.	Beneficiary group	Post-graduate science/ engineering students
3.	Objectives of the scheme in brief	For encouraging enthusiastic and passionate post-graduate science/ engineering students by supporting financially in their Ph.D. studies.
4.	Who can apply and Time slot to apply	Candidates who have qualified the post-graduate degree shall have three consecutive chances to apply for the Fellowship programme. Thus, a candidate who has passed the examination in the current year can apply during the current year, the next year, and year after next. General (UR)/General-EWS and OBC candidates need atleast 70% marks or equivalent CGPA and SC/ST, Persons with Disability need 65% marks or equivalent CGPA. Only candidates who have their qualifying degree from any of the Universities in Kerala are eligible. Upper age limit: Maximum 35 years (Should not exceed 35 years as on the 1st of the month of advertisement published in the website) for all applicants. September - October every year. Only online registration is allowed
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Each of the selected students is eligible for a fellowship of Rs. 22,000/ pm - for the first two years and Rs. 25,000/- for the 3rd year. They are also eligible for the annual contingency of Rs. 20,000/- and 10% HRA.
7.	Duration of the project	Three years.
8.	Grant released to whom & mode of release	To the Head of the institution through electronic fund transfer
9.	Selection process	Online examination
10.	Mode of Application	online registration Registration fee of Rs. 500/- (SC/ST and physically challenged candidates are exempted)
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## KSCSTE - Research Fellowship Guidelines

### 1. Introduction

This scheme is for encouraging enthusiastic and passionate post-graduate science/engineering students by supporting financially in their Ph.D. studies. There are seven science streams which the students can opt for fellowship. They are Mathematical Sciences, Life Sciences, Chemical Sciences, Physical Sciences, Engineering Sciences, Environmental Sciences and Earth-Atmospheric and Planetary Sciences.

### 2. Who can apply?

- Candidates who have qualified their post-graduate degree shall have three consecutive chances to apply for the Fellowship programme. Thus, a candidate who has passed the examination current year can apply in this year, next year, and year after next.
- Minimum marks in the post graduate examination:  
General (UR) / General-Economically Weaker Sections and OBC candidates - 70% marks or equivalent CGPA.  
SC/ST, Persons with Disability (PwD) - 65% marks or equivalent CGPA
- Candidates who have their qualifying degree (PG) from any of the Universities in Kerala are only eligible.
- Upper age limit: Maximum 35 years (Should not exceed 35 years as on the 1st of the month of advertisement published in the website) for all applicants.

### 3. Time slot to apply?

Generally, the applications are invited during September - October every year.

### 4. How to apply?

- Only online registration is allowed. No hard copies of application form will be accepted.
- There is a registration fee of Rs. 500/- (SC/ST and persons with disability candidates are exempted)

### 5. Apply in prescribed format

Attach all relevant documents (PG Marklist, PG-Degree certificate, certificate to prove age, caste certificate for SC/ST candidates, and medical certificate in prescribed format for persons with disability) while applying online.

### 6. Social Relevance and tangible output

The KSCSTE fellows are trained in basic science and thus helps in the development of human resources of the state. The publications and patents that are published by the KSCSTE Fellows increase the knowledge treasure.

### 7. Maximum grant amount

Each selected student is eligible for a fellowship of Rs. 22,000/ pm (JRF)- for the first two years and Rs. 25,000/- (SRF) for the 3rd year. They are also eligible for the annual contingency of Rs. 20,000/- and 10% of Fellowship as HRA pm.

### 8. Procedure of operation of the scheme

- Candidates who have registered for the fellowship have to appear for an examination which is conducted online at three centers across Kerala. Examination is generally second week of December every year.



- There are two papers for the entrance examination; Paper A is general which evaluates the candidate's general knowledge and research aptitude. Paper B is the subject paper. Syllabus for paper B is similar to that of CSIR examination and this will be available in the KSCSTE website.

Pattern of Examination	Part A (General Aptitude)	Part B (Subject)
Total Questions	20	100
Max no. of questions to attempt	20	50

- There is no negative mark.
- The total marks will be calculated as follows:  
Out of 90 in the total marks, 70 marks is from the online examination and 20 marks from the Post-graduation degree marks.
- The cut-off marks for selection to the fellowship is based on the number of fellowship available for each stream. For reservation candidates (SC/ST, persons with disability), there will be 5% reduction in cut-off marks from that of the general (UR) / General-EWS and OBC candidates.
- Maximum number of fellowships in each subjects is given below:

Subject	No. of Fellowships
Life Sciences	28
Chemical Sciences	16
Mathematical Sciences	10
Physical Sciences	16
Earth, Atmospheric, Ocean and Planetary Sciences	10
Environmental Sciences	10
Engineering Sciences	10
Total	100

- The number of fellowships may vary based on the availability of fund.
- The selected candidates will be intimated by e-mail and post. A fellowship offer letter will be sent to the candidate.
- Candidates are allowed for online examination provisionally. Any mismatch found in their submitted documents and or if the applicant is found violated from the KSCSTE Research Fellowship guidelines, fellowship will be cancelled and the candidate will be debarred in future examination.

## 9. Issuing Sanction Order

### Date of Start of the Project

If the date of Ph.D. registration is before the date of fellowship offer letter, the date of fellowship acceptance letter from the candidate will be taken as the start date of fellowship. Otherwise, date shown in the joining report forwarded by the head of the institution will be taken as the date of start of fellowship.

### Submission of Progress Reports

Every year, a progress report of the work done by the fellow shall be sent to the Council (soft copy by e-mail) within 3 months of period of project year completion.

### Periodic submission of SE & UC

- After the release of the grant, the candidate should ensure with the University / Institution that the audited statement of expenditure and utilization certificate are sent. Third year fellowship will be released upon receipt of a publication in a scopus indexed journal (with due acknowledgment to KSCSTE) along with SE /UC and

progress report.

- SE and UC of the first two years should be sent within 3 months of completion of project period each year and after third year it is within 6 months.

#### **Other necessary conditions**

- The fellowship is for pursuing Ph.D. ; and the candidate should register in any of the Universities in Kerala for availing the fellowship.
- The fellowship awardees should join and pursue their Ph.D. studies in any of the Universities/research center in Kerala as soon as the fellowship offer letter is received.
- Once the offer letter from the Council is received, the fellow should submit an acceptance letter within the time mentioned in the offer letter, else the fellowship will be cancelled.
- The fellowship offer shall be valid for one year from the date of issuing of the offer letter.
- As soon as the offer letter is received, the fellow should start initiating the registration process with the University in Kerala.
- Once the registration order from the University is received, a copy of the same along with the Terms and Conditions, a letter from the supervising teacher showing that the fellow is not availing any other fellowship and joining report (mentioning effective date of joining at the Research Centre) should be sent to the Council for initiating the release of the fellowship.
- If the fellow would like to terminate the KSCSTE fellowship, the same should be intimated to the Council through the Head of the Institution forwarded by the supervising teacher, immediately. The fellow should take steps to ensure the submission of SE and UC and refund of unspent amount etc by the Institute for issuing NOC.

#### **Conditions if the progress is not satisfactory:**

The release of the third-year fellowship is subjected to a publication of the fellow in a scopus indexed journal (with due acknowledgement to the Council).

### **10. Release of further instalment of grant**

Release of fund is on yearly basis, after submission of relevant documents such as SE & UC, annual progress report and publications (for third year fund).

### **11. Project Completion Report**

The fellows should submit a soft copy of the thesis and a copy of the Ph.D. Degree

### **12. Closure of the fellowship Programme**

Once the research work is finished, the fellow should submit the following documents:

- a) Final year progress report (soft copy)
- b) Audited SE/UC (hard copy) should be submitted within 6 months (original)
- c) Unspent grant if any
- d) Publications (soft copy)
- e) Thesis (soft copy) after award of Ph.D. degree
- f) Copy of Ph.D. degree (soft copy)

When all documents are received, the Council will issue a No-Objection Certificate / Completion Certificate and file will be closed.

### **13. Re-appropriation of Funds and Extension details**

No re-appropriation fellowship is permitted. Maximum one year extension may be given on considering the progress of the research work of the fellow, on case to case, by the recommendation of an expert committee, subjected to the availability of funds.

#### 14. Guidelines for publication of Research output

Fellows wish to publish technical/ scientific papers based on the research work done should acknowledge the assistance received from the KSCSTE, indicating the scheme.

#### 15. General Conditions

The above guidelines provide general information only. KSCSTE reserves the right to review these guidelines and modify them, as and when required. In addition to these, the implementing agency has to follow its own rules and regulations, wherever necessary. Any form of canvassing shall be a disqualification. The fellows alone are responsible for any adverse impacts resulted to society out of their research and KSCSTE is free from any legal disputes due to that.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
Email: mail.kscste@kerala.gov.in

## Kerala State Council for Science, Technology and Environment KSCSTE RESEARCH FELLOWSHIP

The fellowship will be termed as “KSCSTE Research fellowship”. The KSCSTE Fellowships are offered to the following subject areas: Mathematical Sciences, Life Sciences, Physical Sciences, Chemical Sciences, Earth, Atmospheric, Ocean and Planetary Sciences, Engineering Sciences and Environmental Sciences and this is based on a rigorous selection procedure from among the meritorious M.Sc./M.Tech. degree holders who are having at least 70% marks or equivalent CGPA (General (UR)/General-EWS and OBC candidates) and 65% (SC/ST, Persons with Disability) from various Universities in the Kerala State. Each selected candidate (KSCSTE Research Fellow) is eligible for a monthly fellowship of Rs. 22,000/- during the first two years and Rs. 25,000/- in the third year. The fellows are also eligible for an annual contingent grant of Rs. 20,000/- and 10% of their fellowship as HRA. The KSCSTE Research Fellow can register for Ph.D. in any of the Universities in Kerala in the subject of study.

### TERMS AND CONDITIONS

- 1.The recipient of the KSCSTE fellowship shall register for Ph.D. Programme in any one of the Universities/recognised research centres in Kerala, not later than one year after the award of the fellowship. If he/she is already joined for research in any University or Research Centre, the Head of the Institution shall intimate the matter to the KSCSTE.
- 2.Fellowship will be released as lumpsum in advance each year through the institution where the fellow is doing is research. The institution head shall ensure that fund will be utilized only for the purpose for which it is sanctioned.
- 3.The recipient of the fellowship shall not be permitted to avail any other fellowship than KSCSTE Research Fellowship, during the tenure of the Fellowship.
- 4.The Institution shall release the monthly fellowship to the KSCSTE Research Fellow by means of a crossed cheque. A separate cashbook shall be maintained by the institution for this purpose, which shall be open for scrutiny by KSCSTE or any agency deputed by the KSCSTE for that purpose. Receipt and Expenditure relating to the fellowship shall be entered in the Cash Book simultaneously with each transaction. The designation of the drawing and disbursing officer of the institution shall be mentioned in the cheque. Balance amount due to accrued interest, if any, in the account shall be mentioned in the Utilization Certificate & Statement of Expenditure and this will be adjusted for future release. On completion/termination of fellowship, the unutilized amount with accrued interest shall be refunded to KSCSTE within one month.
- 5.The third-year fellowship will be released upon submitting at least one research publication in a scopus indexed journal.
- 6.Annual progress report with technical / scientific details of the work, forwarded by the research supervisor and duly endorsed by the Head of the Institution, shall be submitted at the end of each year. The subsequent instalments will be disbursed by KSCSTE only after receiving a satisfactory progress report and audited statement of expenditure & utilization certificate. (The statement of expenditure & utilization certificate should be audited by finance officer in the case of Central /State Government Institutions, University Departments, R& D Centres of KSCSTE; Head Accountant/ Principal in the case of Government Colleges and Chartered Accountant in the case of Aided Colleges, Un-Aided Colleges, Self-financing Colleges, Autonomous Institutions and NGOs). The audited utilization certificate and statement of expenditure should be submitted within 3 months on completion of each year and

within six months after completion of the project. On completion of the tenure of fellowship, the research fellow shall send a detailed consolidated report of research work done during the entire period of fellowship and audited statements of expenditure to the KSCSTE.

7.The fellowship shall be purely on contract basis and he/she shall not be eligible for any service benefits. The KSCSTE Research Fellow shall complete the research programme within a period of three years. Maximum one year extension may be given on considering the progress of the research work of the fellow, on case to case, by the recommendation of an expert committee, subjected to the availability of funds.

8.No Research Fellow shall discontinue his/her fellowship without prior approval of KSCSTE. In case he/she wishes to discontinue the fellowship prior to completion of the tenure, he/she must submit the resignation to the KSCSTE through the supervisor and forwarded by the Head of the Institution, indicating specific reasons for discontinuing the fellowship. The fellowship shall cease from the date stipulated in the letter approving the resignation. The research fellows who thus withdrawn from fellowship shall send a detailed consolidated report of the research work done during the period of fellowship and audited financial statements to KSCSTE, within one month after accepting the resignation.

9.The research fellow shall inform KSCSTE about the submission of Ph.D. thesis /publication of research finding arising out of the research during the tenure of the fellowship. A copy of the thesis/publication shall be sent to the Council within one month of the award of the Ph. D degree/publication of the article.

10.Due acknowledgement of KSCSTE shall be given in all the publications emanating from the research work.

11.The fellows alone are responsible for any adverse impacts resulted to society out of their research and KSCSTE is free from any legal disputes due to that.

I agree to abide the above Terms and Conditions laid by KSCSTE for availing the KSCSTE Research Fellowship. Further, I understand that any breach of the above Terms and Conditions may invite the forfeit of the fellowship, unilaterally.

Name & Signature of the  
Fellowship holder with date

Name & Signature of the  
Research Supervisor with date

Name &Signature of  
Head of the Division/  
department  
with date & Seal

Countersigned by Head of the Institution (Registrar/Principal/Director)

Office seal

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

**Sasthra Bhavan, Pattom P. O., Thiruvananthapuram - 695004**

**KSCSTE Research Fellowship - 2019**

**APPLICATION FORMAT**

Reg. No/ Subject :

Name :

Address :

Date of Birth :

Mobile :

Res Phone :

Email ID :

Gender :

Category :

Educational Qualification :

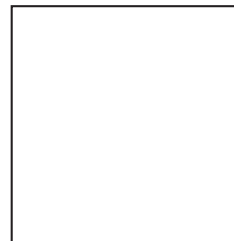
Msc.

University from which MSC/MTech is obtained :

Discipline in which MSC/MTech is obtained :

Year of passing :

Total Marks/Grade obtained (MSC/MTech) :



Maximum Marks/Grade obtained (MSC/MTech) :

Percentage of Marks at the MSC/MTech level :

Center Priorities :

A brief synopsis of the proposed research :

Place :

Date :

Signature :

Name :

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Post Doctoral Fellowship Scheme (PDF)</b>
2.	Beneficiary group	Doctoral degree holders in science and engineering
3.	Objectives of the scheme in brief	To attract Doctorate holders and remain them in Science & Technology, motivate them to pursue research and to develop career as scientists, and motivate fellows and impart the skills needed for them to become lifelong learners and to develop technical and leadership skills.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Candidate should be a Keralite by birth / domicile.</li> <li>• Candidates should possess a Ph.D. in Science or Engineering, at the time of application.</li> <li>• Candidates should have published at least one research paper in a Science Citation Indexed Journal or one patent.</li> <li>• Age should not be more than 40 years as on 1st January of the current year.</li> <li>• The Post-Doctoral Fellowship can be availed for research in an institution other than the department or institute in India where the candidate has undergone Ph.D. work.</li> <li>• Those who are currently doing a post doctoral fellowship programme are not eligible to apply.</li> <li>• Generally applications are invited through advertisement during September every year.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant.
6.	Quantum of support	The eligible grant for the Post Doctoral fellow is Rs.4,72,400/- per year Each of the selected post doctoral fellow is eligible for a monthly fellowship of Rs.32,000/- + 10% H.R.A and annual contingent grant of Rs.50,000/-.
7.	Duration of the project	2 years
8.	Grant released to whom & mode of release	To the Head of Institution through electronic fund transfer.
9.	Selection process	The research proposal should be reviewed by an approved panel of reviewers (national level) prior to the selection by the expert committee. Each proposal shall be sent to five reviewers selected from an approved panel of experts drawn across the country. Those proposals with at least three positive responses (two recommended + one revision); grade >5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Expert Committee for evaluation and Final selection.
10.	Mode of Application	Offline September every year on advertisement.
11.	Guidelines	Attached
12.	Terms & Conditions	Attached



## Post Doctoral Fellowship Scheme (PDF) Guidelines

### 1. Introduction

Kerala State Council for Science, Technology and Environment (KSCSTE), an autonomous body of Government of Kerala is operating the Post Doctoral Fellowship Scheme in science subjects and engineering as a part of Human Resource Development from the year 2010 onwards. Candidates should possess a Ph. D degree in Science or Engineering faculty and have published at least one research paper in a Science Citation Indexed Journal (SCI- journal) or one patent at the time of application. The PDF' s will engage in full time research work for 2 years. The Post-Doctoral Fellowship can be availed for research in an institution other than the department or institute in India where the candidate has undergone Ph.D. work.

### 2. Who can apply?

- Candidate should be a Keralite by birth / domicile.
- Candidates should possess a Ph.D. in Science or Engineering, at the time of application.
- Candidates should have published at least one research paper in a Science Citation Indexed Journal or one patent.
- Age should not be more than 40 years as on 1st January of the current year.
- The Post-Doctoral Fellowship can be availed for research in an institution other than the department or institute in India where the candidate has undergone Ph.D. work.
- Those who are currently doing a post doctoral fellowship programme are not eligible to apply.
- Scientist mentor should have at least 4 more years of service left in the Institution.
- Those who have already availed one Post-Doctoral Fellowship from KSCSTE are not eligible to apply.

### 3. Time slot to apply?

Generally applications are invited through advertisement during August of every year.

### 4. How to apply?

Generally applications are invited through advertisement during September of every year. Eligible candidates may submit two copies of the application in the prescribed format with copies of certificates, training, age, educational qualifications, achievements, publications etc. An undertaking from Head of any of the recognized Research Centres/ Departments/ Institutions stating that research facilities will be extended for the PD fellow or they have no objection to allow the PD Fellow to carry out the programme in the institution. The candidate may also submit a brief profile in the prescribed format along with the application form. Online submission is proposed as on January 2020.

### 5. Apply in prescribed format

- Format for budget proposal

Sl No.	Items	Fellowship (for one year) Rs
1	Fellowship (@ Rs.32,000/- per month)	3,84,000/-
2	HRA (@ Rs.3,200/- per month)	38,400/-
3	Contingency	50,000/-
4	Total	4,72,400/-

**6. Social Relevance and tangible output**

While basic research is supported, project proposals having social relevance and that which could address any of the prominent development issues in Kerala context are prioritised in funding. Interim and final deliverables should also be spelt out clearly in the proposal.

**7. Commercialisation Efforts**

Scope of commercialisation of research output, if any, should be highlighted in the proposal.

**8. Maximum grant amount**

Rs. 4,72,400/-

**9. Procedure of operation of the scheme.****•Scrutiny of the Application**

Preliminary scrutiny of the application and supporting documents is carried out by Internal screening committee for verification of basic eligibility conditions. Shortlisted applications are sending to experts for peer review.

**•Peer review**

The research proposal should be reviewed by an approved panel of reviewers (national level) prior to the selection by the expert committee. Each proposal shall be sent to five reviewers selected from an approved panel of experts drawn across the country. Those proposals with at least three positive responses (two recommended + one revision); grade >5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Expert Committee for evaluation and Final selection.

**•Presentation before Expert Committee**

Selected candidates after peer review are called for presentation before the expert committee. They have to make a power point presentation of the proposed PDF work. The main criteria for the selection are academic credentials, detailed presentation and discussion of the project by the candidate, personal interview, quality of publications in peer reviewed scientific journals of repute and quality of the proposed PDF work.

- Maximum number of fellowships to be awarded in each subjects is given below:

No	Subject	No of Fellowship
1	Life Sciences	12
2	Chemical Sciences	4
3	Mathematical Sciences	1
4	Physical Sciences	5
5	Earth, Atmospheric, Ocean and Planetary Sciences	1
6	Environmental Sciences	1
7	Engineering Sciences	1

- The no. of fellowships in each subject may vary subjected to the availability of fund as per Council' s decision.

**10. Issuing Sanction Order****•Date of Start of the Project**

- Upon fulfilment of all conditions as above, KSCSTE will issue the sanction order which will also specify the yearly maximum allocation of grant under each item of expenditure. Upon issue of sanction order, KSCSTE will release the 1st year grant based on the availability of fund. The grant will be transferred to the

bank account of the Head of Institution through electronic clearing facility from Government treasury.

- The date in which the candidate joined in the concerned institute is the date of start of the programme. On joining the Research Centre, the PD Fellow should communicate the actual “Date of Start” of the project to KSCSTE, within one month of joining. The date is significant since all further processing of the grant is based on project year.
- The Fellowship amount should be drawn by the Institution and released to the PD Fellow on monthly basis. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the grant should be entered in the Cash Book simultaneously with the transactions. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion / termination of project will be refunded with interest to KSCSTE.

#### •Submission of Progress Reports

Annual progress report (both soft & hard copy) of the work has to be submitted to the KSCSTE within three months after the completion of the first year and within six months after second year with the remarks of the Head of Institution where they are undertaking research. The subsequent instalments will be disbursed by KSCSTE only after receiving satisfactory progress reports based on the review of external experts. On completion of the tenure of fellowship the PD fellow must submit detailed Final Technical Report of research work done during the entire period of fellowship to the KSCSTE.

#### •Progress Monitoring/Review procedure

Group monitoring workshops will be conducted for the periodic review. For that the progress report of the work done should be sent to the Council (soft copy ) within 2 months of period of that project year completion.

#### •Periodic submission of SE & UC

Audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt. Institution / University) or chartered accountant (for Aided or Private Institution) has to be submitted to the KSCSTE within three months after the completion of the first year. SE & UC of the final year and consolidated SE of the whole project period within six months after second year.

#### •Other necessary conditions as per the scheme

Applicant should have chosen an institution anywhere in India belonging to the category of R&D institutions (National/State level)/ University Departments/Affiliated Colleges. The implementing institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.

The PD Fellow should not enter into collaboration with a foreign party (individual/industry) without prior approval of the Council.

#### •Conditions if the progress is not satisfactory

The project is liable to be cancelled any time if there is no satisfactory progress as envisaged. The GMW is empowered to make appropriate recommendation on the performance and progress of the work.

### 11. Release of further instalment of grant

Soon after issue of project sanction order, the first instalment of grant will be released by KSCSTE as advance grant for the first year of implementation of the project. The amount will be transferred to the Head of research centre by electronic clearing system through Government treasury. Second and third instalment will be released based on the performance evaluation at the Group Monitoring Workshop, Research publication and receipt of SE & UC of the previous year.

## 12. Project Completion Report

### •How many copies to be submitted?

Two hard copies should be submitted in soft /hard binding, use of plastic material should be avoided. Soft copy need to be forwarded to [sasthra.kscste@kerala.gov.in](mailto:sasthra.kscste@kerala.gov.in)

- Asset Transfer Certificate

- Project Closure Certificate

After the successful completion of the programme and submission of all relevant documents project completion certificate may be issued.

## 13. Final review of the Project Report

The Final Technical report (FTR) submitted within 6 months after completion of the project shall be evaluated and graded by an expert committee. The FTR based on merit shall be graded and top graded project be given award and considered for second phase funding after presentation. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.0.

## 14.Re-appropriation of Funds and Extension details

The Fellowship and Contingent grant sanctioned on yearly basis cannot be re-appropriated. Extension of project is normally not allowed. However, in genuine cases, a maximum period of six months of extension will be allowed with no additional financial commitments during the extended period. Such requests if any should reach the Director, KSCSTE at least 3 months in advance before the initially scheduled date of completion.

## 15. Guidelines for publication of Research output

The PD fellow shall inform KSCSTE about any achievements and submission/ publication of any research paper arising out of the research work done during the tenure of the PD fellowship. Due acknowledgement to KSCSTE will be given in all the publications emanating from the research work.

## 16. Guidelines for IP Output generated

The PD fellow shall inform KSCSTE about any patents out of the research work done during the tenure of the PD fellowship. Due acknowledgement to KSCSTE will be given in all the patents emanating from the research work.

## 17. General Conditions

Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)

**KSCSTE POST DOCTORAL FELLOWSHIP  
TERMS & CONDITIONS**  
(To be executed in a bond paper of Rs.100/-)

1. The selected Post Doctoral (PD) Fellow will be eligible for a monthly fellowship of Rs.32,000/-for two years. An annual contingent grant of Rs.50,000/-and 10% H.R.A also will be granted to the PD fellows.
2. The PD fellowship will be given for a period of two years.
3. Candidates should be a Keralite by birth / domicile and must produce an undertaking from any of the recognized research centers/departments / institutes of the Kerala State (or outside Kerala State with justification in terms of the smooth implementation of the research work) stating that they will extend all facilities for the particular PD Fellow in the concerned laboratory/institute. He / She may be attached to a senior investigator.
4. The PD Fellow should join in a suitable institution under the Council or any R&D Institution / University other than his / her parent institution so as to get exposure in a new research environment.
5. PD Fellowship will be released in advance in lump sum each year through the institution in which the research is carried out. The fund should be utilized only for the purpose for which it has been sanctioned. The interest accrued if any will have to be reflected in the statement of expenditure, which will be adjusted from the subsequent years' grant.
6. The amount should be drawn by the Institution and released to the PD Fellow only by means of cheque. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the PD fellowship should be entered in the Cash Book simultaneously with the transactions. The designation of the drawing and disbursing officer of the institution shall be mentioned in the cheque. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion / termination of PD fellowship will be refunded with interest to KSCSTE.
7. Group monitoring workshop will be conducted for the periodic review of the work. A progress report of the work has to be submitted to the KSCSTE within three months after the completion of the first year and within six months after second year with the remarks of the Head of Institution where they are undertaking research. The subsequent instalments will be disbursed by KSCSTE only after receiving satisfactory progress reports and audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt. Institution / University) or chartered accountant (for Aided or Private Institution) based on the review of

external experts. On completion of the tenure of fellowship the PD fellow must submit detailed Final Technical Report of research work done during the entire period of fellowship and audited statements of expenditure to the KSCSTE.

8. The PD fellowship will be purely on contract basis and will not be eligible for any service benefits.

9. PD fellows shall not discontinue his/her PD fellowship without prior approval of KSCSTE. In case he/she wishes to discontinue the fellowship prior to completion of the tenure, he / she must submit the resignation to the KSCSTE through the mentor / supervisor indicating specific reasons for not continuing the PD fellowship. The PD fellowship shall cease from the date stipulated in the letter approving the resignation. The PD fellows who thus resigned must send a detailed consolidated report of the research work done during the period of PD fellowship and audited financial statements through the mentor/supervisor to KSCSTE, within one month of accepting the resignation.

10. The PD fellow shall inform KSCSTE about any achievements, patents and submission/publication of any research paper arising out of the research work done during the tenure of the PD fellowship.

11. Due acknowledgement to KSCSTE will be given in all the publications/patents emanating from the research work.

12. PD fellows availing any other source of financial assistance / stipend from other State/central funding agencies will not be simultaneously eligible for KSCSTE PD fellowship. The PD fellow should furnish an undertaking to the effect that he / she is not availing financial assistance / stipend from any other source simultaneously.

13. For administering the KSCSTE PDF, the rules of the host institute may be applied.

I do hereby agree to adhere strictly to the above terms and conditions for availing PD fellowship of KSCSTE.

Name of the PD Fellow

Signature with date

Name of the Mentor

Signature with date

Name of Head of the Institution

Signature with date

(Round Seal)

### CONSENT FROM SCIENTIST MENTOR

I agree to be the Scientist Mentor for the research programme entitled.....  
.....  
.....  
..... (Title of the project)" submitted by.....  
..... (Name of the Post Doctoral Fellow) under the 'Post Doctoral Fellowship/Special Post Doctoral Fellowship' programme of KSCSTE proposed to be carried out at.....(Name of the Centre) I also certify that I have more than 4 years of service left in the present institute. I abide by the guideline of the scheme for the successful implementation of the programme.

### ENDORSEMENT FROM THE HEAD OF HOST INSTITUTION

(where the Applicant desires to carry out the Research)

(To be given on letter head)

Project Title:

1. Certified that the Institute welcomes the Research Programme proposed by Dr. ....  
Post Doctoral Fellow/Special Post Doctoral Fellow as the Principal Investigator and Dr...  
....., Institute nominee, as the Scientist Mentor.
2. It is certified that the scientist-mentor assigned for the present study is a permanent employee of the Institute and **is left with more than four years of service** in the Institute.
3. Certified that the equipment and other basic facilities and other administrative facilities as per terms and conditions of the grant, will be extended to the Post-Doctoral Fellow throughout the duration of the project.
4. Institute assumes to undertake the financial and other management responsibilities of the project.
5. In the unforeseen event of discontinuance of the Fellowship by the Post-Doc Fellow, the matter will be informed to the Council and the Institute will ensure settlement of the grant and termination of the fellowship programme.

Name and Signature of Head of Institution

Date : .....

Place : .....

(For University Departments: Registrar, Colleges: Principal, R & D Centers: Director)

(Seal)

**DECLARATION BY THE APPLICANT**

1. I Dr. .... agree to abide by the terms and conditions of the KSCSTE Post Doctoral Fellowship/Special PDF Scheme.
2. I have explored and ensured that equipment and basic facilities in the Institution will actually be available as and when required for the purpose of the work.
3. I have not availed Post-Doctoral Fellowship in KSCSTE.
4. I AFFIRM that all statements and documents submitted along with this application are correct. I UNDERSTAND that any inaccurate or false information will render this application invalid and that, if admitted and awarded KSCSTE PDF/SPDF on the basis of such information, my candidature will be terminated. I also understand that I have to undertake the agreement, in prescribed format with KSCSTE for fulfilling the conditions necessary for awarding the Post-Doctoral Fellowship, if selected.

Place

Signature:

Date:

Name & Address:



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

APPLICATION FOR

**KSCSTE POST-DOCTORAL & SPECIAL POST-DOCTORAL FELLOWSHIP**

*[A Programme for Ph.D. holders to pursue independent research and to develop career as scientists]*

SECTION – A

**GENERAL INFORMATION**

1. Name (in Block Letters) :

2. Postal address for correspondence:

3. Telephone- Mob:

Land line:

E-mail:

4. Permanent address :

5. Age and Date of Birth :

*(Upload documentary proof)*

6. Are you Keralite by origin/domicile:

*(Upload documentary proof)*

7. Married/Unmarried :

8. Whether you are applying for S PDF : Yes/No

If yes select the SPDF

Verghese Kurian ☐

Jyeshtadeva ☐

G N Ramachand ☐

Paramesh ☐ra

KSCSTE SPDF

KSCSTE SPDF

KSCSTE SPDF

KSCSTE SPDF

9. Academic record (from Masters' Degree onwards) *(Upload proof of certificates of qualifying degrees)*

Sl. No.	Degree awarded	University/ Institute	Period (From-To)	Subject	Marks (%)	Year of award of Degree

10. Scholarships, Medals, Awards, Prizes

Insert photo

Distinctions or Honours received:

11. Whether passed NET/GATE/ICAR/ICMR/KSCSTE Research Fellowship:

If yes, indicate Name of the Examination, Year and Rank:

12. Give details of previous employment, if any: (*Upload copies of experience certificate issued by the competent authority*)

Sl. No.	Name of the Employer	Designation	Duration	Nature of work

13. Give details of research experience, if any: (*Upload documentary proof*)

Sl. No.	Name of Institution	Designation	Duration	Nature of work

14. (a) Research output: (*Numbers only*)

Publications in Peer reviewed Journals		Books	Chapters	Seminar/Conference proceedings	
National	International			National	International

(b) Cumulative impact factor of all publications: ..... (c). No. of citations: .....

(d) Details of patents (if any):

Sl. No.	National	International	Year

(e) Details of Research Publications in SCI journals: (*upload best 3 recent publications*)

Sl. No.	Author(s)	Name of the Journal/ Year, Volume	Title of the paper published	Current impact factor of the journal

15. Research fellowship received (if any):

Name of	Sponsoring	Duration	Amount of	Name of the Host
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fellowship	agency	From	To	Support received	Institute

16. Have you awarded KBC Post-Doctoral Fellowship, KSCSTE PDF or Back-to-Lab PDF from KSCSTE? : Yes/No

If so give details:

Name of fellowship	Period	Amount of Support sought	Name of the Host Institute

17. Details of Ph.D work

(i) Title of the PhD thesis:

(ii) Name of the R & D Institute/University Dept./College where you have done the Ph.D. work:

*(Enclose Ph.D. Synopsis- content not exceeding 300 words)*

(iii) Date of award of Ph.D:

(iv) Name of the Supervising Teacher:

(v) Specialization:

Subject	Area	Specific field of specializations

18. Are you currently doing Post-Doctoral Research of any funding agency, if yes give details:

19. Name and address of two referees from whom the testimonials attached (*one shall be your PhD guide*)

1. ....

2. ....

SECTION – B

DETAILS OF THE R&D PROJECT

**I. Project Profile**

1. Title of the proposed research project:

*(The applicant should select a topic addressing a specific problem rather than going for a broad and vague area. Topics on specific issues that have relevance to the developmental issues of Kerala will be given priority)*

2. Broad subject area: Life Sciences/ Physical Sciences/ Engineering/ Computer Science/ Mathematical Sciences

3. Area of specialization:

4. Institution where work is proposed to be carried out: *(Name, address, Tel No., e-mail etc.)*

*[i. The candidate should choose an institution other than their Ph.D. research Centre.*

*ii. The Research Centre should belong to the category of R&D institutions (National/State level)/ University Departments/Affiliated Colleges ]*

5. Details of the Scientist Mentor with whom the candidate proposes to carry out the work:

*(Name, Designation, Address, E-mail and contact numbers)*

6. Proposed duration of the programme *(not to exceed 2 years for PDF and 3 years for SPDF).*

**II. Technical Information**

1. Abstract of the proposed work *(limit to 300 words)*
2. National and international status
3. Gap areas of the proposed work
4. Objectives and Scope of the work
5. Work plan/Methodology *(including time schedule & chart)*
6. Expected deliverables/outcome
7. Significance of the expected outcome with respect to the latest in the field and its utility if any specific to the socio-economic or developmental scenario of the State of Kerala
8. Relevance of the study to the knowledge uplift
9. Scope for technology transfer and adaptation if applicable
10. Facilities available in the Host Institution for the proposed Post-Doctoral research programme.

**KSCSTE Post Doctoral/Special Post Doctoral Fellowship**

***Eligibility requirements***

- Applicant should be of Kerala origin
- Age limit: 40 years
- Applicant should have qualified Ph.D as on the date of application. Candidates should have scored minimum 60% marks in post-graduation for SPDF.
- Applicant should have chosen an institution anywhere in India belonging to the category of R&D institutions (National/State level)/ University Departments/Affiliated Colleges [***The proposed research centre should be different from that in which the applicant has completed their Ph.D Programme***].
- Applicant should not be receiving any fellowship or grant from any other source.
- Those who have already availed one Post-Doctoral Fellowship from KSCSTE or elsewhere are not eligible to apply for a second PDF.
- Scientist mentor should have at least 4 more years of service left in the Institution.
- Candidates should have published at least one research paper in Science Citation Indexed Journal or one patent.
- Verghese Kurien SPDF will be given in the field of Veterinary Science/Dairy Science/Life Science/Biotechnology; Jyeshtadeva SPDF in Mathematics/Astronomy/Physics, G.N. Ramachandran SPDF in Protein crystallography/Structural Biology and Parameshwara SPDF in Space Science.

***Supporting Documents for satisfying eligibility norms: (to upload)***

1. Proof on Kerala nativity
2. Date of Birth
3. Ph.D Certificate
4. P.G Mark list and Certificate
5. Best 3 reprints
6. Experience certificate
7. Biodata of the candidate
8. Biodata of the mentor
9. Testimonial

***Other signed documents***

1. Declaration by the Applicant (in specified format)
2. Consent from Scientist Mentor (in specified format)
3. Endorsement form HoI (in specified format)

**KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT**  
**POST DOCTORAL AND SPECIAL POST DOCTORAL FELLOWSHIP**

*Format for Submission of Brief Profile of Applicant*

1.	Address, Contact Number & Email ID	
3.	Age & Date of Birth	
4.	Educational Qualification	
5.		Publications :
		National :
		International :
		Accepted :
		CIF :
		Citation :
		Books published :
	Chapters :	
	Patent :	
6.	Subject/Area of Research	
7.	Experience	
8.	Ph.D Topic, Supervisor & Place of work	
9.	Proposed PDF work, Mentor & Place of work	
10.	Additional Information	
11.	Applying Special PDF (Yes/No)	

Signature of the candidate:

Date:

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Special Post Doctoral Fellowship Scheme (SPDF)</b>
2.	Beneficiary group	Doctoral degree holders in Veterinary Science/ Dairy Science/ Life Science/ Biotechnology, Mathematics/Astronomy/Physics, Protein crystallography/Structural Biology and Space Science.
3.	Objectives of the scheme in brief	To attract Doctorate holders and remain them in Science & Technology, motivate them to pursue research and to develop career as scientists, and motivate fellows and impart the skills needed for them to become lifelong learners and to develop technical and leadership skills.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Candidate should be a Keralite by birth / domicile.</li> <li>• Candidates should possess a Ph.D in Veterinary Science/ Dairy Science/ Life Science/ Biotechnology, Mathematics/ Astronomy/Physics, Protein crystallography/Structural Biology and Space Science. at the time of application with first class/equivalent grade in preceding PG degree with a consistently good academic track record from any of the universities/recognized research centres in India.</li> <li>• Candidates should have published at least one research paper in a Science Citation Indexed Journal or one patent.</li> <li>• Age should not be more than 40 years as on 1st January of the current year.</li> <li>• The Post-Doctoral Fellowship can be availed for research in an institution other than the department or institute in India where the candidate has undergone Ph.D. work.</li> <li>• Those who are currently doing a post doctoral fellowship programme are not eligible to apply.</li> <li>• Generally applications are invited through advertisement during September of every year.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	<ul style="list-style-type: none"> <li>• The eligible grant for the Post Doctoral fellow is Rs.5,52,000/- per year</li> <li>• Each of the selected special post doctoral fellow is eligible for a monthly fellowship of Rs.35,000/- + 10% H.R.A, annual contingent grant of Rs.70,000/- and travel grant of Rs.20,000/-</li> </ul>
7.	Duration of the project	Three years.
8.	Grant released to whom & mode of release	To the Head of Institution through electronic fund transfer
9.	Selection process	The research proposal should be reviewed by an approved panel of reviewers (national level) prior to the selection by the expert committee. Each research proposal will be sent to five reviewers selected from an approved panel of experts drawn across the country. Those proposals with at least three positive responses (two recommended + one revision); grade >5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Expert Committee for evaluation and Final selection.
10.	Mode of Application	Currently offline. September every year on advertisement.
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## KSCSTE Special Post Doctoral Fellowship (SPDF) Guidelines

### 1. Introduction

Kerala State Council for Science, Technology and Environment, an autonomous body of Government of Kerala will notify in the form of advertisements in newspapers inviting application from candidates for the award of Special Post doctoral Fellowships in addition to normal KSCSTE Post Doctoral Fellowship. KSCSTE Special Post Doctoral Fellowship includes: ‘Verghese Kurien KSCSTE Post Doctoral Fellowship, ‘Jyeshtadeva KSCSTE Post Doctoral Fellowship, ‘G.N. Ramachandran KSCSTE Post Doctoral Fellowship’ and ‘Parameshwara KSCSTE Post Doctoral Fellowship. Applications will be invited from Ph. D degree holders in the field of Veterinary Science, Dairy Science, Life Science, Biotechnology, Mathematics, Astronomy, Physics, Protein crystallography, Structural Biology and Space Science. There will be one fellowship from each category for those who have acquired a Ph. D degree with high quality research publications in reputed journals. The SPDFs will engage in full time research work for 3 years in the relevant subject areas. The main objectives are to motivate Ph. D holders to pursue research and to develop career as scientists and also to motivate fellows and impart the skills needed for them to become lifelong learners and to develop technical and leadership skills. It will be beneficial to those who have obtained Ph. D degree in the field of Veterinary Science, Dairy Science, Life Science, Biotechnology, Mathematics, Astronomy, Physics, Protein crystallography, Structural Biology and Space Science.

### 2. Who can apply?

- Candidate should be a Keralite by birth / domicile.
- Candidates should possess a Ph.D in Veterinary Science/ Dairy Science/ Life Science/ Biotechnology, Mathematics/Astronomy/Physics, Protein crystallography/ Structural Biology and Space Science. at the time of application with first class/equivalent grade in preceding PG degree with a consistently good academic track record from any of the universities/recognized research centres in India.
- Candidates should have published at least one research paper in a Science Citation Indexed Journal or one patent.
- Age should not be more than 40 years as on 1st January of the current year.
- The Post-Doctoral Fellowship can be availed for research in an institution other than the department or institute in India where the candidate has undergone Ph.D. work.
- Those who have already availed one Post-Doctoral Fellowship from KSCSTE are not eligible to apply.
- Those who are currently doing a post doctoral fellowship programme are not eligible to apply
- Generally applications are invited through advertisement during September of every year.

### 3. Time slot to apply?

Generally applications are invited through advertisement during August of every year.

### 4. How to apply?

Generally applications are invited through advertisement during September of every year. Eligible candidates may submit two copies of the application in the prescribed format with copies of certificates, training, age, educational qualifications, achievements, publications etc. An undertaking from Head of any of the recognized Research Centres/ Departments/ Institutions stating that research facilities will be extended for the PD fellow or they have no objection to allow the PD Fellow to carry out the programme in the institution. The candidate may also submit a brief profile in the prescribed format along with the application form. Online submission is proposed as on January 2020.



**5. Apply in prescribed format**

## •Format for budget proposal

Sl No.	Items	Fellowship (for one year) Rs
1	Fellowship (@ Rs.35,000/- per month)	4,20,000/-
2	HRA (@ Rs.3,500/- per month)	42,000/-
3	Contingency	70,000/-
4	Travel Grant	20,000
	Total	5,52,000/-

**6. Social Relevance and tangible output**

While basic research is supported, project proposals having social relevance and that which could address any of the prominent development issues in Kerala context are prioritised in funding. Interim and final deliverables should also be spelt out clearly in the proposal.

**7. Commercialisation Efforts**

Scope of commercialisation of research output, if any, should be highlighted in the proposal.

**8. Maximum grant amount**

Rs. 5, 52, 000/-

**9. Procedure of operation of the scheme**•**Scrutiny of the Application**

Preliminary scrutiny of the application and supporting documents is carried out by Internal screening committee for verification of basic eligibility conditions. Shortlisted applications are sending to experts for peer review.

•**Peer review**

The research proposal should be reviewed by an approved panel of reviewers (national level) prior to the selection by the expert committee. Each proposal shall be sent to five reviewers selected from an approved panel of experts drawn across the country. Those proposals with at least three positive responses (two recommended + one revision); grade >5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Expert Committee for evaluation and Final selection.

•**Presentation before Expert Committee (whether RC or RAC)**

Selected candidates after peer review are called for presentation before the expert committee. They have to make a power point presentation of the proposed SPDF work. The main criteria for the selection are academic credentials, detailed presentation and discussion of the project by the candidate, personal interview, quality of publications in peer reviewed scientific journals of repute and quality of the proposed SPDF work.

•Maximum number of fellowships to be awarded in each category is given below:

Name of the Special Post Doctoral Fellowship	No
Verghese Kurien KSCSTE Post Doctoral Fellowship	1
Jyeshthadeva KSCSTE Post Doctoral Fellowship	1
G.N. Ramachandran KSCSTE Post Doctoral Fellowship	1
Parameshwara KSCSTE Post Doctoral Fellowship	1

The no. of fellowships in each subject may vary subjected to the availability of fund as per Council's decision.

**10. Issuing Sanction Order****•Date of Start of the Project**

Upon fulfilment of all conditions as above, KSCSTE will issue the sanction order which will also specify the yearly maximum allocation of grant under each item of expenditure. Upon issue of sanction order, KSCSTE will release the 1st year grant based on the availability of fund. The grant will be transferred to the bank account of the Head of Institution through electronic clearing facility from Government treasury.

The date in which the candidate joined in the concerned institute is the date of start of the programme. On joining the Research Centre, the SPD Fellow should communicate the actual “Date of Start” of the project to KSCSTE, within one month of joining. The date is significant since all further processing of the grant is based on project year. The Fellowship amount should be drawn by the Institution and released to the PD Fellow on monthly basis. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the grant should be entered in the Cash Book simultaneously with the transactions. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion / termination of project will be refunded with interest to KSCSTE.

**•Submission of Progress Reports**

Annual progress report (both soft & hard copy) of the work has to be submitted to the KSCSTE within three months after the completion of the first and second year and within six months after third year with the remarks of the Head of Institution where they are undertaking research. The subsequent instalments will be disbursed by KSCSTE only after receiving satisfactory progress reports based on the review of external experts. On completion of the tenure of fellowship the PD fellow must submit detailed Final Technical Report of research work done during the entire period of fellowship to the KSCSTE.

**•Progress Monitoring/Review procedure**

Group monitoring workshops will be conducted for the periodic review. For that the progress report of the work done should be sent to the Council (soft copy ) within 2 months of period of that project year completion.

**•Periodic submission of SE & UC**

Audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt. Institution / University) or chartered accountant (for Aided or Private Institution) has to be submitted to the KSCSTE within three months after the completion of the first and second year. SE & UC of the final year and consolidated SE of the whole project period within six months after third year.

**•Other necessary conditions as per the scheme**

Applicant should have chosen an institution anywhere in India belonging to the category of R&D institutions (National/State level)/ University Departments/Affiliated Colleges. The implementing institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.

The SPD Fellow should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

**•Conditions if the progress is not satisfactory**

The project is liable to be cancelled any time if there is no satisfactory progress as envisaged. The GMW is empowered to make appropriate recommendation on the performance and progress of the work.

### 11. Release of further instalment of grant

Soon after issue of project sanction order, the first instalment of grant will be released by KSCSTE as advance grant for the first year of implementation of the project. The amount will be transferred to the Head of research centre by electronic clearing system through Government treasury. Second and third instalment will be released based on the performance evaluation at the Group Monitoring Workshop, Research publication and receipt of SE & UC of the previous year.

### 12. Project Completion Report

- How many copies to be submitted?

Two hard copies should be submitted in soft /hard binding, use of plastic material should be avoided. Soft copy need to be forwarded to [sasthra.kscste@kerala.gov.in](mailto:sasthra.kscste@kerala.gov.in)

- Asset Transfer Certificate

- Project Closure Certificate

After the successful completion of the programme and submission of all relevant documents project completion certificate may be issued.

### 13. Final review of the Project Report

The Final Technical report (FTR) submitted within 6 months after completion of the project shall be evaluated and graded by an expert committee. The FTR based on merit shall be graded and top graded project be given award and considered for second phase funding after presentation. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.0.

### 14. Re-appropriation of Funds and Extension details

The Fellowship and Contingent grant sanctioned on yearly basis cannot be re-appropriated. Extension of project is normally not allowed. However, in genuine cases, a maximum period of six months of extension will be allowed with no additional financial commitments during the extended period. Such requests if any should reach the Director, KSCSTE at least 3 months in advance before the initially scheduled date of completion.

### 15. Guidelines for publication of Research output

The PD fellow shall inform KSCSTE about any achievements and submission/ publication of any research paper arising out of the research work done during the tenure of the PD fellowship. Due acknowledgement to KSCSTE will be given in all the publications emanating from the research work.

### 16. Guidelines for IP Output generated

The PD fellow shall inform KSCSTE about any patents out of the research work done during the tenure of the PD fellowship. Due acknowledgement to KSCSTE will be given in all the patents emanating from the research work.

### 17. General Conditions

Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)

**KSCSTE SPECIAL POST DOCTORAL FELLOWSHIP  
TERMS & CONDITIONS**

(To be executed in a bond paper of Rs.100/-)

1. The fellowship will be termed as “KSCSTE Special Post Doctoral Fellowship” which include ‘Verghese Kurien KSCSTE Post Doctoral Fellowship’, ‘Jyeshtadeva KSCSTE Post Doctoral Fellowship’, ‘G.N. Ramachandran KSCSTE Post Doctoral Fellowship’ and ‘Parameshwara KSCSTE Post Doctoral Fellowship’.
2. One fellowship from each category will be given to eligible candidates.
3. Applications will be invited from Ph. D degree holders with first class/equivalent grade in preceding degree in the field of Veterinary Science/Dairy Science/Life Science/ Biotechnology for Verghese Kurien KSCSTE Post Doctoral Fellowship, Mathematics/ Astronomy/Physics for Jyeshtadeva KSCSTE Post Doctoral Fellowship, Protein crystallography/Structural Biology for G.N. Ramachandran KSCSTE Post Doctoral Fellowship and Space Science for Parameshwara KSCSTE Post Doctoral Fellowship with a consistently good academic record from any of the universities/recognized research centers anywhere in India.
4. Candidates should have published at least one research paper in Science Citation Indexed Journal or one patent.
5. The selected Special Post Doctoral Fellow (SPDF) will be eligible for a monthly fellowship of Rs.35,000/-for three years with 10% H.R.A. An annual contingent grant of Rs.70,000/- and travel grant of Rs.20,000/- per annum also will be granted to the SPD fellows.
6. The SPD fellowship will be given for a period of three years.
7. Candidates should be a Keralite by birth/domicile and must produce an undertaking from any of the recognized research centers/departments/ institutes of the Kerala State (or outside Kerala State with justification in terms of the smooth implementation of the research work) stating that they will extend all facilities for the particular SPD Fellow in the concerned laboratory/institute. He/She may be attached to a senior investigator.
8. The SPD Fellow should join in a suitable institution under the Council or any R&D Institution/University other than his/ her parent institution so as to get exposure in a new research environment.
9. SPD Fellowship will be released in advance in lump sum each year through the institution in which the research is carried out. The fund should be utilized only for the purpose for which it has been sanctioned. The interest accrued if any will have to be reflected in the statement of expenditure, which will be adjusted from the subsequent years' grant.

10. The amount should be drawn by the Institution and released to the SPD Fellow only by means of cheque. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the SPD fellowship should be entered in the Cash Book simultaneously with the transactions. The designation of the drawing and disbursing officer of the institution shall be mentioned in the cheque. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion/termination of SPD fellowship will be refunded with interest to KSCSTE.

11. Group monitoring workshop will be conducted for the periodic review of the work. A progress report of the work has to be submitted to the KSCSTE within three months after the completion of the first, second year and six months after third year with the remarks of the Head of Institution where they are undertaking research. The subsequent installments will be disbursed by KSCSTE only after receiving satisfactory progress reports and audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt. Institution/University) or chartered accountant (for Aided or Private Institution). On completion of the tenure of fellowship the SPD fellow must submit detailed Final Technical Report of research work done during the entire period of fellowship and audited statements of expenditure to the KSCSTE.

12. The SPD fellowship will be purely on contract basis and will not be eligible for any service benefits.

13. SPD fellows shall not discontinue his/her SPD fellowship without prior approval of KSCSTE. In case he/she wishes to discontinue the fellowship prior to completion of the tenure, he/she must submit the resignation to the KSCSTE through the mentor/ supervisor indicating specific reasons for not continuing the SPD fellowship. The SPD fellowship shall cease from the date stipulated in the letter approving the resignation. The SPD fellows who thus resigned must send a detailed consolidated report of the research work done during the period of SPD fellowship and audited financial statements through the mentor/supervisor to KSCSTE, within one month of accepting the resignation.

14. The SPD fellow shall inform KSCSTE about any achievements, patents and submission/publication of any research paper arising out of the research work done during the tenure of the SPD fellowship.

15. Due acknowledgement to KSCSTE will be given in all the publications/patents emanating from the research work.

14. The SPD fellow shall inform KSCSTE about any achievements, patents and submission/publication of any research paper arising out of the research work done during the tenure of the SPD fellowship.

15. Due acknowledgement to KSCSTE will be given in all the publications/patents emanating from the research work.

16. SPD fellows availing any other source of financial assistance/stipend from other State/central funding agencies will not be simultaneously eligible for KSCSTE SPD fellowship. The SPD fellow should furnish an undertaking to the effect that he/she is not availing financial assistance/stipend from any other source simultaneously.

17. For administering the KSCSTE Special PDF, the rules of the host institute may be applied.

I do hereby agree to adhere strictly to the above terms and conditions for availing Special PD fellowship of KSCSTE.

Name of the SPD Fellow

Name of the Mentor

Name of Head of the Institution

Signature with date

Signature with date

Signature with date

(Round Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>PARTNERING ACADEMIC INDUSTRIAL RESEARCH (PAIR)</b>
2.	Beneficiary group	Students
3.	Objectives of the scheme in brief	To promote high quality joint research between R&D sector, academia and industry
4.	Who can apply and Time slot to apply	For PhD programme: Post-graduates in science/ engineering as per requirement For post-doctoral programme: PhD in science/ engineering as per requirement
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	KSCSTE provides a research support of Rs.5,00,000/- (maximum) per programme. Fellowship of the candidate is provided by the industry.
7.	Duration of the project	Three years for PhD programme Two years for post-doctoral programme
8.	Grant released to whom & mode of release	The research support will be released to the academic/R&D partner of the PAIR programme based on the requirement.
9.	Selection process	Candidate will be selected through open recruitment process.
10.	Mode of Application	As and when required. The applications are currently being accepted as offline. The online application mode will be adopted as and when the system is operational.
11.	Guidelines	
12.	Terms & Conditions	



## PARTNERING ACADEMIC INDUSTRIAL RESEARCH (PAIR) Guidelines

### 1. Introduction

Partnering Academic Industrial Research (PAIR) is a novel scheme of KSCSTE, envisaged to promote industry-academia alliance in research and train research personnel for industrial requirement ensuring career prospects and placement. Under the programme, a research fellow, selected through an open recruitment process, conducts research on a problem identified by the industry. KSCSTE will help the industry to identify the R&D institution/ academia to partner with the industry for conducting the joint research. The fellowship of the candidate will be borne by the industry, KSCSTE will provide a research grant and the research institution will provide the necessary support to conduct the research.

### 2. Who can apply ?

For PhD programme: Post-graduates in science/ engineering, as per requirement of the programme

For post-doctoral programme: PhD in science/ engineering, as per requirement of the programme.

### 3. Time slot to apply ?

There is no specific time slot to apply every year. Application will be open as and when a suitable industry and academic partner are identified.

### 4. How to apply ?

Currently, the mode of application is offline. The online application mode will be adopted as and when the system is operational.

### 5. Apply in prescribed format

### 6. Social Relevance and tangible output

The scheme is aimed at fostering industry-academia linkage in research, skill development of young talents in science education and research and encourage translational research beneficial to the society. A unique feature of the scheme is the possibility of the candidate getting absorbed as permanent staff on completion of PhD/ PDF programme.

### 7. Commercialisation Efforts

The product/ process developed during the PAIR programme will be commercialised by the industrial partner. An MoU in this regard will be inked between KSCSTE, industry and the academic/ R&D partner.

### 8. Maximum grant amount

KSCSTE provides a research support of Rs. 5,00,000/- (maximum) per programme. Fellowship of the candidate will be provided by the industry.

### 9. Procedure of operation of the scheme.

- Scrutiny of the Application – By KSCSTE
- Peer review (if required) – NA
- Presentation before Expert Committee (whether RC or RAC) – Selection through an interview by a panel of experts

### 10. Issuing Sanction Order

- Date of Start of the Project – as per the date mutually decided by KSCSTE, academic partner and the industry



- Submission of Progress Reports (HPR, AR) – HPR
- Progress Monitoring/Review procedure – Half-yearly progress review meetings
- Periodic submission of SE & UC – Yes
- Other necessary conditions as per the scheme– NA
- Conditions if the progress is not satisfactory

The fellowship/ research grant would stop if the industry expresses disinterest or ceases to continue its financial support to the candidate with valid reasons as convinced and recommended by the Advisory Committee of the Partnering Academic Industrial Research (PAIR) scheme.

#### 11. Release of further instalment of grant –

HoI through online account transfer – further release as per the recommendation of the Review Committee.

#### 12. Project Completion Report

- How many copies to be submitted ? One (soft binding, without any plastic materials)
- Asset Transfer Certificate NA
- Project Closure Certificate NA

#### 13. Final review of the Project Report

Yes

#### 14. Re-appropriation of Funds and Extension details

The term of PhD research is normally for a period of three years, which can be extended to another six months, subject to the recommendation of the Advisory Committee.

#### 15. Guidelines for publication of Research output

The candidate should publish the research output in journals indexed in Web of Science after getting consent from the R&D wing of the industry. KSCSTE should be acknowledged in all publications made out of the supported project.

#### 16. Guidelines for IP Output generated

As per details in the tripartite MoU

#### 17. General Conditions if any:

Canvassing in any form and/or bringing in any influence or otherwise, will be treated as disqualification.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

Application number  
(for office use only)



**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
Sasthra Bhavan, Pattom P O, Thiruvananthapuram

**KSCSTE – MAGGENOME – MGU Joint Research Programme under PAIR**

**APPLICATION FORMAT FOR POST-DOCTORAL FELLOWSHIP**

1. Name and full correspondence address	
2. Email(s) and contact number(s)	
3. Date of Birth	
4. Gender (M/F/T)	
5. Category (Gen/SC/ST/OBC)	
6. Whether differently abled(Yes/No)	

**7. Academic Qualification (Undergraduate Onwards)**

	Degree	Year	Subject	University/Institution	% of marks / CGPA (with scale)
1.					
2.					
3.					
4.					

**8. Ph.D thesis**

a. Title	
b. PhD awarding university/institution	
c. Month & Year of award of PhD	
d. Attach a brief synopsis of PhD Thesis (maximum 150 words)	

**9. Academic/research experience after PhD (in chronological order)**

SLNo.	Positions held and Institute	Nature of work	From	To

**10. Details of training received/ research experience (if any) in Molecular biology/cell biology/ immunology/ biomedical engineering/ biotechnology/ equipment design and automation as part of academic or industrial projects**

Area of expertise	Name of the Institute	Number of years	From	To	Detail on the training/ experience gained

**11. Professional Recognition/Award/Prize/Certificate, Fellowship received by the applicant**

SLNo	Name of Award	Awarding Agency	Year

**12. Publications(Attach details of 5 best publications in SCI Journals, in year wise descending order).**

SLNo.	Author(s)	Title	Name of Journal	Volume	Page	Year

**13. Detail of patents**

SLNo	Title	Author's Name	Publisher	Year of Publication

**14. Books/Reports/Chapters/General articles etc.**

SLNo	Title	Author's Name	Publisher	Year of Publication

**15. Names and addresses of three References (at least one of them should be familiar with your recent work, preferably the PhD supervisor)**

Name			
Occupation or Position			
Address			

E-mail			
Phone No			

16. Attach a brief proposal on development of an automated magnetic nanoparticle-based purification system for biomolecules (*maximum 700 words*)

**I hereby declare that I have carefully read and understood the details of the programme and that all entries in this form as well as the attached sheets are true to the best of my knowledge and belief. I also understand that I will be called for selection interview only if I am shortlisted.**

(Signature of applicant)

Place:

Date:

**The application complete in all respects should be submitted on or before 31/05/2019 at 5.00 pm to:**

**Director**

**Kerala State Council for Science, Technology and Environment**

**Sasthra Bhavan, Pattom P.O., Thiruvananthapuram- 695 004**

**E-mail: [pair.kscste@gmail.com](mailto:pair.kscste@gmail.com) (for all correspondence)**

**Tel. No. 0471 2548218**

**Please Note:**

**The soft copy of the application (*MS Word format as well as PDF*) and supporting documents shall be forwarded to [pair.kscste@gmail.com](mailto:pair.kscste@gmail.com).**

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Emeritus Scientist Scheme (ESS)</b>
2.	Beneficiary group	Retired Scientists / Academicians from the Kerala State in the field of Science/ Engineering or completed their assignments from reputed institutions
3.	Objectives of the scheme in brief	Tap knowledge and to provide support to superannuated outstanding scientists to pursue research in their respective field of specialization and to utilize their talent and use their experience in addressing state level important issues.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Candidates should be retired scientists / academicians in Kerala by birth or domicile and should have worked as a scientist / academician in reputed institutions with commendable scientific achievements.</li> <li>Candidates should have published research papers in peer reviewed journal with impact factor greater than 1.</li> <li>Age should not exceed 65 years as on 1st January of the current year.</li> <li>Generally applications are invited through advertisement during August of every year.</li> </ul>
5.	Nature of support (Financial and/or Technical)	•Financial support in the form of grant.
6.	Quantum of support	<p>The eligible grant for the emeritus scientist is Rs.6,94,000/- per year</p> <p>Each of the selected emeritus scientist is eligible for a monthly fellowship of Rs.25,000/- + 10% H.R.A and annual contingent grant of Rs.1,00,000/-. A Research Fellow can be appointed to support research activity with a monthly remuneration of Rs. 22,000/- per month.</p>
7.	Duration of the project	3 years
8.	Grant released to whom & mode of release	To the Head of Institution through electronic fund transfer.
9.	Selection process	The research proposal should be reviewed by an approved panel of reviewers (national level) prior to the selection by the expert committee. Each proposal shall be sent to five reviewers selected from an approved panel of experts drawn across the country. Those proposals with at least three positive responses (two recommended + one revision); grade >5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Expert Committee for evaluation and Final selection.
10.	Mode of Application	Currently offline, August every year on advertisement
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Kerala Emeritus Scientist Scheme (KESS) Guidelines

### 1. Introduction

Kerala State Council for Science, Technology and Environment (KSCSTE), an autonomous body of Government of Kerala has launched a Scheme for retired scientists who have commendably contributed to S&T during their period of service since 2011 onwards. It is expected that our younger scientific team could get an acquaintance with these seniors and get their experiences and expertise shared through doing project studies. Scientists/academicians in any of the Science/Engineering branches from the State of Kerala who have retired from service or completed their assignments from reputed institutions with research publications in reputed journals are eligible to apply. The Emeritus Scientists will engage in full time research work for 3 years in the relevant subject areas. The main objectives of the scheme are to tap knowledge and to provide support to superannuated outstanding scientists to pursue research in their respective field of specialization and also to utilize their talent and use their experience in addressing state level important issues.

### 2. Who can apply?

- Generally applications are invited through advertisement during August of every year.
- Candidates should be retired scientists / academicians in Kerala by birth or domicile and should have worked as a scientist/ academician in reputed institutions with commendable scientific achievements.
- Candidates should have published research papers in peer reviewed journal with impact factor greater than 1. Age should not exceed 65 years as on 1st January of the current year.

### 3. Time slot to apply?

Generally applications are invited through advertisement during August of every year.

### 4. How to apply?

Generally applications are invited through advertisement during August of every year. Eligible candidates may submit two copies of the application in the prescribed format with copies of certificates, training, age, educational qualifications, achievements, publications etc. An undertaking from Head of any of the recognized Research Centres/ Departments/Institutions stating that research facilities will be extended to the Emeritus Scientist if selected or have no objection in allowing the Emeritus Scientist to carry out the programme in the institution is to be attached along with the application. The candidate may also submit a brief profile in the prescribed format along with the application form. Online submission is proposed as on January 2020.

Apply in prescribed format

a. Format for budget proposal

Sl No.	Items	Fellowship (for one year) Rs
1	Fellowship (@Rs.25,000/- per month)	3,00,000/-
2	HRA (@Rs.2,500/- per month)	30,000/-
3	Contingency	1,00,000/-
4	Remuneration of the project fellow (@Rs.22,000/- per month)	2,64,000/-
	Total	6,94,000/-

**5. Social Relevance and tangible output**

While basic research is supported, project proposals having social relevance and that which could address any of the prominent development issues in Kerala context are prioritised in funding. Interim and final deliverables should also be spelt out clearly in the proposal.

**6. Commercialisation Efforts**

Scope of commercialisation of research output, if any, should be highlighted in the proposal.

**7. Maximum grant amount**

Rs. 6, 94, 000/-

**5. Procedure of operation of the scheme.****• Scrutiny of the Application**

Preliminary scrutiny of the application and supporting documents is carried out by Internal screening committee for verification of basic eligibility conditions. Shortlisted applications are sending to experts for peer review.

**• Peer review**

The research proposal should be reviewed by an approved panel of reviewers (national level) prior to the selection by the expert committee. Each proposal shall be sent to five reviewers selected from an approved panel of experts drawn across the country. Those proposals with at least three positive responses (two recommended + one revision); grade >5.0 in a 10.0 point scale, 10.0 being the highest grade) shall be placed before the Expert Committee for evaluation and Final selection.

**• Presentation before Expert Committee**

Selected candidates after peer review are called for presentation before the expert committee. They have to make a power point presentation of the proposed PDF work. The main criteria for the selection are academic credentials, research experience including guiding and supervising research, quality of publications in peer reviewed scientific journals of repute, scientific activity as reflected by publications in recent years before retirement, quality of the proposed research programme in the interest of capacity building in science and in the interest of the state, candidates who have established independent research programme in the state of Kerala also give due weightage.

- Maximum number of fellowships to be awarded in each subjects is given below:

No	Subject	No of Fellowship
1	Life Sciences	5
2	Chemical Sciences	3
3	Mathematical Sciences	1
4	Physical Sciences	3
5	Earth, Atmospheric, Ocean and Planetary Sciences	1
6	Environmental Sciences	1
7	Engineering Sciences	1

- The no. of fellowships in each subject may vary subjected to the availability of fund as per Council' s decision

## 6. Issuing Sanction Order

### Date of Start of the Project

- Upon fulfilment of all conditions as above, KSCSTE will issue the sanction order which will also specify the yearly maximum allocation of grant under each item of expenditure. Upon issue of sanction order, KSCSTE will release the 1st year grant based on the availability of fund. The grant will be transferred to the bank account of the Head of Institution through electronic clearing facility from Government treasury.
- The date in which the candidate joined in the concerned institute is the date of start of the program. On joining the Research Centre, the Emeritus Scientist should communicate the actual “Date of Start” of the project to KSCSTE, in prescribed format within one month of joining. The date is significant since all further processing of the grant is based on project year.
- The Fellowship amount should be drawn by the Institution and released to the Emeritus Scientist on monthly basis. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the grant should be entered in the Cash Book simultaneously with the transactions. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion / termination of project will be refunded with interest to KSCSTE.

### •Submission of Progress Reports

Annual progress report (both soft & hard copy) of the work has to be submitted to the KSCSTE within three months after the completion of the first and second project year and within six months after third year with the remarks of the Head of Institution where they are undertaking research. The subsequent instalments will be disbursed by KSCSTE only after receiving satisfactory progress reports based on the review of external experts. On completion of the tenure of fellowship the Emeritus Scientist must submit detailed Final Technical Report of research work done during the entire period of fellowship to the KSCSTE.

### •Progress Monitoring/Review procedure

Group monitoring workshops will be conducted for the periodic review. For that the progress report of the work done should be sent to the Council (soft copy) within 2 months of period of that project year completion.

### • Periodic submission of SE & UC

Audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt. Institution / University) or chartered accountant (for Aided or Private Institution) has to be submitted to the KSCSTE within three months after the completion of the first year and second year. SE & UC of the final year and consolidated SE of the whole project period within six months after third year.

### •Other necessary conditions as per the scheme

- Applicant should have chosen an institution anywhere in India belonging to the category of R&D institutions (National/State level)/ University Departments/ Affiliated Colleges.
- The implementing institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.
- The Emeritus Scientist should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.
- Applicant should not be receiving any fellowship or grant from any other source.

### •Conditions if the progress is not satisfactory

The project is liable to be cancelled any time if there is no satisfactory progress as envisaged. The GMW is empowered to make appropriate recommendation on the performance and progress of the work.



## 7. Release of further instalment of grant

Soon after issue of project sanction order, the first instalment of grant will be released by KSCSTE as advance grant for the first year of implementation of the project. The amount will be transferred to the Head of research centre by electronic clearing system through Government treasury. Second and third instalment will be released based on the performance evaluation at the Group Monitoring Workshop, Research publication and receipt of SE & UC of the previous year.

## 8. Project Completion Report

•How many copies to be submitted?

Two hard copies should be submitted in soft /hard binding, use of plastic material should be avoided. Soft copy need to be forwarded to [sasthra.kscste@kerala.gov.in](mailto:sasthra.kscste@kerala.gov.in)

•Asset Transfer Certificate

•Project Closure Certificate

After the successful completion of the programme and submission of all relevant documents project completion certificate may be issued.

## 9. Final review of the Project Report

The Final Technical report (FTR) submitted within 6 months after completion of the project shall be evaluated and graded by an expert committee. The FTR based on merit shall be graded and top graded project be given award and considered for second phase funding after presentation. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.0.

## 10. Re-appropriation of Funds and Extension details

The Fellowship and Contingent grant sanctioned on yearly basis cannot be re-appropriated. Extension of project is normally not allowed. However, in genuine cases, a maximum period of six months of extension will be allowed with no additional financial commitments during the extended period. Such requests if any should reach the Director, KSCSTE at least 3 months in advance before the initially scheduled date of completion.

## 11. Guidelines for publication of Research output

The Emeritus scientist shall inform KSCSTE about any achievements and submission/publication of any research paper arising out of the research work done during the tenure of the fellowship. Due acknowledgement to KSCSTE will be given in all the publications emanating from the research work.

## 12. Guidelines for IP Output generated

The Emeritus scientist shall inform KSCSTE about any patents out of the research work done during the tenure of the fellowship. Due acknowledgement to KSCSTE will be given in all the patents emanating from the research work.

## 13. General Conditions

Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)

**KSCSTE EMERITUS SCIENTIST SCHEME (KESS)**  
**TERMS & CONDITIONS**  
**(To be executed in bond paper worth Rs.200/-)**

1. Emeritus Scientists selected by assessment of their work carried out, merit of the project proposal will be eligible for a monthly honorarium of Rs.25,000/- for three years together with 10% H.R.A and an annual contingent grant of Rs.1,00,000/-and assistance for appointing a research fellow during the tenure with a remuneration of Rs.22,000/- per month.
2. Candidates must produce an undertaking from the Head of the recognized research centers/departments/institutes of the Kerala State stating that they will extend all facilities for the particular Emeritus Scientist in the concerned laboratory/institute. He/She may do their work independently or may seek assistance with the help of Research fellows, students or staff of the concerned department/Institution and **will not be attached to a senior investigator.**
3. The Emeritus Scientist has to help students, Research Fellows, staff etc. of the Department/ Institution in the concerned subject in accordance with the instructions of the Head of the Institution.
4. The financial assistance for the Emeritus Scientist will be released in advance to the Head of the Institution from where the application is forwarded. The fund should be utilized only for the purpose for which it has been sanctioned. The interest accrued if any will have to be reflected in the statement of expenditure, which will be adjusted from the subsequent years grant.
5. The amount should be drawn by the Institution and released to the Emeritus Scientist only by means of cheque. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the Emeritus Scientist should be entered in the Cash Book simultaneously with the transactions. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion/termination of Emeritus Scientist Programme will be refunded with interest to KSCSTE.
6. Annual progress report of the work and audited financial statements has to be submitted to the KSCSTE within three months for first two years and within six months after third year, duly forwarded by the Head of the Institution.
7. Group monitoring workshop will be conducted for the periodic review of the work. The 2<sup>nd</sup> & 3<sup>rd</sup> year instalment will be disbursed by KSCSTE only after receiving satisfactory progress reports and audited statement of expenditure & Utilization Certificate from the Finance Officer of the institute (for Central/State Government Institutions, University Departments, R&D Centres of KSCSTE) Head Accountant/Principal (for Government Colleges) and Chartered Accountant (for Aided Colleges, Un-aided Colleges, Self-financing Colleges and Autonomous Institutions) after the expert committee meeting. On completion of the tenure of the programme Emeritus Scientist must submit detailed final technical report of research work done during the entire period of the programme and audited statements of expenditure to the KSCSTE.
8. The Emeritus Scientist programme will be purely on contract basis and will not be eligible for any other benefits. The Emeritus Scientists will be required to complete the research programme within a period of three years.
9. No Emeritus Scientist shall discontinue his/her Emeritus Scientist Scheme without

prior approval of KSCSTE. In case he/she wishes to discontinue the programme prior to completion of the tenure, he/she must submit the resignation to the KSCSTE through the Head of the Institution, indicating specific reasons for not continuing the programme. The assistance shall cease from the date stipulated in the letter approving the resignation. The Emeritus Scientist who thus resigned must send a detailed consolidated report of the research work done during the period of the Emeritus Scientist Programme and audited financial statements through the Head of the Institution to KSCSTE, within one month of accepting the resignation.

10. The Emeritus Scientist shall inform KSCSTE about any achievements, patents and submission/publication of any research paper arising out of the research work done during the tenure of the Emeritus Scientist Programme.
11. Benefit sharing from the patents and acknowledgement KSCSTE in other outcome generated will be as per the rules of KSCSTE.
12. Emeritus Scientists will not be eligible to avail similar financial assistance/stipend from any other source from other state/central funding agencies simultaneously. The Emeritus Scientist should furnish an undertaking to the effect that he/she is not availing similar financial assistance/ stipend from any other source simultaneously.
13. Department Heads should strictly maintain an attendance register for the Emeritus Scientists of their Institute/Departments for the smooth functioning of the programme.
14. For administering the KSCSTE Emeritus Scientist Scheme, the rules of the host institute may be applied.

I do hereby agree to adhere strictly to the above terms and conditions for availing Emeritus Scientistship of KSCSTE.

Name of the  
Emeritus Scientist  
Signature with date

Name of the Head of  
the Institution  
Signature with date

(Institution Seal)

**DECLARATION BY THE APPLICANT**

1. I Prof./Dr. .... agree to abide by the terms and conditions of the KSCSTE Emeritus Scientist Fellowship Scheme.
2. I **AFFIRM** that all statements and documents submitted along with this application are correct. I **UNDERSTAND** that any inaccurate or false information will render this application invalid and that, if admitted and awarded KSCSTE Emeritus Scientist Fellowship Scheme on the basis of such information, my candidature will be terminated. I also understand that I have to undertake the agreement, in prescribed format with KSCSTE for fulfilling the conditions necessary for awarding the Emeritus Scientist Fellowship Scheme, if selected.

Place

Signature:

Date:

Name & Address:

**ENDORSEMENT FROM THE HEAD OF HOST INSTITUTION**

*(where the Applicant desires to carry out the Research)*

**(To be given on letter head)**

Project Title:

1. Certified that the Institute welcomes the Research Programme proposed by Prof./Dr .....  
.....
2. Certified that the equipment and other basic facilities and other administrative facilities as per terms and conditions of the grant, will be extended to the Emeritus Scientist throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.
4. In the unforeseen event of discontinuance of the Fellowship by the Emeritus Scientist, the matter will be informed to the Council and the Institute will ensure settlement of the grant and termination of the fellowship programme.

Name and Signature of Head of Institution

Date: .....

Place: .....

*(For University Departments: Registrar, Colleges: Principal, R & D Centers: Director)*

(Seal)

ANNEXURE II

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

APPLICATION FOR

**KSCSTE Emeritus Scientist Scheme**

*[A Programme for superannuated outstanding scientists to pursue research in their respective field of specialization]*

SECTION – A

**GENERAL INFORMATION**

1. Name (in Block Letters) :

2. Postal address for correspondence :

3. Telephone- Mobile :

Landline:

E-mail :

4. Permanent address :

5. Age and Date of Birth :

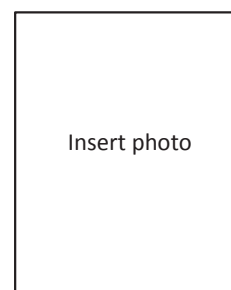
*(Enclose documentary proof)*

6. Are you Keralite by origin/domicile :

*(Enclose documentary proof)*

7. Date & Year of Retirement :

8. Academic record – from Masters' degree onwards *(enclose documentary proof)*



Sl.No	Degree Awarded	Subjects/Topic selected	University / Institute	Year

9. Give details of Institutions served and Position held (from last onwards):

Sl. No.	Designation	Name of the Institute/University	Duration

10. Give details of research experience - after the award of Doctoral Degree (Enclose copies of experience certificate issued by the competent authority)

Sl. No.	Name of Institution	Designation	Duration	Nature of work

11. (a). Research output: (Numbers only)

Publications in Peer reviewed Journals		Books	Chapters	Seminar/Conference proceedings	
National	International			National	International

(b). Cumulative impact factor of last 20 publications: ..... (iv). No. of citations: .....

(c). Details of Research Publications in SCI journals: (*upload 5 best publications*)

Sl. No.	Author(s)	Name of the Journal/ Year/ Volume	Title of the paper published	Current IF of the journal

(d) Details of patents:

Sl. No.	National	International	Year

12. Total number major projects completed (5 lakhs or above):

Sl. No.	Title of the project	Name of Funding Agency	Duration	Amount

13. Participation in International conference/seminar (held abroad only):

Sl. No.	Name of the Conference/ Seminar/Workshop	Details of the organizers	Date & Year

14. Ph. D's supervised/supervising (Numbers only):

15. Collaborated/collaborating institutions abroad (Give name of few major institutions):

Sl. No.	Name of the Institute/University	Nature of the work

16. Details of Ph.D. work:

- i. Title of the PhD thesis:
- ii. Name of the R & D Institute/University Dept./College where you have done the Ph.D. work (*Enclose copy of Ph.D. Synopsis- content not exceeding 300 words*):
- iii. Date of award of Ph.D:
- iv. Name of the Supervising Teacher:
- v. Specializations

Discipline	Area	Specific field of specializations

17. Position held in major academic bodies/Govt:

18. Details of the achievements for the last five years before retirement – (*Attach separate sheet if needed*):

19. Name & Address of three Referees:

1).....

2).....

3).....

Place:

Date:

Signature



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SECTION – B

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DETAILS OF THE PROPOSED RESEARCH PROGRAMME

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**I. Project Profile**

1. Title of the proposed research project:

*(The applicant should select a topic addressing a specific problem rather than going for a broad and vague area. Topics on specific issues that have relevance to the developmental issues of Kerala will be given priority)*

2. Broad subject area:

3. Area of specialization:

4. Institution where work is proposed to be carried out: *(Name, address, Tel No., e-mail etc.)*

*[The Research Centre should belong to the category of R&D institutions (National/State level)/ University Departments/ Affiliated Colleges]*

5. Proposed duration of the programme *(not to exceed 3 years)*

**II. Technical Information**

1. Abstract of the proposed work *(limit to 300 words)*
2. National and international status
3. Gap areas of the proposed work
4. Objectives and Scope of the work
5. Work plan/Methodology *(including time schedule & chart)*
6. Expected deliverables/outcome
7. Significance of the expected outcome with respect to the latest in the field and its utility if any specific to the socio-economic or developmental scenario of the State of Kerala
8. Relevance of the study to the knowledge uplift
9. Scope for technology transfer and adaptation if applicable
10. Facilities available in the Host Institution for the proposed research programme.

***Eligibility requirements***

- Applicant should be of Kerala origin/domicile.
- Age should not exceed 65 years as on 1st January of the current year.
- Candidates should be retired scientists / academicians and should have worked as a scientist / academician in reputed institutions with commendable scientific achievements.
- Applicant should have chosen an institution anywhere in India belonging to the category of R&D institutions (National/State level)/ University Departments/Affiliated Colleges.

- Applicant should not be receiving any fellowship or grant from any other source.
- Candidates should have published research papers in Science Citation Indexed Journal impact factor greater than 1.

***Supporting Documents for satisfying eligibility norms: (to upload)***

1. Proof on Kerala nativity
2. Age Proof
3. Ph.D Certificate
4. P.G Certificate
5. Best 5 reprints
6. Experience certificate
7. Biodata of the candidate (*maximum 2 A<sub>4</sub> pages*)

***Other signed documents***

1. Declaration by the Applicant (in specified format)
2. Endorsement form HoI (in specified format)

## KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT

### EMERITUS SCIENTISTS SCHEME

#### *Format for Submission of Brief Profile of Applicant*

1	Name of the applicant& Address				
2	Discipline				
2.a	Field of specialization				
3	Institutions served and Positions held ( from last onwards)				
	Institution	Position	From	To	
4	Research output	Total number of publications in			
		National peer reviewed Journals	International peer reviewed Journals	Books (part or full)	Seminar/ Conference proceedings
4.a	Cumulative impact factor of last 20 publications				
4.b	Total number major projects completed(5 lakhs or above)				
4.c	Patents generated (No. only)				
4.d	Participation in International conference/seminar (held abroad only)				
5	Ph. D's supervised/supervising (No. only)				
6	Collaborated/collaborating institutions (Give names of few major institutions)				
7	Position held in major academic bodies/Govt				
8	Brief note of (not more than 50 words in bullet points) of the proposed research activity; if selected				

Signature

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>SCIENCE MEDIA SUPPORT, DOCUMENTATION AND PUBLICATION (P. T Bhaskara Panicker Science Writing Fellowship)</b>
2.	Beneficiary group	Post-graduates in the field of science or related subjects with excellent publication record (in English and/ Malayalam)
3.	Objectives of the scheme in brief	To increase public understanding of science and technology and encourage writers who wish to take up creative science popularisation ventures
4.	Who can apply and Time slot to apply	Post-graduates in the field of science or related subjects with excellent publication record (in English and/ Malayalam) Applications are invited during May every year
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	An amount of Rs.1,00,000/- as fellowship for one year (in two equal instalments)
7.	Duration of the project	One year
8.	Grant released to whom & mode of release	Electronic fund transfer to the selected candidates account
9.	Selection process	Candidate will be selected through open recruitment process by an Expert Committee.
10.	Mode of Application	The applications are currently being accepted as offline. The online application mode will be adopted as and when the system is operational
11.	Guidelines	Attached

## SCIENCE MEDIA SUPPORT, DOCUMENTATION AND PUBLICATION (P. T Bhaskara Panicker Science Writing Fellowship) - Guidelines

### 1. Introduction

With an aim to increase public understanding of science and technology and to encourage writers who wish to take up creative science popularisation ventures, KSCSTE has launched the programme entitled 'P.T. Bhaskara Panicker Emeritus Fellowship for Science Writing and Science Communication'. The fellowship comprises of an amount of Rs.1,00,000/- granted in two equal instalments and the duration of the fellowship will be one year from the date of sanction.

### 2. Who can apply ?

Post-graduates in the field of science or related subjects with excellent publication record (in English and/ Malayalam)

### 3. Time slot to apply ?

Applications are invited during May every year

### 4. How to apply ?

Currently, the mode of application is offline. The online application mode will be adopted as and when the system is operational.

### 5. Apply in prescribed format

- Format for budget proposal ATTACHED

### 6. Social Relevance and tangible output

The scheme is intended to enhance the reach of scientific outputs to the society, sharpen skills in science writing, excite young minds about science, analyse the different science-related issues and build in-depth high quality literature with science focus. Further, the fellowship will help in contributing scientific literature readable to common man thereby enhancing improved discussion and engagements related to several policy issues.

### 7. Commercialisation Efforts

Not applicable

### 8. Maximum grant amount

KSCSTE provides a fellowship of an amount of Rs.1,00,000/- for a period of one year which will be granted in two equal instalments.

### 9. Procedure of operation of the scheme.

- Scrutiny of the Application – By Expert Committee

### 10. Issuing Sanction Order

#### • Date of Start of the Project

The date of start shall be intimated immediately on receipt of the acceptance letter from KSCSTE.

- Submission of Progress Reports – Quarterly
- Progress Monitoring/Review procedure – YES
- Periodic submission of SE & UC – YES

#### • Conditions if the progress is not satisfactory

The Council reserves the right to terminate the fellowship at any stage if it is convinced that the fellowship has not been properly utilized or appropriate progress

is not being made. In addition, the Council may designate Scientist/ Specialist or an Expert Panel to review the work done.

#### **11. Release of further instalment of grant**

further release as per the recommendation of the Review Committee.

#### **12. Project Completion Report**

- How many copies to be submitted ?  
One (soft binding, without any plastic material)

#### **13.Final review of the Project Report**

Yes

#### **14. Guidelines for publication of Research output**

KSCSTE will be a facilitator for the publication (preference should be given to Government publishing institutions). The fellow shall seek copy right permissions where ever required with the aid of KSCSTE. KSCSTE should be acknowledged in all publications made out of the supported project.

#### **15.General Conditions if any**

Canvassing in any form and/or bringing in any influence or otherwise, will be treated as disqualification.

#### **Contact**

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

**Kerala State Council for Science, Technology and Environment  
Sasthra Bhavan, Pattom P.O, Thiruvananthapuram-695004**

**P T Bhaskara Panicker Emeritus Fellowship for Science Writing and Science Communication**

**Application form**

1. Name of the Applicant (Capital Letters): .....

Passport Size  
Photograph

2. Contact Details

a. Address for Communication  
(with pin code)

:

.....

.....

b. Land phone No

:

c. Mobile

:

d. E-mail ID

:

3. Age and Date of Birth

:

4. Educational Qualifications:

SlNo	Qualification (Graduation/Post Graduation)	Discipline	University	Year of passing	Percentage of marks/ grade obtained
1					
2					

5. Work Experience:

Sl No.	Employer	Dates of Service		Responsibilities
		From	To	
1				
2				
3				

6. Present Position

a. Name and address of employer: .....

.....

- b. Years of Service : .....
- c. Exact title of post : .....
- d. Current duties : .....

7. Details of publication (English & Malayalam) in the field of Science Writing:

8. Research Experience (include details of major research projects undertaken):

9. Details of Fellowships, Scholarships, Awards and Honours received, if any:

10. Languages

Mother Tongue:

Other languages	Read		Understand (spoken)		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

11. Attach the address of two referees from the field of Science Communication who are well acquainted with the work of the candidate.

- a. ....
- .....
- b. ....
- .....

12. Checklist:

- (a) Application form
- (b) Attested Copy of Age proof
- (c) Attested Copy of Degree Certificates
- (d) Publications / Media Experiences



- (e) Recognitions received in this field
- (f) References details

- **Attach a proposal (not exceeding 500 words) specifying the area on which the book will be written, if selected (Mandatory)**
- **Attach detailed Bio-data (Mandatory)**

Place:  
Date:

Signature

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Technology Development and Adaptation Program (TDAP)</b>
2.	Beneficiary group	<ul style="list-style-type: none"> <li>• Individual Innovators possessing professional technical degree or studying in professional technical courses.</li> <li>• Scientists/ Researchers from Research Organizations, Academic Institutions, Non- Governmental Organizations, free lance agencies, etc.</li> </ul>
3.	Objectives of the scheme in brief	To provide catalytic support for the development and demonstration of innovative and need-based technologies, to perfect the technologies, develop suitable adaptation strategies and to raise such technologies to the level of commercialization.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Individual Innovators (The applicant should possess a professional technical degree. He/ She should possess a Diploma or Degree in Engineering or equivalent. Those who are studying for professional technical courses can also apply. Prior experience in developing innovative projects will be an added advantage.)</li> <li>• Scientists/ Researchers from Research Organizations/ Academic Institutions/ Non- Governmental Organizations, free lance agencies, inventors etc.</li> <li>• Project Proposals are invited through notification in the website of KSCSTE, on a quarterly basis, generally during January, April, July &amp; October. The Proposals can be submitted only during the time of notification</li> </ul>
5.	Nature of support (Financial and/or Technical)	Technical and Financial support in the form of grant.
6.	Quantum of support	Rs.10 lakhs (Maximum). The Tie-Up Institution is eligible for an overhead @ 10% of total project cost.
7.	Duration of the project	2 years
8.	Grant released to whom & mode of release	To the Head of the Institution through electronic fund transfer. Financial grant is released as installments either annually or half yearly basis, based on the duration of the project
9.	Selection process	Project proposals are initially scrutinized and the proposals as per the format and norms of Council will be placed in the Technical Committee for Technology Development and Adaptation Programme (TC-TDAP). The Committee evaluate the merit of the proposals and recommend the nature and quantum of financial grant to be provided for the approved projects.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Technology Development and Adaptation Program (TDAP) Guidelines

### 1.Introduction

Technology Development and Adaptation Programme (TDAP) is envisaged to provide catalytic support for the development and demonstration of innovative and need-based technologies. The Scheme also aims to perfect the technologies and develop suitable adaptation strategies to raise such technologies to the level of commercialization. TDAP aims technology development and demand driven adaptation of technologies. TDAP will also provide platform for the innovators for industry interactions, further scaling up, IP protection, technology transfer, etc. for the promotion of entrepreneurship development in the State.

Some of the suggested areas under this Programme are as follows:

1. Development of a new or improved process resulting in establishment of process know-how, development of process equipment and its demonstration.
2. Development of a new or improved product resulting in prototype development and ending with demonstration in commercial environment.
3. Up-gradation of existing technologies.
4. Development & demonstration of technologies for common use of public.

Individual Innovators, Scientists/ Researchers from Research Organizations/ Non Governmental Organizations, Faculty from Academic Institutions, etc can submit proposals. The project proposals under this scheme are evaluated by the Technical Committee for TDAP (TC-TDAP). Based on the recommendations of the Committee, maximum financial grant up to Rs.10 lakhs will be provided for the approved projects, for a maximum duration of two years. The following guidelines assist for smooth implementation of the project in conformity with those terms and conditions.

### 2. Who can Apply?

- Individual Innovators (The applicant should possess a professional degree. He/ She should possess a Diploma or Degree in Engineering or equivalent. Those who are studying for professional technical courses can also apply. Prior experience in developing innovative projects will be an added advantage.)
- Scientists/Researchers from Research Organizations/ Non Governmental Organizations, Faculty from Academic Institutions, Free lance Agencies, etc.

### 3. Time slot to apply

Project Proposals will be invited through notification in the website of KSCSTE, on a quarterly basis, generally during January, April, July & October. The Proposals can be submitted only during the time of notification.

### 4. How to apply?

Proposals under this scheme shall be submitted in the prescribed format online in the website of KSCSTE. Proposals submitted in any other mode will not be considered.

### 5. Apply in prescribed format

- Format for budget proposal

No	Item	Rs.
1	Man Power - Salaries / Wages i. Project Fellow * ii. Technical Assistant **	
2	Consumables (raw materials, accessories etc.)	
3	Travel Expenses ***	
4	Contingencies ****	
5	Equipment *****	

\* Project Fellow @ Rs 22,000/month, subject to the recruitment of eligible candidates as per the norms. (If the applicant is unemployed /student and is found to be a qualified hand to enact as the Project Fellow, TC-TDAP will take appropriate decision to provide suitable honorarium, for a reasonable period.)

\*\* Technical Assistant @ Rs 19,000/ month.

\*\*\* Travel @ Rs. 30,000/ year- (In exceptional cases when the development involves extensive travelling, this can be relaxed)

\*\*\*\* Contingencies @ Rs. 50,000/ year.

\*\*\*\*\*Equipment

Generally, no major equipment for research are granted to Central Government Institutions in the state unless the proposal is in collaboration with an institute in the state, in which case the equipment support will be provided to the state institute. In exceptional cases, the TC-TDAP can recommend equipment to Central Government Institutions, subject to approval from EVP.

Along with the proposal, the Principal Investigator shall submit the Endorsement from the Tie -Up Institution in the prescribed format and it should be forwarded by the Head of the Institution. General Format of the Documents is available in the website of KSCSTE

## 6. Social Relevance and tangible output

Proposals which are having social relevance pertaining to the State are desired. Also, the tangible output of the proposed research project shall be clearly mentioned in the proposal.

## 7. Commercialization Efforts

The efforts which will be made for commercializing the technology/product developed shall be clearly mentioned in the proposal.

## 8. Maximum grant

Maximum financial grant up to Rs.10 lakhs (excluding Institutional overhead) will be provided to the sanctioned projects for a maximum duration of two years. The Tie-Up Institution will be eligible for an overhead @ 10% of total project cost. The financial support primarily covers prototype development, cost of process equipment or its fabrication/development, test and evaluation of products, user trials etc.

## 9. Procedure of operation of the scheme

### Scrutiny of the Proposal

On receiving the project proposal, acknowledgement with a reference number and other instructions (if any) will be issued. The project proposal is scrutinized thereafter.

### Presentation before Technical Committee

If the project proposal is as per the format and norms of Council, it will be placed in the Technical Committee for Technology Development and Adaptation Programme (TC-TDAP)

for final decision. The PI/Co-I will be invited to present the proposal before TC-TDAP. The Committee evaluates the merit of the proposal and recommends the nature and quantum of assistance to be provided. In the case of individuals, a Tie-up Institution will be identified for implementing the project and the applicant will be attached to that Institution for developing the proposed technology. The financial assistance will be released to the Tie-up institution, where the applicant intends to carry out the project. (In the case of student applicant, the grant will be disbursed through a regular staff/ faculty of the Institution who will act as supervisor of the project.) The decision of KSCSTE based on the recommendations of TC-TDAP on the proposal shall be final.

## 10. Issuing Sanction Order

Based on the recommendations of the Technical Committee and with the approval of the competent authority, offer letter with the recommendations of TC-TDAP will be issued to the Principal Investigator/ Co-Investigator of the sanctioned project. The PI accepting the offer shall execute the Terms and Conditions (T&C) as per the table below;

Sl.No.	Institution / Agencies	T & C execution in
1	Governmental Institutions / State Universities / Central Universities in Kerala/ Governmental Aided	Plain paper duly signed by the PI & Head of the Institution in each page where ever T&C is applicable.
2	Unaided Academic& Research Institutions / NGOs	Non - Judicial Stamp paper worth Rs. 200/- wherever T & C is applicable

- If the documents furnished by the PI are in order, Sanction Order will be issued. The sanction order includes breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies, etc.
- Copies of the Sanction Order will be sent to the Principal Investigator (PI) and Head of the Institution (Principal/ Registrar/ Director/ Comptroller etc.) Any correspondence with the KSCSTE regarding the project should invariably quote the reference number and date in the Sanction Order and it should be addressed to the Director, KSCSTE.
- After issuing Sanction Order from KSCSTE, the Council will take steps to effect the payment electronically.
- The financial grant for the project is released on the basis of yearly requirements or half yearly requirements, as the case may be, taking note of the technical progress and expenditure incurred. The first installment of grant (first year grant) is released along with the first sanction order.
- Diversion of funds from Equipment, Manpower, etc., is normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior approval of KSCSTE. The Equipments sanctioned in the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institution should complete all formalities in advance for placing the order. There should not be a break/ time gap in between the project period. The project has to be done continuously and it shall end on expiry of approved duration.
- The institution shall not entrust the implementation of the work for which the grant is being sanctioned to another institution nor shall it divert the grant to other institution as assistance. In case the Institution is not able to implement the project, it should refund to KSCSTE the entire grant or the balance grant at the earliest.

### **Date of Start of the Project**

- The duration of the project will be specified in the first sanction order.
- The project becomes operative with effect from the date of sanction order or receipt of fund by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council.
- The date of start of the projects should in no case be later than one month after the receipt of fund by the Institute.

### **•Submission of Progress Reports**

- PI shall furnish Progress Report on the activities of the project on quarterly basis. Quarterly Progress Reports (QPR) should be sent with effect from the date of start of the project.
- For the projects with 1 year duration, half yearly Progress Reports (HPRs) shall be submitted on project half year basis with effect from the date of start of the project.
- For the projects with 2 years duration, 3 copies of Annual Progress Report (APR) on project year basis should be submitted. (i.e. if the date of start of a project is 10.11.2019, the first Annual Technical Progress Report shall be for the period 10.11.2019 to 09.11.2020 and next will be from 10.11.2020 to 09.11.2021).

### **•Progress Monitoring/Review procedure**

- The Council may organize Group Monitoring Workshops wherein the PIs/ Co-Is are invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any midterm requests by the PIs for additional grants/ extension in duration etc. are considered by this Department. Subsequent releases of grant would be based on the reviewing and monitoring committee's recommendations.
- In addition, this Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute has to provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

### **•Periodic submission of SE & UC**

The Tie-up Institution shall forward the Utilization Certificate and audited Statement of Expenditure (UC & SE) countersigned by the HOI (Tie-up Institution) to the effect that the grant has been utilized for the project work for which it was granted to KSCSTE. The UC & SE shall be furnished on a project year-to-year basis or project half year basis in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Self financing and aided institutions) depending on total duration of project and must be submitted within three months of completion of project year or project half year as the case may be. The institution should maintain separate audited accounts for the project.

### **•Other necessary conditions**

#### Principal Investigator & Co-Investigator (s) and the Implementing Institution

- KSCSTE will approve the project and project personnel can be appointed as per the sanction order. It is necessary to ensure that the project is carried out by the Principal Investigator (PI), Co-Investigator(s)/ Supervisor in a cohesive manner. Periodic meetings of the team are essential for this purpose.
- Once the project is sanctioned, PI should also furnish the following documents:
  - Date of start of the project.
  - Details of the Project personnel recruited and copy of Appointment Order.
  - Specifications and Quotation of the equipment purchased.
  - Purchase procedures followed by the implementing institution.
- KSCSTE's name should be engraved or affixed permanently on all equipment/ instruments produced and also in the fabricated ones under the TDAP Programme of KSCSTE like

‘Procured under the TDAP project sanctioned from KSCSTE’ .

- In case the PI leaves the project due to unforeseen circumstances, it will be the responsibility of the Institute to pursue for the smooth implementation of the project.
- The implementing institution should take steps in consultation with the Council to ensure smooth implementation of the project, before relieving the PI.
- PI should strictly adhere to the purchase procedures of the implementing institution for the purchase of equipment sanctioned for the project.
- The implementing Institute should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.
- Normally only one project will be sanctioned to an Innovator/Principal Investigator at a time by the Council.
- For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, 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 1,000/-. The Institution is required to send to KSCSTE list of assets acquired from the grant. The grant shall not be utilised for construction of any building unless specific provision is made for this purpose in the sanction order.
- All the assets acquired from the grant shall be the property of KSCSTE and should not be disposed off or encumbered or utilised for any purpose other than those for which the grant had been sanctioned, without the prior sanction of KSCSTE.
- After completion/ termination of the project, KSCSTE shall be free to sell or otherwise dispose off the assets which are the property of KSCSTE. The Institution shall render to the Government necessary facilities for arranging the sale of these assets. KSCSTE also has the discretion to gift the assets to the Institution or transfer them to any other Institution if it is considered appropriate and justified.

#### Project Staff

- Selection of project personnel shall be as per the general procedure. The advertisement inviting applications for the post of project personnel should be notified through leading news papers (at least in 3 leading dailies).
- PI should furnish the details of the Project personnel recruited in the project along with a copy of Appointment Order. If a vacancy arises in the due course, details of new project personnel appointed should also be reported promptly.
- All the personnel including research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/service conditions of the implementing Institution. No reference on these issues should be made to KSCSTE and that KSCSTE will not be responsible for such appointments.
- The KSCSTE will have no liability, whatsoever, for the project staff after completion of the project duration and cannot make any claim either to the implementing institution or to KSCSTE for any type of appointment.
- Scale and emoluments for the posts not covered under this order are governed by rules of the implementing Institution and KSCSTE will have no binding in this regard.

#### **•Conditions if the progress is not satisfactory**

Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.



### 11. Release of further instalment of grant.

- The subsequent installment of grant would be released annually/half yearly on the basis of expenditure incurred in the previous project year/project half year & expected expenditure in that year/half year, as the case may be. The Tie - Up institution shall forward the Annual Technical Progress Report/ Half yearly Progress Report and Audited Utilization Certificate and Statement of Expenditure of the previous project year/half year in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Self financing and Aided Institutions) including committed expenditure for the next year/half year shall be forwarded through the Head of the Institution within 3 months of the completion of project year/ project half year, as the case may be.
- If substantial funds are available after verifying the Utilization Certificate & Statement of Expenditure, amount will not be released. If the funds are nearing to be over during the middle of the year, a Statement of Expenditure should be submitted for the interim release of grant. The request for grant should however reach KSCSTE at least 30 days in advance.
- In the case of project duration exceeding one year, the unspent amount need not be refunded at the end of first year, but the amount may be automatically adjusted towards the release of subsequent grant, unless or otherwise specified.

### 12. Project Completion Report

On completion of the project, the Principal Investigator through the Tie - Up Institution shall submit 2 copies of the bound volume of the Project Completion Report (PCR) and 3 copies of the Final Technical Report (FTR) in the prescribed format (soft binding or spiral binding without using plastic material). Along with PCR and FTR, the Asset Transfer Certificate duly signed by the Head of the Tie - Up Institution shall also be submitted in the prescribed format.

### 13. Final review of the Project Report

- On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable us to settle the accounts:
  - a. 3 Copies of the Final Technical Report (FTR) in the prescribed format.
  - b. 2 copies of the Project Completion Report (PCR) in the prescribed format;
  - c. Soft Copy of FTR and PCR.
  - d. Consolidated audited Statement of Expenditure and Utilization Certificate;
  - e. Asset Transfer Certificate in the prescribed format;
  - f. DD/Cheque for any unspent amount with the Institution in favour of Member Secretary, KSCSTE.
- The above documents must be submitted within 6 months of completion of the project. A review will be arranged for all the completed projects The Final Technical Report (FTR) will be evaluated by the Technical Committee and grades are awarded to each project based on the project output. Top graded projects will be given awards and considered for second phase funding after presentation. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.

### 14. Re-appropriation of Funds and Extension details

- Re appropriation of funds within the total budget may be approved based on the recommendation of TC- TDAP. Re appropriation from man power and equipment will not be normally allowed.
- The extension of duration of the project will not be granted normally. In exceptional cases where the work could not be completed PI should submit request for extension in the prescribed format, three months before completing the tenure and final decision by TC- TDAP.



### 15. Guidelines for publication of results

- a) Investigators wishing to publish technical/ scientific papers based on the project work should acknowledge the assistance received from the Council.
- b) The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.
- c) Investigators are also requested to publish some papers emerging out of the project work in leading Journals.
- d) If the output of the project work is to be legally protected, it should not be published without action being taken to secure legal protection.
- e) The knowledge generated from the project will 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 Tie-Up Institution.

### 16. Guidelines for IP Output generated

Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Tie-Up Institution.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT

### Grant under Technology Development and Adaptation Programme (TDAP)

#### KSCSTE – TDAP – Terms and Conditions

**Title of the Project Proposal:**

**Name and designation of Principal Investigator (PI):**

**Address of the Institution:**

**File No.:**

1. The scheme is envisaged to provide catalytic support for the development and demonstration of innovative and need-based technologies. The scheme aims technology development and demand driven adaptation of technologies. Grant will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.
2. The assistance for the project will be for a maximum period of .....years. Sanction will be given for the full period of investigation, but the fund will be released only in installments and subsequently subject to satisfactory completion of the work and submission of audited Utilization Certificate (UC) & Statement of Expenditure (SE). The UC & SE shall be furnished on a project year-to-year basis or project half year as the case may be.
  - a) The quantum of funding shall be subject to the recommendations of Technical Committee for Technology Development and Adaptation Programme and approval of Council.
  - b) Reallocation of funds within the sanctioned budget may be approved based on the specific recommendation.
  - c) However, re-appropriation from manpower and equipment will not be normally allowed. The PI should submit application for reallocation and extension well before time. Extension of project duration beyond 6 months will not be granted normally.
  - d) The amount of grant shall be utilized for the purpose for which it is granted, within a period of one year from the date of receipt of the amount or Council Order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.
3. For permanent, semi-permanent assets acquired solely or mainly out of the project grant, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.
4. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.

5. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
6. Principal Investigator/Institute shall furnish Progress Report on the activities of the project on quarterly basis. Quarterly Progress Reports (QPR) should be sent with effect from the date of start of the project. In the case of projects with 1 year duration, the PI shall also furnish half yearly Progress Reports (HPRs) on project half year basis with effect from the date of start of the project.
7. The Institute/ PI should furnish Annual Progress Report of the work on the project on an yearly basis (ie. if the date of start of a project is 10.11.2019, the first Annual Technical Progress report shall be for the period 10.11.2019 to 09.11.2020, the next will be from 10.11.2020 to 09.11.2021 and so on). In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute should provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project, 3 copies of the Final Technical Report and 2 copies of the consolidated Project Completion Report on the work done in the project, in the prescribed format, should be sent to the Council.
8. At the time of seeking the further installment of grant, the Institute/ PI has to furnish the following documents:
  - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of self financing and aided institutions) for the previous project year/ half year, as the case may be, in the prescribed format (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure for the year/half year, till the previous month;
  - c) Annual Technical Progress Report/Half yearly Progress Report, if not sent earlier.

These documents must be submitted within 3 months of completion of project year.

9. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the project items for which it was sanctioned. In the case of two-year projects, without the audited statement for the first year, the second installment shall not be released. In all cases, the final audited Utilization Certificates and Statement of Expenditure shall be submitted within three months of completion of the project. Also, the Final Technical Report and Project Completion Report shall be submitted within six months of completion of the project.
10. A review will be arranged for the completed projects. The Final Technical Report (FTR) will be evaluated by the Technical Committee and are awarded grades based on the project output. Top graded projects will be given awards and considered for second phase funding after presentation. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.

11. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first year, but the amount may be automatically adjusted towards the release of subsequent grant, unless otherwise it is specified.
12. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grant and steps shall be taken against such person/persons for realizing the amount of grant.
13. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further installment of grant.
14. The Institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.
15. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.
16. For the expeditious implementation of the project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's Order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.
17. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. Also the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring or evaluating the progress of the project.
18. The project becomes operative with effect from the date of receipt of Council Order or the date on which the amount is received by the Implementing Institution. This date should be intimated by the Institution authorities/Principal Investigator to this Office. It will, in no case be later than one month after the receipt of the amount by the Institute.
19. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.
20. Investigators wishing to publish technical/ scientific papers based on the project work should acknowledge the assistance received from Council, indicating the scheme. Investigators are also requested to publish some papers emerging out of the project work in leading Indian Journals.

21. If the output of the project work is to be legally protected, it should not be published without action being taken to secure legal protection.
22. The Technical Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the project work.
23. The knowledge generated from the project will 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 Implementing Institution.

We agree to the terms and conditions stated above.

**Signature with date**

**Name & Address  
Applicant/ Principal Investigator**

**Signature with date**

**Name & Address of  
Project Co-ordinator/  
Co-Investigator**

**Signature with Date**

**Name & Address of Head of  
the Tie-up Institution**

**Office Seal with date**

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND  
ENVIRONMENT

**Technology Development and Adaptation Programme (TDAP)**

**Application Form**

1. Title of the Project:
2. Name and Address of the Applicant (who will be the Principal Investigator-PI):
3. Contact Details ( Phone no, Mobile no & Email Id):
4. Academic Qualification:
5. Profession of the Applicant:
6. Experience:
7. Date of Birth :
8. Annual Income of the applicant :
9. Whether proposed project is for a Product or Process? :
10. Details of the proposed project:
  - i) Background of the Project :
  - ii) Summary of the Project :
  - iii) Objectives of the Project:
  - iv) Methodology in detail ( including drawings) :
  - v) Drawbacks in the existing products/ process/technology (if applicable):
  - vi) Advantages over the existing products/ process/technology:
  - vii) Features of the Project :
  - viii) Expected social relevance/ benefit of the project :
  - ix) Duration of the Project:
  - x) Work Plan :

xi) Please tick major activities to be undertaken such as

- ☐ Technology Development
- ☐ Technology Adaptation
- ☐ Design Engineering
- ☐ Value Engineering
- ☐ Prototype/ Working model Development
- ☐ Lab/ bench scale process development

11. Status of the work already carried out (Please tick the activities if any):

- ☐ Literature survey/ patent search
- ☐ Present status of development
- ☐ Involvement of agencies/Institutions
- ☐ Patenting of the technology/product/process
- ☐ Sponsored sub contracted work with any external agencies
- ☐ Techno- economic/ market feasibility studies/ reports, if any
- ☐ Consumers/users feedback, if any

12. End product/ process/output resulting from the project:

13. Proposed budget details:

Sl. No.	Item	Project Cost (Rs.)
1.	Equipment / Instrumentation cost	
2.	Consumables (Raw Materials/Accessories)	
3.	Manpower (Honorarium/Salary to Project Fellow/ Labour charges)	
4.	Travel Expenses (Based on actuals & not exceeding 5% of the total project cost)	
5.	Other Expenses (specify if any)	
	Total Cost	

14. Any other information relevant to the project:
15. Name of two Referees:
16. Name and designation of the Supervisor (applicable only if the applicant is a student):
17. Have you received/ sought support from any other Organization/ Agency for the proposed project (if so, furnish the details including the amount received):

**Declaration**

I declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect, my/our candidature will stand cancelled and all my / our claims will be forfeited.

Place:  
Date:

Signature:  
Name of the applicant(s):



Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Rural Technology Programme (RTP)</b>
2.	Beneficiary group	Grass root Innovators, Individuals, Faculty, Scientists, Non Governmental Organizations, etc.
3.	Objectives of the scheme in brief	To promote the rural technologies in the State by encouraging and promoting the grass root innovators and individuals to perfect their innovative ideas in the rural technology sector and to raise their innovations to enterprise level products.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Grass root Innovators, Individuals, Faculty of Academic Institutions, Scientists of Research Organizations and Non Governmental Organizations in this field.</li> <li>Proposals are invited through notification in the website of KSCSTE, on quarterly basis, generally during January, April, July &amp; October. Proposals can only be submitted during the time of notification</li> </ul>
5.	Nature of support (Financial and/or Technical)	Technical and Financial support in the form of grant
6.	Quantum of support	Rs. 4 lakhs (maximum). The Tie-Up Institution is eligible for an overhead @ 10% of total project cost.
7.	Duration of the project	2 years
8.	Grant released to whom & mode of release	To the Head of the Institution through electronic fund transfer. Financial grant is released as installments either annually or half yearly basis, based on the duration of the project.
9.	Selection process	Project proposals are initially scrutinized and the proposals as per the format and norms of Council will be placed in the Technical Committee for Rural Technology Programme (TC-RTP). The Committee evaluate the merit of the proposals and recommend the nature and quantum of financial grant to be provided for the approved projects.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Rural Technology Programme (RTP) Guidelines

### 1. Introduction

Rural Technology Programme (RTP) scheme is instituted to promote and support the traditional rural technologies and upgrade them, so that it could be perfected for wider applications for employment generations and to reduce the drudgery of the rural households. Also, helping hands are provided to grass root innovators to perfect the technology and to convert their innovations to enterprise level. Grass root Innovators, Individuals, Faculty, Scientists, Students, Non Governmental Organizations, etc can submit proposal. The project proposals are evaluated by Technical Committee for Rural Technology Programme (TC-RTP) and based on the recommendations of TC-RTP, maximum financial grant up to Rs.4 lakhs are provided to feasible projects. The following guidelines assist for smooth implementation of the project in conformity with those terms and conditions.

### 2. Who can apply?

- Grass root Innovators/Rural Innovators
- Individual Innovators
- Students, Faculty, Scientists, Non Governmental Organizations in this field.

### 3. Time slot to apply

Project Proposals will be invited through notification in the website of KSCSTE, on quarterly basis, generally during January, April, July and October. The Proposals can be submitted only during the time of notification.

### 4. How to apply?

Proposals under this scheme shall be submitted in the prescribed format online in the website of KSCSTE. Proposals submitted in any other mode will not be considered.

### 5. Apply in prescribed Format

- Format for budget proposal

No	Item	Rs.
1	Man Power - Salaries / Wages	
2	Consumables (Chemicals, glass wares, research materials etc.)	
3	Travel Expenses *	
4	Contingencies **	
5	Equipment/Instruments	

\* Travel @ Rs.10,000/ year- (In exceptional cases when the study involves extensive travelling, this can be relaxed)

\*\* Contingencies @ Rs. 10,000/ year.

Along with the proposal, the Principal Investigator shall submit the Endorsement from the Tie -Up Institution forwarded by the Head of the Institution. General Format of the Documents is available in the website of KSCSTE

### 6. Social Relevance and tangible output

Proposals which are having social relevance pertaining to the State are desired. Also, the tangible output of the proposed research project shall be clearly mentioned in the proposal.

## 7. Commercialisation Efforts

The efforts which will be made for commercializing the technology/product developed shall be clearly mentioned in the proposal.

## 8. Maximum Grant

Maximum financial grant up to Rs.4 lakhs (excluding Institutional overhead) will be provided to the sanctioned projects for a maximum duration of two years. The Tie-Up Institution will be eligible for an overhead @ 10% of total project cost.

## 9. Procedure of operation of the scheme

### Scrutiny of the Proposal

On receiving the project proposal, acknowledgement with a reference number and other instructions (if any) will be issued. The project proposal is scrutinized thereafter.

### Presentation before Technical Committee

If the project proposal is as per the format and norms of Council, it will be placed in the Technical Committee for Rural Technology Programme (TC-RTP) for final decision. The PI/Co-I will be invited to present the proposal before TC-RTP. The Committee evaluates the merit of the proposal and recommends the nature and quantum of assistance to be provided. In the case of individuals, a Tie-up Institution will be identified for implementing the project and the applicant will be attached to that Institution for developing the proposed technology. The financial assistance will be released to the Tie-up institution, where the applicant intends to carry out the project. (In the case of student applicant, the grant will be disbursed through a regular staff/ faculty of the Institution who will act as supervisor of the project.) The decision of KSCSTE based on the recommendations of TC-RTP on the proposal shall be final.

## 10. Issuing Sanction Order

Based on the recommendations of the Technical Committee and with the approval of the competent authority, offer letter with the recommendations of RTP will be issued to the Principal Investigator/ Co-Investigator of the sanctioned project. The PI accepting the offer shall execute the Terms and Conditions (T&C) as per the table below;

Sl.No.	Institution / Agencies	T & C execution in
1	Governmental Institutions / State Universities / Central Universities in Kerala/ Governmental Aided	Plain paper duly signed by the PI & Head of the Institution in each page where ever T&C is applicable.
2	Unaided Academic& Research Institutions / NGOs	Non - Judicial Stamp paper worth Rs. 200/- wherever T & C is applicable

- If the documents furnished by the PI are in order, Sanction Order will be issued. The sanction order includes breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies, etc.
- Copies of the Sanction Order will be sent to the Principal Investigator (PI) and Head of the Institution (Principal/ Registrar/ Director/ Comptroller etc.) Any correspondence with the KSCSTE regarding the project should invariably quote the reference number and date in the Sanction Order and it should be addressed to the Director, KSCSTE.
- After issuing Sanction Order from KSCSTE, the Council will take steps to effect the payment electronically.
- The financial grant for the project is released on the basis of yearly requirements or half yearly requirements, as the case may be, taking note of the technical progress and expenditure incurred. The first installment of grant (first year grant) is released along with the first sanction order.
- Diversion of funds from Equipment, Manpower, etc., is normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior

approval of KSCSTE. The Equipments sanctioned in the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institution should complete all formalities in advance for placing the order. There should not be a break/ time gap in between the project period. The project has to be done continuously and it shall end on expiry of approved duration.

- The institution shall not entrust the implementation of the work for which the grant is being sanctioned to another institution nor shall it divert the grant to other institution as assistance. In case the Institution is not able to implement the project, it should refund to KSCSTE the entire grant or the balance grant at the earliest.

#### **Date of Start of the Project**

- The duration of the project will be specified in the first sanction order.
- The project becomes operative with effect from the date of sanction order or receipt of fund by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council.
- The date of start of the projects should in no case be later than one month after the receipt of fund by the Institute.

#### **Submission of Progress Reports**

- PI shall furnish Progress Report on the activities of the project on quarterly basis. Quarterly Progress Reports (QPR) should be sent with effect from the date of start of the project.
- For the projects with 1 year duration, half yearly Progress Reports (HPRs) shall be submitted on project half year basis with effect from the date of start of the project.
- For the projects with 2 years duration, 3 copies of Annual Progress Report (APR) on project year basis should be submitted. (i.e. if the date of start of a project is 10.11.2019, the first Annual Technical Progress Report shall be for the period 10.11.2019 to 09.11.2020 and next will be from 10.11.2020 to 09.11.2021).

#### **Progress Monitoring/Review procedure**

- The Council may organize Group Monitoring Workshops wherein the PIs/ Co-Is are invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any midterm requests by the PIs for additional grants/ extension in duration etc. are considered by this Department.
- Subsequent releases of grant would be based on the reviewing and monitoring committee's recommendations.
- In addition, this Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute has to provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

#### **Periodic submission of SE & UC**

- The Tie-up Institution shall forward the Utilization Certificate and audited Statement of Expenditure (UC & SE) countersigned by the HOI (Tie-up Institution) to the effect that the grant has been utilized for the project work for which it was granted to KSCSTE. The UC & SE shall be furnished on a project year-to-year basis or project half year basis in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Self financing and aided institutions) depending on total duration of project and must be submitted within three months of completion of project year or project half year as the case may be. The institution should maintain separate audited accounts for the project.

## Other necessary conditions

### Principal Investigator & Co-Investigator (s) and the Implementing Institution

- The Principal Investigator (PI) has the primary responsibility to identify a tie-up institution/ agency for the implementation of the project. The project team consists of the PI, Co-Investigator(s) and the project personnel appointed as per the sanction order. It is necessary to ensure that the project is carried out by the project team in a cohesive manner. Periodic meetings of the team are essential for this purpose.
- Once the project is sanctioned, PI should also furnish the following documents:
  - Date of start of the project.
  - Details of the Project personnel recruited and copy of Appointment Order.
  - Specifications and Quotation of the equipment purchased.
  - Purchase procedures followed by the implementing institution.
- KSCSTE' s name should be engraved or affixed permanently on all equipment/ instruments produced and also in the fabricated ones under the RTP Programme of KSCSTE like Procured under the RTP project sanctioned from KSCSTE' .
- In case the PI leaves the project due to unforeseen circumstances, it will be the responsibility of the Institute to pursue for the smooth implementation of the project.
- The implementing institution should take steps in consultation with the Council to ensure smooth implementation of the project, before relieving the PI.
- PI should strictly adhere to the purchase procedures of the implementing institution for the purchase of equipment sanctioned for the project.
- The implementing Institute should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.
- Normally only one project will be sanctioned to an Innovator/Principal Investigator at a time by the Council.
- For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, 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 1,000/-. The Institution is required to send to KSCSTE list of assets acquired from the grant. The grant shall not be utilised for construction of any building unless specific provision is made for this purpose in the sanction order.
- All the assets acquired from the grant shall be the property of KSCSTE and should not be disposed off or encumbered or utilised for any purpose other than those for which the grant had been sanctioned, without the prior sanction of KSCSTE.
- After completion/ termination of the project, KSCSTE shall be free to sell or otherwise dispose off the assets which are the property of KSCSTE. The Institution shall render to the Government necessary facilities for arranging the sale of these assets. KSCSTE also has the discretion to gift the assets to the Institution or transfer them to any other Institution if it is considered appropriate and justified.

### Project Staff

- Selection of project personnel shall be as per the general procedure. The advertisement inviting applications for the post of project personnel should be notified through leading news papers (at least in 3 leading dailies).
- PI should furnish the details of the Project personnel recruited in the project along with a copy of Appointment Order. If a vacancy arises in the due course, details of new project personnel appointed should also be reported promptly.
- All the personnel including research personnel appointed under the project, for the

full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/service conditions of the implementing Institution. No reference on these issues should be made to KSCSTE and that KSCSTE will not be responsible for such appointments.

- The KSCSTE will have no liability, whatsoever, for the project staff after completion of the project duration and cannot make any claim either to the implementing institution or to KSCSTE for any type of appointment.
- Scale and emoluments for the posts not covered under this order are governed by rules of the implementing Institution and KSCSTE will have no binding in this regard.

#### **Conditions if the progress is not satisfactory**

Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.

### **11. Release of further installment of grant**

- The subsequent installment of grant would be released annually/half yearly on the basis of expenditure incurred in the previous project year/project half year & expected expenditure in that year/half year, as the case may be. The Tie - Up institution shall forward the Annual Technical Progress Report/ Half yearly Progress Report and Audited Utilization Certificate and Statement of Expenditure of the previous project year/half year in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Self financing and Aided Institutions) including committed expenditure for the next year/half year shall be forwarded through the Head of the Institution within 3 months of the completion of project year/ project half year, as the case may be.
- If substantial funds are available after verifying the Utilization Certificate & Statement of Expenditure, amount will not be released. If the funds are nearing to be over during the middle of the year, a Statement of Expenditure should be submitted for the interim release of grant. The request for grant should however reach KSCSTE at least 30 days in advance.
- In the case of project duration exceeding one year, the unspent amount need not be refunded at the end of first year, but the amount may be automatically adjusted towards the release of subsequent grant, unless or otherwise specified.

### **12. Project Completion Report**

- On completion of the project, the Principal Investigator through the Tie - Up Institution shall submit 2 copies of the bound volume of the Project Completion Report (PCR), 3 copies of the Final Technical Report (FTR) in the prescribed format (soft binding or spiral binding without using plastic material). Along with PCR and FTR, the Asset Transfer Certificate duly signed by the Head of the Tie - Up Institution shall also be submitted in the prescribed format.

### **13. Final review of the Project Report**

On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable us to settle the accounts:

- a. 3 Copies of the Final Technical Report (FTR) in the prescribed format.
- b. 2 copies of the Project Completion Report (PCR) in the prescribed format;
- c. Soft Copy of FTR and PCR.
- d. Consolidated audited Statement of Expenditure and Utilization Certificate;
- e. Asset Transfer Certificate in the prescribed format;
- f. DD/Cheque for any unspent amount with the Institution in favour of Member Secretary, KSCSTE.



- The above documents must be submitted within 6 months of completion of the project. A review will be arranged for all the completed projects. The Final Technical Report (FTR) will be evaluated by the Technical Committee and grades are awarded to each project based on the project output. Top graded projects will be given awards and considered for second phase funding after presentation. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.

#### 14. Re-appropriation of Funds and Extension details

- Re appropriation of funds within the total budget may be approved based on the recommendation of TC- RTP. Re appropriation from man power and equipment will not be normally allowed.
- The extension of duration of the project will not be granted normally. In exceptional cases where the work could not be completed PI should submit request for extension in the prescribed format, three months before completing the tenure and final decision by TC- RTP.

#### 15. Guidelines for publication of results

- a) Investigators wishing to publish technical/ scientific papers based on the project work should acknowledge the assistance received from the Council.
- b) The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.
- c) Investigators are also requested to publish some papers emerging out of the project work in leading Journals.
- d) If the output of the project work is to be legally protected, it should not be published without action being taken to secure legal protection.
- e) The knowledge generated from the project will 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 Tie-Up Institution.

#### 16. Guidelines for IP Output generated

Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Tie-Up Institution.

##### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

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

Grant under Rural Technology Programme (RTP)

KSCSTE - RTP- Terms & Conditions

**Title of the Project Proposal:**

**Name and designation of Principal Investigator (PI):**

**Address of the Institution:**

**File No.:**

1. The scheme is instituted to promote and support the traditional rural technologies and upgrade them, so that it could be perfected for wider applications for employment generations and to reduce the drudgery of the rural households. Grant will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.
2. The assistance for the project will be for a maximum period of .....years. Sanction will be given for the full period of investigation, but the fund will be released only in installments and subsequently subject to satisfactory completion of the work and submission of audited Utilization Certificate (UC) & Statement of Expenditure (SE). The UC & SE shall be furnished on a project year-to-year basis or project half year as the case may be.
  - a) The quantum of funding shall be subject to the recommendations of Technical Committee for Rural Technology Programmes (TC-RTP) and approval of the Council.
  - b) Reallocation of funds within the sanctioned budget may be approved based on the specific recommendation. However, re appropriation from manpower and equipments will not be normally allowed. The PI should submit application for reallocation and extension well before time. Extension of duration of project beyond 6 months will not be granted normally.
  - c) The amount of grant shall be utilized for the purpose for which it is granted, within a period of one year from the date of receipt of the amount or Council Order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.
3. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity,



communication etc. for smooth implementation of the project shall be given by the Institute.

4. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.
5. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
6. Principal Investigator/Institute shall furnish Progress Report on the activities of the project on quarterly basis. Quarterly Progress Reports (QPR) should be sent with effect from the date of start of the project. In the case of projects with 1 year duration, the PI shall also furnish half yearly Progress Reports (HPRs) on project half year basis with effect from the date of start of the project.
7. The Institute/ PI should furnish Annual Progress Report of the project work on an yearly basis (ie. if the date of start of a project is 10.11.2019, the first Annual Technical Progress report shall be for the period 10.11.2019 to 09.11.2020, the next will be from 10.11.2020 to 09.11.2021 and so on). In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute should provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project, 3 copies of the Final Technical Report and 2 copies of the consolidated Project Completion Report on the work done in the project, in the prescribed format, should be sent to the Council.
8. At the time of seeking the further installment of grant, the Institute/ PI has to furnish the following documents:
  - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of self financing and aided institutions) for the previous project year/ half year, as the case may be, in the prescribed format (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure for the year/half year, till the previous month;
  - c) Annual Technical Progress Report/Half yearly Progress Report, if not sent earlier.

These documents must be submitted within 3 months of completion of project year.

9. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the project items for which it was sanctioned. In the case of two-year projects, without the audited statement for the first year, the second installment shall not be released. In all cases, the final audited Utilization Certificates and Statement of Expenditure shall be submitted within three months of completion of the project. Also, the Final Technical Report and Project Completion Report shall be submitted within six months of completion of the project.

10. A review will be arranged for the completed projects. The Final Technical Report (FTR) will be evaluated by the Technical Committee and are awarded grades based on the project output. Top graded projects will be given awards and considered for second phase funding after presentation. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.
11. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first year, but the amount may be automatically adjusted towards the release of subsequent grant, unless otherwise it is specified.
12. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant.
13. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further installment of grant.
14. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.
15. All the personnel including Research personnel appointed under the project, for the full/part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.
16. For the expeditious implementation of the project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's Order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.
17. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. Also the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring or evaluating the progress of the project.
18. The project becomes operative with effect from the date of receipt of Council Order or the date on which the amount is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Office. It will, in no case be later than one month after the receipt of the amount by the Institute.

19. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.
20. Investigators wishing to publish technical/ scientific papers based on the project work should acknowledge the assistance received from Council, indicating the scheme. Investigators are also requested to publish some papers emerging out of the project work in leading Indian Journals.
21. If the output of the project work is to be legally protected, it should not be published without action being taken to secure legal protection.
22. The Technical Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the project work.
23. The knowledge generated from the project will 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 Implementing Institution.

We agree to the terms and conditions stated above.

**Signature with date**

**Signature with date**

**Signature with Date**

**Name & Address  
Applicant/ Principal Investigator**

**Name & Address of  
Project Co-ordinator/  
Co-Principal Investigator**

**Name & Address of Head of  
the Tie-up Institution**

**Office Seal with date**

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

**Rural Technology Programmes (RTP)**

**APPLICATION FORM**

- 1. Title of the project:**
- 2. Name of the applicant:**
- 3. Postal address:**
- 4. Phone No:** **Mobile No. (if available):**
- 5. Date of birth:**
- 6. Educational status:**
- 7. Experience:**
- 8. Profession of the applicant:**
- 9. Employment status of the applicant:**
- 10. Details of the proposed project:**
  - i) Objectives:**
  - (ii) Methodology in detail:**
  - (iii) Duration/ Time schedule:**
  - (iv) Please tick major activities to be undertaken such as**
    - ☐ Design Engineering
    - ☐ Working model/prototype development
    - ☐ Lab/ bench scale process development
    - ☐ Research consultancy
    - ☐ Trial demonstration of developed product, environmental/ safety measures and testing
    - ☐ Any other (please specify)
- 11. Status of the work already carried out (Please tick the activities if any):**
  - ☐ Literature survey/ patent search
  - ☐ Development work done so far, if any including
  - ☐ involvement of agencies
  - ☐ Patenting of the innovation
  - ☐ Sponsored sub contracted work with any external agencies
  - ☐ Techno- economic/ market feasibility studies/ reports, if any
  - ☐ Consumers/users feedback, if any

**12. End product/ process/output- resulting from the idea/invention/innovation:**

**13. Potential major applications and users:**

**14. Proposed budget details:**

Sl. No.	Item	Project Cost (Rs.)
1.	Equipment / Instrumentation	
2.	Consumables (Raw material/accessories)	
3.	Manpower (Salary/Honorarium/wages)	
4.	Travel expenses (Based on actuals & not exceeding 5% of the total project cost)	
5.	Others (specify if any)	
	<b>Total Cost</b>	

**15. Have you received/ sought support from any other organization/ agency for your present work or for any other work.  
(If so, furnish the details)**

**16. Endorsement from the Tie up Institution (the institution wherein the applicant plans to carry out the development of his/her project) – to be given on letter head**

**17. Any other information relevant to the project:**

**18. Referees:**

**19. Declaration:**

I declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect, my/our candidature will stand cancelled and all my / our claims will be forfeited.

**Place:  
Date:**

**Signature:  
Name of the applicant(s):**

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>A.P.J. Abdul Kalam Youth Challenge Programme</b>
2.	Beneficiary group	Individuals below 30 years of age residing permanently in Kerala
3.	Objectives of the scheme in brief	The programme is aimed to encourage youth to take up innovative projects in specialised areas and to create opportunities for translating their innovative ideas to products /technologies which in turn can be resulted in establishment of enterprises.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Any individual below 30 years of age and a permanent resident of Kerala can apply for the programme.</li> <li>Project Proposals will be invited through notification in the website, once in a year, generally during January. Proposals can be submitted only during the time of notification in the portal <a href="http://www.ycpkerala.org">www.ycpkerala.org</a></li> </ul>
5.	Nature of support (Financial and/or Technical)	•Financial Support
6.	Quantum of support	5 Lakh (Maximum)
7.	Duration of the project	One year
8.	Grant released to whom & mode of release	<ul style="list-style-type: none"> <li>To the Head of the Tie-up Institution, through online account transfer.</li> <li>Financial grant is released as two installments on half yearly basis</li> </ul>
9.	Selection process	The synopsis of the proposals will be initially scrutinized and forwarded to 3 Reviewers (Subject Experts) in the concerned field. Based on the review, the proposals for second level evaluation will be shortlisted. The second level evaluation will be made by an Expert Committee and they will shortlist the proposals for final evaluation. The proposals recommended by the Expert Committee for final evaluation will be presented before the National level Advisory Committee, which will evaluate and select the best proposals to be provided with financial support for developing the prototype and recommends the quantum of financial support for the selected projects.
10.	Mode of Application	online ( <a href="http://www.ycpkerala.org">www.ycpkerala.org</a> )
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## A.P.J.Abdul Kalam Youth Challenge Programme Guidelines

### 1. Introduction

Kerala State Council for Science, Technology & Environment (KSCSTE) has instituted this scheme in memory of late Dr. A.P.J.Abdul Kalam. The scheme targets the youth in the State to take up challenges in specialized areas and propose innovative solutions for solving the problems which are very relevant to the State of Kerala. The programme is aimed to put challenging problems in the State before the youth and encourage them to propose ideas and solutions for these problems. Any individual below 30 years of age and a permanent resident of Kerala can apply under this programme. Up to 10 best proposals will be given up to Rs. 5 lakh for developing the prototype/working model. The duration for proto development is 1 year. After the proto development is completed, the best Innovation will be selected and awarded with Rs. 50 lakh, along with technical support and guidance in developing the technology based on the proposal.

### 2. Who can apply?

- Any individual below 30 years of age and a permanent resident of Kerala can apply.
- Educational Qualification is not a barrier for applying.

### 3. Time slot to apply?

Project Proposals will be invited through notification in the website, once in a year, generally during January and will be notified in the website of KSCSTE. Proposals can be submitted only during the period of Notification.

### 4. How to apply?

Proposals under this programme can be submitted online in the portal [www.ycpkerala.org](http://www.ycpkerala.org). Proposals submitted in any other mode will not be considered.

### 5. Apply in prescribed format

Initially, the synopsis of the proposal has to be submitted online in the prescribed format. For the proposals shortlisted for next stage evaluation, detailed proposal shall be submitted in the prescribed format.

- Format for budget proposal

No	Item	Rs.
1	Equipment / Instrumentation*	
2	Consumables (Raw material/accessories)	
3	Manpower (Wages/Labour)	
4	Travel Expenses (Based on actual & not exceeding 5% of the total project cost)	
5	Others (specify if any)	

\*Equipment – Generally, no major equipment for prototype development are granted to Central Government Institutions in the state unless the proposal is in collaboration with an institute in the state, in which case the equipment support will be provided to the state institute. In exceptional cases, the Expert/ Advisory Committee can recommend equipment to Central Government Institutions, subject to approval from EVP.

The Principal Investigator (PI) should submit budgetary quotation for the equipment to be purchased under the project. The Principal Investigator (PI) shall submit the Endorsement from the Head of the Tie -Up Institution in the prescribed format,

forwarded by the Head of the Institution. General Format of the Documents is available in the website of KSCSTE.

## 6. Social Relevance and tangible output

Proposals which are having social relevance pertaining to the State are desired under this programme. Also, the tangible output of the proposed project shall be clearly mentioned in the proposal.

## 7. Commercialisation Efforts

The efforts which will be made for commercialising the technology/product developed shall be clearly mentioned in the proposal.

## 8. Maximum grant

Maximum financial assistance up to Rs.5 lakhs will be provided to the selected proposals for prototype development for a maximum duration of one year.

## 9. Procedure of operation of the scheme

### • Scrutiny of the Proposal

The synopsis of the proposals and the relevant documents uploaded in the portal will be scrutinized. Incomplete proposals or proposals from the applicants not fulfilling the eligibility criteria will be rejected.

### • Review

After the scrutiny, complete proposals will be sent for review to 3 reviewers (Subject Experts). The review of the proposals will be done online and the Reviewers will mark their recommendations. The proposals recommended by at least 2 Reviewers will be processed further for second stage evaluation. The list of applicants of the shortlisted proposals will be published in the portal.

### •Presentation before Expert Committee

The applicants of the shortlisted proposals shall submit the detailed proposals in the prescribed format along with the relevant documents. They shall present their proposals before the Expert Committee. The Expert Committee assess the proposals and based on the merit, recommends the proposals for final evaluation.

### •Presentation before the Advisory Committee

The proposals recommended by the Expert Committee shall be presented before the Advisory Committee and based on the evaluation, the Committee recommends the best proposals to be provided with financial assistance for prototype development. The Advisory Committee will also recommend the nature and quantum of financial assistance to be provided to the selected proposals. The decision of KSCSTE based on the recommendations of the Advisory Committee on such proposals shall be final.

## 10. Issuing Sanction Order

Based on the recommendations of the Advisory Committee and with the approval of the competent authority, Offer letter with the recommendations of the Advisory Committee will be issued to the Principal Investigator/Co-Investigator of the approved project. The PI accepting the offer shall execute the Terms and Conditions (T&C) as per the table below.

Sl.No.	Institution / Agencies	T &C execution in
1	Governmental Institutions / State Universities / Central Universities in Kerala/ Governmental Aided	Plain paper duly signed by the PI and Head of the Institution in each page where ever T&C is applicable.
2	Unaided Academic& Research Institutions / NGOs	Non - Judicial Stamp paper worth Rs.200/- wherever T &C is applicable=



If the documents furnished by the PI are in order, Sanction Order will be issued. The sanction order will include breakup of amount allocated under different heads like Equipment, Manpower, Travel, Consumables, Contingencies, etc. The total cost of the project will be finalised based on the latest quotation(s) of equipment approved under the project and other relevant documents related to manpower, contingencies, etc. submitted by the Investigator. Copies of the sanction order will be sent to the Principal Investigator (PI) and Head of the Institution (Principal/ Registrar/ Director/ Comptroller etc.) Any correspondence with the KSCSTE regarding the project should invariably quote the reference number and date in the Sanction Order and it should be addressed to the Director, KSCSTE. After issuing the sanction order from KSCSTE, the Council will take steps to effect the payment electronically.

**•Date of Start of the Project**

The project becomes operative with effect from the date of sanction order or receipt of fund by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to KSCSTE. The date of start of the programme should in no case be later than one month after the receipt of the fund by the Institution.

**•Submission of Progress Reports**

PI shall furnish Progress Reports on the activities on the project on quarterly basis. Quarterly Progress Reports (QPRs) and Half yearly Progress Reports (HPRs) shall be submitted with effect from the Date of start of the project.

**•Progress Monitoring/Review procedure**

The Council may organize Group Monitoring Workshops wherein the PIs/ Co-Is are invited to present the technical progress of their project. The Investigators should attend such workshops as the Expert Committee will review the progress made till the period and to provide necessary suggestions/modifications for the successful completion of the project. Subsequent release of grant would be based on the reviewing and Expert Committee' s recommendations.

In addition, this Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute has to provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

**• Periodic submission of SE & UC**

The Tie-up Institution shall forward Utilization Certificate and audited Statement of Expenditure (UC & SE) countersigned by the HOI (Tie-up Institution) to the effect that the grant has been utilized for the prototype development for which it was granted from KSCSTE. The UC & SE shall be furnished on project half year basis in the prescribed format (audited by accounts officer in case of Government institutions and audited by chartered accountant in case of Self financing and aided institutions) and must be submitted within three months of completion of project half year. [e.g. If the date of start of the project is 01.01.2020, the half project year will be from 01.01.2020 to 30.06.2020] The institution should maintain separate audited accounts for the project. Any interest accrued should be reported to KSCSTE and should be reflected in the Statement of Expenditure.

**•Other necessary conditions**

Principal Investigator & Co-Investigator (s) and the Implementing Institution

- o KSCSTE will approve the project and it is necessary to ensure that the project is carried out by the Principal Investigator (PI), Co-Investigator(s)/ Supervisor in a cohesive manner. Periodic meetings of the team are essential for this purpose.
- o Once the project is sanctioned, PI should also furnish the following documents:

- Date of start of project.
  - Specifications and Quotation of the equipment purchased.
  - Purchase procedures followed by the implementing institution.
- o KSCSTE' s name should be engraved or affixed permanently on all equipments/ instruments produced and also in the fabricated ones under this programme like Procured under the 'A.P.J. Abdul Kalam Youth Challenge Programme sanctioned from KSCSTE' .
  - o Since the project is sanctioned to the PI, it will be the responsibility of the PI to pursue smooth implementation of the project till its completion.
  - o The implementing institution should take steps in consultation with the Council to ensure smooth implementation and completion of the project, before relieving the PI.
  - o PI should strictly adhere to the purchase procedures of the implementing institution for the purchase of equipment sanctioned for the project.
  - o The implementing Institute should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.
  - o Normally only one project will be sanctioned to a Principal Investigator at a time by the Council.
  - o Diversion of funds from Equipment and Manpower are normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior approval of KSCSTE.
  - o The Equipment sanctioned in the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institute should complete all formalities in advance for placing the order.
  - o Quarterly Progress Reports and Half yearly Progress Reports should be sent with effect from the date of start of the project.
  - o There should not be a break time gap in between the project period. The project has to be done continuously and it will end on expiry of approved duration.
  - o The unutilized portion of the grant amount at the end of the project period, shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE.
  - o The institute will 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 institute as assistance. In case the Institute is not able to implement the project, it should refund to this Council the entire grant or the balance grant at the earliest.
  - o For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record in the form of a register in the prescribed format shall be maintained by the Institute. 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. 1,000/-. The Institute is required to send to this Council list of assets acquired from the grant
  - o The grant shall not be utilized for construction of any building unless specific provision is made for this purpose in the sanction order.
  - o All the assets acquired from the grant will be the property of KSCSTE and should not be disposed of or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Council.
  - o After completion/ termination of the project, the KSCSTE will be free to sell or otherwise dispose of the assets which are the property of the Council. The Institute shall render to the Government necessary facilities for arranging the sale of these assets. The Council also has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate and justified.
- **Conditions if the progress is not satisfactory**
- Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.

### 11. Release of further installment of grant

- The subsequent installment of grant would be released half yearly basis on the basis of expenditure incurred in the first half year & expected expenditure in the next half and as per the recommendations of the Expert Committee.
- The PI shall forward the Half yearly Technical Progress Report along with Audited Utilization Certificate and Statement of Expenditure of the previous half year including committed expenditure for the next half, in the prescribed format (audited by accounts officer in case of Government institutions and audited by chartered accountant in case of Self financing and aided institutions) within 3 months of completion of project half year, forwarded through the Head of the Institution
- If substantial funds are available after verifying the Utilization Certificate & Statement of Expenditure, amount will not be released. The unspent amount available at the end of the first half will be adjusted in the grant released as second installment.

### 12. Project Completion Report

On completion of the project, the Principal Investigator through the Tie - Up Institution shall submit 2 copies of the bound volume of the Project Completion Report (PCR) and 3 copies of the Final Technical Report (FTR) in the prescribed format (soft binding or spiral binding without using plastic material). Along with PCR and FTR, the Asset Transfer Certificate duly signed by the Head of the Tie - Up Institution shall also be submitted in the prescribed format.

### 13. Final review of the Project Report

- On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable us to settle the accounts:
  - a. 3 Copies of the Final Technical Report (FTR) in the prescribed format.
  - b. 2 copies of the Project Completion Report (PCR) in the prescribed format;
  - c. Soft Copy of FTR and PCR.
  - d. Consolidated audited Statement of Expenditure and Utilization Certificate;
  - e. Asset Transfer Certificate in the prescribed format;
  - f. DD/Cheque for any unspent amount with the Institution in favour of Member Secretary, KSCSTE.
- The above documents must be submitted within 6 months of completion of the project. A review will be arranged for all the completed projects The Final Technical Report (FTR) will be evaluated by the Technical Committee and grades are awarded to each project based on the project output. Top graded projects will be given awards. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.

### 14. Re-appropriation of Funds and Extension details

Re appropriation of funds within the total budget may be approved based on the recommendation of the Expert Committee. Re appropriation from man power and equipment will not be normally allowed.

The extension of duration of the project will not be granted normally. In exceptional cases where the work could not be completed, PI should submit request for extension in the prescribed format, three months before completing the tenure and final decision will be made by the Expert Committee.

### 15. Guidelines for publication of results

- a) Investigators wishing to publish technical/ scientific papers based on the project work should acknowledge the assistance received from the Council.
- b) The Investigator(s) should not enter into collaboration with a foreign party

(individual/ industry) without prior approval of the Council.

c) Investigators are also requested to publish some papers emerging out of the project work in leading Journals.

d) If the results of the work are to be legally protected, the results should not be published without action being taken to secure legal protection.

e) The knowledge generated from the project will 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.

#### **16. Guidelines for IP Output generated**

Transfer of Technology generated, any applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Tie-Up Institution.

#### **Contact**

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
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E.mail: mail.kscste@kerala.gov.in

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

**Grant under A. P. J. Abdul Kalam Youth Challenge Programme**

**Title of the Project Proposal:**

**Name and Designation of Principal Investigator (PI):**

**Address of the Tie – Up Institution:**

**File No. :**

1. The scheme targets the youth in the State to take up challenges in specialized areas and propose innovative solutions for solving the problems which are very relevant to the State of Kerala. The scheme provides assistance in the form of grant for developing the technologies which are beneficial to the society. Grant will be paid for the selected projects to cover the expenditure on equipments, consumables, manpower, travel and contingencies.

2. The assistance for the project will be for a maximum period of 1 year. Sanction will be given for the full period of investigation, but the fund will be released only in installments and subsequently subject to satisfactory completion of the work and submission of Utilization Certificate (UC) & Statement of Expenditure (SE) (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of self financing and aided institutions). The UC & SE shall be furnished on half yearly basis.

(a) The quantum of funding shall be subject to the approval of the Expert/Advisory Committee for A.P.J.Abdul Kalam Youth Challenge Programme and approval of Council.

(b) Reallocation of funds within the sanctioned budget may be approved based on the specific recommendation.

(c) However, re-appropriation from manpower and equipments will not be normally allowed. The PI should submit application for reallocation well before time. The extension of duration of the project will not be granted normally.

(d) The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council Order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.

3. After the prototype development, the PI shall demonstrate the prototype/ working model before the Advisory Committee for final evaluation.

4. For permanent, semi-permanent assets acquired solely or mainly out of the project grant, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.

5. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been

sanctioned, without the prior approval of the Council. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.

6. Principal Investigator/Institute shall furnish Progress Report on the activities of the project on quarterly basis. Quarterly Progress Reports (QPRs) should be sent with effect from the date of start of the project.

7. The PI/Institute shall also furnish half yearly Progress Reports (HPRs) on project half year basis with effect from the date of start of the project. (ie. if the date of start of a project is 10.11.2019, the half yearly progress report shall be for the period 10.11.2019 to 09.05.2020). In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute should provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project, 2 copies of the Final Technical Report and 3 copies of the consolidated Project Completion Report on the work done in the project, in the prescribed format, should be sent to the Council.

8. At the time of seeking the second installment of grant, the Institute/ PI has to furnish the following documents:

- a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of self financing and aided institutions) for the first installment in the prescribed format (in original or copy if sent earlier);
- b) Latest authenticated Statement of Expenditure including Committed Expenditure, for the period till the previous month;
- c) Half yearly Progress Report, if not sent earlier.

These documents must be submitted within 3 months of completion of project half year.

9. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the project items for which it was sanctioned. Without the audited financial statements for the first half, the second installment shall not be released. The final audited Utilization Certificate and Statement of Expenditure shall be submitted within three months of completion of the project. Also, the Final Technical Report (FTR) and Project Completion Report (PCR) shall be submitted within six months of completion of the project.

10. A review will be arranged for the completed projects. The Final Technical Report (FTR) will be evaluated by the Expert Committee and are awarded grades based on the project output. Top graded projects will be given awards. No project will be sanctioned in future by KSCSTE to the PIs whose project FTRs are graded below 6.0.

11. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. The unutilized amount at the end of the first half need not be refunded, but the amount may be automatically adjusted towards the release of subsequent grant, unless otherwise it is specified.



12. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grant and steps shall be taken against such person/persons for realizing the amount of grant.

13. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further installment of grant.

14. The Institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

15. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

16. For the expeditious implementation of the project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's Order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

17. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. Also the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring or evaluating the progress of the project.

18. The project becomes operative with effect from the date of receipt of Council Order or the date on which the amount is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Office. It will, in no case be later than one month after the receipt of the amount by the Institute.

19. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.

20. Investigators wishing to publish technical/ scientific papers based on the project work should acknowledge the assistance received from Council, indicating the scheme.

21. If the output of the project work is to be legally protected, it should not be published without action being taken to secure legal protection. .

22. The Expert Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the project work.

3. The knowledge generated from the project will 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 Implementing Institution.

I/We agree to the terms and conditions stated above.

**Signature with Date**

**Signature with Date**

**Signature with Date**

**Name & Address of  
Applicant/ Principal Investigator**

**Name & Address of  
Co- Investigator**

**Name & Address of  
Head of the Tie-up Institution**

**Office Seal with date**



Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Patent Information Centre – Kerala (PIC-Kerala)</b>
2.	Beneficiary group	Students, Faculty, Professionals, Entrepreneurs, Researchers, Scientists, Grass root Innovators, General public, etc.
3.	Objectives of the scheme in brief	PIC-Kerala aims to increase the intellectual property output of the Kerala State by generating IPR awareness among the people from all sectors and also by facilitating the patenting activities from the State
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Application for Patent search can be submitted by any individual Inventor/ Institution/ Organization/ University. Such applications can be submitted throughout the year.</li> <li>• Application for availing technical and financial assistance for conducting IPR Awareness Programmes can be submitted by full time Faculty members of University Departments/ Educational Institutions, full time Scientists/ Officials of R&amp;D/Scientific Institutions, Govt. Officials, Officials of NGO's/ Professional Bodies.</li> <li>• Applications are invited through notification in the website of KSCSTE, on quarterly basis, generally during January, April, July and October. Applications can only be submitted during the time of Notification.</li> </ul>
5.	Nature of support (Financial and/or Technical)	<ul style="list-style-type: none"> <li>•Financial and Technical Support to University Departments, Govt. Departments/ Institutions, Universities, Educational Institutions, R&amp;D/ Scientific Institutions, NGO's, Professional Bodies, etc, for conducting awareness Seminars/Workshops on IPR.</li> <li>•Technical Support is provided to the individual Inventors/ Institutions / Organizations/ Universities for filing patents.</li> </ul>
6.	Quantum of support	Maximum financial assistance for conducting IPR awareness programmes : Rs. 50,000/- (One day); Rs. 75,000/- (Two days)
7.	Duration of the project	2 days
8.	Grant released to whom & mode of release	<ul style="list-style-type: none"> <li>•To the Head of the Institution through electronic fund transfer</li> <li>•Financial assistance is released as two installments (50 % before the programme and the balance amount after the programme)</li> </ul>
9.	Selection process	Applications are initially scrutinized and the applications as per the format and norms of Council will be placed in the Expert Committee. The Committee evaluate the merit of the applications and recommend the nature and quantum of financial grant to be provided for the approved programmes.
10.	Mode of Application	<ul style="list-style-type: none"> <li>•Applications for Patent search : Offline</li> <li>•Applications for financial assistance for conducting IPR awareness programmes : Online</li> </ul>
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Patent Information Centre – Kerala (PIC-Kerala) Guidelines

### 1.Introduction

Patent Information Centre - Kerala (renamed as Intellectual Property Rights Information Centre) is the Nodal Agency for Intellectual Property Rights (IPR) related matters and services of the Kerala State. PIC-Kerala has been implementing many programmes to promote and propagate IPR in the State. PIC-Kerala provides financial and technical assistance to Govt./ University departments, R&D Institutions, Educational Institutions, Premium Professional Bodies/Non Governmental Organizations for conducting Seminars/Workshops/Conferences/Training Programmes on Intellectual Property Rights. The objective of the Programmes shall be to disseminate awareness on the significance of IPR among the Scientists, Researchers, Students, Professionals, Technocrats, Entrepreneurs, Grass root Innovators and General public. The following guidelines assist for smooth implementation of the scheme in conformity with those terms and conditions.

### 2. Who can apply?

Full time Faculty of an Academic Institution, Full time Scientist of a Research & Development Organization/ Research Laboratory, Govt. Official, Official of NGO's/ Professional Bodies.

### 3. Time slot to apply

Applications will be invited through notification in the website of KSCSTE on quarterly basis generally during January, April, July and October. Applications can be submitted only during the period of Notification.

### 4. How to apply?

Applications are to be submitted through online only. Applications submitted by any other mode will not be accepted.

### 5. Apply in prescribed format

Application under this scheme shall be submitted in the prescribed format.

- Format of budget proposal

No	Item	Rs.
1	Honorarium for the Resource Persons	
2	Accommodation for Resource Persons	
3	Refreshment	
4	Stationery	
5	Publicity Materials	
6	Travel Expense of Resource Persons including Local Conveyance	
7	Other Organizing Expenses	

- Details like objectives of the programme, subject areas to be covered in the programme, tentative dates, duration, venue, category of target group, expected number of participants, expected outcome of the programme, details of collaborating institutions/ organizations, item wise budget estimate, details of sponsorship from other agencies and quantum of financial assistance sought from KSCSTE shall be clearly specified in the application.
- The details of previous grant received by the Programme Co-ordinator from KSCSTE for the past 3 years and the details of grant received by the Institute/ Organization

for the past 3 years from this scheme shall be included in the application.

- The terms and condition document duly signed by the Programme Co-ordinator and the Head of the Institution and Covering letter from the Head of the Institution shall be submitted in the website along with the Application.
- Only one Application from a University Department and one Application from an Institution/Organization will be considered in a financial year normally.

## 6. Maximum grant

- Maximum financial assistance of Rs. 50,000/- (one day Programme) and Rs. 75,000/- (two day Programme) will be provided to the Institutions/Organizations, based on the recommendations of the Expert Committee.
- In addition to the financial support, technical support will also be provided in the form of arranging Resource Persons/Experts for handling the technical sessions in the programmes and by distributing booklets on IPR to the participants.

## 7. Procedure of Operation

The applications received will be initially scrutinized. Applications as per the format and norms of the Council will be placed in the Expert Committee. The Committee examines the applications and recommends the nature and quantum of financial assistance for the approved applications, which will be subsequently approved and sanctioned by competent authority in KSCSTE, subject to availability of funds.

## 8. Sanction Order

- Based on the recommendations of the Expert Committee and approval from the competent authority, Sanction Order will be issued by the Director, KSCSTE for the conduct of the proposed programme. Initially, 50% of the sanctioned amount will be released to the Head of the Institution as advance amount for organizing the Programme. The payment will be made through electronic fund transfer.
- The programme shall be organized within one month from the release of first installment
- Financial assistance released shall be used for specific purposes to cover the expenditure on items including Honorarium, Accommodation, Local Hospitality & Travel Expense of Resource Persons, Stationery & Publicity Materials, Refreshment, Local Conveyance and other Organizing expenses related to the conduct of the Programme.
- The financial assistance may be utilized exclusively to cover the expenditure on the approved heads. Utilization of the grant for any other purpose other than the approved heads shall not be entertained.
- In the Sanction Order, the head wise amount sanctioned will be clearly mentioned. (eg. Honorarium, Refreshment, Stationery & Publicity, etc). Any additional expenditure in these heads from the sanctioned amount shall be borne by the Institution/Programme Co-ordinator.

## 9. Release of further installment :

- The balance amount will be released only after the successful conduct of the programme and subject to the satisfactory submission of Report, audited Utilization Certificate (UC) and Statement of Expenditure (SE) in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of Self financing and Aided Institutions and countersigned by the Head of the Institution/Organization and the Programme Coordinator), list of participants, photographs (in CD also) and press clippings. The documents shall be furnished to the Director, KSCSTE, within three months of completion of the programme.

## 10. General Conditions

- KSCSTE has to be duly acknowledged as 'jointly organized by PIC-Kerala/ KSCSTE'

in all the published materials, brochure, banner, other publicity materials, etc., related to the programme. The programme brochure may be sent to KSCSTE well before the programme. Change of venue and/or dates shall be reported to KSCSTE promptly.

- Since KSCSTE intends to ensure participation of maximum number of delegates, Delegate/Registration fee is normally not encouraged.

- In order to ensure the quality of the programme, the faculty/resource persons of the Programme shall be arranged by Patent Information Centre (PIC). The organizers should provide a time slot for about 30 minutes for a presentation on the activities of PIC.

- The Resource Persons for the programmes shall be eminent speakers in the field of Intellectual Property Rights from various Institutions/ Organizations within and outside the State. The organizers shall take care of the Resource Persons well with high degree of hospitality. Also, Honorarium and Travel Allowance shall be provided to the Resource Persons, as directed by Patent Information Centre - Kerala/ KSCSTE.

- The additional expenses made, other than the sanctioned amount, if any, may be met by the organizers.

- The unutilized portion of the financial assistance received from KSCSTE shall be refunded within one month of the completion of the programme by DD in favour of Member Secretary, KSCSTE payable at Thiruvananthapuram.

- The organizers shall not entrust the implementation of the programme for which the amount is being sanctioned, to another Institution nor will it divert the amount receipts to other Institution as assistance.

- If the organizers fail to organize the Programme within the stipulated time, the released amount should be refunded to KSCSTE, within 10 days from the originally scheduled date of the programme.

- If for any reason, it is found that the recipient has not utilized the amount for the purpose for which it was sanctioned, the Organization/Institution shall be disqualified from getting any further grant and administrative procedures shall be enforced against such person/persons/Institution for realizing the amount of grant, as per rules.

- The Council reserves the right to verify the accounts regarding the programme directly or by any authorized Officer. The detailed Accounts including all bills and vouchers shall be kept with the organizers for a minimum period of three years, for verification, if required.

- The Expert Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Organizers/Organizing Institution shall comply with such conditions and follow the directions made by KSCSTE for the smooth conduct of the programme.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

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

### **Terms & Conditions for the conduct of Awareness programmes (Workshops / Seminars) on Intellectual Property Rights**

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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, Academic Institutions, Premium Non-Governmental Organizations, 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. The financial assistance may be utilized exclusively to cover the expenditure on the approved heads mentioned in the sanction order. 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 Institution/ Organization as advance amount and the balance amount will be released only after the successful conduct of the programme and subject to the satisfactory submission of Report, audited Utilization Certificate (UC) and Statement of Expenditure(SE) in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by a Chartered Accountant in case of Self financing and Aided Institutions and countersigned by the Head of the Institution/Organization and the Programme Coordinator), list of participants, photographs (in CD also) and press clippings. The documents shall be furnished to the Director, KSCSTE, within three months of completion 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 amount received from KSCSTE shall be refunded within one month of the completion of the programme by DD in favour of Member Secretary, 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 conduct of the Workshop/Seminar for which the amount is being sanctioned to another Institution nor will it divert the amount 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 amount 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 received amount should be refunded within 10 days from the originally scheduled date of the programme, by DD in favour of Member Secretary, 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 amount for the purpose for which it was sanctioned, the Organization/Institution shall be disqualified from getting any further grant and steps shall be taken against such person/persons/Institution for realizing the amount of grant.
12. The Expert Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Organizers/Organizing Institution shall comply with such conditions and 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

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

**Patent Information Centre – Kerala**

**Application for Financial and Technical Assistance towards the conduct of Awareness  
Workshops/Seminars on Intellectual Property Rights**

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1. Title of the Programme:
2. Name of the Institution/Department/Organization:
3. Name and Address of the Head of the Institution/ :  
Department/ Organization
4. Name and Designation of the Programme Co-ordinator:
5. Contact Address of the Co-ordinator with Email Id & Mobile No:
6. Collaborating Institutions/Organisations:
7. Objectives of the Programme:
8. Subject areas to be covered:
9. Duration of the Programme:
10. Date/s of the Programme:
11. Venue for the Programme:
12. Category of Participants:
13. Expected number of Participants:
14. Expected outcome of the programme:
15. Estimated expenditure (item-wise statement should be attached):



Sl. No.	Item	Amount (Rs)
1.	Honorarium for the Resource Persons	
2	Accommodation (including food) for the Resource Persons	
3.	Refreshment (includes morning & evening tea & snacks, lunch for the participants and resource persons)	
4.	Stationery ( File Folder, Notepad and Pen for the Participants)	
5.	Publicity Materials (Banners, Photographs, Printing of Certificates, etc)	
6.	Travel Expense of Resource Persons including Local Conveyance	
7.	Other Organizing Expenses (Venue Arrangements, Bouquets, Memento's, Auditing Charges, etc.)	
	<b>Total</b>	

16. Sponsorship from other Sources/ Agencies:  
(If yes, Name of the Agencies and the Quantum of support from each agencies):
17. Quantum of financial assistance sought from KSCSTE:
18. Name and address of the individual/agency/institution authorised to receive the grant:
19. Details of the Individual in favour of whom the Cheque for the grant has to be taken and payable at where:
20. Whether assistance under this scheme has been availed earlier by the organising agency and if so the date/s:

### **Declaration**

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilised for the purpose for which it is granted within the time prescribed by KSCSTE. I also undertake to abide by the rules and other conditions prescribed by the grantee.

Name and Signature  
of the Co-ordinator

Name and Signature of the  
Head of the Institution

Place:

Date:

**Office Seal**



Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Rural Innovator's Meet (RIM)</b>
2.	Beneficiary group	Rural Innovators, Grass root Innovators, Individuals and Students
3.	Objectives of the scheme in brief	To encourage the rural innovations from the State and promote the rural innovators by providing a platform for them to exhibit and present their innovations, interact with Scientists and fellow innovators and recognizing the innovators by giving prizes to the best innovations exhibited in the event.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Rural Innovators, Grass root Innovators, Individual Innovators, Students</li> <li>Project Proposals will be invited through notification in the website of KSCSTE, once in a year, generally during July.</li> </ul>
5.	Nature of support	Financial Support in the form of grant
6.	Quantum of support	Based on the recommendations of the Advisory Committee, Financial support in the form of grant is provided to the host Institution for conducting Rural Innovator's Meet (RIM).
7.	Duration of the project	Three days
8.	Grant released to whom & mode of release	To the Head of the Institution where the event is conducted through electronic fund transfer. The amount is released in two installments.
9.	Selection process	Proposals are evaluated by a Screening Committee of RIM and based on the merit; the Committee recommends the proposals for the contest category and exhibition category. Offer letters are sent to the Innovators informing the decision of the Committee. The Prototype/working model of the selected proposals will be exhibited under the contest/ exhibition category of RIM, which will be evaluated by a Judging Committee and the best projects exhibited will be awarded with attractive prizes.
10.	Mode of Application	Online
11.	Guidelines	Rural Innovators Meet is an annual event organized by KSCSTE. An Advisory Committee comprising Experts in the field, Members of Technical Committee for RTP scheme of KSCSTE, Officials of KSCSTE, Kerala State Planning Board, Kerala Agricultural University, Premium NGO's, etc, will be constituted with the prior approval of the competent authority/ Executive Vice President, KSCSTE. The Advisory Committee is the apex body which decides the modalities of the conduct of the event every year. The Committee takes the decisions about the host Institution, dates, duration and other conditions of the event. The guidelines with regard to the conduct of the event will be decided prior to the conduct of the event every year.
12.	Terms & Conditions	The terms and conditions with regard to the conduct of the event will be decided prior to the conduct of the event every year.

Sl.No.	Particulars	Details
1.	Name of the Scheme	• <b>Technology Festival (TECHFEST)</b> • <b>INNOVATE</b>
2.	Beneficiary group	Engineering Students in Kerala
3.	Objectives of the scheme in brief	<u>TECHFEST</u> : To promote the innovations from Engineering students by providing a platform for them to showcase their innovative projects before the Experts and recognize the students demonstrating best innovative projects by giving attractive prizes  <u>INNOVATE</u> : To promote the innovations from the Engineering Students by giving financial assistance to the students for developing prototype/working model for exhibiting in TECHFEST
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Students from the Engineering Colleges in Kerala</li> <li>Project Proposals will be invited through notification in the website of KSCSTE, once in a year, generally during June.</li> </ul>
5.	Nature of support	•Financial Support
6.	Quantum of support	TECHFEST: Based on the recommendations of the Advisory Committee of TECHFEST, financial assistance will be provided to the host Institution for conducting TECHFEST, INNOVATE: Rs.20,000/- (Maximum) will be released after the conduct of TECHFEST and on submission of relevant documents.
7.	Duration of the project	Three days
8.	Grant released to whom & mode of release	TECHFEST - To the Head of the Collaborating Institution; through electronic fund transfer.  INNOVATE- •To the Head of the Institution where the prototype development is carried out through electronic fund transfer. Amount is released after the conduct of TECHFEST and on submission of relevant documents.
9.	Selection process	<u>TECHFEST</u> - Evaluation by a Screening Committee of TECHFEST and based on the merit; the Committee recommends the proposals for the contest category and exhibition category. Offer letters are sent to the Guide (Faculty) of the Projects informing the decision of the Committee. The Prototype/working model of the selected proposals shall be exhibited under the contest/exhibition category of TECHFEST, which will be evaluated by a Judging Committee and the best projects, will be awarded with attractive prizes.  <u>INNOVATE</u> - Proposals are evaluated by a Screening Committee of INNOVATE and based on the merit, the Committee recommends the nature and quantum of assistance to be provided to the approved proposals. Offer letters are sent to the Guide (Faculty) of the Projects informing the decision of the Committee. The financial grant will be released only after exhibiting the Prototype under the contest category in TECHFEST and subject to verification of the financial statements and relevant documents submitted to KSCSTE
10.	Mode of Application	Online

11.	Guidelines	TECHFEST of KSCSTE is an annual event organized jointly with A.P.J.Abdul Kalam Technological University. An Advisory Committee comprising Officials of KSCSTE, KTU, DTE, Start up Mission, Representatives from Industries, Engineering Colleges, etc, has been constituted with the prior approval of the competent authority/ Executive Vice President, KSCSTE. The Advisory Committee is the apex body which decides the modalities of the conduct of the event every year. The Committee takes the decisions about the host Institution, dates, duration and other conditions of the event. The guidelines with regard to the conduct of the event will be decided prior to the conduct of the event every year
12.	Terms & Conditions	The terms and conditions with regard to the conduct of the event will be decided prior to the conduct of the event every year.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Science Popularisation Program</b>
2.	Beneficiary group	Students, Teachers and General Public
3.	Objectives of the scheme in brief	Popularisation of SCIENCE IN TOTO.
4.	Who can apply and Time slot to apply	Indian Citizen holding a regular position in a recognised academic institution/R&D institution/professional body or an office bearer of Non-Government organizations. Highly motivated individuals can also apply for the program.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	<ul style="list-style-type: none"> <li>Generally limited to Rs. 2 Lakh.</li> <li>High impact programs will be provided up to Rs. 5 Lakh.</li> </ul>
7.	Duration of the project	One year
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	Evaluation of the proposals by Science Popularisation Committee and with approval of Director, KSCSTE.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Science Popularisation Program Guidelines

### 1. Introduction

Science Popularisation Program (SPP) is a flagship program of KSCSTE for the Popularisation of Science in the Kerala State. Specific activities / tasks in identified theme areas, which enable science Popularisation through awareness programs, folklores, short films, documentaries, exhibition, other Science movements etc. for specific target groups, are sanctioned under this program. The focus of the program shall be Popularisation of SCIENCE IN TOTO, including Basic Science, Applied Science, Technology, Environmental science, Earth science Medical Science and other related area.

### 2. Who can apply?

Indian Citizen holding a regular faculty/scientific position in a recognised academic or R&D institution/professional body, highly motivated individuals having a Bachelor's Degree in Science/Engineering or its equivalent qualification from a University, (in such cases, the individuals should identify a collaborating institution through which the funds will be routed and monitored) and a person having a Bachelor's Degree in Science/Engineering or its equivalent qualification from a University and holding a position in an approved or registered Institutions.

### 3. Time slot to apply

Applications are invited in the months of January, April, July and October.

### 4. How to apply

Application should be submitted online and all relevant documents should be attached. Social Relevance and tangible output

Creates and fosters science temperament in the society, builds capacities for science communication and eliminates pseudoscience from society

### 5. Maximum grant amount

Generally limited to Rs.2 Lakh High impact programs will be provided up to Rs. 5 Lakh.

### 6. Procedure for operation of the scheme.

Applications are invited in the months of January, April, July and October. The shortlisted applications are evaluated and recommended by Science Popularisation committee for financial support. Offer letters are issued with the approval of the Director, KSCSTE.

### 7. Issuing Sanction Order

Sanction order issued on the basis of the approval. The project becomes operative with effect from the release of the sanctioned amount by KSCSTE. This date should be intimated by the Institution authorities/ Program Co-ordinator to KSCSTE.

### 8. Submission of Progress Reports

Half year progress report should be submitted with effect from the Date of start of the project.

### 9. Progress Monitoring/Review procedure

- After the submission of half year progress report and audited financial statement for the first installment, the Science Popularisation Committee will review the progress for releasing the second installment.

- The Utilisation Certificate and audited Statement of Expenditure (UC & SE) should be countersigned by the Head of Institution to the effect that the grant has been utilized for the specific purpose for which it was sanctioned. The final expenditure statement (audited) and program report as well as Utilisation certificate shall be submitted within one months of completion of the project /Program term.

- If the progress is not satisfactory the Science Popularisation Committee will have the right to terminate the program and the entire amount sanctioned will be recouped.

#### **10. Release of further instalment of grant**

Further release will be as per the recommendation of the Science Popularisation Committee.

#### **11. Project Completion Report**

3 Copies in bounded volume with soft binding should be submitted. Spiral binding and use of plastic sheets are not encouraged.

#### **12. Final review of the Project Report :**

The Science Popularisation Committee will evaluate the final project completion report and grade the reports as excellent, very good, good, satisfactory and poor. The unutilised portion of the grant amount at the end of the project period, shall be refunded to KSCSTE through online payment.

#### **13. Re-appropriation of Funds and Extension details:**

The Program Coordinator should submit application for re-appropriation and extension forwarded by Head of the Institution well before time. Extension of duration of project beyond 6 months will not be granted.

#### **14. General Conditions**

- 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/program, it should, forthwith, refund to KSCSTE the entire KSCSTE reserves the right to terminate the project/program at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
- If it is convinced that the grant has not been properly utilised, KSCSTE reserves the right to initiate steps for revenue recovery. Such Institutions will be black listed from getting further financial support from the Council.
- Program Co-ordinator should take initiatives to publish the programs 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 programs emerging out of the project or press clipping in leading dailies, Journals.
- 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. For Science Popularisation Programs 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.
- 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.

- The Science Popularisation Committee or KSCSTE may enforce additional guidelines for the operation of the Science Popularisation Scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the program /work.

Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

Kerala State Council for Science, Technology and Environment  
**Science Popularisation Program**  
**Terms and Conditions**

1. The scheme is constituted for the purpose of providing assistance in the form of grants for the popularisation of Science in the State of Kerala. Grants will be paid for specific activities / task which enable science popularisation like public awareness program / other programs for specific target groups. The theme could be popularisation of Science in general, but specifically, energy and environment conservation, water conservation, forest conservation or other development of Science and Technology useful for the society.
2. The assistance for the project will be for a maximum period of one year. Sanction will be given for the full period, but the funds will be released in instalments only, subject to satisfactory completion of the work and submission of Utilisation certificate and Statement of expenditure. **The Utilisation certificate, Statement of expenditure and report shall be furnished at the end of sixth month from the start of the project and final report after the completion of the program.**
3. Reallocation of funds within the total may be approved only based on the specific approval by the committee. The Program Coordinator (PC) should submit application for re-appropriation and extension well before time. Extension of duration of project beyond 6 months will not be granted.
4. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of approval of the proposal, which may be on the receipt of the amount or Council order date and the date of start should be intimated in writing to KSCSTE.
5. The financial grant for the project will be generally Rs. 2 Lakh. In the case of high impact programs, grant with a maximum ceiling up to Rs. 5 Lakh will be considered, based on the merit of the proposal. The duration of the program shall be one year.
6. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.
7. At the conclusion/ termination of the project / program, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
8. The Institute/PC shall furnish Periodic Progress Report of the activities on the project / programs on half yearly basis. In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the activities being carried out and to suggest suitable measures to ensure realisation of the objectives of the project / programs. During the implementation of the project, the Institute will extend necessary hospitalities to the visiting scientist/ specialist or the Expert Panel during the time of their visit. On completion of the project, 3 copies of the final consolidated Project Completion Report on the work done in the project / programs should be sent to the Council.
9. At the time of seeking further instalment of grant, the Institute/ PC has to furnish the following documents:



- i. Utilisation Certificate (UC) and Statement of Expenditure (SE) audited by a Chartered Accountant for the previous instalment amount of the grant.
  - ii. At the end of the financial year / project term, the institute / PC has to submit authenticated SE for the whole amount of the grant.
  - iii. Half year progress report, if not sent earlier.
10. The unutilised portion of the grant amount at the end of the project / program period shall be refunded to Council forthwith by NEFT to KSCSTE.
11. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, the investigator shall be disqualified for getting any further financial support from the Council. The Utilisation Certificate and audited Statement of Expenditure (UC & SE) should be countersigned by the Head of Institution to the effect that the grant has been utilized for the specific purpose for which it was sanctioned. The final expenditure statement (audited) and program report as well as Utilisation certificate shall be submitted within three months of completion of the project / Program term.
12. The institute will maintain separate audited accounts for the project /Program. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilisation Certificate, which will be adjusted towards further instalment of grant.
13. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project / program, it should, forthwith, refund to the Council the entire grant received by it.
14. **KSCSTE reserves the right to terminate the grant for the project/program at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is being made. Also, the PC is liable to refund the grant amount in part or in full, in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring/evaluating the progress of the project.**
15. The project becomes operative with effect from the **date of receipt of sanction amount** by the implementing Institution. This date should be intimated by the Institution authorities/ Program Coordinator to KSCSTE. It will, in no case be later than one month after the receipt of the sanctioned amount by the Institute.
16. If the PC to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PC will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PC.
17. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from Council, indicating the scheme. Program Coordinator are requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
18. (a) If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published without action being taken to secure legal protection for the research results.

(b) **For Science Popularisation Programs including public functions or events, the institute has to duly acknowledge the KSCSTE in the credits and publicity documents like brochure, banner, proceedings and in any related public functions.**

19. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.
20. The Science Popularisation Committee or the Council may enforce additional guidelines for the operation of the Science Popularisation scheme from time to time and the Institution/Coordinators are required to observe such directions in the conduct of the program / work.
21. In case the institution is not in a position to implement or complete the program, it should forthwith, refund to the Council the entire grant by it.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>S &amp; T Scheme for supporting Seminar/Symposia/Workshop</b>
2.	Beneficiary group	Academic Institutions, research laboratories, professional bodies and other non-profit organisations, engaged in promoting scientific research/science popularisation
3.	Objectives of the scheme in brief	To offer partial financial support as co sponsorship for organising Seminars, Symposia and Workshops (SSW) in the areas of Science, Technology & Environment
4.	Who can apply and Time slot to apply	Indian Citizen holding a regular position as faculty/ staff/ office bearer of the Academic/ Research institutions, Govt. / University Departments, Professional bodies and other Non-Governmental Organizations within the State of Kerala engaged in promoting scientific research, proposals can be submitted throughout the year.
5.	Nature of support (Financial and/or Technical)	Financial assistance will be provided as co-sponsorships
6.	Quantum of support	Maximum limit <ul style="list-style-type: none"> <li>• International Program : Rs. 1,50,000/- (3 Days)</li> <li>• National Program : Rs. 1,00,000/- (3 Days)</li> <li>• State level : Rs. 50,000/- (3 Days)</li> </ul>
7.	Duration of the project	1-3 days
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	The Expert Committee will screen the received applications 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
10.	Mode of Application	Online
11.	Guidelines	Attached

## S & T Scheme for supporting Seminar/Symposia/Workshop Guidelines

### 1. Introduction

The Seminar/Symposia/Workshop scheme offers partial financial support as co-sponsorship for organising Seminars, Symposia and Workshops (SSW) in the areas of Science, Technology & Environment to academic institutions, research laboratories, professional bodies and other non-profit organisations, engaged in promoting scientific research/science popularisation. The support is given to cover the expenses on the Course materials, Publication of proceedings, Honoraria and Travel Allowance (TA) for resource persons.

### 2. Who can apply

Applicant should be an Indian Citizen and must hold a regular position as faculty/ staff/ office bearer of the Academic/ Research institutions, Govt. / University Departments, Professional bodies and other Non-Governmental Organizations within the State of Kerala engaged in promoting scientific research.

### 3. Time slot to apply

The proposals can be submitted throughout the year. For International programs the application should be submitted at least 3 months in advance of the proposed date. For National program the application should be submitted at least 2 months in advance of the proposed date. In case of State level/ Regional application should be submitted at least 45 days in advance of the proposed date.

### 4. How to apply

- The submission of proposals for financial assistance under SSW Scheme is only through online (<https://kscste.kerala.gov.in>). The following documents should be attached along with the application.
- Program Brochure, Bio data of the program 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.
- NGO should furnish the following documents, Registration Certificate, Annual report (Last three years), Audit report (Last three years), By-Law

### 5. Social Relevance and tangible output

Seminar Symposia Workshop Scheme will provide a platform for academicians, scientists, researchers and students to exchange new ideas in different sectors of Science and Technology and to develop links between academics, scientists, researchers, students and stakeholders. This will be a platform to explore new research from a range of academic disciplines.

### 6. Maximum grant amount

Seminar/ Symposium/ Workshop of duration	Maximum permissible Grant (in Rs.)		
	Regional/ State level	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/-

### 7. Procedure of operation of the scheme

Proposals are invited throughout the year. Proposals, which are submitted within the stipulated timeframe and complete in all respects will be scrutinized and placed in the Expert Committee meeting of Seminar/ Symposium/Workshop Scheme for evaluation. The periodicity of Seminar/ Symposium/Workshop Committee meeting is generally on a monthly

basis. 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

### 8. Issuing Sanction Order

Sanction order issued only after the submission of necessary reports and audited financial statements.

### 9. Submission of Statement of Expenditure & Utilisation Certificate

The audited financial Statements (Utilisation certificate and Statement of Expenditure in the prescribed format), Report and the necessary documents on the Program shall be furnished to the Director, KSCSTE, within two months from the date of the program. No requests received after 60 days of the program shall in any case be entertained. The KSCSTE reserves the right to further restrict/deny payment for any program, if the conditions laid down are not adhered to.

### 10. Mandatory conditions

- If the program 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 program as either 'jointly organized by KSCSTE' or 'Co-sponsored by KSCSTE'.
- 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)'
- For international programs 10% of the participants, resource persons should be from outside the country (at least from 3 different countries) and for national programs 10% of the participants, resource persons should be from outside the state (at least from 4 different states).

### 11. Release of grant

The grant will be released to the Head of the Institution by means of National Electronic Funds Transfer (NEFT), only after the successful conduct of the Program and subject to the submission of required documents which include Report on the program along with photographs, copy of proceedings, souvenirs, list of participants certified by the Head of the Institution and audited financial statements and with the approval from Director, KSCSTE.

### 12. Project Completion Report

A brief report including photographs, press clippings etc. along with a note on specific recommendations of the program and also the schedule of each session. The list of delegates and the list of participants should be attached in the report.

### 13. General Conditions

- The KSCSTE reserves the right to further restrict/deny payment for any program, if the conditions laid down are not adhered to.
- The recipient organization shall comply, with such other conditions as may be suggested in the 'Guidelines' issued in this regard from time to time.
- KSCSTE reserves the right to send a team of experts for physical examination, if required, during the time of program and for verification of records.
- The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>NATIONAL MATHEMATICS DAY (NMD) CELEBRATIONS</b>
2.	Beneficiary group	Students of schools, colleges and university departments
3.	Objectives of the scheme in brief	To spread the message of importance of mathematics for the development of humanity
4.	Who can apply and Time slot to apply	Faculty members from schools, colleges (including professional colleges), Departments of S&T Universities can apply during the month of October every year.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	<ul style="list-style-type: none"> <li>•Schools – Rs.10,000/- (maximum amount)</li> <li>•Colleges (including professional colleges) -Rs.20,000/- (maximum amount)</li> <li>•Departments of S&amp;T Universities - Rs.25,000/- (maximum amount)</li> </ul>
7.	Duration of the project	six months
8.	Grant released to whom & mode of release	On completion of the programme and receipt of SE,UC and report in the required format, the grant will be released to the Head of the Institutions.
9.	Selection process	By evaluation of the applications by an Expert Committee
10.	Mode of Application	Once in a year. The applications are currently being accepted offline. The online application mode will be adopted as and when the system is operational.
11.	Guidelines	Attached
12.	Terms & Conditions	Not applicable

The basic objective of celebrating National Mathematics Day (NMD) is to spread the message of importance of mathematics for the development of humanity. Numerous educational events are organized at schools, colleges and universities in connection with NMD. Various initiatives are encouraged to enthuse, motivate and inculcate, a positive attitude to learn mathematics among the younger generation of the country. Capacity building of teachers & students through training/ camps in Mathematics, development, production & dissemination of teaching learning materials (TLMs) for Mathematics and research in related areas will be a priority.

Faculty from high schools, higher secondary schools, vocational higher secondary schools, colleges (including professional colleges), polytechnic colleges and university departments can apply.

Applications are invited during October every year.

Currently, the applications in the prescribed format should be submitted as offline. The online application mode will be adopted as and when the system is operational.

- Format for budget proposal Attached

In recognition of the contributions of the legendary Indian mathematician, Sri. Srinivasa Ramanujan, the Union Government of India in 2012 has decided to celebrate December 22 every year as the National Mathematics Day. The following programmes are generally planned to generate awareness among the students, academia, and general public about the importance of National Mathematics Day.

- Seminars, Symposia/ workshops on the importance of Mathematics education
- Quiz competition
- Popular lectures on the advancements in mathematics and related fields
- Theme based demonstrations
- Radio/television programmes and slide shows
- Group discussions
- Exhibitions and other popularization activities
- Training programmes

NOT APPLICABLE

- Schools - Rs.10,000/- (maximum amount)
- Colleges (including professional colleges) - Rs.20,000/- (maximum amount)
- Departments of S&T Universities - Rs.25,000/- (maximum amount)

- Scrutiny of the Application – By an Expert Committee

## 10. Issuing Sanction Order

### •Date of Start of the Project

Not applicable

### • Submission of Progress Reports (HPR, AR)

Final report shall be submitted on successful completion of the programme.

- Progress Monitoring/Review procedure - NA
- Periodic submission of SE & UC -SE, UC shall be submitted in the prescribed format on successful completion of the programme.

## 11. Project Completion Report

- How many copies to be submitted? One (soft bind, no plastic materials used)

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in



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

**National Mathematics Day Celebrations**

**Terms and Conditions**

**Title of the Programme:**

.....  
.....

**Letter No. /File No.** .....

1. National Mathematics Day is a great day for the Nation, remembering the extraordinary genius in the field of Mathematics. The celebrations will be primarily aimed at generating awareness on the importance of mathematics and inculcating interest among students to pursue a career in mathematics.
2. The programmes in connection with NMD will be conducted on a convenient date between December 1-31, ..... (year).
3. A brief report with photographs, Utilization Certificate and Statement of Expenditure (UC & SE) shall be submitted to the Council within two months after completion of the programme.
4. The financial assistance will be released only after the successful conduct of the programme, subject to the submission of satisfactory report and financial statements, as per KSCSTE rules. The grant shall be utilized only for the purpose for which it has been sanctioned.
5. The Council reserves the right to not release the sanctioned financial assistance at any stage, if it is convinced that the programme was not organized as per KSCSTE norms.
6. All newsletters/publications made under this programme should acknowledge the assistance received from Council.

We agree to the terms and conditions stated above.

Name & Designation of the  
Co-ordinator(s)

Name & Designation of  
Head of the Institution

Signature with date

Signature with date

Office seal with Date

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
Sasthra Bhavan, Pattom, Thiruvananthapuram-695 004

**Application for financial assistance for organizing National Mathematics Day ..... celebrations**  
*(incomplete applications will be summarily rejected)*

1. Title of the proposed Programme :
2. Category of the applying institution :
  - School
  - College (including professional colleges)
  - University Department
3. Name and address of the institution :
4. Name and designation of the programme co-ordinator:
5. Contact address with email id & mobile no. :
6. Proposed dates of the programme :
7. Place and venue proposed for organizing the programme :

8. Details of earlier grant received from KSCSTE to the institution during the last five years, if any:

Sanctioned year	Name of the Convener/PI	Letter No./Order No.	Amount Sanctioned

9. Description of proposed activities to be organized as part of National Mathematics Day celebrations  
*(attach a separate sheet)*
10. Subject areas Covered :
11. Name and Designation of Resource Persons:

12. Category of target group :

13. Expected No. of participants :

14. Estimated expenditure :

Sl No.	Item	Amount (Rs.)
1.	Honorarium	
2.	Organizing expenses	
3.	Publicity materials	
4.	Travel expenses	
5.	Refreshments	
6.	Others, if any (specify)	
	<b>Grand Total</b>	

15. Official bank account details of the institution:

Beneficiary Account Name	
Beneficiary Account Number (SB/CC)	
Beneficiary IFSC	
Name of Bank	
Beneficiary Address	
Beneficiary Phone No.	
Beneficiary Email id	

16. Name and address of the Head of the Institution/Agency authorized to receive the grant :

#### DECLARATION

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by KSCSTE and as per the guidelines laid down by KSCSTE. I also agree to abide by the rules and other conditions prescribed by KSCSTE.

**Name and Signature of  
Programme Co-ordinator**

**Name and Signature of  
Head of the Institution**

**Office Seal with Date**

**Enclosure to be submitted with application:**

1. Description of proposed activities

Completed applications duly signed and forwarded by the Head of the Institution should reach **Director, Kerala State Council for Science, technology and Environment, Sasthra Bhavan, Pattom P O, Thiruvananthapuram – 695 004** on or before the deadline.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>NATIONAL SCIENCE DAY (NSD) CELEBRATIONS</b>
2.	Beneficiary group	Students of schools, ITI, colleges, university departments, R&D centres, NGOs
3.	Objectives of the scheme in brief	To spread the message of importance of science and technology for the development of humanity
4.	Who can apply and Time slot to apply	Faculty members from schools, colleges (including professional colleges), ITIs, Departments of S&T at Universities, R&D centres and registered NGOs can apply during the month of January every year.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	<ul style="list-style-type: none"> <li>•Schools, ITIs, Polytechnic colleges – Rs.10,000/- (maximum amount)</li> <li>•Colleges, University departments, R&amp;D centres -Rs.20,000/- (maximum amount)</li> <li>•NGOs (who fulfil the guidelines) - Rs.15,000/- (maximum amount)</li> </ul>
7.	Duration of the project	six months
8.	Grant released to whom & mode of release	On completion of the programme and receipt of SE,UC and report in the required format, the grant will be released to the Head of the Institutions.
9.	Selection process	By evaluation of the applications by an Expert Committee
10.	Mode of Application	Once in a year. The applications are currently being accepted offline. The online application mode will be adopted as and when the system is operational.
11.	Guidelines	Attached
12.	Terms & Conditions	Attached



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

**National Science Day Celebrations**

**Terms and Conditions**

**Title of the Programme:**

.....  
.....

**Letter No. /File No.** .....

1. The basic objective of observation of National Science Day is to spread the message of importance of science and its application among the people. KSCSTE is co-ordinating the State level activities in connection with the observance of National Science Day.
2. The programmes in connection with NSD will be conducted on a convenient date between February 1-28, ..... (year).
3. A brief report with photographs, Utilization Certificate and Statement of Expenditure (UC & SE) shall be submitted to the Council within two months after completion of the programme.
4. The financial assistance will be released only after the successful conduct of the programme, subject to the submission of satisfactory report and audited financial statements, as per Council rules. The grant shall be utilized only for the purpose for which it has been sanctioned.
5. The Council reserves the right to not release the sanctioned financial assistance at any stage, if it is convinced that the programme was not organized as per KSCSTE norms.
6. All newsletters/publications made under this programme should acknowledge the assistance received from Council.

We agree to the terms and conditions stated above.

Name & Designation of the  
Co-ordinator

Name & Designation of  
Head of the Institution

Signature with date

Signature with date

Office seal with Date

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
Sasthra Bhavan, Pattom, Thiruvananthapuram-695 004

**Application for financial assistance for organizing National Science Day ..... celebrations**  
*(incomplete applications will be summarily rejected)*

**Focal theme:** .....

1. Title of the proposed Programme :
2. Category of the applying institution :
  - School
  - ITI
  - Polytechnic College
  - College
  - University Department
  - Research & Development Institution
  - Registered Non Governmental Organization (NGO)
3. Name and address of the institution :
4. Name and designation of the programme co-ordinator:
5. Contact address with email id & mobile no. :
6. Proposed dates of the programme :
7. Place and venue proposed for organizing the programme :
8. Details of earlier grant received from KSCSTE to the institution during the last five years, if any:

Sanctioned year	Name of the Convener/PI	Letter No./Order No.	Amount Sanctioned

9. Applicable for registered Non Governmental Organizations (NGO) only:
- Date of registration of NGO under Societies Registration Act:
  - Whether bye law contains S & T component of activities: YES / NO
  - Whether having previous experience of Working in S & T field: YES / NO
  - Details of earlier grant received from KSCSTE; if any:

*(For eligibility criteria of NGOs, refer Council Order No.(M)129/2007/CSTE, dt: 25.10.2007. As per the Council order, the copy of Registration Certificate, Bye Law with science, technology and environment components, Annual Reports and audited Statement of Accounts for the preceding 3 years should be submitted along with the proposal. If the above documents are not submitted, the proposal will be treated as incomplete and will be summarily rejected).*

10. Description of proposed activities to be organized (including Science Lecture/ Demonstration/ Quiz competition, Painting competition, as listed in the Guidelines) (attach a separate sheet):
11. Subject areas Covered :
12. Name and Designation of Resource Persons:
13. Category of target group :
14. Expected No. of participants :
15. Estimated expenditure :

Sl No.	Item	Amount (Rs.)
1.	Honorarium	
2.	Organizing expenses	
3.	Publicity materials	
4.	Travel expenses	
5.	Refreshments	
6.	Others, if any (specify)	
	<b>Grand Total</b>	

16. Official bank account details of the institution:

Beneficiary Account Name	
Beneficiary Account Number (SB/CC)	
Beneficiary IFSC	
Name of Bank	
Beneficiary Address	
Beneficiary Phone No.	
Beneficiary Email id	



17. Name and address of the Head of the Institution/Agency authorized to receive the grant :

### DECLARATION

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by KSCSTE and as per the guidelines laid down by KSCSTE. I also agree to abide by the rules and other conditions prescribed by KSCSTE.

**Name and Signature of  
Programme Co-ordinator**

**Name and Signature of  
Head of the Institution**

**Office Seal with Date**

<b>Enclosures to be submitted with the application:</b>	
1. Description of activities	<input type="checkbox"/>
Applicable for registered Non Governmental Organizations (NGO) only:	
1. Annual Report for the preceding three years	<input type="checkbox"/>
2. Audited Statement of Accounts for the preceding three years	<input type="checkbox"/>
3. Bye Law with Science, Technology & Environment Components	<input type="checkbox"/>
4. Copy of Registration Certificate	<input type="checkbox"/>

Completed applications duly signed and forwarded by the Head of the Institution should reach **Director, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom P O, Thiruvananthapuram – 695 004** on or before the deadline.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Scheme to Support National Technology Day Celebrations</b>
2.	Beneficiary group	Students, Teachers and Public
3.	Objectives of the scheme in brief	To encourage youngsters towards science and technology field and embracing it as a career option
4.	Who can apply and Time slot to apply	Academic institutions like Vocational Higher Secondary Schools, Industrial Training Institutions (ITI), Polytechnic Colleges, Engineering Colleges, University Departments of Engineering Sciences and R&D Institutions
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	<ul style="list-style-type: none"> <li>Maximum amount of Rs. 20,000/- for Engineering Colleges/ University Departments of Engineering Sciences / R&amp;D Institutions.</li> <li>Maximum amount of Rs. 10,000/- for VHSS/ Industrial Training Institutions (ITI)/ Polytechnic Colleges</li> </ul>
7.	Duration of the project	1 to 7 days
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	Evaluation of the proposals by the Expert Committee and with approval of Director, KSCSTE
10.	Mode of Application	Online
11.	Guidelines	Attached

## National Technology Day Guidelines

### 1. Introduction

National Technology Day is observed to commemorate the Indian Technological advancements. This includes nuclear test which was held in Pokhran on 11th of May, 1998, the first Indigenous aircraft Hansa 3 was flown from Bangalore and first firing of Trishul missile on the same day. This was a matter of pride for all the citizens of India. Technology Day is celebrated as a symbol of quest for scientific inquiry, technological creativity and the translation of that quest in the integration of Science, Society and Industry. This day is also celebrated to honour technological innovations and their successful commercialization which takes the fruits of research to reach to people at large.

### 2. Who can apply

Academic institutions like Vocational Higher Secondary Schools, Industrial Training Institutions (ITI), Polytechnic Colleges, Engineering Colleges, University Departments of Engineering Sciences and R&D Institutions can apply for availing financial assistance for the conduct of National Technology Day celebrations.

### 3. Time slot to apply

Once in a year (March–April)

### 4. How to apply

Application should be submitted online and all relevant documents should be attached.

### 5. Social Relevance and tangible output

Generate awareness among the students, youth, academia, general public, etc. about the importance of Technology development in the country. The celebrations will encourage students and youth of the country to come forward and also is the way to appreciate the scientists, researchers for India's growing technology

### 6..Maximum grant amount:

Vocational Higher Secondary Schools/ Industrial Training Institutions/ Polytechnic Colleges	Rs. 10,000/-
Engineering Colleges/University Departments of Engineering Sciences / R&D Institutions	Rs. 20,000/-

### 7. Procedure of operation of the scheme.

Applications are invited during the month of March– April. The shortlisted applications are evaluated and recommended by a expert committee for financial support. Offer letters are issued with the approval of the Director, KSCSTE.

### 8. Issuing Sanction Order

Sanction order for release of the financial issued only after the submission of necessary reports and audited financial statements.

### 9. General Conditions

1. Incomplete application and application without proper supporting documents will not be considered.
2. Applications received after the due date will not be accepted.
3. Only 1 application will be entertained from a College/ Institution. The head of Institution shall ensure the same.

4. Application without Signature and seal of the Organisation will not be considered
5. Additional copies enclosed must be signed by Programme Co-ordinator and Head of the Institution
6. The financial assistance from KSCSTE may be utilized to cover the expenditure on organizing expenses, publicity materials, travel expenses, honoraria for resource persons and refreshment. Utilization of the grant for any other purpose other than the approved heads shall not be entertained. The expenditure towards refreshment, food etc shall not exceed 20% of the co-sponsorship from KSCSTE. Maximum honorarium per expert shall be Rs. 2000/-.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>World Wetland Day</b>
2.	Beneficiary group	Students, Teachers and Public
3.	Objectives of the scheme in brief	Awareness on Conservation of wetlands.
4.	Who can apply and Time slot to apply	Government and Government aided institutions, Research & Development centres and NGO's active in the wetland conservation activities
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	<ul style="list-style-type: none"> <li>Maximum amount of Rs. 20,000/- for Government and Government aided institution and Research &amp; Development centres</li> <li>Maximum amount of Rs. 15,000/- for NGO</li> </ul>
7.	Duration of the project	1-7 days
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	Evaluation of the proposals by the Expert Committee and with approval of Director, KSCSTE
10.	Mode of Application	Online
11.	Guidelines	Attached

## World Wetland Day Guidelines

### 1. Introduction

Wetland Technical Unit (WTU) coordinates the Research and Development activities for wetland conservation and management programs including preparation of Management Action Plan (MAP). The WTU also takes up wetland awareness programs in the state. The WTU is also assigned to provide technical support to Government and State Wetland Authority on wetland conservation and management. The KSCSTE provides financial support to Government, Government Aided Colleges, Research & Development centres and Non Governmental Organisations actively involved in wetland conservation in the State for celebrating the World Wetland day every year so as provide awareness on wetland conservation and values of wetland.

### 2. Who can apply

Institutions like Government/Aided Colleges, University Departments, R&D Centres, and Non Government Organizations working in the field of wetlands Institutions can apply for availing financial assistance for the conduct of World Wetland Day celebrations.

### 3. Time slot to apply

Once in a year (November– December)

### 4. How to apply

Application should be submitted online and all relevant documents should be attached.

### 5. Social Relevance and tangible output

World Wetlands Day aims to bring attention towards the protection of the fragile wetlands which are threatened by human activity. The celebrations will create awareness among the students, youth and public at large.

### 6. Maximum grant amount

Government/ Government Aided Colleges/ University Departments / R&D Centres	Rs. 20,000/-
NGO	Rs. 15,000/-

### 7. Procedure of operation of the scheme

Applications are invited during the month of November– December. The shortlisted applications are evaluated and recommended by a expert committee for financial support. Offer letters are issued with the approval of the Director, KSCSTE.

### 8. Issuing Sanction Order

Sanction order issued only after the submission of necessary reports and audited financial statements.

### 9. General Conditions

1. Incomplete application and application without proper supporting documents will not be considered.
2. Applications received after the due date will not be accepted.
3. Only 1 application will be entertained from a College/ Institution. The head of Institution shall ensure the same.
4. Other Institutions including, R&D Institutions, Aided Colleges, NGO' s should submit audited Statement of Expenditure and Utilisation Certificate in the standard format signed by registered Chartered Accountant counter signed by the

Head of the Institution.

5. Application without Signature and seal of the Organisation will not be considered
6. Additional copies enclosed must be signed by Program Co-ordinator and Head of the Institution
7. The financial assistance from KSCSTE may be utilized to cover the expenditure on organizing expenses, publicity materials, travel expenses, honoraria for resource persons and refreshment. Utilisation of the grant for any other purpose other than the approved heads shall not be entertained. The expenditure towards refreshment, food etc shall not exceed 20% of the co-sponsorship from KSCSTE. Maximum honorarium per expert shall be Rs. 2000/-.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Ozone Day (OD)</b>
2.	Beneficiary group	Professionals , Officials, NGO's, Public (as an initiative), Teachers and Students.
3.	Objectives of the scheme in brief	The ozone day marked on September 16 is celebrated to generate a sense of awareness among the students, academia and general public about the topics related to climate change and ozone depletion and significant means to protect it, based on United Nation theme of every year.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>The proposals can be submitted by R&amp;D Institutions (State, Central &amp; Institutions under KSCSTE), Schools (Govt/Aided), Colleges including Professional colleges (Govt/Aided), University Departments, Industrial Training Institutes (Govt/ Aided ITI), (Government/Aided) Polytechnic Colleges, Registered Non-Government Organizations (NGOs) within the State of Kerala.</li> <li>June-July every year by inviting applications based on UN theme.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	<ul style="list-style-type: none"> <li>Schools, ITIs, Polytechnics (Govt/ Aided )–Max Rs. 10,000/-</li> <li>Colleges including Professional Colleges (Govt/Aided), University Departments, R&amp;D Institutions (State/Central and institutions under KSCSTE)- Max Rs. 20,000/-</li> <li>Registered NGO's 15,000/-</li> </ul>
7.	Duration of the project	One day between September 16 and 26 every year.
8.	Grant released to whom & mode of release	After the successful conduct of programme and subject to the submission of required documents, the sanctioned amount will be released electronically to the Head of the Institution.
9.	Selection process	Scrutiny by an Expert Committee.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Nil



## Ozone Day (OD) - Guidelines

### 1. Introduction

The ozone day(OD) marked on September 16 is celebrated to generate a sense of awareness among the students, academia and general public about the topics related to climate change and ozone depletion and significant means to protect it, based on United Nation theme of every year. To mark this day as annual observance, KSCSTE co-ordinate state wide activities and wherein offers financial support for conducting various activities based on United Nations theme by inviting applications every year.

### 2. Who can apply ?

Based on theme of the year The proposal for Ozone Day in prescribed format available in the KSCSTE website can be submitted by R&D Institutions (State, Central & Institutions under KSCSTE), Schools (Govt/Aided), Colleges including Professional colleges (Govt/Aided), University Departments, Govt Industrial Training Institutes (ITI), Government Polytechnic Colleges, Registered Non-Government Organizations (NGOs) within the State of Kerala.

### 3. Time slot to apply ?

As per call of proposals through advertisement every year during the month of June -July.

### 4. How to apply ?

As per call of proposals through advertisement every year the proposal is to be submitted in prescribed format available in the KSCSTE website.

### 5. Apply in prescribed format

The application for Ozone Day is to be submitted in prescribed format following to guidelines available in the KSCSTE website. The financial assistance required for conducting the programme is to be submitted in the prescribed format under the approved budget heads on realistic basis along with justification and giving details as enclosed in guidelines.

- Format for budget proposal

No.	Item	Amount (Rs)
1	Organizing Expenses	
2	Honorarium- Honoria for external resource persons only @Rs 1000/- only per external expert and the number of external experts to a maximum of three	
3	Travel Expenses- (TA for external resource person/Experts, TA for organizers)	
4	Publicity Expenses maximum of @ Rs 3000/- only	
5	Refreshments maximum of @ Rs 7000/- only	
	Grand Total (Rs)	

#### • Enclosures to be attached with application

The application submitted must be enclosed with following documents:

- Eligibility criteria of NGOs to be proven by submitting a single attested copies of (a) Byelaw (b) the copy of Registration Certificate(c) Annual Reports and audited Statement of Accounts for the last 3 financial years ie ending by March (d) Date of

registration of NGO under Societies Registration Act.

ii. Signed copy of Programme Schedule (signed by both Head of Institution and Programme co-ordinator) comprising of a. title of programme b. details of activities planned based on theme of the year c. venue d. dates of programme conducted e. resource persons details f. nature of target groups and g. number of target groups.

iii. Declaration and Endorsement Certificate from Head of Institution as per the format available in the KSCSTE website.

iv. Consent Letter from external resource person participating/engaged in programme.

v. Details of funds received from KSCSTE for the last three financial year quoting name of scheme, file No., and amount received or committed.

- Format for details of funds received from KSCSTE

No	Name of Programme	KSCSTE File No.	Year	Amount received/committed

vi. Details of Resource Persons/External Experts identified for the programme

Resource persons for Ozone Day programme	Name, designation & complete Address	Area of Expertize
Internal experts/resource person if any		
External Expert (consent letter must be furnished with application)		

## 6. Maximum grant amount

The extent of financial support from KSCSTE will be as follows and financial support will be provided to 75-100 institutions every year. Ozone Day activities is to be organized on 16 September 2019. If the institutions find it difficult to arrange the programme on the proposed date, the programme must be organized on a convenient working day between 16 September 16 and 26 every year. The duration of programme may more than one day.

No	Institutions	Maximum Amount (INR)
1	Schools, ITIs - Polytechnics (Govt/ Aided )-	10,000/-
2	Colleges including Professional Colleges (Govt/Aided), University Departments, R&D Institutions (State/Central and institutions under KSCSTE)	20,000/-
3	Registered NGO's	15,000/-

## 7. Procedure of operation of the scheme

### • Scrutiny of the Application

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. The technical/scientific contents of the programme, relevance of 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.

## 8. Issuing Sanction Order

For approved proposal, list of selected institution will be published in official website of KSCSTE and within three weeks provisional sanction letter with budget details will be provided by KSCSTE to the Head of Institution.

### • Date of Start of the Programme

The dates of programme proposed by the institutions in the programme schedule will be approved by the expert committee and the same will be considered as date of start of programme

### • Submission of Reports

Each activity must be documented and the final report with photographs and news paper clippings for the programme conducted or announced, details of activities conducted with captioned photograph, list of resource persons' details and feedback of participants endorsed by Head of Institution and signed by programme co-ordinator is to be submitted to KSCSTE as soft single PDF file copy (scanned in colour version and less than 15 MB) within two months on successful completion of programme.

### • Submission of audited SE & UC

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 months of successful completion of 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.

### • Release of grant

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

### • Other necessary conditions as per the scheme

- a. A suitable title should be included for the programme proposed based on the theme of year
- b. The Programme Co-ordinator should be a permanent faculty/ regular staff/ of the institution/ organization in the State.
- c. Only one proposal from each institution will be considered in a financial year.
- d. Signed copy of programme schedule of the programme as per format must be furnished with the application.
- e. Only one programme co-ordinator will be considered for the programme. In addition to the Programme Co-ordinator, external resource person from other Institutes/ Organization engaged in the relevant areas should be included in the programme and details must be furnished with the application. The consent letter from the external resource persons must be furnished with the proposal.
- f. Selection of NGOs will be based on the eligibility criteria as per the Council Order No. (M) 129/2007/CSTE, dtd. 25.10.2007. Eligibility criteria of NGOs proven by submitting a single attested copies of (a) Byelaw (b) the copy of Registration Certificate (c) Annual Reports and audited Statement of Accounts for the last 3 financial years ie ending by March (d) Date of registration of NGO under Societies Registration Act.
- g. The Ozone Day is celebrated not only to commemorate the date on which the Montreal Convention was signed, but mainly to create awareness about how fast the ozone layer is getting depleted. Based on theme following activities suggested below or additional activities if any could be conducted as part of programme.

1. for promoting awareness among school children by holding competitions and awarding

- prizes;
2. holding scientific and technical seminars/workshops/meetings,
  3. popular lectures based on importance of climate change, ozone depletion to discuss ways and means of protecting ozone layer;
  4. holding exhibitions of scientific models prepared by school children;
  5. art and craft competitions- clay modelling competitions/painting competitions;
  6. exhibition of three dimensional models developed by school children;
  7. literary competitions-ozone based quiz, elocution, ozone based slogan writing and essay writing
  8. group discussion/debate on environment protection and importance of ozone layer;
  9. publishing articles in the print media to highlight the availability of ozone safe products;
  10. campaigns to make every citizen, office and industry zone -friendly by using or making only ozone friendly products, organizing interaction with industry to promote reduction and elimination of the chemicals that destroy the ozone layer, persuade them to pledge to use only ozone-friendly chemicals in future, encouraging industry, consumers, trade associations and consumer associations to take pledge not to import or export ozone depleting substances or equipment whose functioning relies on such substances,
  11. Radio /Television programmes, slide shows
  12. enviro cultural performance with message on protection of ozone layer and the environment and other programme if any.
- h. The amount sanctioned may be utilized exclusively to cover the expenses on the approved heads viz. -Organizing expenses, Honorarium, Publicity Expenses, Travel Expenses and Refreshments.
- i. 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, prizes for competitions, mementos, stationary materials, publication of report/proceeding/video/documentary of the programme or any other items if any. Honorarium (for external resource person only) should be limited to Rs 1000/- only per external expert and the number of external experts to a maximum of three. Similarly for Publicity expenses the maximum limit is Rs 3000/- and the preferable items under Publicity expenses are for advertisements/ public notices/announcements/handouts/brochure/ press/poster/ banner display and that for refreshments the maximum amount should be limited to Rs 7000/-only. All the publicity materials must be environmentally friendly in nature.
- j. 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, ITI (Govt), Polytechnic (Govt), University Departments, R &D Institution (state/central/ institutions under KSCSTE), must be signed by Financial Head. The audited SE &UC submitted by Government Colleges, Schools (both Govt & Aided) must be signed Principal/ Head Accountant and SE & UC submitted by Aided colleges, ITI, Polytechnic Colleges and 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.
- k. The publicity materials prepared for the programme (banners, brochures, invitation cards, participation certificate etc) must be environment friendly in nature and 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' .

- l. The Head of Institution and Programme Coordinator should ensure that the conditions stipulated as per KSCSTE are fulfilled and the programme is implemented as per the guidelines and conditions.
- m. The name and address of head of institution authorized to receive the grant with complete postal address, email ID and mobile number is mandatory while submitting the proposals
- n. Incomplete applications without required documents will be summarily rejected.
- o. Any change in the schedule of the programme would require prior permission of KSCSTE.

• **Conditions if the progress is not satisfactory**

The KSCSTE reserves the right to further restrict/deny payment for any programme, if the conditions laid down by KSCSTE are not adhered to.

**9. General Conditions if any**

- i. The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
- ii. 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 and canvassing in any other forms and means are not encouraged/allowed.
- iii. All communications relating to the programme should be addressed to The Director, KSCSTE.

Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

<b>KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY &amp; ENVIRONMENT</b>	
<b>Ozone Day Celebrations</b>	
Proforma for Proposal Submission	
<b><u>Theme is:</u></b>	
<b>1.</b>	Title of Programme:
<b>2.</b>	Name & Address of Institution Organizing the Programme:
<b>3.</b>	Category of Organizing Institution (please state Yes or No): a. Research Institutions b. Universality Departments c. Colleges (Govt/Aided) d. Polytechnic Colleges (Govt/Aided) e. ITI's (Govt Aided) f. Schools (Govt/Aided) g. Registered NGO's <div style="text-align: right; padding-right: 20px;">(Self-financing Institutions are not considered)</div>
<b>4.</b>	Status of Organizing Institution (please specify whether Govt or Aided)
<b>5.</b>	Name and designation of Programme Coordinator organizing the programme:
<b>6.</b>	Official of Address of Programme Coordinator organizing the programme (Mobile No. and E-mail are mandatory):
<b>7.</b>	Applicable for Registered Non-Governmental Organization (NGO) only a. Date of registration of NGO under Societies Registration Act b. Whether Byelaw contains S&T Component of activities (please specify Yes or No) c. Whether having experience of working in S&T field (please specify Yes or No) d. Whether Annual Reports and Statement of accounts for last three financial years attached ie. 2016-2017, 2017-2018 & 2018-2019 (please specify Yes or No) e. Details of earlier grant received from KSCSTE if any, please indicate the details quoting with Council Order No. & Year <i>(Eligibility criteria of NGOs - as per the Council Order No. (M) 129/2007/CSTE, dt: 25.10.2007, the copy of Registration Certificate, Bye Law, Annual Reports and audited Statement of Accounts for the last 3 financial years should be submitted along with the proposal. If the above documents are not submitted, the proposal will be treated as incomplete and will be summarily rejected)</i>
<b>8.</b>	Proposed date/s of the programme:
<b>9.</b>	Venue Details of the programme:
<b>10.</b>	Signed copy of Programme Schedule based on theme <b>as per guidelines</b> ( to be signed by both Head of Institution and Programme co-ordinator) comprising of <b>a.</b> title of training programme <b>b.</b> details of activities planned <b>c.</b> venue <b>d.</b> dates of programme conducted <b>e.</b>

	resource persons details <b>f.</b> nature of target groups and <b>g.</b> number of target groups.																					
<b>11.</b>	Expected Outcome of programme:																					
<b>12.</b>	Numbers and Category of Target Groups/Participants :																					
<b>13.</b>	<p>Name, Designation and Complete Address of Resource Persons/ External experts identified for the programme (To be attached with proposal)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Resource persons for Ozone Day programme</th><th style="width: 30%;">Name, designation &amp; complete Address</th><th style="width: 40%;">Area of Expertize</th></tr> <tr> <td>Internal experts/resource person if any</td><td></td><td></td></tr> <tr> <td>External Expert (consent letter must be furnished with proposal)</td><td></td><td></td></tr> </table>	Resource persons for Ozone Day programme	Name, designation & complete Address	Area of Expertize	Internal experts/resource person if any			External Expert (consent letter must be furnished with proposal)														
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External Expert (consent letter must be furnished with proposal)																						
<b>14.</b>	<p>Total Budget Details (in Rupees) (item-wise details must be furnished) (To be attached with proposal)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">No.</th><th style="width: 70%;">Item</th><th style="width: 20%;">Amount (Rs)</th></tr> <tr> <td>1.</td><td>Organizing Expenses</td><td></td></tr> <tr> <td>2.</td><td>Honorarium Honoraria for external resource persons only @Rs 1000/- only per external expert and the number of external experts to a maximum of three</td><td></td></tr> <tr> <td>3.</td><td>Travel Expenses (TA for external resource person/Experts, TA for organizers)</td><td></td></tr> <tr> <td>4.</td><td>Publicity Expenses maximum of @ Rs 3000/- only</td><td></td></tr> <tr> <td>5.</td><td>Refreshments maximum of @ Rs 7000/- only</td><td></td></tr> <tr> <td></td><td><b>GRAND TOTAL</b></td><td></td></tr> </table>	No.	Item	Amount (Rs)	1.	Organizing Expenses		2.	Honorarium Honoraria for external resource persons only @Rs 1000/- only per external expert and the number of external experts to a maximum of three		3.	Travel Expenses (TA for external resource person/Experts, TA for organizers)		4.	Publicity Expenses maximum of @ Rs 3000/- only		5.	Refreshments maximum of @ Rs 7000/- only			<b>GRAND TOTAL</b>	
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<b>15.</b>	<p>Details of fund received or committed from KSCSTE or other funding agencies if any, for the last three years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">No</th><th style="width: 40%;">Name of Programme</th><th style="width: 30%;">File No. &amp; Year</th><th style="width: 20%;">Amount received</th></tr> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </table>	No	Name of Programme	File No. & Year	Amount received																	
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<b>16.</b>	Name and Address of the Head of Institution authorize to receive fund with complete postal address (Email ID and Mobile number are mandatory) :																					
<b>17.</b>	<b>DECLARATION &amp; ENDORSEMENT CERTIFICATE</b> (To be attached with proposal)																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name and Signature of the Programme Coordinator with date:</td><td style="width: 50%;">Name and Signature of the Head of Institution with seal and Date:</td></tr> </table>		Name and Signature of the Programme Coordinator with date:	Name and Signature of the Head of Institution with seal and Date:																			
Name and Signature of the Programme Coordinator with date:	Name and Signature of the Head of Institution with seal and Date:																					
Office Seal with Date																						



Format For Programme Schedule (OZONE DAY) based on Theme

No	Contents	Details
1.	Title of Programme	
2.	Theme of Year	
3.	Date of Programme	
4.	Venue	
5.	Nature of target groups	
6.	Number of target groups	
7.	Mode of selection of participants	
8.	Date wise Programme activities inc with name and address of resource persons	
9.	Number of Consent Letters of external experts attached	
10.	Name and Complete Address of Programme Coordinator with date and signature	
11.	Name and Address of Head of Institution with signature, date and seal	



## OZONE DAY

<b>DECLARATION</b>	
<p>Certified that the details furnished are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted will be utilised for the purpose for which it is granted within the time prescribed by KSCSTE. We also undertake to abide by the rules and other conditions prescribed by the grantee.</p>	
<p>Place: Date:</p>	
<p>Name and Signature of the Programme Coordinator with date:</p>	<p>Name and Signature of the Head of Institution with seal and date</p>
<b>Date &amp; Office Seal</b>	

### **ENDORSEMENT FROM HEAD OF INSTITUTION** **(To be given on letter Head)**

#### **OZONE DAY (OD)**

**Title of OZONE DAY:**.....

**Date of Training Programme:**.....

1. Certified that the Institute welcomes the participation of Dr./Shri/Smt..... who is a permanent faculty of .....Department of Institution as the Programme Coordinator for the programme titled..... scheduled during .....Year (.. ).
2. Certified that institution will offer the basic facilities for the smooth implementation of the programme
3. In the unforeseen event of discontinuance by the Programme Coordinator, the Head of the Institution will assume the financial and other management responsibilities for the successful completion of the programme.

Place: \_\_\_\_\_ Name and Signature of Head of Institution  
with seal

Date: \_\_\_\_\_

Office Seal

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>World Environment Day</b>
2.	Beneficiary group	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.
3.	Objectives of the scheme in brief	To make aware of the importance of protection of our environment for the future.
4.	Who can apply and Time slot to apply	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. Once in a year – March- on notification.
5.	Nature of support (Financial and/or Technical)	Financial and technical
6.	Quantum of support	Schools/ITI/Polytechnic Colleges – Rs.10,000/- Colleges/University Departments/R&D Centres - Rs.20,000/- Registered NGOs – Rs.15,000/-
7.	Duration of the project	1-3 days
8.	Grant released to whom & mode of release	Head of the institution through electronic fund transfer
9.	Selection process	The applications will be scrutinized by a committee constituted by KSCSTE to process and examine the proposals received for conducting World Environment Day and selection of institutions will be done based on merit and upon fulfilment of guidelines.
10.	Mode of Application	The application in the prescribed format shall be submitted to the Director, Kerala State Council for Science, Technology & Environment. Soft copy of the same may also be forwarded to <a href="mailto:directorkscste@kerala.gov.in">directorkscste@kerala.gov.in</a>
11.	Guidelines	Attached
12.	Terms & Conditions	Not applicable

## ECOLOGY AND ENVIRONMENT (E&E) SCHEME- World Environment Day Guidelines

### 1. Introduction.

World Environment Day (WED) is celebrated on the 5th of June every year, and it is the principal vehicle for encouraging awareness and action for the protection of our environment. Objective behind this was to make aware of the importance of protection of our environment for the future. Each year WED has a new theme that draws attention to a particularly pressing environmental concern. KSCSTE co-ordinates state wide activities by inviting applications for conducting activities based on the focal theme.

### 2. Who can apply?

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.

### 3. Time slot to apply

Once in a year - March- on notification

### 4. How to apply?

Application in the prescribed format shall be submitted to the Director, Kerala State Council for Science, Technology & Environment, Sasthra Bhavan, Pattom, Tvm - 4. Soft copy of the same may also be forwarded to [directorkscste@kerala.gov.in](mailto:directorkscste@kerala.gov.in)

### 5. Funding pattern

Sl No.	Institution	Maximum Amount (in Rupees)
1	Govt./Aided schools, ITIs / Polytechnics, 3	10,000/-
2	Govt./ Aided Colleges, R&D centres/University departments/NGC District Co-ordinators	20,000/-
3	Registered NGOs	15,000/-

### 6. Procedure of operation

The applications received on or before the due date will be scrutinized by a committee constituted by KSCSTE to process and examine the applications received for conducting World Environment Day and selection of institutions will be done based on merit and upon fulfilment of guidelines. Incomplete applications shall not be considered. Only one proposal will be sanctioned to an institution. Honorarium should be limited to Rs.1000/- per head and the maximum number of experts should be limited to three (expert from the same institution is not eligible for honorarium). Similarly, for publicity the maximum limit is Rs.3000/- and for refreshments Rs.7000/-

World Environment Day is celebrated on June 5th. However, the institutions may organize programmes on a convenient date between 5th June and 15th June. The duration of programme may not be more than three days. The details of activity proposed shall be provided in the application. The programmes should be planned to generate awareness among the students, academia, and general public to realize the concern and do collective efforts to protect our environment. The following activities may be conducted as part of World Environment Day celebrations:

- Seminars, Symposia/ workshops on the focal theme
- Quiz competition, Elocution, Painting competition, Essay writing

- c. Popular lectures
- d. Theme based demonstrations
- e. Slide shows/ Film shows

Once the proposal is selected and provisionally approved, an offer letter will be send to the Programme Co-ordinator by the Director, KSCSTE. The offer letter provides the detailed breakup of funds allocated under the different heads like honorarium, organizing expenses, publicity, travel and refreshments. List of selected institutions shall be published on the website of KSCSTE.

Each activity should be documented. The Heads of institutions who have successfully organized the programme should forward the report on the activities along with captioned photographs (hard copy) highlighting the impact and suggesting follow up activity and duly signed Statement of Expenditure showing the budget heads ,Utilization Certificate in the prescribed on or before 15th August . Soft copy of the same may also be forwarded to [directorkscste@kerala.gov.in](mailto:directorkscste@kerala.gov.in) Documents received after 15th August 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) 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’. 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. The payment will be done through electronic transfer. Therefore, the bank account details of the head of the institution in the prescribed format should be submitted along with the application.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)

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

Sasthra Bhavan, Pattom, Thiruvananthapuram-695 004

**Application for financial assistance for World Environment Day celebrations**

Focal theme -

1. Title of the proposed Programme
2. Category of the applying institution
  - o School
  - o ITI
  - o Polytechnic College
  - o College
  - o NGC
  - o University/ Department
  - o Research Organization
  - o NGO
3. Status of Organizing Institution (please specify whether govt /aided)
4. Name and address of the Institution
5. Name and designation of the programme co-ordinator
6. Contact address with email id & mobile no.
7. Proposed dates of the programme
8. Place and venue proposed for organizing the programme  
(Change of venue /date shall be with the proper permission of KSCSTE)
9. Description of proposed activities to be organized ( as listed in the Guidelines)
10. Subject areas Covered
11. Name and Designation of Resource Persons
12. Category of target group
13. Expected No. of participants
14. Applicable for registered Non Governmental Organizations (NGO) only:
  - i. Date of registration of NGO under Societies Registration Act:
  - ii. Whether bye law contains S & T component of activities: YES / NO
  - iii. Whether having previous experience of Working in S & T field: YES / NO
  - iv. Details of earlier grant received from KSCSTE; if any:

(Eligibility criteria of NGOs- As per the Council Order No. (M)129/2007/CSTE, dt: 25.10.2007, the copy of Registration Certificate, Bye Law, Annual Reports and audited Statement of Accounts for the last 3 years should be submitted along with the proposal. If the above documents are not submitted, the proposal will be treated as incomplete and will be summarily rejected).
15. Estimated expenditure

Sl No.	Item	Amount (Rs.)
1	Honorarium(may be limited to a maximum of Rs.1000/- to an expert and the no.of experts to three.)	
2	Organizing expenses	
3	Publicity materials (maximum Rs.3000/-)	
4	Travel expenses	
5	Refreshments (maximum Rs.7000/-)	
6	Grand Total	

16.Name and address of the Head of the Institution /Agency authorized to receive the grant with pin code and Telephone Number

### Declaration

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilized for the purpose for which it is granted within the time prescribed by KSCSTE and as per the guidelines laid down by KSCSTE. I also agree to abide by the rules and other conditions prescribed by KSCSTE.

Name and Signature of  
Programme Co-ordinator

Name and Signature of  
Head of the Institution

Office seal with date

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Kerala Sasthrapuraskaram</b>
2.	Beneficiary group	The Kerala Sasthrapuraskaram is to be given to a Scientist / Technologist working anywhere in the world, but of Kerala by birth who has made significant contribution in any branch of Science and Technology.
3.	Objectives of the scheme in brief	For honouring outstanding Scientists of Kerala origin working anywhere in the world and to encourage quality research, training and leadership in Science, Technology and its Management.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>The Kerala Sasthrapuraskaram is to be given to a Scientist / Technologist working anywhere in the world, but of Kerala by birth who has made significant contribution in any branch of Science and Technology.</li> <li>The Candidate must be an outstanding scientist, a good leader &amp; organizer in S&amp;T, a great institution builder in S&amp;T, a national leader and role model in S&amp;T and/ or a visionary in S&amp;T.</li> <li>There is no age limit for consideration of the Award.</li> <li>Application by nominations invited every November</li> </ul>
5.	Nature of support (Financial and/or Technical)	•Award. A Memento, citation and cash award of Rs.2 lakh will be presented to the awardee.
6.	Selection process	Application by nominations invited every November. Nominations will be submitted in the prescribed format when notified. Nominators may submit one copy of the nomination in the prescribed format. The nominators may also submit a brief profile of the nominee in the prescribed format along with the nomination form.
7.	Mode of Application	Offline September every year on advertisement.
8.	Guidelines	Attached

## Kerala Sashtapuraskaram Guidelines

### 1. Introduction

Kerala Sashtapuraskaram is an annual award instituted by the Government of Kerala for honouring outstanding Scientists of Kerala origin working anywhere in the world. The Department of Science and Technology, Government of Kerala, through KSCSTE, administers the award procedure. Lifetime research contributions and achievements in science will be considered for the award. Scientists can be nominated by Fellows of National Academies of Sciences, Vice Chancellors/Directors of scientific institutes and establishments and by Eminent Scientists of national/international repute. The final decision and announcement of the selection will be made by the Chief Minister, who is also the President of KSCSTE. The Award is instituted to encourage quality research, training and leadership in Science, Technology and its Management. The main objectives on the scheme is for honouring outstanding Scientists of Kerala origin working anywhere in the world. The Award is instituted to encourage quality research, training and leadership in Science, Technology and its Management.

### 2. Who can apply?

- The Kerala Sashtapuraskaram is to be given to a Scientist / Technologist working anywhere in the world, but of Kerala by birth who has made significant contribution in any branch of Science and Technology.
- The Candidate must be an outstanding scientist, a good leader & organizer in S&T, a great institution builder in S&T, a national leader and role model in S&T and/or a visionary in S&T.
- Applications or self-nominations are normally not directly entertained. Scientists can be nominated by persons of the academic/scientific community or the general public, in the prescribed nomination formats.
- There is no age limit for consideration of the Award

### 3. Time slot to apply?

Application by nominations invited every November

### 4. How to apply?

Application by nominations invited every November. Nominations will be submitted in the prescribed format when notified. Nominators may submit one copy of the nomination in the prescribed format. . The nominators may also submit a brief profile of the nominee in the prescribed format along with the nomination form.

### 5. Apply in prescribed format

Attach all relevant documents (viz; endorsement certificate, consent letter, T&C, certificate from head of institution etc..) Nomination form and brief profile format (AnnexureI)

### 6. Social Relevance and tangible output

To honour outstanding scientists and also to encourage young researchers to do commendable work in the field of science & technology.

### 7. Maximum grant amount

A Momento, citation and cash award of Rs. 2lakh will be presented to the awardee.



#### 8. Procedure of operation of the scheme.

Based on the notification issued in every year, the nominations received will be scrutinized by the Kerala Sasthrapuraskaram Committee and the shortlisted nominations will be forwarded to the Selection Committee. The Selection Committee will make its recommendation regarding the awardee. The final decision regarding the Selection will be made by the Chief Minister, who is also the President of KSCSTE. The Award will be presented by the Hon' ble Chief Minister on an appropriate date at any part of the state

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

**Annexure I**

**Proforma for Nomination for Kerala Sasthrapuraskaram**

**Note:** Nominators may please go through the information brochure about the Award, particularly, the criteria stipulated for the nominees.

Also please note that self- nominations are not accepted.

**1. Nominator's Name and Address**

Official

Residential

.....	.....
.....	.....
.....	.....
.....	.....
Phone: Office:.....	Res:.....
Fax: .....	E-mail:.....

**2.** I hereby nominate.....whose address and details as I know are below, for the consideration of the Kerala Sasthrapuraskaram for the year 2017 to be awarded to a Distinguished Scientist of Kerala by birth.

**3.** A brief write up justifying the nomination. (300 words maximum)

**Nominee's Address**

Official

Residential

.....	.....
.....	.....
.....	.....
Age as on 01.01.2017.....	Date of birth: .....
Phone: Office.....	Res: .....
Fax: .....	E-mail: .....

Signature of the nominator.

### Kerala Sasthrapuraskaram-Brief Profile Format

1.	Name of the nominee		
2.	Designation		
3.	Age & Date of Birth		
4.	Address	Official	
		Phone no.	
		Fax	
		Residential	
		Phone No.	
		e-mail	
5.	URL of home page		
6.	Name of the Nominator		
7.	Designation		
8.	Address	Official	
		Phone no.	
		Residential	
		Mob	
		e-mail	
9.	Education		
10.	Specializations		
11.	Current Status		
12.	Academic background		
13.	Achievements/Awards/Prizes		
14.	Publications	Journal	
		h-index	
		Citations	
		IF	
15.	Books	Authored	
		Edited	
		Chapter	
16.	Patent		

13. Indicate clearly, the benefit expected to be derived by attending the conference : (Attach separate sheet, 100 Words only)
14. Social Relevance and tangible output of the work
15. Commercialisation Efforts
16. Any other information which you may like to furnish in support of your application :

I declare that the information furnished above is correct.

Name & Signature of applicant

Recommendation of the Head of the Institution.

Name & Signature

Official Seal of forwarding authority

**Note:** Commitment for funding may be withdrawn if any of the information furnished by the applicant is found false and may debar the candidate for future support under this scheme.

PLEASE ENCLOSE SUPPORTING DOCUMENTS where in the check list the applicants answer is **Yes** (Strike off whatever is not applicable)

#### CHECK LIST

- |   |        |
|---|--------|
| 1. Applicant has paper (s) accepted at the conference :   | Yes/No |
| 2. Copy of abstract of paper (s) :  | Yes/No |
| 3. Travel assistance availed in last three years from other agencies:                             | Yes/No |
| 4. Applicant has been sanctioned any travel support from KSCSTE :                                 | Yes/No |
| 5. Certificate from Airlines indicating the cost of return air fare<br>Excursion/Economy class. : | Yes/No |
| 6. Copy of KSYS award certificate:  | Yes/No |
| 7. Brochure/Announcement of the conference :  | Yes/No |
| 8. Technical programme of the conference :  | Yes/No |

**കേരള സംസ്ഥാന ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിൽ**

ശാസ്ത്ര ഭവൻ, പട്ടം, തിരുവനന്തപുരം 695 004

വെബ് സൈറ്റ് - [www.kscste.kerala.gov.in](http://www.kscste.kerala.gov.in)

**ശാസ്ത്ര സാഹിത്യ പുരസ്കാരം**

- ❖ മലയാള ഭാഷയിലുള്ള ശാസ്ത്ര സാഹിത്യ സൃഷ്ടികൾ പ്രോത്സാഹിപ്പിക്കുന്നതിനായി കേരള ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിൽ ഏർപ്പെടുത്തിയ പുരസ്കാരമാണ് ശാസ്ത്ര സാഹിത്യ അവാർഡ്.
- ❖ ശാസ്ത്ര സാഹിത്യ അവാർഡ് 2003 മുതൽ പ്രാബല്യത്തിൽ വന്നിട്ടുള്ളതാണ്, മുൻപ് STEC ഏർപ്പെടുത്തിയ പുരസ്കാരങ്ങളുമായി ഈ അവാർഡിന് സാമ്യമുണ്ടെങ്കിലും വ്യത്യസ്തമാണ്.
- ❖ ഇത്തരം അവാർഡ് ഒരിക്കൽ ലഭിച്ചിട്ടുള്ളവർക്ക് 5 വർഷത്തിനുശേഷം മാത്രമേ അതേ വിഭാഗത്തിൽ ഈ അവാർഡിനായി അപേക്ഷ നൽകാനുള്ള യോഗ്യതയുണ്ടാവൂ.

**നിർദ്ദേശങ്ങളും നിബന്ധനകളും**

1. അപേക്ഷ സ്വീകരിക്കുന്ന വർഷത്തിൽ പ്രസിദ്ധീകരിച്ചതും ജനങ്ങളിൽ ശാസ്താവബോധം വളർത്താൻ സഹായകമായതും അന്വേഷണാത്മകമായതുമായ രചനകളാണ് പ്രസ്തുത പുരസ്കാരത്തിനായി പരിഗണിക്കുക.
2. അഞ്ച് വിഭാഗങ്ങളിലായാണ് അവാർഡുകൾ നൽകുന്നത്.
  - i. ബാലശാസ്ത്ര സാഹിത്യം
  - ii. ജനപ്രിയ ശാസ്ത്ര സാഹിത്യം
  - iii. ഗഹനമായ വൈജ്ഞാനിക ശാസ്ത്ര സാഹിത്യം
  - iv. പ്രശസ്ത ശാസ്ത്ര പത്ര പ്രവർത്തനം
  - v. ശാസ്ത്ര ഗ്രന്ഥ വിവർത്തനം (മലയാളം)
3. അൻപതിനായിരം രൂപയും ഫലകവും പ്രശസ്തി പത്രവും അടങ്ങുന്നതാണ് അവാർഡ്
4. പുരസ്കാരത്തിന് പരിഗണിക്കുന്നതിനായി ഉചിതമായ സാഹിത്യ സൃഷ്ടികൾ പ്രശസ്ത ശാസ്ത്ര രചയിതാക്കൾ, പ്രസാധകർ ബന്ധപ്പെട്ട സ്ഥാപനത്തിന്റെ മേധാവികൾ എന്നിവർക്ക് നാമനിർദ്ദേശം ചെയ്യാവുന്നതാണ്. ഇതു കൂടാതെ രചയിതാവിന് സ്വന്തമായും അപേക്ഷ സമർപ്പിക്കാവുന്നതാണ്.
5. നിർദ്ദിഷ്ട അപേക്ഷാഫാറത്തിൽ ലഭിക്കുന്ന അപേക്ഷകൾ മാത്രമേ ശാസ്ത്ര സാഹിത്യ അവാർഡിന് പരിഗണിക്കുകയുള്ളൂ. ഒന്നിലധികം വിഭാഗങ്ങളിലേക്ക് അപേക്ഷിക്കാനാഗ്രഹിക്കുന്നവർ ഓരോ വിഭാഗത്തിലും പ്രത്യേകം പ്രത്യേകം അപേക്ഷകൾ സമർപ്പിക്കേണ്ടതാണ്. പക്ഷേ ഒരേ പുസ്തകം ഒന്നിൽ കൂടുതൽ വിഭാഗങ്ങളിലേക്ക് പരിഗണിക്കുന്നതല്ല.
6. സാഹിത്യ രചനയുടെ മൂന്ന് പകർപ്പുകൾ വിശദമായ ബയോഡാറ്റ , അനുബന്ധ രേഖകൾ (ഉണ്ടെങ്കിൽ) എന്നിവ അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
7. ശാസ്ത്ര സാഹിത്യകൃതിയുടെ ശരിയായ വിവർത്തനം മാത്രമേ V-മത്തെ വിഭാഗത്തിൽ പരിഗണിക്കുകയുള്ളൂ. വിവർത്തനം ചെയ്യപ്പെട്ട യഥാർത്ഥ പുരസ്കൃതത്തിന്റെ ഒരു കോപ്പി കൂടി അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.

8. ഏതു ഭാഷയിൽ നിന്നുള്ള മലയാള വിവർത്തനവും V-മത്തെ വിഭാഗത്തിൽ പരിഗണിക്കുന്നതാണ്. രചയിതാവിന്റെ / പ്രസാധകന്റെ പകർപ്പവകാശ രേഖയും അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
9. സ്വതന്ത്ര രചനകളും, സൃഷ്ടികളും മാത്രമേ പുരസ്കാരത്തിന് പരിഗണിക്കുകയുള്ളൂ. മറ്റ് സാഹിത്യ സൃഷ്ടികളുടെ/പുസ്തകങ്ങളുടെ പൂർണ്ണമായ/ഭാഗികമായ വിവർത്തനമോ, പകർപ്പോ/പാഠ്യ പുസ്തകങ്ങളുടെ ഭാഗമോ പ്രസ്തുത പുരസ്കാരത്തിന് പരിഗണിക്കുന്നതല്ല. (ഇത് V-മത്തെ വിഭാഗത്തിന് ബാധകമല്ല.)
10. ഏതെങ്കിലും പാഠ്യപദ്ധതിയുടെ ഭാഗമായി അദ്ധ്യയനത്തിന് തിരഞ്ഞെടുത്തിരിക്കുന്ന പുസ്തകങ്ങൾ ശാസ്ത്ര സാഹിത്യപുരസ്കാരത്തിനായി പരിഗണിക്കുന്നതല്ല.
11. ഏതെങ്കിലും പുസ്തകത്തിന്റെ അദ്ധ്യായത്തിന്റെ സംക്ഷിപ്ത രൂപം പുരസ്കാരത്തിനായി പരിഗണിക്കുകയില്ല.
12. അപേക്ഷകളുടെ സൂക്ഷ്മമായ വിലയിരുത്തലിനും വിധി നിർണ്ണയത്തിനും ശേഷം മാധ്യമങ്ങളിലൂടെയായിരിക്കും കേരള ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിൽ ശാസ്ത്ര സാഹിത്യ അവാർഡുകൾ പ്രഖ്യാപിക്കുന്നത്.
13. അവാർഡ് ലഭിച്ചവരെ മാത്രമെ ഔദ്യോഗികമായ കത്ത് മുഖേന അറിയിക്കുകയുള്ളൂ.
14. കെ.എസ്.സി.എസ്.ടി.ഇ. സംഘടിപ്പിക്കുന്ന വർണാഭമായ ചടങ്ങിൽ ക്ഷണിക്കപ്പെട്ട സദസിനു മുന്നിൽ വച്ചായിരിക്കും പ്രസ്തുത പുരസ്കാരം വിതരണം ചെയ്യുന്നത്.
15. പ്രസ്തുത പുരസ്കാരം സംബന്ധിച്ച് കെ.എസ്.സി.എസ്.ടി.ഇ. യുടെ തീരുമാനം അന്തിമമായിരിക്കും. പ്രത്യേക അറിയിപ്പ് കൂടാതെ തന്നെ ഏതൊരു ഘട്ടത്തിലും പുരസ്കാരം പൂർണ്ണമായോ /ഭാഗികമായോ പിൻവലിക്കാനും, റദ്ദ് ചെയ്യാനും കെ.എസ്.സി.എസ്.ടി.ഇ.ക്ക് അധികാരം ഉണ്ടായിരിക്കുന്നതാണ്.
16. ഏതെങ്കിലും വിഭാഗത്തിൽ അർഹമായ സൃഷ്ടികൾ ഒന്നും ഇല്ലാത്ത പക്ഷം പുരസ്കാരം പിൻവലിക്കാനോ റദ്ദ് ചെയ്യാനോ കെ.എസ്.സി.എസ്.ടി.ഇ.-യ്ക്ക് അധികാരം ഉണ്ടായിരിക്കുന്നതാണ്.
17. പുരസ്കാരം സംബന്ധിച്ച് പ്രഖ്യാപിച്ചിട്ടുള്ള നിർദ്ദേശങ്ങളും നിബന്ധനകളും മാനദണ്ഡങ്ങൾക്കനുസരിച്ച് ഏതു സമയവും മാറ്റം വരുത്തുവാൻ കെ.എസ്.സി.എസ്.ടി.ഇ.-യ്ക്ക് അധികാരം ഉണ്ടായിരിക്കുന്നതാണ്.
18. നിർദ്ദിഷ്ട ഫാറത്തിൽ തയ്യാറാക്കിയ അപേക്ഷകൾ സാഹിത്യ സൃഷ്ടികളുടെ മൂന്ന് പകർപ്പുകൾ, ബയോഡാറ്റാ, ശാസ്ത്ര സാഹിത്യ രംഗത്ത് നൽകിയിട്ടുള്ള സംഭാവനകൾ ചൂണ്ടിക്കാണിക്കുന്ന രേഖകളുടെ ശരിപ്പകർപ്പുകൾ എന്നിവ സഹിതം ഡയറക്ടർ, കേരള ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിൽ, ശാസ്ത്ര ഭവൻ, പട്ടം, തിരുവനന്തപുരം - 695 004 എന്ന വിലാസത്തിൽ സമർപ്പിക്കുക.

കേരള സംസ്ഥാന ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കാൺസിൽ

ശാസ്ത്ര ഭവൻ, പട്ടം, തിരുവനന്തപുരം - 695 004

വെബ് സൈറ്റ് -www.kscste.kerala.gov.in

### ശാസ്ത്ര സാഹിത്യ പുരസ്കാരം - അപേക്ഷാ ഫോറം

1. അപേക്ഷ സമർപ്പിക്കുന്നത് ഏതു വിഭാഗത്തിലാണ് (അനുയോജ്യമായ കളത്തിൽ ✓ അടയാളം ചെയ്യുക)

(i) ബാല ശാസ്ത്ര സാഹിത്യം

☐

(ii) ജനപ്രിയ ശാസ്ത്ര സാഹിത്യം

☐

(iii) ഗഹനമായ വൈജ്ഞാനിക ശാസ്ത്ര സാഹിത്യം

☐

(iv) ശാസ്ത്ര പത്ര പ്രവർത്തനം

☐

(v) ശാസ്ത്ര ഗ്രന്ഥ വിവർത്തനം (മലയാളം)

☐

സ്വയം  
സാക്ഷ്യപ്പെടുത്തിയ  
പാസ്‌പ്പോർട്ട്  
സൈസ് ഫോട്ടോ

2. പുസ്തകത്തിന്റെ പേര് :

3. പ്രസിദ്ധീകരിച്ച വർഷം :

4. പ്രസാധകർ :

5. പകർപ്പവകാശം :

6. അപേക്ഷകന്റെ പേര് :

7. ജനനതീയതി :

8. വിദ്യാഭ്യാസ യോഗ്യത :

9. തൊഴിൽ /സ്ഥാപനം :

10. മേൽവിലാസം :

11. മൊബൈൽ ഫോൺ നമ്പർ :

12. ഇ-മെയിൽ വിലാസം :

- 13 ഈ പുരസ്കാരത്തിന് താങ്കൾ : (അതെ/അല്ല)  
ആദ്യമായി അപേക്ഷിക്കുകയാണോ?
- 14 മുൻ വർഷങ്ങളിൽ പ്രസ്തുത പുരസ്കാരം : (ഉണ്ട് /ഇല്ല )  
ലഭിച്ചിട്ടുണ്ടോ?  
ഉണ്ടെങ്കിൽ വിശദാംശം നൽകുക :
- i. ഏതു വിഭാഗത്തിലാണ് :  
പുരസ്കാരം ലഭിച്ചത്
- ii. പുരസ്കാരം ലഭിച്ച :  
പുസ്തകത്തിന്റെ പേര്
- iii. പ്രസ്തുത പുസ്തകം :  
പ്രസിദ്ധീകരിച്ച വർഷം
- 15 ഈ സാഹിത്യ സൃഷ്ടിക്ക് മറ്റ് :  
പുരസ്കാരങ്ങളോ /  
അനുമോദനങ്ങളോ ലഭിച്ചിട്ടുണ്ടോ?
- 16 താങ്കളുടെ സാഹിത്യ സൃഷ്ടിയുടെ :  
സംക്ഷിപ്ത രൂപം (500 വാക്കിൽ  
കവിയാതെ/വേറെ പേജുകളിൽ  
നൽകാവുന്നതാണ്)
- 17 പ്രസിദ്ധീകരിച്ച സൃഷ്ടിയുടെ :  
വിശദാംശം (പ്രസിദ്ധീകരണ തീയതി  
ഉൾപ്പെടെ)
- 18 താങ്കൾക്ക് മറ്റു :  
അവാർഡുകളോ/പുരസ്കാരങ്ങളോ/  
അനുമോദനങ്ങളോ  
ശാസ്ത്ര/സാഹിത്യ  
പ്രവർത്തനങ്ങൾക്ക് ലഭിച്ചിട്ടുണ്ടോ?  
(ഉണ്ടെങ്കിൽ വിശദീകരിക്കുക)

#### പ്രസ്താവന

മേൽ പ്രസ്താവിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും എന്റെ അറിവും വിശ്വാസവും പ്രകാരം ശരിയാണെന്നും. ഇതുമായി ബന്ധപ്പെട്ട നിർദ്ദേശങ്ങളും നിബന്ധനകളും ഞാൻ വായിച്ചു മനസ്സിലാക്കിയിട്ടുള്ളതാണെന്നും ഇതിനാൽ സമ്മതിച്ചുകൊള്ളുന്നു.

തീയതി  
സ്ഥലം

അപേക്ഷകന്റെ ഒപ്പ്



നാമനിർദ്ദേശം

ശ്രീമാൻ/ശ്രീമതി.....കഴിഞ്ഞ.....വർഷങ്ങളായി എനിക്ക് പരിചിതനാണെന്നും, പ്രസ്തുത വ്യക്തിയുടെ സാഹിത്യ രചന /സൃഷ്ടി ശാസ്ത്ര സാഹിത്യ പുരസ്കാരത്തിനു യോഗ്യമാണെന്നും ഞാൻ സാക്ഷ്യപ്പെടുത്തുന്നു. ആയതിനാൽ പ്രസ്തുത വ്യക്തിയെ 2018-ലെ ശാസ്ത്ര സാഹിത്യ പുരസ്കാരത്തിന് വേണ്ടി പരിഗണിക്കാൻ ഞാൻ നിർദ്ദേശിക്കുന്നു.

തീയതി :

ഒപ്പ്

സ്ഥലം :

പേര് :

വിലാസം :

മൊബൈൽ ഫോൺ നമ്പർ :

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Kerala State Young Scientist Award</b>
2.	Beneficiary group	Young Scientists carrying out research independently for the last three years in Kerala
3.	Objectives of the scheme in brief	KSCSTE are intended to honour talented young Scientists in recognition of their outstanding contributions in any branch of science and technology coming within the purview of the Council
4.	Who can apply and Time slot to apply	Young researchers of Indian origin, who has not attained the age of 37 years as on December 31 of the notifying year, with Ph.D. and 3 years Post-Doctoral experience in any branch of Science & Technology, who is working in Kerala for the last three years can apply for the award. 1st -31st August every year
5.	Nature of support (Financial and/or Technical)	Financial. The number of awards made in each year will be limited to 14. Awards will not be shared.
6.	Quantum of support	Each Awardee will be presented with a medal, a certificate with citation, and a cash prize of Rs. 50,000/-. In addition, the recipient may be considered for a research grant of maximum Rs.50 lakhs after due consideration of the research project with the help of an expert committee. The Awardee, within 3 years of the receipt of the award, will be considered for a visit abroad for presenting the research work at a conference.
7.	Duration of the project	Not applicable
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial Screening and presentation before expert committee
10.	Mode of Application	Online(from January 2020)
11.	Guidelines	Attached
12.	Terms & Conditions	Not applicable

## KERALA STATE YOUNG SCIENTIST AWARD Guidelines

### 1.Introduction

The Kerala State Young Scientist Awards by the KSCSTE are intended to honour talented young Scientists in recognition of their outstanding contributions in any branch of science and technology coming within the purview of the Council.

This document provides general information for applying the award and the Council reserves the right to review these guidelines and modify them.

### 2. Who can Apply ?

Young researchers of Indian origin, who has not attained the age of 37 years as on December 31 of the notifying year, with Ph.D. and 3 years Post-Doctoral experience in any branch of Science & Technology, who is working in Kerala for the last three years can apply for the award.

### 3. Time slot to apply the award

Once in a year (1st -31st August)

### 4. How to Apply ?

Online mode from January 2020 onwards

Candidates may be nominated by Vice-Chancellors of Universities in Kerala, Directors of Research Institutes/ R & D Centres of Industries, Heads of University Departments, Principals of Colleges with approved centres of research, Fellows of the Indian National Science Academy, Indian Academy of Sciences, National Academy of Sciences, India, Indian National Academy of Engineering and Indian Academy of Agricultural Sciences.

Nominations will be valid for 3 years or the eligibility age whichever is earlier. However, a fresh nomination (only once) can be made, if the nominee has not yet crossed the age bar.

### 5. Apply in prescribed format

Nominations in the prescribed format along with all supporting documents has to be submitted.

### 6. Social Relevance and tangible output

The proposal should clearly mention the social relevance of the research work with tangible deliverables

### 7. Commercialisation Efforts

The proposal should clearly mention the possibilities of Commercialisation of the product/process.

### 8. Procedure of operation of the nomination.

After receiving the nomination, it will be subjected to screening and the screened in nominees will be invited for presenting their work before the selection committee.

### 9.Issuing Offer letter

Once the awardees are selected, an offer letter will be issued to them. They will be invited to the Inaugural session of the next Kerala Science Congress for presenting the merit certificate, Chief Minister's Gold Medal and cash awards.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

**PROFORMA FOR NOMINATION FOR KERALA  
STATE YOUNG SCIENTIST AWARD**

1. Name in Full (Block Letters) :

2. Present Institutional Address, with telephone - :  
Landline & Mobile, fax and e-mail & Years of working

3. Address for Correspondence :

4. Date of Birth :  
Age:      Years.      Months  
(Enclose attested copy of the Birth Certificate)

5. Academic Qualifications (beginning with the Bachelor's Degree):

Degree	Subject(s)	University	Year of award	Class/rank

6. Details of Post-Doctoral experience :

7. Present Occupation and Nature of Duties :

8. Awards and/or other recognitions received :

9. Field of Specialisation :

10. Research Experience :

11. Statement of the specific research contributions :  
for which the award is recommended (Maximum 500  
words)  
(Work done in Kerala institutions alone will be the basis for consideration for the  
award).

12. A brief statement about the novelty of the work :  
(Not more than 50 words)
13. Social Relevance and tangible output of the work :
14. Dated Signature of the nominee self-authenticating:  
the details above.
15. Subject Committee to which, in the opinion of the :  
proposers, the nomination should be referred to.  
(Only one Subject Committee may be indicated)
16. Name, designation, signature and full address of :  
the proposer of the nomination.

## Kerala State Council for Science, Technology & Environment Kerala State Young Scientist Award: SUMMARY SHEET

1. Name of Applicant :
2. Date of award of Ph.D. :

NOTE: For items 3-5, pls specify only publications in peer-reviewed journals and not conference proceedings

### 3. BEST 3 PUBLICATIONS IN PEER REVIEWED JOURNALS PRIOR TO AWARD OF Ph.D.

- (a) With applicant as first author

Sl. No	Journal	Brief title of paper	Impact factor	Citations
1				
2				
3				
No. of other papers in this category:				

- (b) With applicant as corresponding author

Sl. No	Journal	Brief title of paper	Impact factor	Citations
1				
2				
3				
No. of other papers in this category:				

### 4. BEST 3 PUBLICATIONS IN PEER REVIEWED JOURNALS AFTER THE AWARD OF Ph.D.

- (a) With applicant as first author

Sl. No	Journal	Brief title of paper	Impact factor	Citations
1				
2				
3				
No. of other papers in this category:				

- (b) With applicant as corresponding author

Sl. No	Journal	Brief title of paper	Impact factor	Citations
1				
2				
3				
No. of other papers in this category:				

**5. BEST 3 PUBLICATIONS IN PEER REVIEWED JOURNALS ARISING OUT OF THE RESEARCH WORK BASED ON WHICH THE APPLICATION IS MADE FOR THIS AWARD**

(a) With applicant as first author

Sl. No	Journal	Brief title of paper	Impact factor	Citations
1				
2				
3				
No. of other papers in this category:				

(b) With applicant as corresponding author

Sl. No	Journal	Brief title of paper	Impact factor	Citations
1				
2				
3				
No. of other papers in this category:				

6. Have you worked in Kerala for the last three years? YES/NO: If so give the details of institutional affiliation during last three years.

7. Are there any projects with the applicant as Principal Investigator? YES/NO; If yes, please specify brief title of project and funding agency

8. Have you any patents filed in your name? YES/NO. If yes, please give brief details

9. Have you any patents granted in your name? YES/NO. If yes, please give brief details

10. Are you an Indian citizen? YES/NO

Place  
Date

Signature  
Name

Sl.No.	Particulars	Details
1.	Name of the Scheme	Kerala State Young Scientist Award (KSYSA) - Research Grant Scheme
2.	Beneficiary group	Kerala State Young Scientist Awardees
3.	Objectives of the scheme in brief	The scheme encouraging and promoting high quality research of young Scientists having outstanding contributions in any branch of science and technology.
4.	Who can apply and Time slot to apply	Young Scientists awarded with Kerala State Young Scientist Award. 1st -31st August every year
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant.
6.	Quantum of support	Maximum grant for a project shall be Rs. 50 lakhs for three years with an overhead @ 10% of total expenditure subject to a ceiling of Rs.2 lakh.
7.	Duration of the project	Three years
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial scrutiny, Peer evaluation and presentation before expert committee
10.	Mode of Application	Online(from January 2020)
11.	Guidelines	Attached
12.	Terms & Conditions	Attached



## Kerala State Young Scientist Award (KSYSA)- Research Grant Scheme Guidelines

### 1. Introduction

KSCSTE is promoting high quality research of Young Scientists awardees having outstanding contributions in any branch of science and technology. Research projects in emerging areas of Science & Technology with particular relevance to the economic and industrial development of the State are supported under the scheme. The guidelines provide general information for the smooth implementation of the project. The Council reserves the right to review these guidelines and modify them.

### 2. Who can Apply ?

Young Scientists awarded with Kerala State Young Scientist Award can only apply for the grant.

### 3. Time slot to Apply?

Once in a year (1st - 31st August)

### 4. How to Apply?

Online mode from January 2020 onwards

### 5. Apply in prescribed format

The project proposal in the prescribed format along with a soft copy have to be submitted in the prescribed format for funding.

Attach all relevant documents viz; (a) Endorsement from the Head of Institution (on letter head) (b) Terms and Conditions signed by PI and the Head of Institution (c) Certificate from Investigators (d) No pending SE/UC certificate (e) Project proposal including detailed bio-data of PI (f) Name and address of experts/institution interested in the subject/outcome (g) Details of financial support received/receiving from KSCSTE etc.

a. Format for budget Proposal - Main heads

i. Man Power:

a. Project Fellow @ 22,000/month (Ist class M.Sc. in Basic/Applied Sciences/ B. Tech/MCA)PG in Science/B.Tech.)

b. Technical Assistant @ 19,000/month

(Ist Class Graduation in any branch of Science/Ist Class Diploma in Engineering )B.Sc./Equivalent degree)

ii. Consumables: (Chemicals, glass wares, research materials etc.)

iii. Travel: Rs. 30,000/year (In exceptional cases, where the study involves extensive traveling, this can be relaxed)

iv. Contingencies: Rs. 50,000/year (In exceptional cases, this can be relaxed)

v. Equipment (below 60% of total outlay, in exceptional cases this can be relaxed)

vi. Overheads @ 10% of total expenditure -subject to a ceiling of Rs. 2 lakh.

### 6. Social Relevance and tangible output

The proposal should clearly mention the social relevance of the project with tangible deliverables

### 7. Commercialisation Efforts

The proposal should clearly mention the possibilities of Commercialisation of the product/process.

**8. Maximum grant amount**

Rs. 50 lakhs +overhead @ 10% of total expenditure subject to a ceiling of Rs.2 lakh

**9. Procedure of operation of the scheme**

After receiving the project proposal it will be acknowledged with a reference number and other instructions if any, submitting for relevant documents. If the project proposal is as per the format and norms of Council it will be sent to referees for evaluation. Otherwise, it will be returned to the PI. Research proposals should be reviewed by a panel of reviewers (national level) prior to the selection by the expert committee.

a. Scrutiny of the Application

b. Peer review (if required)

c. Presentation before Expert Committee (whether RC or RAC)

**10. Issuing Sanction Order**

- Once the project is approved, a sanction letter will be issued to the P.I. The total cost of the project is finalized based on the latest quotation(s) of equipment(s) approved under the project and other relevant documents related to manpower, contingencies etc. submitted by the Investigator. The sanction letter provides the detailed breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies etc.
- The PI has to submit consent letter and willingness to undertake the project with the sanctioned budget and objectives. A formal sanction order will be issued by the Director on receipt of the consent letter.
- First year grant shall be released to the HoI through electronic transfer. The implementing institute will maintain separate bank account and it should be reported to Council.

**a. Date of Start of the Project**

The duration of the project is normally for 3 years and this will be specified in the first sanction order. The project becomes operative with effect from the date of sanction order or receipt of the grant by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council within one month. It will, in no case be later than one month after the receipt of the grant by the Institute.

**b. Submission of Progress Reports (HPR, AR).**

Half year and annual progress report will be submitted regularly. The PI through the implementing Institute will furnish the Technical Progress report of the work carried out.

**c. Progress Monitoring/Review procedure**

The Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

This Council also organizes Progress Monitoring meetings periodically for keeping strict vigil on the progress of the project work by each PI. It shall be mandatory for all PIs who have completed one year to present the work in the Expert Committee meeting. Subsequent releases of grant would be based on the reviewing and monitoring committees recommendations

**d. Periodic submission of SE & UC**

The recipient institution shall forward an audited utilization certificate and statement of expenditure (UC & SE) signed by PI and countersigned by the HOI to the effect that the grant has been utilized for the research works for which it was granted, to the

Director, KSCSTE within 3 months of the completion of the project year. The UC & SE shall be furnished on a project year basis. The institution should maintain separate audited accounts for the project and the interest accrued should be reflected in the Statement of Expenditure and should be refunded (in the case of aided institution) to the Council.

Request for release of the next installment should be accompanied by the following documents: a) Audited Utilization Certificate and Statement of Expenditure for the previous project year (in original) b) Latest authenticated Statement of Expenditure including Committed Expenditure and interest accrued if any and a detailed Annual Progress Report.

After receiving Utilization Certificate & Statement of Expenditure, if unspent funds are available as per the U.C, the money for the subsequent years will be released after deducting the unspent amount. The request for grants should however reach the Council at least 30 days in advance.

The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be carried forward as per the sanction from the Council.

#### **e. Other necessary conditions as per the scheme**

- No premature closing is allowed except those wherein the RC/GMW has recommended closing of the project due to poor progress/non-compliance of the terms of implementation. The project sanctioned for 3 years cannot be closed prematurely owing to the PI leaving the place for better opportunities. There should be an institutional mechanism to transfer the project to the next eligible person, if available or to return the funds received till date to the Council.
- In case, the PI is shifting to another institution on new appointment/ transfer/ long term deputation, the project could be transferred to that institution with the mutual consent of both the institutions and of this Council. 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.
- In case the PI leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the PI subject to the approval of both PI, Co-I, Head of the Institute and KSCSTE. Such a request should be sent at least 4-6 months in advance along with a detailed bio-data of the Co-Investigator.
- The PI as well as the implementing institution has the responsibility of informing the Council about any change in the status of the PI/ Co-Investigator including relieving them on short term deputation for a continuous period of 3 months or more. The implementing institution has an important role to play and in consultation with this Council should take steps to ensure successful completion of the project, before relieving the PI.
- The implementing institute should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.
- Normally only one project will be sanctioned to a scientist at a time by the Council.
- All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the administrative rules/ service conditions of the implementing Institute. No reference on these issues should be made to the Council. The Council will have no liability, whatsoever, for the project staff after completion of the

project duration.

- Scale and emoluments for the posts not covered under this order are governed by norms prevalent in the implementing Institution or as may be decided by this Council.

#### **f. Conditions if the progress is not satisfactory**

- Third year grant of a project shall be released only upon recommendation of the Committee during the GMW. This also shall be based on the publications in peer-reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.
- If the GMW committee assessed the progress is not satisfactory, the project shall be terminated as per the recommendation of the committee. In such case, the PI is liable to comply the suggestions of the committee and to submit all the necessary documents for closing the project.

### **11. Release of further instalment of grant**

- The second year grant would be released on the basis of expenditure incurred in the previous project year and expected expenditure in that year. Third year grant will be released only upon recommendation of the GMW Committee based on the publications in peer-reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.
- The grant amount sanctioned for the Ist, IInd or IIIrd year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.
- The audited Statement of expenditure and the Utilization Certificates are to be submitted on project year basis within a period of 3 months from the completion of the project year. (ie. if date of start of the project is 12.01.2015, then the first statement of account and utilization certificate will be for the period 12.01.2015 to 11.01.2016, the next statement will be for the period 12.01.2016 to 11.01.2017 and so on.)

### **12. Project Completion Report**

On completion of the project, the PI through the Institute should send the following documents within 6 months of completion of the project period to this Council to enable us to settle the account:

- a) 3 copies of the Final Technical Report (FTR) in the prescribed format with soft binding (spiral binding and use plastic material should be avoided)
- b) 2 copies of Project Completion Report (PCR) in the prescribed format.
- c) One page abstract highlighting the outcome.
- d) Soft copy of FTR & PCR
- e) Consolidated audited statement of expenditure and utilization certificate.
- f) Asset transfer certificate in the prescribed format.
- g) DD/ cheque for any unspent amount drawn in favour of Member Secretary, KSCSTE, Sasrabhavan payable at Thiruvananthapuram.
- h) Reprints/copies of papers/patents/articles etc.

### **13. Final review of the Project Report**

The Final Technical Report (FTR) should be evaluated by referees with grading. The FTR submitted within 6 months after completion of the project shall be evaluated and graded by a committee of experts. Second project submitted by PIs belonging to the top 10% (based on grading) shall be allowed to present their new proposal directly before the Research Council Meeting (peer-reviewing is relaxed) for consideration of financial support. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.

#### 14. Re-appropriation of Funds and Extension details

Re-appropriation of funds within the total budget may be approved based on the recommendation of the Progress evaluation committee. Re-appropriation from manpower and equipment will not be normally allowed.

The extension will not be granted normally. In exceptional cases where the work could not be completed, PI should submit request for extension in the prescribed format, 6 months before completing the tenure and the request will be placed before the next Progress evaluation committee for recommendation and further approval of Council.

#### 15. Guidelines for publication of Research output/ IP Output

Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge KSCSTE for financial assistance in all the publication that have emanated from the project work during or after completion of the projects.

The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

Investigators are also requested to patent/publish the outcome of the project work in leading Journals. Patents shall be filed only with the concurrence of KSCSTE.

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

#### 16. General Conditions.

The PI shall be disqualified if attempted for any form of canvassing .

##### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

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

**Kerala State Young Scientist Award - Terms and Conditions for Research grant**

File No:

Date:

Name and Address of the P.I:

Title of the Project Proposal:

**Terms and Conditions**

1. The scheme is constituted for the purpose of providing assistance in the form of grants to the recipients of KERALA STATE YOUNG SCIENTIST AWARD (KSYSA) for scientific/research work. The KSYSA awardee will be the Principal Investigator of the project

2. The proposals acknowledged by KSCSTE will have a reference number for future correspondence. Application for grant shall be made to the Director, Kerala State Council for Science, Technology and Environment (KSCSTE), Sasthra Bhavan, Pattom, Thiruvananthapuram in the prescribed proforma. . Research proposals should be reviewed by a panel of reviewers (national level) prior to the selection by the expert committee.

3. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of UC & SE. Audited Utilization Certificate (UC) and Statement of Expenditure (SE) by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges/NGO's countersigned by Head of the Institution should be submitted on an year to year basis.

(a) The maximum amount that can be granted will be subject to a total of Rs.50 lakhs (excluding the overhead cost) for 3 years. The Research fellowship will be Rs. 22,000/month and 10% institutional overheads (subject to a ceiling of Rs.1.5 lakh.) will be allowed which the institution can use at its discretion. However, the quantum of funding shall be subject to the recommendations of the committee and approval of Council. Service tax, Vat, Annual Maintenance Contract (AMC) etc should be included in the budget during project.

(Principal Investigator)

(Seal)

(Head of Institution)

(b) Reallocation of funds within the total outlay and extension to the project period may be approved based on the specific recommendation of an expert committee. However, re-appropriation from manpower and equipment will not be normally allowed. The PI should present the request for re-appropriation and extension before the committee for approval. In exceptional cases the project may be extended to one more year without any additional financial commitment.

(c) The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.

4. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.

5. 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 the Council.

6. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute for research purpose or transfer them to any other Institute if it is considered appropriate.

7. The Institute/ PI will furnish Progress Report of the work on the project on half yearly and yearly basis. In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project 3 copies of the final technical report and two copies of Project Completion Report on the work done in the project should be sent to the Council within 6 months of the completion of the project year.

8. At the time of seeking further instalment of grant, the Institute/ PI has to furnish the following documents:

- a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original).
- b) Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month.
- c) Technical Annual Progress Report, if not sent earlier.

(Principal Investigator)

(Seal)

(Head of Institution)



9. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the unspent amount need not be refunded at the end of first or second year as the case may be, but the amount may be carried forward as per the sanction from the Council.

10. The grant amount sanctioned for the I<sup>st</sup>, II<sup>nd</sup> or III<sup>rd</sup> year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.

11. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned. In all cases, the final expenditure statement (audited) and research report as well as utilization certificate shall be insisted to be submitted within three months of completion of the project.

12. The institute will maintain separate audited accounts for the project. If it is found expedient to keep whole grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further instalment of grant. In the case of Government Institutions/Universities, the interest accrued can be waived.

13. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

14. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

15. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

16. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The PI is liable to refund the **Grant Amount in part or in full in case of unsatisfactory implementation of the project** or unwillingness to co-operate with the council for monitoring/evaluating the progress of the project.

(Principal Investigator)

(Seal)

(Head of Institution)



17. The project becomes operative with effect from the date of receipt of Council order or the date on which the grant is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the grant by the Institute.

18. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.

19. Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from Council, indicating the scheme Investigators are also requested to patent the outcome of the project in collaboration with KSCSTE. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

20. The executive Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.

21. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.

22. Projects not operational for more than one year may be treated as closed and the PI should be asked to submit detailed progress report and financial settlements and return any unspent money.

We agree to the terms and conditions stated above.

(Principal Investigator)

(Head of Institution)

(Seal)

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

**Kerala State Young Scientist Award Scheme -Application for Research grant**

(To be submitted in prescribed format in 10 copies)

**I. Project Profile**

1. Project title
2. Broad area & specific area
3. Project duration (months)
4. Total cost (incl. Foreign Exchange)
5. Foreign Exchange component :
6. Name and Designation of Principal Investigator (PI)
7. Official address, date of superannuation E-mail id, Fax no and Mobile no.
9. Institution where work will be carried out (address, telephone, fax)
11. Whether at present the P.I. is receiving/has received financial support from any schemes of the KSCSTE. If so full particulars of these may be given
  - (a) Name of scheme, duration & date of start
  - (b) Amount sanctioned and released
  - (c) Whether completed.
  - (d) Whether FTR submitted.
  - (e) Whether account settled (Submit no pending SE/UC certificate in prescribed format.
12. Collaborating institution (s) /organization if any (address, telephone, fax) (Attach endorsement from the Head of the collaborating institution and consent of Investigator from the Collaborating Institute.)

**Statement I**

- a. Title of the Research proposal
- b. Abstract (one page)
- d. Precise objectives of the project (Not more than 50 words)
- e. Scientific/Socio economic relevance and tangible output of the proposal
- f. Commercialisation Efforts

**Statement II :**

- Relevance vis-à-vis state needs
- Status : (1)National Status,(2) International status
- Gap areas
- Objectives
- Methodology
- Work plan including time schedule & chart

**Statement III:**

- Name & address and detailed bio- data of PI with fax/phone/e-mail, Mobile No.
- Experience of PI in the concerned field (List of publication of PI in the relevant field)
- Status of the projects currently with PI.

Title	Funding agency	Duration	Status

- Relevance of the study to the knowledge upliftment

**Statement IV:**

- List of equipment and facility available with the institution/PI.
- Details of equipment/facilities indicating free time (%)
- Details of equipment required
- Self-appraisal of the PI to execute the project

**Statement V: Budget**

(Limit to a total amount of Rs. 50 lakh excluding 10% overhead subject to a ceiling of Rs.2 lakh).

Date.

Place.

Name & Signature of PI

(Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Best Paper Award Contingency Scheme</b>
2.	Beneficiary group	Best Paper Awardees of Kerala Science Congress
3.	Objectives of the scheme in brief	The scheme is constituted for the purpose of providing Contingent grant for the proposal submitted by the Best paper awardee which should be a continuation of the work carried out, after the selection of the best paper award.
4.	Who can apply and Time slot to apply	Best Paper Awardees of Kerala Science Congress are eligible to apply up to 31 December of the respective year of BP award.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	The award carries a contingent grant of Rs.1,00,000/- for two years.
7.	Duration of the project	Two years.
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial scrutiny and approval from the Director
10.	Mode of Application	Online (from January 2020)
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Best Paper Award Contingency Scheme Guidelines

### 1. Introduction

To promote continued research by the Best Paper Awardees of Kerala Science Congress, contingent grant is provided. The Contingent grant will be provided for the proposal submitted by the awardee which should be a continuation of the work carried out, after the selection of the best paper award. The guidelines provide general information for the smooth implementation of the project. The Council reserves the right to review these guidelines and modify them.

### 2. Who can apply ?

Best Paper Awardees of Kerala Science Congress are eligible to apply.

### 3. Time slot to apply

Best Paper Awardees can apply for contingent grant up to 31 December of the respective year of BP award

### 4. How to apply

Online (from January 2020)

### 5. Apply in prescribed format

The project proposal in the prescribed format along with a soft copy have to be submitted in the prescribed format for funding along with Endorsement from the Head of Institution, Certificate from Investigator, Detailed Bio-data of the Investigator and copy of BPA certificate.

Budget - Main heads

a) Consumables (Chemicals, glass wares, research materials etc.)

b) Travel

c) Contingencies

### 6. Social Relevance and tangible output

The proposal should clearly mention the social relevance of the project with tangible deliverables

### 7. Commercialisation Efforts

The proposal should clearly mention the possibilities of Commercialisation of the product/process.

### 8. Maximum grant amount

The award carries a contingent grant of Rs.1,00,000/- for two years.

9. Procedure of operation of the scheme.

After receiving the proposal it will be acknowledged with a reference number. If the project proposal is as per the format and norms of Council it will subject to initial scrutiny and will be processed for sanctioning.

### 10. Issuing Sanction Order

Once the project is approved, a formal sanction order will be issued by the Director. The duration of the project is normally for 2 years and this will be specified in the first sanction order. First year grant shall be released to the HoI through electronic transfer.

#### a. Date of Start of the Project

The project becomes operative with effect from the date of sanction order or receipt of the grant by the implementing Institution. This date should be intimated by the

Institution authorities/ Principal Investigator to the Council within one month. It will, in no case be later than one month after the receipt of the grant by the Institute.

**b.Submission of Progress Reports .**

Half year and annual progress report will be submitted regularly. The PI through the implementing Institute will furnish the Technical Progress report of the work carried out.

**c.Periodic submission of SE & UC**

The recipient institution shall forward an audited utilization certificate and statement of expenditure (UC & SE) signed by the awardee and countersigned by the HOI to the effect that the grant has been utilized for the research works for which it was granted, to the Director, KSCSTE within 3 months of the completion of the project year. The UC & SE shall be furnished on a project year basis. The institution should maintain separate audited accounts for the project and the interest accrued should be reflected in the Statement of Expenditure and should be refunded (in the case of aided institution) to the Council.

Request for release of the next installment should be accompanied by the following documents: a) Audited Utilization Certificate and Statement of Expenditure for the previous project year (in original) b) Latest authenticated Statement of Expenditure including Committed Expenditure and interest accrued if any and a detailed Annual Progress Report.

After receiving Utilization Certificate & Statement of Expenditure, if unspent funds are available as per the U.C, the money for the subsequent years will be released after deducting the unspent amount. The request for grants should however reach the Council at least 30 days in advance.

The audited Statement of expenditure and the Utilization Certificates are to be submitted on project year basis within a period of 3 months from the completion of the project year. (ie. if date of start of the project is 12.01.2015, then the first statement of account and utilization certificate will be for the period 12.01.2015 to 11.01.2016, the next statement will be for the period 12.01.2016 to 11.01.2017 and so on.)

The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be carried forward as per the sanction from the Council.

**d.Other necessary conditions as per the scheme**

No premature closing is allowed in this scheme. In case, the awardee is shifting to another institution on new appointment/ transfer/ long term deputation, the project could be transferred to that institution with the mutual consent of both the institutions and of this Council. 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.

In case the awardee leaves the project due to unforeseen circumstances, the Head of the Institute should inform this to KSCSTE and audited Statement of expenditure and the Utilization Certificates are to be submitted. The unutilized portion of the grant amount shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE.

### 11. Project Completion Report

On completion of the project, the awardee through the Institute should send the following documents within 6 months of completion of the project period to this Council to enable us to settle the account:

- a. 2 copies of the Final Technical Report (FTR) with soft binding (spiral binding and use plastic material should be avoided)
- b. One page abstract highlighting the outcome.
- c. Soft copy of FTR
- d. Consolidated audited statement of expenditure and utilization certificate.
- e. DD/ cheque for any unspent amount drawn in favour of Member Secretary, KSCSTE, Sasthrabhavan payable at Thiruvananthapuram.
- f. Reprints/copies of papers/patents/articles etc.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT BEST PAPER AWARD CONTINGENCY SCHEME

File No:

Date:

Name and Address of the awardee:

Title of the Project Proposal:

### Terms and Conditions

1. The scheme is constituted for the purpose of providing assistance for scientific/ research work with particular relevance to the state in the form of grants to scientists/ research fellows, who has won the Best paper Award in the Kerala Science Congress.
2. Application for grant shall be made to the Director, Kerala State Council for Science, Technology and Environment (KSCSTE), Sasthra Bhavan, Pattom, Thiruvananthapuram in the prescribed proforma during the month of May every year.
3. The assistance for the project will be for a maximum period of two years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently to the next year subject to satisfactory completion of the work and submission of UC & SE. Audited Utilization Certificate (UC) and Statement of Expenditure (SE) by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges/NGO's countersigned by Head of the Institution should be submitted on an year to year basis within a period of 3 months from the completion of the project year.
4. The award carries a contingent grant of Rs.1,00,000/- for two years.
5. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount and the date of start should be intimated in writing to KSCSTE.
6. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for any construction activities unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.
7. 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 the Council.

(BP Awardee)

(Head of Institution)

(Seal)



8. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.

9. The awardee will furnish Annual Progress Report of the work on the project on an yearly basis ((i.e. if the date of start of a project is 12.09.2014 the first Annual Technical Progress report shall be for the period 12.09.2014 to 11.09.2015, the next will be from 12.09.2015 to 11.09.2016 and so on). On completion of the project, 2 copies of the final consolidated Project Completion Report on the work done in the project should be sent to the Council within a period of 3 months from the completion of the project period.

10. At the time of seeking further installment of grant, the Institute/ awardee has to furnish the following documents within a period of 3 months from the completion of the project year.

a) Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year.

b) Technical Annual Progress Report.

11. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council not later than 2 weeks for the date of completion of the period by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount may be carried forward, unless otherwise it is specified.

12. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned.

13. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further installment of grant. In the case of Government Institutions/Universities, the interest accrued can be waived, on a case by case basis.

14. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant awarded. Detailed report of the activities along with explanations for the termination of the project is to be submitted to the Council. If the explanation is not convincing, the Council reserves the right to recash the full amount released for the project from the awardee and/ or Institute.

15. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The awardee is

(BP Awardee)

(Head of Institution)

(Seal)

liable to refund the **Grant Amount in part or in full in case of unsatisfactory implementation of the project** or unwillingness to co-operate with the council for monitoring/evaluating the progress of the project.

16. The project becomes operative with effect from the date of receipt of Council order or the date on which the grant is received by the implementing Institution. This date should be intimated by the Institution authorities/ Awardee to the Council. It will, in no case be later than one month after the receipt of the grant by the Institute.

17. If the awardee to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ Awardee will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the awardee.

18. Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from Council, indicating the scheme. Investigators are also encouraged to publish some of the research papers emerging out of the project work in leading Indian Journals.

19. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.

20. Projects not operational for more than one year shall be treated as closed and the awardee will be asked to submit detailed progress report and financial settlements and return any unspent money.

We agree to the terms and conditions stated above.

(BP Awardee)

(Head of Institution)

(Seal)

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT  
PROJECT PROPOSAL  
(KSCSTE- Best Paper Award Scheme)**

Title of the project :

Name and address of the  
Institution :

Phone: Land & Mobile :

Fax :

Name and address of the  
Investigator :

E-mail :

Duration of the Project :

Budget summary :

**Section- II**

Summary of the Project :

Introduction :

Aim and Objectives of the Study :

Methodology :

Expected Outcome from the  
Study :

Break Up Details of Budget :

**Section - III**

Biodata of the Investigator :

Name and Signature  
of Awardee

Name and Signature  
Head of Institution/Nominee

Date :

Date :

(Office Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Kerala State Young Scientist Award - Travel Grant Scheme</b>
2.	Beneficiary group	Kerala State Young Scientist Awardees
3.	Objectives of the scheme in brief	To provide travel support to the KSYS awardees for presenting the research work (oral presentation) at an international conferences abroad.
4.	Who can apply and Time slot to apply	Young Scientists awarded with Kerala State Young Scientist Award
5.	Nature of support (Financial and/or Technical)	Financial.
6.	Quantum of support	The financial support covers air fare (economy class by the shortest route) registration fee, visa fee, and a maintenance allowance up to Rs.3000/day subject to a maximum of 3 days.
7.	Duration of the project	Not applicable
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial scrutiny and approval from the Director
10.	Mode of Application	Online(from January 2020)
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Kerala State Young Scientist Award (KSYSA)- Financial assistance for attending international conference abroad - Guidelines

### 1. Introduction

KSCSTE is encouraging research & developmental activities of Young Scientists awardees having outstanding contributions in science and technology. Exposure to the awardees will be given to present their research outputs before an international forum by providing travel support. The guidelines provide general information for the smooth implementation of the scheme. The Council reserves the right to review these guidelines and modify them.

### 2. Who can Apply?

Young Scientists awarded with Kerala State Young Scientist Award can only apply for the grant. The Awardee within 3 years of the receipt of the award, will be considered for a visit abroad for presenting the research work at international conferences.

### 3. Time slot to Apply ?

As and when the international conference body accepts their research paper for oral presentation or for an invited talk.

### 4. How to Apply ?

Online mode from January 2020 onwards

### 5. Apply in prescribed format

The proposal in the prescribed format along with bio-data, details of announcement of the conference, Abstract of the paper to be presented in the conference, Evidence in support of acceptance of the paper for presentation, Evidence to show that the conference is of international Character and Technical programme of the conference.

### 6. Social Relevance and tangible output

The proposal should clearly mention the social relevance of the work to be presented with tangible deliverables

### 7. Commercialisation Efforts

The proposal should clearly mention the possibilities of Commercialisation of the product/ process developed/developing in due course.

### 8. Maximum grant amount

The financial support covers air fare (economy class by the shortest route) registration fee, visa fee, and a maintenance allowance upto Rs.3000/day subject to a maximum of 3 days.

### 9. Procedure of operation of the scheme.

After receiving the proposal it will be acknowledged with a reference number. If the project proposal is as per the format and norms of Council it will subject to initial scrutiny and will be processed for sanctioning.

i. Scrutiny of the Application

ii. Peer review (if required)

iii. Presentation before Expert Committee (whether RC or RAC)

### 10. Issuing Sanction Order

If approved, the Council will issue a Sanction order agreeing to support. The amount will be reimbursed to the candidate only on his return to India after participation in the conference.

### 11. Release of the grant

The awardee has to submit Original bill/voucher/certificates/declarations if any relating to travel, registration, visa and maintenance allowance on his return to India. Certificates stating that the awardee has attended the international conference and presented the paper at the conference also to be submitted. After verification of the submitted details, eligible amount will be reimbursed to the candidate.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

### Kerala State Young Scientist Award Scheme - Terms and Conditions for Travel Grant

File No:

Date:

Name and Address of the KSYSA awardee:

#### Terms and Conditions

1. The scheme is constituted for the purpose of providing Travel support for presenting the research work (Oral Presentation) at the international conferences is applicable only to **Kerala State Young Scientist Awardees**.
2. Application for Travel support shall be made to the Director, Kerala State Council for Science, Technology and Environment (KSCSTE), Sasthra Bhavan, Pattom, Thiruvananthapuram in the prescribed proforma.
3. The assistance for presenting the research work at an international conference in any of the foreign country will cover air fare (economy class by the shortest route) registration fee, visa fee and a maintenance allowance up to Rs.3000/day subject to a maximum of 3 days.
4. If approved, the Council will initially issue a commitment letter agreeing to support. The amount will be reimbursed to the candidate only on his return to India after participation in the conference and fulfilling the terms and conditions.
5. The applicant should submit detail of benefit by attending the conference abroad.

We agree to the terms and conditions stated above.

Name and Signature  
of Awardee

Name and Signature  
(Head of Institution/Nominee)

(Seal)



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

**Kerala State Young Scientist Award Scheme -**

**Application for Travel Grant**

(To be submitted in duplicate with detailed bio data of the applicant)

**RECORD SHEET**

1. Name, designation and address of applicant:  
(including Tel.: Mobile & Land line, Fax etc...)
2. Age, Sex, Date of Birth:
3. Details of the KSYSA awarded (Year & Subject area) :
4. Name of the International conference and Organizers:
5. A. Venue and date of conference:  
B. Whether Conference is held Annually/Once in two years/Once in three years/etc. (please specify)  
C. Broad Area of the Conference:  

Life Sciences	Physical Sciences
Chemical Sciences	Engineering Sciences
Earth Sciences	Multidisciplinary
6. Purpose of visit :
  - (i) Presenting Paper (Oral presentation)
  - (ii) No. of papers
7. Particulars of financial assistance the applicant is applying for/receiving from other National sources/Organizers, towards travel for attending of conference :
  - (i) Name of the funding agency
  - (ii) Sanctioned/Committed amount.
8. Total Air-fare by shortest route Excursion/Economy Class:
9. Amount requested for travel:
10. Details of International conferences attended in the last three years, if any (Title of the conference, dates, venue, funding agency) :
11. Designation and address of authorised Officer/Head of the Institution for receiving Cheques/Demand Drafts :
12. Proposed date of leaving India for the Conference and the likely date of return :

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Awareness Programme on “Technological Advances in Transforming Women’s Lives”</b>
2.	Beneficiary group	Women in remote and rural areas.
3.	Objectives of the scheme in brief	To provide a platform for creating awareness on the use of Science & Technology for improving the day-to-day living conditions of women.
4.	Who can apply and Time slot to apply	Scientists and Science Academicians working in Universities/ R&D Institutions/ Colleges and registered NGOs having minimum 3 years’ experience in the relevant field. Notification issued once a year, normally during June.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Rs. 30,000/-. (Maximum) for one-day program
7.	Duration of the project	One day
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	Preliminary scrutiny by WSD and final selection by Research Advisory Committee (RAC).
10.	Mode of Application	Offline
11.	Guidelines	Attached

## Awareness Programme on “Technological Advances in Transforming Women’s Lives” - Guidelines

### 1. Introduction

The scheme provides a platform for creating awareness on the use of Science & Technology for improving the day-to-day living conditions of women. As per the scheme, financial assistance is provided for conducting awareness programme on topics related to technologies and skills that are applicable at the local level and that lead to improving the socio-economic and living conditions of women.

The proposed programme shall be focused on topics such as Clean water, Healthcare and Sanitation technologies, Use of energy saving techniques, Simple machineries for reducing drudgery at households, Development of simple electronic gadgets for improved household life, Information technology for local development, Water conservation and water efficient technologies, Nutrition & Food habits, Agricultural processing, products and practices, Organic farming etc.

### 2. Who can apply

Scientists and Science Academicians working in Universities/ R&D Institutions/ Colleges and registered NGOs having minimum 3 years’ experience in the relevant field, are eligible to apply for financial assistance for organizing the programme.

### 3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued once a year, normally during June

### 4. How to apply

Application format is attached

### 5. Apply in prescribed format

#### Format for budget proposal

The proposal may contain details of expenditure under different heads viz., (1) TA & Honorarium for invited faculty, (2) Per-seminar expenses, (3) Report and Stationery, (4) Local Hospitality (to be limited to Rs. 120/- per person) (5) Venue and Miscellaneous. Maximum grant permitted for the One-day awareness programme is Rs. 30,000/-.

#### Attach following relevant documents

- i. Bio data of Co-ordinator (not more than 2 pages)
- ii. Technical details on the seminar
- iii. Details of previous programmes sanctioned/ grant received by the institute from KSCSTE during the past 3 years’ (enclose the copy of UC)
- iv. Consent letter from all Resource Persons
- v. NGOs & Self-Financing institutions applying for the programme should enclose the following copies additionally.
  - Annual Reports of the preceding 3 years
  - Audited Statement of Accounts of the preceding 3 years
  - Memorandum of Association, Registration Certificate and Bylaws

### 6. Social Relevance and tangible output

The topics are focused on those technologies that can be applied locally and are cost effective so as to benefit the socially and economically weaker sections of the society. Each programme caters to about 100 women in remote and rural areas. The programme presentations are made in local language (Malayalam) to benefit the rural women. The programme would lead to improved awareness on technological advances which are adoptable for improving the living conditions of rural women.

## 7. Commercialisation Efforts

Not Applicable

## 8. Maximum grant amount and duration

The maximum grant permitted for one-day awareness programme is Rs. 30,000/-.

## 9. Procedure of operation of the scheme

- Scrutiny of the Application: Preliminary Screening by WSD and final scrutiny, review and selection by Research Advisory Committee (RAC)

## 10. Issuing Sanction Order and release of 1st instalment

- Date of conduct of the Programme: The applicant should conduct the programme within one month of receipt of first instalment of grant from KSCSTE.
- Submission of Programme Report : The Programme Report and other financial documents should be submitted to KSCSTE within one month of conducting the programme.
- Progress Monitoring/Review procedure: Upon issue of sanction order, the grant will be released in two instalments. 50% of the grant will be released as 1st instalment immediately on sanction of the programme. The programme review is based on the Programme Report submitted to KSCSTE upon conducting the programme. The release of second and final instalment is based on the review of Programme Report.
- Periodic submission of SE & UC: The Audited Statement of expenditure and Utilisation Certificate for the entire grant should be submitted to Council within one month of conducting the programme
- **Other necessary conditions as per the scheme:**
  - NGOs applying for the programme should have minimum 3 years' experience in the relevant field.
  - Institutions who have received grant for conducting programme under the same scheme during the past two years are not eligible to apply
  - The topics for the programme should cover those technologies that can be applied locally and are cost effective so as to improve the socio-economic and living conditions of women.
  - The Co-ordinator should have qualification and expertise related to the topic of the proposal.
  - The Resource Persons should be from State-level and have technical expertise in handling the corresponding topics.
  - The presentations in the programme should preferably be in regional language (Malayalam).
  - The technical write-up from all Resource Persons, Programme invitation, Programme schedule etc. should be sent to Director, KSCSTE, well before the programme date.
  - Organizers 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 with the wordings 'jointly organized by KSCSTE'
  - Participants should be limited to 100 of which minimum 90% should be women. Women at local level including Kudumbasree and other self-help groups in the locality shall be selected as beneficiaries.
  - The Awareness programme should be organised in association with the local administration

### •Conditions if the progress is not satisfactory :

Sanction and release of the second instalment of the grant is subject to satisfactory completion of the programme and submission of the relevant documents as per the guidelines of the scheme.

### 11. Release of further instalment of grant

Grant is transferred to the Head of the Institution through Electronic money transfer. Second and final release is made only on conducting the programme by the Co-ordinator and submission of Report and other technical documents, Statement of expenditure and Utilisation certificate for the full sanctioned amount.

### 12. Programme Completion documents

- Programme Report- One copy
- Lecture notes/ technical presentations of individual Resource Persons (preferably in Malayalam), hand-outs and other presentation materials distributed to the participants
- Newspaper clippings and photos related to the programme.
- Audited Utilization Certificate and Statement of Expenditure of the programme in the prescribed format, signed by the Co-ordinator, Head of the Institution and Finance Head.

(Soft copies of all the above documents are to be forwarded to the e-mail ID: [wsd.kscste@kerala.gov.in](mailto:wsd.kscste@kerala.gov.in))

### 13. Final review of the Programme Report

The Programme report will be reviewed by KSCSTE before sanction and release of second and final instalment of grant.

### 14. Re-appropriation of Funds and Extension details

Re-appropriation of grant among sanctioned sub-allocations is normally not allowed. However, in cases where re-appropriation is essential, the Co-ordinator should request for re-appropriation and get it sanctioned from KSCSTE before the due date of the programme.

### 15. Guidelines for publication of programme output

All technical notes and hand-outs should be submitted both in hard and soft copies to KSCSTE. A compendium will be brought out by KSCSTE on yearly basis based on the deliberations in all programmes.

### 16. General Conditions

Selection is based purely on the Status of the Institution, Expertise of the Co-ordinator and merit of the proposal. Canvassing in any form will lead to disqualification.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)



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

**One-Day Awareness Programme**

Topic: ***Technological advances in Transforming Women's lives***

*[Applicants should be Scientists and Science Academicians working in Universities/ R&D Institutions/ Colleges and registered NGOs having minimum 3 years' experience in the relevant field].*

**APPLICATION FORMAT**

1. **Name of the programme:**

2. **Name of the Co-ordinator:**

Name	Designation	Address for correspondence	Mobile No. & e-mail ID

\* Enclose brief Bio data of Co-ordinator (not to exceed 2 pages)

3. **Area of expertise of Co-ordinator:** Life Science / Chemical Science / Physical Science / Engineering Science / others.

4. **Tentative date of conduct of the programme:**

5. **Venue** :

6. **Technical details on the seminar** (Attach separate sheets)

A. Objectives:

B. Importance in State/Regional context.

C. Topics to be covered.

7. **Name and address of organizing Institutions/college/society**

Institute Name	
Department	
Contact Address, Tel, E-mail etc.	

8. **Status of organizing Institute:**

Professional body/State Government/ CSIR/University/Registered society (NGO)

9. **Budget**

Sl. No	Details of estimated expenditure	Amount (Rs.)
1.	TA/DA & Honorarium for invited faculty	
2.	Pre- seminar expenses	
3.	Report and Stationery	
4.	Local Hospitality	
5.	Venue & Miscellaneous	
	<b>TOTAL (Limited to Rs. 30,000/-)</b>	

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

10.

<b>Details of previous programmes sanctioned to the Institution by KSCSTE in the past 3 years</b> (Please enclose the copy of UC furnished to KSCSTE)				
Sl No	KSCSTE Sanction No.& Date	Name of Activity (Seminar/conference/Pub. of Journal etc.)	Amount Sanctioned (Rs.)	PI/Principal Co-ordinator of the programme

**11. Number of Resource Persons:**

(within the State)

**12. Details of Resource Persons and corresponding topics**

No	Name and address of Resource Persons	Corresponding topic

\* Include Designation, Professional Affiliation and Expertise of the Resource persons

\* Consent letter from all Resource Persons handling the technical session should be attached with the application.

**13. Details of Beneficiaries /Target group**

(No. of beneficiaries shall be around 100 out of which 90% should be women)

Who are the beneficiaries	
How are the beneficiaries selected	

**14. Details for Electronic transfer of grant (in case of sanction)**

Beneficiary Name (Financial Head of Institution)	
Beneficiary Account No. (Institute)	
Beneficiary Bank IFSC Code	
Beneficiary Bank Name and Branch	
Beneficiary Address (Co-ordinator)	
Mobile No. (Co-ordinator)	
Email Id (Co-ordinator)	

Programme Co-ordinator  
(Signature, Name & Address)

Head of the Institution:

Signature

Name & Address

(Seal)

Place:

Date:

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Back-To-Lab Post-Doctoral Fellowship Programme</b>
2.	Beneficiary group	Women qualified with Ph.D. in Science who are under Career break due to family commitments
3.	Objectives of the scheme in brief	The Scheme is intended to support women having career break, by facilitating their re-entry in scientific research, by providing Post-Doctoral Fellowship
4.	Who can apply and Time slot to apply	<p>i. Unemployed women of Kerala origin under the age 50 who have qualified with Ph.D. in Science and are under career break due to family commitments</p> <p>ii. Applicant should have qualified Ph.D. as on the date of application and should have scored minimum 60% marks for Post-graduation.</p> <p>iii. Applicant should have chosen an institution in Kerala belonging to the category of R&amp;D institutions (National/State level)/ University Departments. [The proposed PDF Research Centre should be different from that in which the applicant has completed her Ph.D. Programme]</p> <p>iv. Applicant should not be receiving any fellowship or grant from any other source.</p> <p>v. Those who have already availed one Post-Doctoral Fellowship from KSCSTE or elsewhere are not eligible to apply for further PDF under the Back to-lab programme.</p> <p>vi. Those who have availed Back-to-lab Research fellowship earlier are not eligible to be considered for Back-to-Lab Post-Doc Fellowship.</p> <p>Time slot: Tentatively during January every Year</p>
5.	Nature of support (Financial and/or Technical)	Financial (Post-Doctoral Fellowship) and Technical (In terms of evaluation and technical advice through Group Monitoring Workshops)
6.	Quantum of support	Research Fellowship Rs. 32,000 + 10% HRA per month
7.	Duration of the project	Three years (Maximum)
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	<ul style="list-style-type: none"> <li>• Preliminary scrutiny for eligibility verification</li> <li>• Technical review by five subject experts</li> <li>• Presentation of Project Proposal in the Research Advisory Committee meeting</li> <li>• Recommendation by RAC</li> <li>• Execution of Agreement</li> <li>• Issue of Sanction Order and release of first instalment</li> </ul>
10.	Mode of Application	Offline
11.	Guidelines	Attached
12.	Terms and Conditions	Attached



## Back-To-Lab Post-Doctoral Fellowship Programme Guidelines

### 1. Introduction

Optimum utilisation of human resources is very much essential for national development. In Kerala, with very large number of women literates, this aspect deserves more significance. There are a good number of women qualified in higher levels of academics, especially in Science. However, their representation in Science profession is not in proportion to their prominence in academics. This is mainly due to the fact that a good number of women will have to undergo career break due to family commitments and as the gap widens, they will have limited opportunity for re-entry in Science

In order to overcome this situation and to facilitate the re-entry of women having career break to Science research, KSCSTE launched the Back -to -Lab Post-Doctoral Fellowship programme in 2010. The Scheme aims at narrowing the gender divide in Science academics and profession, leading to societal development.

### 2. Who can apply

- i. Unemployed women of Kerala origin under the age 50 who have qualified with Ph.D. in Science and are under career break due to family commitments
- ii. Applicant should have qualified Ph.D. as on the date of application and should have scored minimum 60% marks for post-graduation.
- iii. Applicant should have chosen an institution in Kerala belonging to the category of R&D institutions (National/State level)/ University Departments. [The proposed PDF Research Centre should be different from that in which the applicant has completed her Ph.D. Programme]
- iv. Applicant should not be receiving any fellowship or grant from any other source.
- v. Those who have already availed one Post-Doctoral Fellowship from KSCSTE or elsewhere are not eligible to apply for further PDF under the Back to-lab programme.
- vi. Those who have availed Back-to-lab Research fellowship earlier are not eligible to be considered for Back-to-Lab Post-Doc Fellowship.

### 3. Time slot to apply

Tentatively during January every Year

### 4. How to apply

Application format is attached

### 5. Apply in prescribed format

Format for budget proposal

Post-Doctoral Fellowship at monthly fixed rates along with Annual Contingent grant which is released in instalments on Project year basis.

Attach copies of the following documents

- i. Proof on Kerala nativity
- ii. Proof on Date of Birth
- iii. Ph.D Certificate
- iv. P.G Marklist and Certificate

### 6. Social Relevance and tangible output

Back-to-Lab programme is aimed to support women in Science in Kerala. The programme focuses on addressing the issue of under-representation of women in higher academics and profession particularly in Science. The programme will facilitate re-entry of women in Science after a career break necessitated due to family commitments.

Active participation of more number of women in Science is socially relevant and significant especially in a developing economy. Further, the programme would benefit in qualitative interventions in Science research by utilizing maximum human resource potential.

## 7. Commercialisation Efforts

Projects which have commercialization potential will be identified by the Research Advisory Committee and necessary instructions will be issued on commercialization of research outcome.

## 8. Maximum grant amount and duration

Selected candidates are eligible for a monthly fellowship of Rs. 32,000/- with 10% HRA for a maximum period of 3 years of implementation of the project. An annual Contingent grant of Rs. 50,000/- is also eligible for the entire project duration.

Project duration: Maximum 3 years.

## 9. Procedure of operation of the scheme.

### • Scrutiny of the Application

Preliminary scrutiny of the application is carried out for verification of basic eligibility conditions and supporting documents.

### •Peer review

All eligible applications are subjected to peer review by five subject experts in the relevant area of research. Proposals with at least three reviews graded above 5 (on 10 point scale) are only considered for further processing.

### •Presentation before Expert Committee

Proposals which have passed the peer review requirements will be invited for presentation before the Research Advisory Committee. One or two reviewers will serve as additional Subject Expert during the RAC meeting. On favourable recommendation by the RAC, the proposal will be considered for funding by KSCSTE. The applicants will be informed of the decision and will be asked to execute an Agreement as per the guidelines of the scheme.

## 10. Issuing Sanction Order and release of 1st instalment

### • Date of start of the Project:

- On execution of Agreement by the candidate, KSCSTE will issue the Sanction Order which will also specify the yearly maximum allocation of grant under each item of expenditure. KSCSTE will release the 1st year grant immediately on issue of Sanction Order subject to the availability of fund. The grant will be transferred to the bank account of the Head of Institution through electronic clearing facility from Government treasury. The P.I. can join the Research Centre and start the project either on receipt of Sanction Order or on receipt of 1st instalment of grant as per the choice of the P.I and the Institute, preferably in two weeks' time and in no case later than one month of receipt of grant.
- On joining the Research Centre, the P.I should communicate the actual "Date of Start" of the project to KSCSTE, in prescribed format within one month of joining. This date is significant since all further processing of the grant is based on Project Year.

### •Submission of Progress Report:

The P.I should submit Annual Progress Report to KSCSTE on Project Year basis, in prescribed format. On completion of the tenure of fellowship, the Post-Doctoral fellow should submit detailed Final Technical Report (FTR) of the research work done during the entire period of fellowship.

### • Progress Monitoring/Review procedure

- The project implemented by the researcher should have qualitative outcome. Good number of publications in high impact journals, patents, social relevance/ impact,

scope of commercialization etc. are considered as indicators for monitoring the progress of research programmes.

- ii. The progress of the project should be presented in the Group Monitoring Workshop organized by KSCSTE firstly between 12-18 months of commencement of the project. The second and final GMW presentation will be scheduled on completion of the project work and submission of draft Technical Report.
- iii. It is mandatory that all Post-Doctoral Fellows should present their work in this Group Monitoring Workshop. This workshop will provide opportunity to review the progress of the work based on which any specific requests on technical/financial/duration of the project are discussed for appropriate decision by the Council.
- iv. The Council may also designate experts to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project.

#### • Periodic submission of SE & UC

In addition to the Annual Progress Report, the Post-Doctoral Fellow should submit Audited Statement of Expenditure & Utilization Certificate for the previous project year, from the Head of Institution within 3 months of completion of each project year (applicable for first two years). On completion of the tenure of fellowship, the Post-Doctoral Fellow should submit Consolidated Audited Statements of Expenditure and Utilization Certificate to KSCSTE, within 6 months of the date of completion of the project.

#### • Other necessary conditions as per the scheme

- i. There should be a Scientist Mentor who is a regular faculty/staff of the institution under whose guidance the woman scientist should carry out the work. The Scientist Mentor should have at least 5 or more years of service left in the Institution before retirement. The Scientist Mentor should constantly monitor the progress of the project, facilitate smooth implementation of the programme and ensure timely submission of financial utilization certificates by the institute to KSCSTE.
- ii. Post-Doctoral Fellow availing financial assistance / stipend from other State/Central funding agencies or other sources will not be simultaneously eligible for KSCSTE Back-to-Lab Post-Doctoral Fellowship. The Post-Doctoral Fellow should furnish an undertaking to the effect that she is not availing financial assistance / stipend from any other source simultaneously.
- iii. The implementing Institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.
- iv. The unutilized portion of the grant (along with the interest accrued) at the end of the project period should be refunded to Council by DD in favour of Member Secretary, KSCSTE
- v. Scientists who publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from KSCSTE.
- vi. The Post-Doctoral Fellow should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

#### • Conditions if the progress is not satisfactory

The third instalment of grant will be released by KSCSTE on receipt of Annual Progress Report for the previous year. Further, the Post-Doctoral Fellow should publish at least one research paper in a refereed Journal prior to seeking third instalment of Fellowship. Third instalment of grant will not be released by KSCSTE if satisfactory progress has not been made and the Post-Doctoral Fellow has not published papers as per the guidelines of the scheme. KSCSTE deserves right to terminate the programme at any time if it is found that satisfactory progress is not made in the implementation of the project.

### 11. Release of further instalment of grant

The grant is transferred to the Head of the Institution through Electronic money transfer. Second and third instalment of grant is released by KSCSTE on review of Annual progress of the work and receipt of Statement of Expenditure and Utilization Certificate.

### 12. Project Completion documents

- Final Technical Report (FTR)– 1 copy
- Statement of Expenditure and Utilization Certificate - 3rd year & Consolidated
- Project Completion Report

(Soft copies of all the above documents are to be forwarded to the e-mail ID: [wsd.kscste@kerala.gov.in](mailto:wsd.kscste@kerala.gov.in))

### 13. Final review of the Project Report

The Final Technical Report (FTR) will be reviewed by Subject Experts and finally by RAC

### 14. Re-appropriation of Funds and Extension details

The Fellowship and Contingent grant sanctioned on yearly basis cannot be re-appropriated. Extension of project is normally not allowed. However, in genuine cases, a maximum period of six months of extension will be allowed with no additional financial commitments during the extended period. Such requests if any, should reach the Director, KSCSTE at least 3 months in advance before the initially scheduled date of completion.

### 15. Guidelines for publication of Research output

- The Post-Doctoral Fellow is encouraged to patent/publish the outcome of the project work in leading Journals. The P.I should publish at least one research paper in a peer reviewed journal before commencing the 3rd Project Year. The third instalment of grant will be released by KSCSTE subject to submission of copy of publication/intimation on acceptance of paper.
- The Post-Doctoral Fellow should inform KSCSTE about any achievement, patent submission/ publication of any research outcome arising out of the project during the tenure of Fellowship. Due acknowledgement should be given to KSCSTE in all the publications/patents/ news emanating from the research work.

### 16. Guidelines for IP Output generated

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

### 17. General Conditions

Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)

## TERMS & CONDITIONS

### KSCSTE –“BACK-TO-LAB” POST-DOCTORAL FELLOWSHIP

1. The fellowship is termed as “BACK-TO-LAB Post-Doctoral Fellowship” .
2. The scheme is offered only to unemployed women of Kerala origin who are under career break after completion of Ph.D. programme.
3. The selected “Back-to-Lab Post-Doctoral Fellow” should not have undergone Post-Doctoral Fellowship earlier in KSCSTE or elsewhere and also should not have availed Back-to-Lab fellowship earlier.
4. The selected Post-Doctoral Fellow will be eligible for a monthly Post-Doctoral fellowship of **Rs. 32,000/-** along with 10% H.R.A. for the sanctioned duration. An annual contingent grant of **Rs. 50,000/-** also will be granted to the Post-doctoral fellow.
5. The Post-Doctoral Fellow should join in a suitable National/State R&D institution/ University Department in Kerala and should work with a Scientist Mentor who is a permanent employee of the institution. The chosen institution should not be the same as their Ph.D research centre.
6. The Scientist Mentor should have at least 5 years of service left in the Institution before retirement. The Scientist Mentor should constantly monitor the progress of the project, facilitate smooth implementation of the programme and ensure timely submission of financial utilization certificates by the Institute to KSCSTE.
7. The Post-Doctoral Fellow should submit an undertaking from the institution that the institution will extend all Institute and laboratory facilities to the PI for the successful implementation of the project.
8. The Fellowship will be released through the Research Centre in advance at the beginning of each project year. The interest accrued if any, will have to be reflected in the Statement of expenditure, which will be adjusted in the subsequent years’ grant.
9. The amount should be drawn by the Institution and released to the PD Fellow on monthly basis. Any Unutilized amount at the end of each project year, along with interest accrued (if any), should be mentioned in the Utilization Certificate and will be adjusted against future release.
10. The subsequent installments will be disbursed by KSCSTE only after receiving Annual progress report and audited Statement of Expenditure & Utilization Certificate from the Head of institution.
11. The Progress Report, Statement of Expenditure & Utilisation Certificate for first and second project year should be submitted within **three months** of completion of the particular project year.
12. The P.I should publish at least one research paper in a peer reviewed journal before commencing the 3rd project year. The third installment of grant will be released by KSCSTE subject to submission of copy of publication/intimation on acceptance of paper.
13. On completion of the tenure of fellowship, the Post-Doc. fellow must submit detailed Final Technical report (FTR) of the research work done during the entire period of fellowship and audited Consolidated Statement of Expenditure & Utilization Certificate to KSCSTE, at the earliest and in no case, later than six months as on the date of completion of the project. Any Unutilized amount on completion / termination of the programme should be refunded with interest to KSCSTE.

Post-Doctoral Fellow.....

Scientist Mentor.....

Head of the Institution.....

14. The Post-Doctoral Fellow will work purely on contract basis and will not be eligible for any service benefits.
15. The Post-Doctoral fellow shall not discontinue her Post-Doctoral Fellowship without prior approval of KSCSTE. In case she wishes to discontinue the fellowship prior to completion of the tenure, she must submit a request for termination of the programme to KSCSTE. This request should be forwarded through the Scientist Mentor, indicating specific reasons for termination of the programme.
16. On termination of the programme, the Post-Doctoral fellow should submit a detailed consolidated Progress report on the research work done during the period and audited financial statements within one month of termination of the Fellowship.
17. The Post-Doctoral Fellow should inform KSCSTE about any achievement, patents and submission/ publication of research paper arising out of the research work done during the tenure of Fellowship. **Due acknowledgement should be given to KSCSTE in all the publications/patents/ news emanating from the research work.**
18. Post-Doctoral Fellows availing financial assistance / stipend from other State/ Central funding agencies will not be simultaneously eligible for KSCSTE Back-to-Lab Post-Doctoral Fellowship.
19. For administering the KSCSTE Back-to-Lab Post-Doctoral Fellowship, the rules of the host institute may be applied.
20. All official communications regarding the research by the Post-Doc Fellow should be submitted to the Director, KSCSTE, through the host institution and should necessarily have the endorsement of the Scientist Mentor.
21. The Executive Committee/Research Council may enforce additional guidelines for the operation of the “Back-to-Lab” Research Fellowship from time to time and the host institution/Post-Doc Fellow/Scientist Mentor are required to observe such directions in the conduct of the research work. The Council reserves the right to review and modify the guidelines as and when needed.
22. The decision of the Executive Vice-President, KSCSTE on the question whether there has been break or violation of any of the terms and conditions mentioned shall be final and binding on the Post-Doc Fellow / Host Institute.

I do hereby agree to adhere strictly to the above terms and conditions for availing Back-to-Lab Post-Doctoral Fellowship of KSCSTE.

Name &  
Signature (with Date):

Post-Doctoral Fellow

Scientist Mentor

Head of the Institution

Place:  
Date

(Seal)



**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT  
WOMEN SCIENTISTS DIVISION**

**APPLICATION FOR  
“BACK -TO- LAB” POST-DOCTORAL FELLOWSHIP**

*[A Programme for Women having break in career in Science]*

**SECTION – A**

**GENERAL INFORMATION**

1. Name (in Block Letters) :

2. Postal address for correspondence:

3. Telephone- Mob: Land line:

E-mail:

4. Permanent address :

5. Age and Date of Birth :

*(Enclose documentary proof)*

6. Are you Keralite by origin/domicile:

*(Enclose documentary proof)*

7. Married/Unmarried :

8. Academic record (from Degree onwards)

*(Enclose Attested copy of Certificates of P.G & Ph.D and Mark list of P.G course)*

Sl. No.	Degree awarded	University/ Institute	Period (From-To)	Subject	Marks (%)	Year of award of Degree

9. Scholarships, Medals, Awards:

Distinctions or Honours received

10. Whether passed examinations conducted by NET/GATE/ICAR/ICMR/KSCSTE Research Fellowship, etc.

If yes, indicate Name of the examination, Year and Grade/Rank:

Photo of the  
applicant



11. Details of previous employment, if any (Enclose attested copies of experience certificate issued by the competent authority)

Sl. No.	Name of Employer	Designation	Period ( <i>From –To</i> ) <i>D/M/Y format</i>	Remarks if any

12. Give details of research experience, if any (Enclose attested copies of experience certificate issued by the competent authority)

Sl. No.	Name of Institution	Designation	Duration	Nature of work

13. Publications and Patents: [Attach reprints or photocopies of latest research papers (*maximum 3 nos.*) **you have published**]

(a) No. of Papers published in peer reviewed journals:

(i) Published..... (National:.....,International :.....) (ii) Accepted.....

(iii) Cumulative impact factor of all publications..... (iv) No. of citations (total).....

(b) No. of Books published: (i) Books ..... (ii) Chapters in Books .....

(c) No. of patents: (i) Filed: ..... (ii) Granted: .....

(d) Details of Research Publications (*Best 3 recent publications*)

No.	Author(s)	Name of the Journal/ Year, Volume	Title of the paper published	Current impact factor of the journal

(e) Details of patent (if any)

No.	National	International	Year



14. Research Fellowship received for Ph.D programme (if any):

Name of fellowship	Sponsoring agency	Duration		Amount of Support received	Name of the Host Institute
		From	To		

15. Details of break in science career **after Ph.D. programme** (include gap period with reasons for the gap)

Sl. No.	Period (from-to) in Day/Month/Year format	Reason for Gap in study/ career

**16. Details of Ph.D work**

- (i) Title of the PhD thesis:
- (ii) Name of the R & D Institute/University Dept./College where you have done the Ph.D. work:
- (iii) Synopsis of Ph.D work (not to exceed 300 words)
- (iv) Date of award of Ph.D:
- (v) Name of the Supervising Teacher:
- (vi) Specialization:

Subject	Area	Specific field of specializations

17. . **Details for Electronic transfer of grant** (in case of sanction)

Beneficiary Name (Financial Head of Institution)	
Beneficiary Account No. (Institute)	
Beneficiary Bank IFSC Code	
Beneficiary Bank Name and Branch	
Beneficiary Address (Co-ordinator/PI)	
Mobile No. (Co-ordinator/PI)	
Email Id (Co-ordinator/PI)	

## SECTION – B

### DETAILS OF THE R&D PROJECT

#### I. Project Profile

1. Title of the proposed research project:

*(The applicant should select a topic addressing a specific problem rather than going for a broad and vague area. Topics on specific issues that have relevance to the developmental issues of Kerala will be given priority)*

2. Subject area

i. Broad Subject Area : Life Sciences/ Physical Sciences/ Engineering/ Computer Science/ Mathematical Sciences

ii. Sub- Subject Area :

iii. Focused Sub. Area

3. Area of specialization:

4. Institution where work is proposed to be carried out:

*(Name, address, telephone no. , e-mail, & fax)*

*[i. The candidate should choose an institution other than their Ph.D. research Centre.*

*ii. The Research Centre should belong to the category of R&D institutions(National/State level)/ University Departments ]*

5. Details of the Scientist Mentor with whom the candidate proposes to carry out the work:

*(Name, Designation, Address, E-mail and contact numbers)*

*[The Scientist Mentor should have at least five more years of service left in the Institute before superannuation]*

6. Proposed duration of the programme (not to exceed 3 years) :

#### II. Technical Information

1. Abstract of the proposed work (limit to 300 words)
2. National and international status
3. Gap areas of the proposed work
4. Objectives and Scope of the work
5. Work plan/Methodology (including time schedule & chart)
6. Expected deliverables/outcome
7. Significance of the expected outcome with respect to the latest in the field and its utility if any specific to the socio-economic or developmental scenario of the State of Kerala
8. Relevance of the study to the knowledge uplift
9. Scope for technology transfer and adaptation if applicable
10. Facilities available in the Host Institution which can be utilized for the proposed Research programme

#### III. Name three institutions and scientists in the country who are working in the proposed area of research:

#### IV. Biodata

- i. Applicant (not to exceed 2 pages)
- ii. Scientist Mentor (not to exceed 2 pages)

## **V. DECLARATION BY THE APPLICANT**

1. I agree to abide by the terms and conditions of the Fellowship grant.
2. I have explored and ensured that equipment and basic facilities in the Institution will actually be available as and when required for the purpose of the work.
3. I am not an employee of any institution and also not receiving salary/fellowship or any other emoluments from any source at present.
4. I am currently under career break (*after Ph.D programme*).
5. I have not availed Post-Doctoral Fellowship in KSCSTE or elsewhere before.
6. I have not availed KSCSTE- Back to lab Fellowship earlier.
7. I also AFFIRM that all statements and documents submitted along with this application are correct. I understand that any inaccurate or false information will render this application invalid and that, if admitted and awarded Back-to-Lab PDF on the basis of such information, my candidature will be terminated. I also understand that I have to undertake the agreement, in prescribed format with KSCSTE for fulfilling the conditions necessary for awarding the Post-Doctoral Fellowship, if selected.

Place

Signature:

Date:

Name & Address:

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>BACK-TO-LAB - Research Fellowship Programme</b>
2.	Beneficiary group	Women Ph.D. Scholars having career break for a minimum period of six months during the course of their Research Programme.
3.	Objectives of the scheme in brief	The Scheme is intended to support women having career break, thereby facilitating their re-entry in scientific research, by providing Research Fellowship.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Applicants should be women Research Scholars of Kerala Origin, below the age of 45, who had undergone career break due to family commitments during the course of Ph.D. programme</li> <li>• Applicants should have qualified Post-Graduation with minimum 60% marks and should have a valid Ph.D. registration in a recognised Institution/ University in Kerala.</li> <li>• Applicant should have completed Ph.D. Course work and should not have completed four years since the date of Ph.D. registration.</li> <li>• Applicant should not be receiving any fellowship or grant from any other source for the Ph.D. programme</li> </ul> Time slot to apply: Tentatively in January every Year
5.	Nature of support (Financial and/or Technical)	Financial (Research Fellowship) and Technical (In terms of evaluation and technical advice through Group Monitoring Workshops)
6.	Quantum of support	Research Fellowship of Rs. 22,000 + 10% HRA per month in first two years and 25,000 + 10% HRA in the third year.
7.	Duration of the project	3 years or till the date of completion of Ph.D. Thesis whichever is earlier.
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	<ul style="list-style-type: none"> <li>• Preliminary scrutiny for eligibility verification</li> <li>• Technical review by five subject experts</li> <li>• Presentation of Project Proposal in the Research Advisory Committee meeting</li> <li>• Recommendation by Research Advisory Committee (RAC)</li> <li>• Execution of Agreement</li> <li>• Issue of Sanction Order and release of first instalment</li> </ul>
10.	Mode of Application	Offline
11.	Guidelines	Attached
12.	Terms and Conditions	Attached

## BACK-TO-LAB - RESEARCH FELLOWSHIP PROGRAMME Guidelines

### 1. Introduction

Optimum utilisation of human resources is very much essential for national development. In Kerala, with very large number of women literates, this aspect deserves more significance. There are a good number of women qualified in higher levels of academics, especially in Science. However, their representation in Science profession is not in proportion to their prominence in academics. This is mainly due to the fact that a good number of women will have to undergo career break due to family commitments and as the gap widens, they will have limited opportunity for re-entry in Science

In order to overcome this situation and to facilitate the re-entry of women having career break to Science research, KSCSTE launched the Back -to -Lab Research Fellowship programme in 2010. The Scheme aims at supporting women Research Scholars having career break, to come back to research and complete Ph.D. programme.

### 2. Who can apply

- Applicants should be women Research Scholars of Kerala Origin, below the age of 45, who had to undergo career break due to family commitments during the course of Ph.D. programme for a minimum period of 6 months.
- Applicants should have qualified Post-Graduation with minimum 60% marks and should have a valid Ph.D. registration in a recognised and reputed University or Institution in Kerala.
- Applicant should have completed Ph.D. Course work and should not have completed four years since the date of Ph.D. registration.
- Applicant should not be receiving fellowship or grant from any other source for the Ph.D. programme

### 3. Time slot to apply

Applications are invited once a year, tentatively during January

### 4. How to apply

Application format is attached

### 5. Apply in prescribed format

#### Format for budget proposal

Research Fellowship at monthly fixed rates along with Annual Contingent grant which is released in instalments on Project year basis.

Attach copies on the following documents

- i. Proof on Kerala nativity
- ii. Proof on Date of Birth
- iii. Marklist and Certificate of Post-Graduate Degree Course
- iv. Ph.D Registration Order
- v. Course-work Completion Certificate
- vi. Institute Order on sanction of leave during the course of Ph.D. programme

### 6. Social Relevance and tangible output

Back-to-Lab programme is aimed to support women in Science in Kerala. The programme focuses on addressing the issue of under-representation of women in higher academics and profession particularly in Science. The programme will facilitate re-entry of women in Science after a career break necessitated due to family commitments.

Active participation of more number of women in Science is socially relevant and significant especially in a developing economy. Further, the programme would benefit in qualitative interventions in Science research by utilizing maximum human resource potential.

## 7. Commercialisation Efforts

Projects which have scope for commercialization will be identified by the Research Advisory Committee and necessary instructions will be issued on commercialization of research outcome.

## 8. Maximum grant amount and duration

Selected candidates are eligible for a monthly fellowship of Rs. 22,000/- with 10% HRA during the first and second years and Rs. 25,000 and 10% HRA during the third year of implementation of the project. An Annual Contingent grant of Rs. 20,000/- is also eligible for the entire project duration.

**Project duration:** Duration of the Fellowship shall be for a maximum period of 3 years or till the date of submission of Ph.D Thesis, whichever is earlier. [In case the Research Fellow submits the Thesis before the scheduled tenure of fellowship, the Thesis Submission Certificate and other completion documents should be submitted to KSCSTE within one month so as to enable termination of Fellowship].

## 9. Procedure of operation of the scheme.

### • Scrutiny of the Application

Preliminary scrutiny of the application is carried out for verification of basic eligibility conditions and supporting documents.

### • Peer review

All eligible applications are subjected to peer review by five subject experts in the relevant area of research. Proposals with at least three reviews graded above 5 (on 10 point scale) are only considered for further processing.

### • Presentation before Expert Committee

Proposals which have passed the peer review requirements will be invited for presentation before the Research Advisory committee. One or two reviewers will serve as additional Subject Expert during the RAC meeting. On favourable recommendation by the RAC, the proposal will be considered for funding by KSCSTE. The selected applicants will be informed of the decision and will be asked to execute an Agreement as per the guidelines of the scheme.

## 10. Issuing Sanction Order and release of 1st instalment

### • Date of start of the Project:

- On execution of Agreement by the candidate, KSCSTE will issue the Sanction Order which will also specify the yearly maximum allocation of grant under each item of expenditure. KSCSTE will release the 1st year grant immediately on issue of Sanction Order subject to the availability of fund. The grant will be transferred to the bank account of the Head of Institution through electronic clearing facility from Government treasury. The P.I. can start the project either on receipt of Sanction Order or on receipt of 1st instalment of grant as per the choice of the P.I and the Institute, preferably in two weeks' time and in no case later than one month of receipt of grant.
- The P.I should communicate the actual "Date of Start" of the project to KSCSTE, in prescribed format within one month of joining. This date is significant since all further processing of the grant is based on Project Year.

### • Submission of Progress Report:

The P.I should submit Annual Progress Report to KSCSTE on Project Year basis, in prescribed format. On completion of the tenure of fellowship, the Research fellow should submit detailed Final Technical report (FTR) of the research work done during the entire period of fellowship.

### • Progress Monitoring/Review procedure

- the projects implemented by the researcher should have qualitative outcome. Good

number of publications in high impact journals, patents, social relevance/ impact, scope of commercialization etc are considered as indicators for monitoring the progress of research programmes.

- ii. The progress of the project should be presented in the Group Monitoring Workshop organized by KSCSTE firstly between 12-18 months of commencement of the project. The second and final GMW presentation will be scheduled on completion of the project work and submission of draft Technical Report.
- iii. It is mandatory that all Research Fellows should present their work in this Group Monitoring Workshop. This workshop will provide opportunity to review the progress of the work based on which any specific requests on technical/ financial/duration of the project are discussed for appropriate decision by the Council.
- iv. The Council may also designate experts to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project.

**• Periodic submission of SE & UC**

In addition to the Annual Progress Report, the Research Fellow should submit Audited Statement of Expenditure & Utilization Certificate for the previous project year, from the Head of Institution within 3 months of completion of each project year (applicable for first two years). On completion of the tenure of fellowship, the Research Fellow should submit Consolidated Audited Statements of Expenditure and Utilization Certificate to KSCSTE, within 6 months of the date of completion of the project.

**• Other necessary conditions as per the scheme**

- i. There should be a Scientist Mentor (preferably Research guide) who is a regular faculty/staff of the institution under whose guidance the woman scientist should carry out the work. The Scientist Mentor should have at least 5 or more years of service left in the Institution before retirement. The Scientist Mentor should constantly monitor the progress of the project, facilitate smooth implementation of the programme and ensure timely submission of financial utilization certificates by the institute to KSCSTE.
- ii. In case the Research Fellow submits the Thesis before the scheduled tenure of fellowship, the Thesis Submission Certificate and other completion documents should be submitted to KSCSTE within one month so as to enable termination of Fellowship.
- iii. Research fellows availing financial assistance / stipend from other State/ Central funding agencies or other sources will not be simultaneously eligible for KSCSTE Back-to-Lab Research Fellowship. The Research Fellow should furnish an undertaking to the effect that she is not availing financial assistance / stipend from any other source simultaneously.
- iv. The implementing Institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.
- v. The unutilized portion of the grant (along with the interest accrued) at the end of the project period should be refunded to Council by DD in favour of Member Secretary, KSCSTE
- vi. Scientists who publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from KSCSTE.
- vii. The Research Fellow should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

**• Conditions if the progress is not satisfactory**

The third instalment of grant will be released by KSCSTE on receipt of Annual Progress Report for the previous year. Further, the Research Fellow should publish at least one



research paper in a refereed Journal prior to seeking third instalment of Fellowship. Third instalment of grant will not be released by KSCSTE if satisfactory progress has not been made and the Research Fellow has not published papers as per the guidelines of the scheme. KSCSTE deserves right to terminate the programme at any time if it is found that satisfactory progress is not made in the implementation of the project.

### 11. Release of further instalment of grant

The grant is transferred to the Head of the Institution through Electronic Money transfer. Second and third instalment of grant is released by KSCSTE on review of Annual progress of the work and receipt of Statement of Expenditure and Utilization Certificate for the previous year.

### 12. Project Completion documents

- Final technical report (FTR)– 1 copy
  - Statement of Expenditure and Utilization Certificate - 3rd year & Consolidated)
  - Project Completion report
- (Soft copies of all the above documents are to be forwarded to the e-mail ID: [wsd.kscste@kerala.gov.in](mailto:wsd.kscste@kerala.gov.in))

### 13. Final review of the Project Report

The Final Technical Report (FTR) will be reviewed by Subject Experts and finally by RAC

### 14. Re-appropriation of Funds and Extension details

- The Fellowship and Contingent grant sanctioned on yearly basis cannot be re-appropriated. Extension of project is normally not allowed. However, in genuine cases, a maximum period of six months of extension will be allowed with no additional financial commitments during the extended period. Such requests if any, should reach the Director, KSCSTE at least 3 months in advance before the initially scheduled date of completion.

### 15. Guidelines for publication of Research output

- The Research Fellow is encouraged to patent/publish the outcome of the project work in leading Journals. The P.I should publish at least one research paper in a peer reviewed journal before commencing the 3rd Project Year. The third instalment of grant will be released by KSCSTE subject to submission of copy of publication/intimation on acceptance of paper.
- The Research Fellow should inform KSCSTE about any achievement, patent submission/publication of any research outcome arising out of the project during the tenure of Fellowship. Due acknowledgement should be given to KSCSTE in all the publications/patents/ news emanating from the research work.

### 16. Guidelines for IP Output generated

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

### 17. General Conditions

Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)



## TERMS & CONDITIONS

### KSCSTE –“BACK-TO-LAB”- RESEARCH FELLOWSHIP PROGRAMME

1. The fellowship is termed as “BACK-TO-LAB Research Fellowship”.
2. The scheme is offered only to unemployed women of Kerala origin who are undergoing Ph.D. programme in recognized Institutions/Universities in Kerala.
3. Research Scholars who are already availing Fellowship from other sources are not eligible to apply.
4. The selected Research Fellow will be eligible for a monthly Research fellowship amount of **Rs.22,000/- + 10 % HRA in the first two years and Rs. 25,000/- + 10 % HRA per month in the third year, along with an annual contingency grant of Rs. 20,000/-**
5. Duration of the Fellowship shall be for a **maximum period of 3 years** or **till the date of submission of Ph.D. Thesis, whichever is earlier.** *[In case the Research Fellow submits the Thesis before the scheduled tenure of fellowship, the **Thesis Submission Certificate** and other completion documents should be submitted to KSCSTE within one month so as to enable termination of Fellowship].*
6. Applicant should have a valid Ph.D. registration in an institution of academic/ research excellence in Kerala including R&D institutions, University Departments or Govt. Aided colleges, in any of the streams; Science, Technology, Engineering, Agriculture or Medicine (STEAM).
7. Candidates should have completed the Ph.D. course work and should have undergone career break during the Course of her Ph.D. programme due to maternity or other valid reasons.
8. Applicant should not have completed 4 years as on the date of Ph.D. registration.
9. The Scientist Mentor (Research Guide) should be a permanent employee and should have at least 5 or more years of service left in the Institution before retirement. The Scientist Mentor should constantly monitor the progress of the project, facilitate smooth implementation of the programme and ensure timely submission of financial utilization certificates by the institute to KSCSTE.
10. The Research Fellow should submit an undertaking from the Institution that the Institution will extend all facilities to the Research Fellow in the concerned Laboratory/Institute.
11. Research Fellowship will be released in advance in lump sum each year through the institution in which the research is carried out. The fund should be utilized only for the purpose for which it has been sanctioned. The interest accrued if any should have to be reflected in the Statement of Expenditure, which will be adjusted from the subsequent years' grant.
12. The amount should be drawn by the Institution and released to the Research Fellow on monthly basis. A separate cash book should be maintained for the purpose by the institution, which will be open for scrutiny by KSCSTE or any agency deputed by KSCSTE. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion / termination of research fellowship should be refunded with interest to KSCSTE.
13. A progress report of the work has to be submitted to the KSCSTE within one month at the end of each project year in specified format. Subsequent instalments will be disbursed by KSCSTE only after receiving satisfactory progress report and audited Statement of Expenditure & Utilization Certificate from the Head of institution.

Name & Signature:

Research Fellow

Scientist Mentor

14. The third instalment of grant will be released up on publication of at least one research paper in a refereed Journal. Copy of the publication or proof on acceptance of paper should be submitted.
15. On completion of the tenure of fellowship, the Research Fellow must submit detailed Final Technical Report (FTR) of the research work done during the entire period of fellowship and audited statements of expenditure to KSCSTE.
16. The Research Fellow will be purely on contract basis and will not be eligible for any service benefits.
17. The Research Fellow should not discontinue her research fellowship without prior approval of KSCSTE. In case she wishes to discontinue the fellowship prior to completion of the tenure, she must submit the resignation to the KSCSTE through the mentor / supervisor indicating the reason for not discontinuation of Research Fellowship. The Research Fellowship shall cease from the date stipulated in the letter approving the resignation. The Research Fellow should send a detailed consolidated report of the research work done during the period of research fellowship and audited financial statements through the mentor/supervisor to KSCSTE, within one month of acceptance the resignation.
18. The Research Fellow should inform KSCSTE about any achievements, patents submission/publication of any research paper arising out of the research work done during the tenure of the research fellowship. Due acknowledgement to KSCSTE should be given in all the publications/patents emanating from the research work.
19. Research Fellow availing financial assistance / stipend from other State/Central funding agencies or other sources will not be simultaneously eligible for KSCSTE *Back-to-Lab* Research Fellowship. The Research Fellow should furnish an Undertaking to this effect.
20. For administering the KSCSTE *Back-to-Lab* Research Fellowship, the rules of the Host Institute may be applied.
21. All official communications regarding the research by the Research Fellow should be submitted to the Council through the host institution and should necessarily have the Endorsement of the Scientist Mentor.
22. The Executive Committee/Research Council may enforce additional guidelines for the operation of the *Back to Lab* Research Fellowship' from time to time and the Host Institution/Research Fellow /Scientist Mentor are required to observe such directions in the conduct of the research work. The Council reserves the right to review and modify the guidelines as and when needed.
23. The decision of the Executive Vice-President, KSCSTE on the question whether there has been break or violation of any of the terms and conditions mentioned shall be final and binding on the Research Fellow/ Host Institute.

I do hereby agree to adhere strictly to the above terms and conditions for availing Back- to-Lab Research Fellowship of KSCSTE.

Name & Signature :

Research Fellow

Scientist Mentor

Head of the Institution

Place: Date



**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT  
WOMEN SCIENTISTS DIVISION**

APPLICATION FOR  
**"BACK -TO- LAB" RESEARCH FELLOWSHIP**  
*[A Programme for Women having break in career in Science]*

SECTION – A  
GENERAL INFORMATION

1. Name (in Block Letters) :

2. Postal address for correspondence :

3. Telephone- Mob:

Land line:

E-mail:

4. Permanent address :

5. Age and Date of Birth :  
*(Enclose documentary proof)*

6. Are you Keralite by origin/domicile:  
*(Enclose documentary proof)*

7. Married/Unmarried :

8. Academic record (from Degree onwards)  
*(Enclose Attested copy of Certificate and Mark-list of P.G course Degree)*

Sl. No.	Degree awarded	University/ Institute	Period (From-To)	Subject	Marks (%)	Year of award of Degree

9. Scholarships, Medals, Awards:  
Distinctions or Honours received

10. Whether passed examinations conducted by NET/GATE/UGC/ICAR/ICMR/KTU, etc. If yes, indicate Name of the examination, Year and Grade/Rank:

11. Details of previous employment, if any (Enclose attested copies of experience certificates issued by the competent authority)

Insert Photo

Sl. No.	Name of Institution	Designation	Period ( <i>From –To</i> ) <i>D/M/Y format</i>	Remarks if any

12. Give details of research experience, if any (Enclose attested copies of experience certificate issued by the competent authority)

Sl. No.	Name of Institution	Designation	Duration	Nature of work

13. Publications and Patents if any: [Attach reprints or photocopies of latest research papers (*maximum 3 nos.*) you have published]

(a) Details of Research Publications (maximum 5 recent publications)

No.	Author(s)	Name of the Journal/ Year, Volume	Title of the paper published	Current impact factor of the journal

(b) Details of patent (if any)

No.	National	International	Year

14. Fellowships availed prior to current application, if any :

Name of fellowship	Sponsoring agency	Duration		Amount of Support received	Name of the Host Institute
		From	To		

15. Have you applied for Research Fellowship in KSCSTE or any other agencies for the current research? If yes, give details.

Name of fellowship	Sponsoring agency	Date of application	Amount of support sought	Name of the Host Institute

15. Details of break in research.[Candidates having break in research during the course of Ph.D. programme for a minimum period of 6 months are only eligible to apply- Order on sanction of leave issued by the Head of research centre, need to be attached as documentary proof]

Sl. No.	Period (from-to) in Day/Month/Year format	Reason for break in research

**16. Details on Ph.D. programme**

- (i) Date of registration for Ph.D. :  
(Candidates should not have completed 4 years as on the date of registration)
- (ii) Name and Address of Ph.D. Research Centre (Institute/University):
- (iii) Name & address of Research guide :
- (iv) Department / Subject :
- (v) Date of qualifying the course-work (Course-work completion certificate to be attached):
- (vi) Title of Ph.D. work :
- (vii) Technical report on Ph.D. work ( Not to exceed 2 pages)
  - 1. Objectives and Scope of the work :
  - 2. Brief Methodology :
  - 3. Progress of work completed as on date:
  - 4. Future work plan (in bullet points only):
  - 5. Publications/Patents/awards on the topic till date :  
(Include latest 3 research publications (if any) on the work)
- (viii) Tentative date of submission of Ph.D Thesis :

**17. Details for Electronic transfer of grant (in case of sanction)**

Beneficiary Name (Financial Head of Institution)	
Beneficiary Account No. (Institute)	
Beneficiary Bank IFSC Code	
Beneficiary Bank Name and Branch	
Beneficiary Address (Co-ordinator/PI)	
Mobile No. (Co-ordinator/PI)	
Email Id (Co-ordinator/PI)	

## SECTION – B

### DETAILS OF PROPOSED RESEARCH PROGRAMME

*(Please provide details on the work yet to be done for completion of Ph.D. work)*

#### I. Project Profile

1. Title of the Programme:  
*(The applicant should select a topic addressing a specific problem rather than going for a broad and vague area. Topics on specific issues that have relevance to the developmental issues of Kerala will be given priority)*
2. Subject area
  - i. Broad Subject Area : Life Sciences/ Physical Sciences/ Engineering/ Computer Science/ Mathematical Sciences
  - ii. Sub- Subject Area :
  - iii. Focused Sub. Area
3. Institution where work is proposed to be carried out:  
*(Name, address, telephone no. , e-mail, & fax) -[ The proposed Institute should be the same as the P.D Research Centre of the applicant)*
4. Details of the Scientist Mentor  
*(Name, Designation, Address, E-mail and contact numbers)*  
*(The Scientist mentor shall be the Research guide or any other faculty who is a permanent employee of the same research lab, having at least 5 more years of service left in the Institution before Superannuation)*
5. Duration of Fellowship sought :  
*(The Fellowship shall be for a maximum period of 3 years or till the date of submission of Ph.D Thesis, whichever is earlier)*

#### II. Technical Information

##### Statement I

1. Abstract of the proposed work *(limit to 300 words)*
2. National and international status
3. Gap areas of the proposed work
4. Objectives and Scope of the work
5. Work plan/Methodology *(including time schedule & chart)*
6. Expected deliverables/outcome
7. Significance of the expected outcome with respect to the latest in the field and its utility if any specific to the socio-economic or developmental scenario of the State of Kerala
8. Relevance of the study to the knowledge uplift
9. Scope for technology transfer and adaptation if applicable
10. Facilities available in the Host Institution which can be utilized for the proposed Research programme

#### III. Name three institutions and scientists in the country who are working in the proposed area of research:

#### IV. Biodata

- i. Applicant *(not to exceed 2 pages)*
- ii. Scientist Mentor *(not to exceed 2 pages)*

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Prathibha Scholarship Programme</b>
2.	Beneficiary group	Students who have passed Higher Secondary Examination meritoriously and has enrolled for Degree Course in Basic Sciences.
3.	Objectives of the scheme in brief	To motivate students particularly girls to take up higher studies in Basic Sciences.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Students of Kerala origin who have secured minimum 90% marks [80% for SC/ST] or equivalent grade in Higher Secondary Examination (both in Overall and Science Subjects total) and have secured admission for 3 year U.G/5 year Integrated P.G. programme.</li> <li>Every year 'normally during January</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial : Scholarship Technical: Opportunity to attend Science Enrichment Programmes and summer internships in reputed Academic/ R&D institutions in the State
6.	Quantum of support	Scholarship of Rs. 12,000/-, Rs. 18,000/-, Rs. 24,000/- respectively for 1st, 2nd and 3rd years at U.G. level and, Rs. 40,000/- & Rs. 60,000/- respectively for 1st and 2nd years at P.G. level.
7.	Duration of the project	5 Years (3 yrs U.G level & 2 yrs. P.G. level)
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	<ul style="list-style-type: none"> <li>•Online registration- Generation of Data-sheet</li> <li>•Preliminary scrutiny, Selection and Preparation of Provisional Rank List (PRL) based on approved scheme guidelines</li> <li>•Hundred scholarships are awarded in a year which are allotted with the weightage of 30% for Mathematical Sciences, 40% for Physical Sciences and 30% for Life Sciences based on the subject main chosen by the applicant for the Degree Course</li> <li>•10% of the seats set apart for SC/ST students.</li> <li>•KSCSTE approval and Issue of sanction order</li> <li>•Release of scholarship on yearly basis.</li> <li>• Minimum 50% selection for girls students should be ensured</li> </ul>
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms and Conditions	Attached

## Prathibha Scholarship Programme Guidelines

### 1. Introduction

Prathibha Scholarship Programme is aimed at motivating bright Students especially girls to higher studies in Science by awarding Scholarships. Prathibha Scholars are also provided opportunities to attend Science Orientation Programmes and interact with pioneers in Science through the SPEED scheme.

Students are selected for Prathibha Scholarship at Under-Graduate level based on the marks obtained by them for all Science subjects in the Higher Secondary Examination. The applicants should have secured admission for 3-year U.G/5-year Integrated P.G programme in Basic Sciences in the same year of application for the scholarship.

In case of 3-year U.G. Courses, scholarship could be continued for two years of P.G. course subject to specified norms.

### 2. Who can apply

- Students of Kerala origin who have secured minimum 90% marks [80% for SC/ST] or equivalent grade in Higher Secondary Examination (both in Overall and Science Subjects total) and secured admission for 3-year U.G/5-year Integrated P.G. programme in Basic Sciences in the current academic year.
- Applicant should have secured admission in any one of the 23 science subjects viz. Astronomy, Astrophysics, Atmospheric Science, Biochemistry, Biotechnology, Botany, Chemistry, Computer Science, Electronics, Food & Nutrition, Geochemistry, Geography, Geology, Geophysics, Mathematics, Microbiology, Ocean Sciences, Photonics, Physics, Plant Science, Polymer Chemistry, Statistics and Zoology.

### 3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued every year normally during January.

### 4. How to apply

Application for Prathibha scholarship shall be through online submission. Students should apply through Prathibha scholarship web portal, based on which KSCSTE will prepare the Provisional Rank List (PRL). The Data-sheet format generated through online submission is attached

On publication of PRL by KSCSTE, the selected students in the main PRL should upload relevant documents in the Prathibha scholarship web portal for confirmation of scholarship and final selection. The final Rank List will be prepared after verification of documents.

### 5. Apply in prescribed format

Format for budget proposal – Fixed amount of scholarship as per scheme guidelines  
Upload the following relevant documents (applicable only for students selected in the PRL)

- i. Duly signed “Data-sheet”.
- ii. Copy of HSE mark list (self-attested)
- iii. “Terms and conditions” signed by the applicant in specified format
- iv. Proof on Kerala nativity
- v. Community Certificate ( for SC/ST students only)
- vi Bank account details of the candidate (E-payment form)

### 6. Social Relevance and tangible output

The scheme focuses on motivating a core group of bright students especially girls



to Basic Sciences and research. This will help to attract more human resource in Basic Sciences and also will add to our efforts on Women empowerment in Science and Technology.

### 7. Maximum grant amount and duration

Annual scholarship @ Rs. 12,000/-, Rs. 18,000/-, Rs. 24,000/- respectively for 1st, 2nd and 3rd years at U.G. level and @ Rs. 40,000/- & Rs. 60,000/- respectively for 1st and 2nd years at P.G. level.

### 8. Procedure of operation of the scheme.

- Application through online submission
- Preliminary scrutiny of applications and preparation of Provisional Rank List (main list & waiting list) based on approved guidelines
- Submission of relevant documents online by students selected in the Provisional Rank List (PRL).
- Verification of documents and preparation of Final Rank List (FRL) as per approved guidelines.

### 9. Issuing Sanction Order and release of 1st instalment

On receipt of documents, KSCSTE will issue sanction order for release of 1st instalment of scholarship to the students on yearly basis and the scholarship will be credited to the bank account of the students through electronic money transfer.

Continuation of scholarship for P.G course is subject to completion of U.G course with minimum 75% marks and submission of copy of mark list of U.G course.

#### •Other necessary conditions as per the scheme:

- Applicant should be of Kerala Origin.
- Students who are in receipt Prathibha scholarship are not eligible to hold any other Scholarship for the same course of study.
- The selected student should complete the course in the stipulated period and no break is allowed in between the course.
- Head of the Institution should ensure that students who are awarded Prathibha Scholarship are not availing other scholarships for the same course of study.
- Renewal of scholarship in subsequent years of a particular course is subject to scoring minimum 60% marks for the previous year of the course and submission of Mark lists of previous year/ “Undertaking on minimum marks” along with Renewal Data-sheet duly signed
- Continuation of scholarship for P.G Course/4th year Integrated P.G course is subject to scoring minimum 75% marks for the U.G. Course and submission of (i) Consolidated Mark list of U.G programme /Mark lists of all previous 3 years of Integrated Course (4th yr Int. Course), (ii) Undertaking on non- acceptance of other Scholarships and (iii) Renewal Data-sheet duly signed

#### •Conditions if the progress is not satisfactory :

In cases where the students do not score the minimum eligibility marks as per the guidelines, discontinue course or avail multiple scholarships, the Prathibha scholarship will be stopped with immediate effect. Those who avail any other scholarship for the same Course should refund the entire amount of Prathibha scholarship received by them to KSCSTE.

### 10. Release of further instalment of grant

Scholarship renewal for subsequent years is sanctioned subject to scoring minimum 60% marks for the previous year of the course and submission of relevant documents. Continuation of scholarship for P.G course is subject to completion of U.G course with minimum 75% marks and submission of relevant documents.

### 11. Completion documents

- On successful completion of the course, the student should submit a copy of final marklist of the course to KSCSTE through Prathibha scholarship web portal.

### 12. General Conditions

- Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.
- If at any time it is found that the details furnished by the student is against facts or not conforming to the guidelines of the scheme, the scholarship will be cancelled with immediate effect and steps shall be initiated against such students for reimbursing the amount of scholarship.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

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

**PRATHIBHA SCHOLARSHIP PROGRAMME**

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**TERMS AND CONDITIONS**

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1. *Name of the student* :
  2. *Prathibha Scholar no. (PS no)* :
  3. *Course of study* :
  4. *Subject of study (Main)* :
  5. *Duration of course* : From..... To .....
  6. *Year of admission to the Course* :
  7. *Category: (General/SC/ST)* :
  8. *Permanent residential address* :  
(Include Tel. & E-mail ID)
  8. *Name & address of the Institution* :  
( U.G. Degree Course)
- 

1. The scheme is constituted for the purpose of providing assistance in the form of scholarships to students for pursuing Higher studies in Basic or Natural Science in any of the Institutions/ Universities in India.
2. Applicant should be of Kerala Origin and should have passed Higher Secondary Board Examination from Kerala in any of the Boards of Examination (viz., Kerala State Board, CBSE, ISCE).
3. Applicant should have qualified Higher Secondary Board Examination with minimum average marks of 90% (80% for SC/ST) or equivalent grade for **all subjects** put together and minimum average marks of 90% (80% for SC/ST) or equivalent grade for **all science subjects** put together.
4. Prathibha scholarship is initially awarded for three years of study of the Degree Course or first 3 years of study for the Integrated M.Sc. course. The scholarship could be continued for two year. M.Sc. Course or 4<sup>th</sup> & 5<sup>th</sup> years of Integrated M.Sc / 1<sup>st</sup> & 2<sup>nd</sup> years of Integrated Ph.D. Course subject to the condition that
  - i. *Applicant should have availed Prathibha Scholarship during all three years of B.Sc.Degree Course/first 3 years of Integrated M.Sc. course*
  - ii. *Applicant should have secured minimum 75% marks in aggregate for B.Sc. Degree Course/ first 3 years of Integrated M.Sc. Course.*
  - iii. *Applicant should have secured admission to M.Sc. Degree Course in the subsequent year itself on completion of B.Sc. Degree Course*

Signature of student.....

5. Applicant should have secured admission to 3 year B.Sc./ 5 year Integrated BS-MS/ 5 year Integrated M.Sc. Degree Course in 2018-19 in any one of the following 23 subjects either as Major/Honours or their combination anywhere in India.

BROAD SUBJECT AREAS		
A. Mathematical Sciences	B. Physical Sciences	C. Life Sciences
1. Mathematics	4. Astronomy	17. Biochemistry
2. Statistics	5. Astrophysics	18. Biotechnology
3. Computer Science	6. Atmospheric Science	19. Botany
	7. Chemistry	20. Food & Nutrition
	8. Electronics	21. Microbiology
	9. Geochemistry	22. Plant Science
	10. Geophysics	23. Zoology
	11. Geology	
	12. Ocean Sciences	
	13. Photonics	
	14. Physics	
	15. Polymer Chemistry	
	16. Geography	

6. The student should have taken admission for B.Sc. /Integrated M.Sc. course in the current academic year (year of application)
7. Students selected for the award of Prathibha Scholarship shall be provided scholarship for the 3 years of undergraduate programme and 2 years of Post-graduate as follows, subject to the guidelines of the scheme
- Undergraduate Course: Year-I : Rs 12,000/-, Year-II : Rs 18,000/-, Year III : Rs 24,000/-
  - Post-graduate course : 1<sup>st</sup> Year M.Sc./ 4<sup>th</sup> Year Integrated M.Sc. - Rs 40,000/-  
2<sup>nd</sup> Year M.Sc./ 5<sup>th</sup> Year Integrated M.Sc. - Rs 60,000/-
8. The Course of study should be continuous and no break is allowed in between. In the event of discontinuance of the Course by the student, the matter should be informed to KSCSTE through a letter signed by the student and forwarded by the Head of the institution within 15 working days of discontinuation of the Course.
9. Renewal of Scholarship for subsequent years of the Course is subject to successful completion of the previous year's examinations with not less than 60 % marks in aggregate or equivalent grade.
10. The scholarship is awarded as per ranking based on the total marks scored in the Higher Secondary Board Examination for all Science subjects and subject to the guidelines issued by KSCSTE.
11. The total number of Scholarships are allotted for three Broad subjects areas based on the 'Subject Main' opted by the student for the Degree Course, with a weightage of 30% for Mathematical Sciences, 40% for Physical Sciences and 30% for Life Sciences.

Signature of student.....

12. Students selected provisionally will be considered for final ranking only after verification of relevant documents.
13. Students who are in receipt of any other scholarship are not eligible to apply for or avail Prathibha Scholarship. Further, Prathibha scholarship awardees should refund the entire amount received by them in case they opt for any of the other scholarship for the same course at a later stage. The Head of the Institution should ensure that students who are awarded Prathibha Scholarship are not availing other scholarships for the same Course of study.
14. Failure to upload the documents with necessary endorsements will lead to rejection from the Provisional Rank List.
15. KSCSTE deserves the right to modify or amend the guidelines of the Prathibha Scholarship Scheme as and when necessary.
16. KSCSTE reserves the right to use its discretionary powers for taking appropriate decision in case of disputes regarding award of the Scholarship. In such cases decision of KSCSTE will be final and binding on the candidate.
17. If at any time it is found that the details furnished by the student is against facts or not conforming to the guidelines of the scheme, the scholarship will be cancelled with immediate effect and steps shall be initiated against such students for reimbursing the amount of scholarship.

I agree to the terms and conditions stated above.

Place  
Date

Name & Signature of the Student:

Name & Signature of Head of Institution:

(Seal)

KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY & ENVIRONMENT

PRATHIBHA SCHOLARSHIP - DATA SHEET

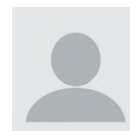


Application No.		Subject Group	
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**Personal Details**

Name

Address



Date of Birth

Place of Birth

Category

Gender

E-mail ID

Mob.No.

Father's Name & Mob

Father's occupation

Mother's Name & Mob

Mother's occupation

**Educational Details**

HSE Board

Year of Passing

School from where the Candidate passed HSE

HSE Roll No.

**Marks obtained for Higher Secondary Examination**

Subjects	Maximum Marks	Mark Scored	% of marks
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**Declaration**

I hereby undertake that the information provided above are authentic to the best of my knowledge.

Place:

Date:

Name & Signature of the Student

**DETAILS ON ADMISSION TO DEGREE COURSE**

Institution

Course & Subject

Date of Admission

Admission No

Certified that the information furnished above by..... who is admitted to ----- Course in  
..... (subject) for the current academic session in ----- (college) is authentic.

Place:

Date:

Signature

Principal/ Hol Name & Address:

(Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Workshop on “Research Methodology, Writing Practices, Language and Soft Skills” for Young researchers</b>
2.	Beneficiary group	<ul style="list-style-type: none"> <li>• Young researchers/scientists/academicians and post-graduate students are the beneficiaries of the scheme.</li> <li>• Minimum 50% of the beneficiaries are to be women</li> </ul>
3.	Objectives of the scheme in brief	Provide opportunity for young researchers, particularly women to learn the best practices in Research Methodology, Technical Writing, Language and Soft Skills.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>• Senior and middle level Scientists/ Academicians in the fields of Science from reputed R&amp;D/Academic institutes in the Central/State Sector in Kerala.</li> <li>• Notification issued once a year, normally during June/July.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Rs. 40,000/- (Maximum) for two-day workshop
7.	Duration of the project	Two days
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	Preliminary Scrutiny by WSD and final selection by Research Advisory Committee (RAC)
10.	Mode of Application	Offline
11.	Guidelines	Attached

## Workshop on “Research Methodology, Writing Practices, Language and Soft Skills” for Young researchers -Guidelines

### 1. Introduction

The Workshop on “Research Methodology, Writing Practices, Language and Soft Skills” is envisaged to benefit young researchers particularly women in enhancing their research capabilities and to improve the quality of their research output.

The Workshop topics include; Research Methodology - Fundamentals & Practices, Literature Survey, Processing & analysis of data, useful software tools, Manuscript preparation, Effective presentation, Creative thinking, Language skills, Patenting & IPR for research, Soft skills such as Interpersonal Relationships, Leadership Guidance, Emotional Quotient etc., and Funding sources at State, National and International Level.

### 2. Who can apply

Senior and middle level Scientists/ Academicians in the fields of Science from reputed R&D/Academic institutes in the Central/State Sector in Kerala. are eligible to apply.

### 3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued once a year, normally during June/July.

### 4. How to apply

Application format is attached

### 5. Apply in prescribed format

#### Format for budget proposal

The proposal may contain details of expenditure under different heads viz., (1) TA & Honorarium to experts, (2) Printing & Postage expenses, (3) Course Materials, (4) Local Hospitality (to be limited to Rs. 120/- per person), (5) Miscellaneous. Maximum grant permitted for the two-day workshop is Rs. 40,000/-.

#### Attach following relevant documents

1. Bio data of Co-ordinator (not more than 2 pages)
2. Technical details on the programme
3. Details of previous programmes sanctioned/ grant received by the institute from KSCSTE during the past 3 years’ (enclose the copy of UC)
4. Consent letter from all Resource Persons

### 6. Social Relevance and tangible output

Practising good research and presenting research findings before the scientific community is very important in science research. The workshop is intended to support young researchers, especially women, in enhancing skills on effective research practices and to improve the quality of research documentation. A good number of quality research publications is the tangible output of the programme.

### 7. Maximum grant amount and duration

The maximum grant permitted for the two-day workshop is Rs. 40,000/-.

### 8. Procedure of operation of the scheme.

- Scrutiny of the Application: Preliminary Screening by WSD and final scrutiny, screening and selection by the Research Advisory Committee (RAC) of WSD



**9. Issuing Sanction Order and release of 1st instalment****• Date of conduct of the Programme**

The applicant should conduct the programme within one month of receipt of first instalment of grant from KSCSTE.

**• Submission of Programme Report**

The Programme Report and other financial documents should be submitted to KSCSTE within one month of conducting the programme.

**•Progress Monitoring/Review procedure**

Upon issue of sanction order, the grant will be released in two instalments. 50% of the grant will be released as 1st instalment immediately on sanction of the programme. The programme review is based on the Programme Report submitted to KSCSTE upon conducting the programme. The release of second and final instalment is based on the review of Programme Report.

**•Periodic submission of SE & UC**

The Audited Statement of expenditure and Utilisation Certificate for the entire grant should be submitted to Council within one month of conducting the programme

**• Other necessary conditions as per the scheme:**

- Institutions who have received grant for conducting programme under the same scheme during the past two years are not eligible to apply
- The number of participants admitted to the workshop shall be limited to 50. At least 50 % of the seats are to be set apart for women participants.
- At least 50% of the participants should be from outside institutions selected based on prior registration
- The participants should include Post-Graduate students, Ph.D. scholars and young research faculty chosen based on their research aptitude.
- The proposed Institute should belong to the category of “Government” or “Aided Institution” and the proposed Department should have Govt. approved/ Aided Post-Graduate programme.
- The Co-ordinator should be an expert in any field of Science and should be a permanent employee of the Institute.
- One of the topics should compulsorily be on “Language and Writing Skills for Researchers” and faculty from the English departments of Colleges or Universities shall be invited for the purpose
- Detailed programme schedule with the Name and Affiliation of Resource Persons and their corresponding topics should be included in the proposal. Consent letter and Bio-data of the resource persons should also be submitted along with the proposal.
- Adequate coverage should be given through letters/notices in colleges/research institutions in the vicinity of the organising institution.
- Organizers 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 with the wordings ‘jointly organized by KSCSTE’

**•Conditions if the progress is not satisfactory**

Sanction and release of the second instalment of the grant is subject satisfactory completion of the programme and submission of the relevant documents to KSCSTE.

**10. Release of further instalment of grant**

Grant is transferred to the Head of the Institution through Electronic money transfer. Second and final release is made only on conducting the programme by the Co-ordinator and submission of Report and other technical documents, Statement of expenditure and Utilisation certificate for the full sanctioned amount.

**11. Programme Completion documents**

- Programme Report- One-copy
- Workshop proceedings volume/Lecture notes/technical presentations of individual

Resource Persons, hand-outs and other presentation materials distributed to the participants

- Newspaper clippings and photos related to the programme.
- Audited Utilization Certificate and statement of Expenditure of the programme in the prescribed format, signed by the Co-ordinator, Head of the Institution and Finance Head.

(Soft copies of all the above documents are to be forwarded to the e-mail ID: [wsd.kscste@kerala.gov.in](mailto:wsd.kscste@kerala.gov.in))

## 12. Final review of the Programme Report

The Programme report will be reviewed by KSCSTE before sanction and release of second and final instalment of grant

## 13. Re-appropriation of Funds and Extension details

Re-appropriation of grant among sanctioned sub-allocations is normally not allowed. However, in cases where re-appropriation is essential, the Co-ordinator should request for re-appropriation and get it sanctioned from KSCSTE before the due date of the programme.

## 14. Guidelines for publication of programme output-

A copy of Workshop proceedings volume (if any) should be forwarded to KSCSTE

## 15. General Conditions

Selection is based purely on the Status of the Institution, Expertise of the Co-ordinator and merit of the proposal. Canvassing in any form will lead to disqualification.

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)



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

**Two day workshop on  
“Research Methodology, Writing Practices, Language and Soft Skills”**

*[Applicants should be Senior and middle level Scientists/Academicians in the fields of Science, Technology, Engineering, Agriculture and Medicine (STEAM) from reputed R&D/Academic institutes in Kerala, belonging to the category of Government/ Aided Institutions]*

*Women Scientists Division, KSCSTE*

1. **Name of the programme:**
2. **Details of the Co-ordinator:**

Name	Designation	Address for correspondence	Mobile No. & e-mail ID

\* Enclose brief Bio data of Co-ordinator (*not to exceed 2 pages*)

3. **Area of expertise of Co-ordinator:** Life Science / Chemical Science / Physical Science / Engineering Science / others.
4. **Tentative date of conduct of the programme :**
5. **Venue :**
6. **Technical details on the Workshop**
  - A. Objectives:
  - B. Importance in State/Regional context.
  - C. Topics to be covered.

7. **Name and address of organizing Institutions/college/society**

- The Institution should belong to the category of **Government/Aided Institution**
- The proposed Department should have **Government approved /Aided Post-Graduate Programme**

Institute Name	
Department	
Contact Address, Tel, E-mail etc.	

8. **Status of organizing institute:** Aided Colleges/State Government/ CSIR/University
9. **Budget**

No	Details of estimated expenditure:	Amount (Rs.)
1	TA & Honorarium for invited faculty	
2	Postage, Printing Expenses	
3	Course Materials	
4	Local Hospitality	
5	Miscellaneous	
	<b>TOTAL</b> -(Limited to <b>Rs. 40,000/-</b> for 2-day programme)	

10.

<b>Details of previous programmes sanctioned to the Institution by KSCSTE in the past 3 years'</b> (Please enclose the copy of UC furnished to KSCSTE)				
Sl No	KSCSTE Sanction No.& Date	Name of Activity (Seminar/conference/Pub. of Journal etc.)	Amount Sanctioned (Rs.)	PI/Principal Co-ordinator of the programme

11. **Number of Resource persons :**  
(within the State)

12. **Details of Resource Persons and corresponding topics**

Sl No	Name and address of Resource Persons	Corresponding topic

- \* Include Designation, Professional affiliation and expertise of the resource person on the specific topic.
- \* Consent letter from all Resource Persons handling the technical sessions should be attached with the application.
- \* One of the topics should compulsorily be on "Language and Writing Skills for Researchers" and faculty from the English departments of Colleges or Universities shall be invited for the purpose

13. **Details of Beneficiaries /Target group:**

(The total No. of participants shall be around 50 (at least 90% should be women), which shall include Post-Graduate students, Ph.D. scholars and young research faculty

At least 50% of the beneficiaries should be selected from outside institution through prior registration)

Who are the beneficiaries	
How are the beneficiaries selected	

14. **Details for Electronic transfer of grant (in case of sanction)**

Beneficiary Name (Financial Head of Institution)	
Beneficiary Account No. (Institute)	
Beneficiary Bank IFSC Code	
Beneficiary Bank Name and Branch	
Beneficiary Address (Co-ordinator/PI)	
Mobile No. (Co-ordinator/PI)	
Email Id (Co-ordinator/PI)	

Programme Co-ordinator  
(Signature, Name & Address)

Head of the Institution:  
Signature  
Name & Address

(Seal)

Place:  
Date:

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Student Programme for Excellence in Experimental Design- (SPEED)- A 5-day Science orientation programme for Prathibha Scholars</b>
2.	Beneficiary group	Prathibha Scholars
3.	Objectives of the scheme in brief	The objective of the program is to identify and nurture a core group of students and motivate them for higher studies and career in Science through Science orientation programme in research institutions and laboratories within the state.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>Scientists/faculty members of Science in Central/State R&amp;D Centres /Academic Institutions or Universities in Kerala</li> <li>Twice yearly- normally during June and January.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Rs 3.5 Lakh (Maximum)
7.	Duration of the project	Five days
8.	Grant released to whom & mode of release	The Head of the Institution through National Electronic Fund Transfer (NEFT)
9.	Selection process	Preliminary Scrutiny by WSD and final selection by Research Advisory Committee (RAC)
10.	Mode of Application	Offline
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Student Programme for Excellence in Experimental Design-(SPEED) Guidelines

### 1. Introduction

The SPEED programme has the objective of providing R&D exposure to students who have aptitude in science experimentation and research. The scheme aims to nurture the talents of students in science based on their creative ideas and scientific temper. Prathibha scholars are eligible to attend the programme. The SPEED scheme envisages a 5-day Science orientation programme in selected R&D institutions in the State. The programme include laboratory interaction, science lectures, field visits to project sites and other research laboratories which would help the students to familiarize with the State-of-the-Art activities in Science and facilitate interaction with eminent Scientists and Academicians.

### 2. Who can apply

Scientists/Faculty in Science in Central/State R&D Centres/Academic Institutions or Universities in Kerala who are experts in any field of Science who have experience in co-ordinating student programmes are eligible to apply.

### 3. Time slot to apply

Application can be submitted in response to KSCSTE notification issued twice a year, normally during June and January.

### 4. How to apply

Application format is attached

### 5. Apply in prescribed format

Format for budget proposal

The grant will be paid for specific S&T based orientation programme to cover expenditure on (i) Organizing Technical/Practical sessions (ii) Consumables including Course materials & Stationery (iii) Travel & accommodation for students & Faculty (iv) Food and refreshments, (v) Institutional service charges etc. The total expenditure shall not exceed Rs 3.5 Lakhs

Attach following relevant documents

- i. Bio data of Co-ordinator (less than 2 pages)
- ii. Tentative Programme Schedule
- iii. Terms and conditions- duly signed
- iv. Certificate from Principal Co-ordinator
- v. Endorsement from Head of Institution
- vi. No Pending UC&SE

### 6. Social Relevance and tangible output

With increased importance given to professional courses during the past two decades, most of the bright students had been opting for professional courses for higher studies. This has resulted in reduction in adequate human resources in Basic science research. A good number of trained human resources in S&T is indicative of the development of the nation. The programme helps to motivate bright students to choose Basic Science for higher academics and Research.

### 7. Maximum grant amount and duration

The expenditure under each sub-heads should not exceed respective sanctioned allocations and the total expenditure shall not exceed Rs 3.5 Lakhs. The programme should be scheduled for 5 days preferably during academic term holidays or summer vacation.

## 8. Procedure of operation of the scheme.

- Scrutiny of the Application : preliminary scrutiny by WSD and Screening and Selection by RAC
- Issue of sanction order by KSCSTE.

## 9. Issuing Sanction Order and release of 1st instalment

### • Date of conduct of the Programme

The applicant should conduct the programme within one month of receipt of first instalment of grant from KSCSTE.

### • Submission of Programme Report

The Programme Report and other financial documents should be submitted to KSCSTE within one month of conducting the programme.

### • Progress Monitoring/Review procedure

Upon issue of sanction order, the grant will be released in two instalments. 50% of the grant will be released as 1st instalment immediately on sanction of the programme. The programme review is based on the Programme Report submitted to KSCSTE upon conducting the programme. The release of second and final instalment is based on the review of Programme Report.

### • Periodic submission of SE & UC

The Audited Statement of expenditure and Utilisation Certificate for the entire grant should be submitted to Council within one month of conducting the programme

### • Other necessary conditions as per the scheme:

- The orientation programme shall be named based on the thrust area of research activity carried out in the Institution.
- The programme shall be residential and may be scheduled for 5 days, catering to about 50 Prathibha Scholars who are pursuing Under-Graduate/Post-Graduate Degree Course in Basic/Natural sciences.
- Students who have successfully undergone the orientation programme shall be issued a Certificate jointly by KSCSTE and the Host Institute.
- On completion of the programme, the participants should submit Student Feedback Form to the Co-ordinator. The Co-ordinator should include a summary of student feedback in the final programme report to be submitted to KSCSTE on settlement of grant.
- In the event of discontinuance of the programme by the Principal Co-ordinator, for any reason, the Head of the Institution shall nominate an appropriate person to take the responsibility for its completion.

### • Conditions if the progress is not satisfactory :

Sanction and release of the second instalment of the grant is subject to satisfactory completion of the programme and submission of the relevant documents as per the guidelines of the scheme.

## 10. Release of further instalment of grant

Grant is transferred to the Head of the Institution through Electronic money transfer. Second and final release is made only on conducting the programme by the Co-ordinator and submission of Report and other technical documents, Statement of expenditure and Utilisation certificate.

## 11. Programme Completion documents

- Programme Report- One-copy
- Proceedings Volume on the orientation programme (if published)1
- Newspaper clippings and photos related to the programme.
- Audited Utilization Certificate and statement of Expenditure of the programme in the prescribed format, signed by the Co-ordinator, Head of the Institution and Finance Head.

(Soft copies of all the above documents except Proceedings Volume are to be

forwarded to the e-mail ID: [wsd.kscste@kerala.gov.in](mailto:wsd.kscste@kerala.gov.in))

## 12. Final review of the Project Report

The Programme report will be reviewed by KSCSTE before sanction and release of second and final instalment of grant

## 13. Re-appropriation of Funds and Extension details

Re-appropriation of grant among sanctioned sub-allocations is normally not allowed. However, in cases where re-appropriation is essential, the Co-ordinator should request for re-appropriation and get it sanctioned from KSCSTE before the due date of the programme.

## 14. General Conditions

Selection is based purely on the Status of the Institution, Expertise of the Co-ordinator and merit of the proposal.

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: [mail.kscste@kerala.gov.in](mailto:mail.kscste@kerala.gov.in)



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

**WOMEN SCIENTISTS DIVISION**

***Student Programme for Excellence in Experimental Design (SPEED)***

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**TERMS AND CONDITIONS**

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Date:

Name and Address of the Principal Co-ordinator:  
(Include Designation of PI and Institution address)

Title of the Orientation Programme:

1. The scheme is constituted for the purpose of providing financial assistance in the form of grant to Scientists/Academicians in Central/State R&D Centres/Academic institutions/Universities in Kerala, for organizing Science Orientation programme to ***Prathibha Scholars***. The list of Prathibha scholars will be communicated by the Council.
2. The Orientation programme spanning for **5 days** should be residential and should cater to around **50 students**. The programme may be named based on the thrust area of research activity carried out in the institution. The sessions shall include familiarizing the research activities carried out in different laboratories in the institute, organizing seminars and special lectures by eminent scientists on advanced topics of science research, field trips to special project sites etc. and other relevant topics of interest to create scientific temper among students.
3. The grant shall cover expenditure on (i) *Organizing Technical/Practical sessions* (ii) *Consumables including Course materials & Stationery* (iii) *Travel & accommodation for students & faculty* (iv) *Food and refreshments*, (V) *Institutional Overhead charges etc.* The total expenditure shall not exceed **Rs 3.5 Lakhs**
4. The programme is sanctioned by KSCSTE as per the recommendation of the RAC. The grant will be released in two instalments with 50% grant as 1<sup>st</sup> instalment immediately on sanction of the programme. The second and final instalment will be released on successful completion of the programme and submission of report and financial statements.
5. The period of conducting the programme should be intimated to the Council by the Institution authorities/ Principal Co-ordinator.
6. The grant should be utilized for the purpose for which it is sanctioned. Reallocation of fund within the total outlay is normally not allowed. However, any such request shall be considered by KSCSTE on valid grounds, prior to the date of conducting the programme.

Signature of Principal Co-ordinator

7. Separate account shall be maintained by the institute for the grant received for conducting the programme and an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for any purpose other than the heads of expenditure sanctioned originally. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the programme shall be provided by the Institute.
8. In the event of discontinuance of the programme by the Principal Co-ordinator, for any reason, the Head of the Institution shall nominate an appropriate person to take the responsibility for its completion.
9. On completion of the programme, the Principal Co-ordinator should furnish the Completion Report, along with Audited Utilization Certificate (UC) and Statement of Expenditure (SE) within one month of completion of the programme.
10. The *Student Feedback Form* shall be filled up and submitted by the students to the Co-ordinator on completion of the programme. A summary of the student feedback shall be reported in the final report on the programme.
11. The unutilized portion of the grant at the end of the programme shall be refunded to Council forthwith by DD in favour of the **Member Secretary, KSCSTE**.
13. The institute will not entrust the implementation of the programme for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance.
14. KSCSTE may enforce additional guidelines for the operation of the 'SPEED' Orientation programme from time to time and the Institution/Principal Co-ordinator is required to observe such directions in the conduct of the programme.

We agree to the terms and conditions stated above.

Principal Co-ordinator

Head of Institution/Nominee

(Seal)

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY & ENVIRONMENT  
WOMEN SCIENTISTS DIVISION**

***Student Programme for Excellence in Experimental Design (SPEED)***



**APPLICATION FORMAT**

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Call for proposals from  
*Scientists/Faculty members in Science permanently employed in Central/State R&D Centres /Academic  
Institutions / Universities in Kerala*

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1. **Title of Orientation programme:**
2. **Name and Address of proposed Institution:**
3. **Name & Address of the Co-ordinator:**  
\* Enclose brief Bio-data of Co-ordinator (2 pages only)
4. **Area of expertise of Co-ordinator:** Life Science / Chemical Science / Physical Science / Engineering Science / others.
5. **Duration : 5 days**
6. **Proposed dates for conducting the programme :**
7. **Technical details on the Programme** (Attach separate sheets)  
*Include 5- Day detailed schedule along with details of technical sessions (include name and designation of Experts along with topic of their corresponding session), Field visits proposed, Name of Research Laboratories made open to students .*
8. **Status of organizing Institute:**  
Professional body/State or Central Government/ CSIR/University
9. **Proposed Budget** (for maximum 50 students)

Sl No:	Item of expenditure	Amount (Rs.)
1.	Technical sessions & pre-seminar expenses	
2.	Consumables	
3.	Travel & Accommodation	
4.	Food & refreshments	
5.	Institutional Overheads (limited to 10%)	
TOTAL (Limited to Rs. 3.5 lakhs)		

**10. Details of previous grant received and programmes sanctioned to the Institute from KSCSTE during last three years**

*(Please enclose the copy of UC furnished to KSCSTE in case of completed programmes)*

Sl no	KSCSTE Sanction No & Date	Nature & title of programme	Amount sanctioned (Rs.)	Name and address of Principal Investigator/ Coordinator	Current status

**.11. Details for Electronic transfer of grant (in case of sanction)**

Beneficiary Name (Financial Head of Institution)	
Beneficiary Account No. (Institute)	
Beneficiary Bank IFSC Code	
Beneficiary Bank Name and Branch	
Beneficiary Address (Co-ordinator/PI)	
Mobile No. (Co-ordinator/PI)	
Email Id (Co-ordinator/PI)	

Programme Co-ordinator  
(Signature, Name & Address)

Head of the Institution:  
Signature  
Name & Address

(Seal)

Place:  
Date:

**List of items to be attached (Tick the appropriate items submitted)**

- (a) Programme proposal in the prescribed format (one copy), along with soft copy in MS-word format
- (b) Certificate from Principal Co-ordinator
- (c) Endorsement from the Head of Institution (on letter head)
- (d) Detailed Bio-data of the Principal Co-ordinator.
- (e) No pending SE/UC certificate.
- (g) Duly signed "Terms & conditions"

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>Environment Management Training (EMT)</b>
2.	Beneficiary group	Professionals, Officials, NGO's, Public (as an initiative), Teachers and Students.
3.	Objectives of the scheme in brief	To provide financial support for conducting short term training in various sectors of Environment Management to professionals, other officials, NGO, teachers, students and public that will help stake holders to create awareness about concepts and best practices in Environment Management.
4.	Who can apply and Time slot to apply	<ul style="list-style-type: none"> <li>R&amp;D Institutions (State &amp; Central, Institutions under KSCSTE), Colleges including Professional Colleges (Govt/ Aided), University Departments, registered NGO's and Local Self Government Institutions/line departments within the State of Kerala.</li> <li>June-July every year on invitation of application.</li> </ul>
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	Rs 2 Lakhs (Maximum) for conducting 15-18 training programmes
7.	Duration of the project	3-6 consecutive working days including field study
8.	Grant released to whom & mode of release	After the successful conduct of programme and subject to the submission of required documents, the sanctioned amount will be released electronically to the Head of the Institution.
9.	Selection process	Scrutiny by an Expert Committee.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## Environment Management Training Guidelines

### 1. Introduction

The scheme is termed as Environment Management Training (EMT) offer financial assistance for short term training on Environment Management 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.

### 2. Who can apply ?

The proposal for Environment Management Training in prescribed format available in the KSCSTE website can be submitted by R&D Institutions (State & Central, Institutions under KSCSTE), Colleges including Professional Colleges (Govt/Aided), University Departments, registered NGO's and Local Self Government Institutions/line departments within the State of Kerala

### 3. Time slot to apply ?

As per call of proposals through KSCSTE advertisement every year during the month of June -July, the proposal is to be submitted in prescribed format available in the KSCSTE website.

### 4. How to apply ?

As per call of proposals through KSCSTE advertisement every year the proposal is to be submitted in prescribed format available in the KSCSTE website.

### 5. Apply in prescribed format

The proposal for Environment Management Training is to be submitted in prescribed format following to guidelines available in the KSCSTE website. The financial assistance required for conducting the training is to be submitted in the prescribed format under the approved budget heads on realistic basis along with justification and giving details as enclosed in guidelines.

- Format for budget proposal

No	Items	Amount (Rs)
1	Organizing Expenses including field study	
2	Honoraria & TA for external experts only (TA shall not exceed 25% of the total sanctioned amount from KSCSTE)	
3	Publicity Expenses	
4	Publication Expenses	
	TOTAL AMOUNT	

• **Enclosures to be attached with application**

The application submitted must be enclosed with following documents:

- a. Brief Biodata of Programme Co-ordinator (self-attested copy scanned in coloured version)
- b. Eligibility criteria of NGOs proven by submitting a single attested copies of (a) Byelaw (b) the copy of Registration Certificate (c) Annual Reports and audited Statement of Accounts for the last 3 financial years ie ending by March (d) Date of registration of NGO under Societies Registration Act
- c. Brief Justification of Proposal a. ie. the need & relevance of conducting training programme, b. objective of the proposed programme c. nature and number of target groups d. mode of selection of participants and e expected outcome/deliverables
- d. Signed copy of Programme Schedule in format (signed by both Head of Institution and Programme co-ordinator) comprising of a. title of training programme, b. details of day to day lectures c. venue, d. dates of programme conducted e. resource persons details and f. field study
- e. Declaration and Endorsement Certificate from Head of Institution as per the format available in the KSCSTE website.
- f. Consent Letter from external resource person participating/engaged in training programme
- g. Details of funds received from KSCSTE for the last three financial year quoting name of scheme, file No., and amount received or committed.

- Format for details of funds received from KSCSTE

No	Name of Programme	KSCSTE File No.	Year	Amount received/committed

h. Details of Training Programme faculties

Faculty for training programme	Name, designation & complete Address	Area of Expertize
Internal Faculty		
External Faculty (consent letter must be furnished with proposal)		

**6. Maximum grant amount**

The maximum financial support provided for conducting training programme is an amount of Rupees Two Lakhs (Rs 2 Lakhs). Financial support will be provided for conducting 15-18 trainings per year. The duration of the training programme must be for three to six days consecutive working 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. The field study must be not more than one day.

**7. Procedure of operation of the scheme**

• **Scrutiny of the Application**

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. 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.

## 8. Issuing Sanction Order

For approved proposal, list of selected institution will be published in official website of KSCSTE and within three weeks provisional sanction letter with budget details will be provided by KSCSTE to the Head of Institution. Once the provisional sanction letter is received, both the Terms and Condition, bank account details of Head of Institution and detailed programme schedule that is to be duly signed by programme co-ordinator and counter signed by Head of Institution must be submitted to KSCSTE within two weeks on receipt of provisional sanction letter. The terms and conditions must be submitted as per KSCSTE format available in the official website.

### • Date of Start of the Project

The dates of training programme proposed by the institutions in the programme schedule will be approved by the expert committee and the same will be considered as date of start of programme

### • Submission of Reports

The final report with photographs and news paper clippings for the programme conducted or announced, training module, list and feedback of participants endorsed by Head of Institution and signed by programme co-ordinator is to be submitted to KSCSTE as soft single file copy (scanned in coloured version and less than 15 MB) within one month on successful completion of programme. The number of participants in the programme should be ensured as per proposals.

### • Submission of SE & UC

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) as per format within One month of successful 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.

### • Release of grant

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

### • Other necessary conditions as per the scheme

- i. A suitable title should be included for the training programme proposed
- ii. The proposal submitted to KSCSTE for financial assistance should contain brief Justification of Proposal a. ie. the need & relevance of conducting training programme, b. objective of the proposed programme c. nature and number of target groups d. mode of selection of participants and e expected outcome/deliverables
- iii. The Programme Co-ordinator should be a permanent faculty/ regular staff/ of the institution/ organization in the State.
- iv. A biodata of Programme Coordinator must be attached with proforma at the submission of proposals.
- v. Only one proposal from each institution will be considered in a financial year.
- vi. 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.
- vii. Only one programme co-ordinator will be considered for the programme. In addition to the Programme Co-ordinator, two core faculty (internal faculty) and external resource person from Institutes/Organization engaged in the relevant areas should be included in the programme and details must be furnished with the application.



- viii. The details of internal faculty and external faculty engaged in relevant areas who are involved in organizing the programme must be included in the proposal. The consent letter from the external resource persons must be furnished with the proposal.
- ix. A field study/activities must be included in the training programme relating to the programme conducted.
- x. 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 single attested copies of (a) Byelaw (b) the copy of Registration Certificate (c) Annual Reports and audited Statement of Accounts for the last 3 financial years ie ending by March (d) Date of registration of NGO under Societies Registration Act
- xi. 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).
- xii. The estimate of budget proposed for conducting training programme as item wise head mentioned above must be given on realistic basis along with justification as per the format. 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).
- xiii. 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.
- xiv. In all publicity materials prepared for the training programme (banners, brochures, invitation cards, participation certificate etc) must be environment friendly and 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'.
- xv. 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.
- xvi. A training module must be made available to the participants at the beginning of the training programme. The training module must contain day to day schedule of activities of training programme, list of faculty (both external & internal faculty), training content, abstract of lectures, details of field activities planned, photographs, illustrations, diagrams, pictures, if any to explain the activities.

- xvii. Lectures on legal, policy framework, guidelines etc. related to relevant areas of Environment Management must be included in the training programme.
- xviii. The Head of Institution and Programme Coordinator should ensure that the conditions stipulated as per KSCSTE are fulfilled and the programme is implemented as per the guidelines & terms and conditions.
- xix. The name and address of head of institution authorized to receive the grant with complete postal address, email ID and mobile number is mandatory while submitting the proposals
- xx. Incomplete applications and without required documents will be summarily rejected.
- xxi. Any change in the schedule of the training programme would require prior permission of KSCSTE.
- xxii. For approved proposals, all training programmes planned should be successfully completed and required documents should be submitted to KSCSTE on or before 30 January.

**•Conditions if the progress is not satisfactory**

The KSCSTE reserves the right to further restrict/deny payment for any programme, if the conditions laid down by KSCSTE are not adhered to.

**10. General Conditions**

- i. The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
- ii. 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 and canvassing in any other forms and means are not encouraged/allowed.

**Contact**

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONMENT

### KSCSTE File No.

Name and Address of the Head of Institution authorize to receive grant:

Name of Organizing Institution:

Name & Address of Programme Coordinator:

Title of Training Programme:

Date of Programme:

### ENVIRONMENT MANAGEMENT TRAINING (EMT)

#### TERMS AND CONDITIONS

1. The scheme termed as Environment Management Training (EMT) offers financial support to impart short training in environment management on areas listed in guidelines of the scheme.
2. The main objective of the Environment Management Training is to impart short term training in Environment Management (on areas listed in guideline) which will help to create awareness of concept and best practices in environment management to stakeholders. This scheme thus ensures training and man power development in environment management for better conservation and protection of environment. These programmes therefore must be designed in such a way to train professionals and other officials, NGO' s, public (as an initiative), teachers and students. For training programme with students as target groups, the SC/ST students/researchers participation without gender bias must be encouraged and given preference. A field study/activity must be included in the programme.
3. The proposal for Environment Management Training is to be submitted in prescribed format following to guidelines available in the KSCSTE website. A day to day schedule of the training programme indicating the lectures planned as well as and field study is to be furnished with the proposal. The Budget estimates as per format is to be given on item wise head on realistic basis along with justification and giving details as in guidelines for the programme.
4. The Programme Co-ordinator should be a permanent faculty/ regular staff/ of the institution/ organization in the State (Biodata is to be enclosed in the proposal). In addition to a single Programme Co-ordinator, there must be two internal faculties from the host institute. In addition to the internal faculty, external resource person from Institutes/Organization engaged in the relevant areas must be involved in organizing the programme and the details is to be provided as per the format mentioned in guidelines. The consent letter of external resource person for participation of training programme must be enclosed in the proposal.
5. Eligibility criteria of NGOs proven by submitting a single attested copies of (a) Byelaw (b) the copy of Registration Certificate(c) Annual Reports and audited Statement of Accounts for the last 3 financial years ie ending by March (d) Date of registration of NGO under Societies Registration Act.
6. 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 as per the format available in KSCSTE website. The duration of the training programme must be for three to six days consecutive working days including field study. However the minimum duration of training programme must be not less than three days with a single day of field activities. The number of participants for the training programme must be not

less than 30 (thirty) and the training programme must be planned accordingly. Also 50% of participants must be from other organizations/institutions. A session on legal, policy framework, guidelines etc. related to relevant areas of Environment Management must be included in the training programme.

7. The amount sanctioned may be utilized exclusively to cover the expenses on the approved heads viz. – Organizing expenses, Honoraria and TA for resource person, Publicity Expenses, Publication Expenses (TA shall not exceed 25% of the total sanctioned amount from KSCSTE). There is no provision for TA for participants.

8. The schedule of the training programme should be given wide publicity. The information regarding training programme should be circulated to all relevant institutions. At least 4 weeks' time should be given to the candidates for submitting applications through their institutes/organization. No registration fee/training fee should be charged from participants. For training with students as target groups, the SC/ST students/researchers participation without gender bias must be encouraged and given preference.

9. In all publicity materials prepared for the training programme (banners, brochures, invitation cards, participation certificate etc) must be environment friendly and 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'.

10. Any change in the schedule of the training programme would require prior permission of KSCSTE.

11. A training module must be made available to the participants at the beginning of the training programme. The module must contain day to day schedule of activities of training programme, list of faculty (both external & internal faculty), course content, abstract of lectures, details of field activities planned, photographs, illustrations, diagrams, pictures, if any to explain the activities, and references of important scientific/technical/general papers published by the programme coordinator and his/her group.

12. For approved proposals, provisional sanction letter with budget details and suggestions to be incorporated in the programme if any, will be provided by KSCSTE to the Head of Institution for conducting the training programme within three weeks after scrutinizing the proposals. Both the Terms and Condition and detailed programme schedule, duly signed by programme co-ordinator and counter signed by Head of Institution are to be submitted to KSCSTE within one week (as soft copy –scanned in coloured version as PDF file and less than 15 MB).

13. The Head of Institution/organization will be required to furnish audited State of Expenditure (SE) and Utilization Certificate (UC) (as per the format) within one month of completion of programme along with bank account details (as per the format) downloaded from the Council website [www.kscste.kerala.gov.in](http://www.kscste.kerala.gov.in). 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. The number of participants in the programme should be ensured as per proposals.

14. The audited Statement of Expenditure (SE) and Utilization Certificate (UC) submitted by Government Institution, Institutions under the Government, University Departments, R &D Institutions (state/central/ institutions under KSCSTE), must be signed by

Financial Head. The audited SE & UC submitted by Government Colleges must be signed by Principal/ Head Accountant and SE & UC submitted by aided colleges, NGO' s needs to be signed by a registered Chartered Accountant. Both the Statement of Expenditure and Utilization Certificate along with Bank Account details of Institution submitted to KSCSTE should be countersigned by Head of Institution with date and seal.

15. Each day to day activity should be documented and a legible report included with photographs, newspaper clipping etc, name and address of participants, feedback of both faculty and participants, report of field activities with photographs, the training module, certified by Head of Institution with audited SE & UC (as per format) and bank details of Institution (as per Council format) must be submitted to Director, KSCSTE in soft copy (scanned in colored version and less than 15 MB) and email to [directorkscste@kerala.gov.in](mailto:directorkscste@kerala.gov.in).

16. The sanctioned amount will be released by electronic payment. The sanctioned amount will be released to the Head of Institution, only after the successful conduct of programme and subject to condition of the submission of required documents as cited above in para No. 13.

17. The Programme -Coordinator should ensure that in all publicity materials prepared for the training programme (banners, brochures, invitation cards, training programme participation certificate etc), KSCSTE should be duly acknowledged stating either as 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' .

18. The Programme Coordinator and Head of Institution should ensure that the conditions stipulated as per KSCSTE are fulfilled and the programme is implemented as per the guidelines & terms and conditions.

19. The KSCSTE reserves the right to further restrict/deny payment for any programme, if the conditions laid down by KSCSTE are not adhered to.

20. We agree to the terms and conditions stated above.

Name and Address,  
Signature of Programme Coordinator  
with date

Name & Signature of Head of Institution with  
date & seal

OFFICE SEAL

Place  
Date

<b>KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY &amp; ENVIRONMENT</b>	
<b>Environment Management Training (EMT)</b>	
Proforma for Proposal Submission	
<b>1.</b>	Title of Programme:
<b>2.</b>	Name & Address of Institution Organizing the Programme:
<b>3.</b>	Collaborating Institutions/Organizations (if any):
<b>4.</b>	Category of Organizing Institution (please state Yes or No): a. Research Institutions (State/Central/institutions under KSCSTE) b. University Departments c. Colleges including Professional Colleges (Govt or Aided) d. Local Self Govt. Institutions/line department e. Registered NGO's <div style="text-align: right;">(Self- financing Institutions are not entertained)</div>
<b>5.</b>	Status of Organizing Institution (please specify whether Govt or Aided)
<b>6.</b>	Applicable for Registered Non-Governmental Organization (NGO) only a. Date of registration of NGO under Societies Registration Act b. Whether Byelaw contains S&T Component of activities (please specify Yes or No) c. Whether having experience of working in S&T field (please specify Yes or No) d. Whether Annual Reports and Statement of accounts for last three financial years attached ie. 2016-2017, 2017-2018 & 2018-2019 (please specify Yes or No) e. Details of earlier grant received from KSCSTE if any, please indicate the details quoting with Council Order No. &Year <i>(Eligibility criteria of NGOs - as per the Council Order No. (M) 129/2007/CSTE, dt: 25.10.2007, the copy of Registration Certificate, Bye Law, Annual Reports and audited Statement of Accounts for the last 3 financial years should be submitted along with the proposal. If the above documents are not submitted, the proposal will be treated as incomplete and will be summarily rejected)</i>
<b>7.</b>	Proposed dates of the programme and venue details:
<b>8.</b>	Brief Justification of Proposal ie. the need & relevance of conducting training programme <b>(To be attached with proposal)</b>
<b>9.</b>	Objective of Programme <b>(To be attached with proposal)</b>
<b>10.</b>	Programme Schedule (to be signed by both Head of Institution and Programme co-ordinator) comprising of <b>a.</b> title of training programme, <b>b.</b> details of day to day lectures <b>c.</b> venue, <b>d.</b> dates of programme conducted <b>e.</b> resource persons details and <b>f.</b> field study. <b>(To be attached with proposal)</b>
<b>11.</b>	Expected Deliverables/Outcome: <b>(To be attached with proposal)</b>
<b>12.</b>	Name and designation of Programme Coordinator organizing the programme:
<b>13.</b>	Official Address of Programme Coordinator organizing the programme (Mobile No. and E-mail are mandatory):
<b>14.</b>	Status of expertise of Programme Coordinator in the field <b>(( Biodata To be attached with proposal))</b>



<b>15.</b>	Whether any such training sponsored by similar funding agencies or KSCSTE have been conducted earlier by Programme Co-ordinator (please furnish details if any)		
<b>16.</b>	Numbers and Category of participants/target groups: <b>(To be attached in Proposal)</b>		
<b>17.</b>	Mode of Selection of participants: <b>(To be attached in proposal)</b>		
<b>18.</b>	Financial assistance required for conducting the training (estimates to be given on realistic basis along with justification and giving details as enclosed in guidelines) <b>(To be submitted in format)</b>		
	No.	Items	Amount (Rs)
	1.	Organizing Expenses including field study	
	2.	Honoraria & TA for external experts only (TA shall not exceed 25% of the total sanctioned amount from KSCSTE)	
	3.	Publicity Expenses	
	4.	Publication Expenses	
	5.	<b>TOTAL AMOUNT</b>	
<b>19.</b>	Details of fund received or committed from KSCSTE if any, for the last three years <b>(To be attached with proposal)</b>		
	No	Name of Programme	File No. & Year
			Amount received
<b>20.</b>	Details of Training Programme faculties <b>(To be submitted in format)</b>		
	Faculty for training programme	Name, designation & complete Address	Area of Expertize
	Internal Faculty		
	External Faculty (consent letter must be furnished with proposal)		
<b>21.</b>	Name and Address of the Head of Institution authorize to receive grant with complete postal address, Email ID and Mobile number:		
<b>22.</b>	Declaration and Endorsement Certificate <b>(To be attached with Proposal)</b>		
<b>Date &amp; Office Seal</b>			

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>BIOTECHNOLOGY INNOVATIONS FOR RURAL DEVELOPMENT (BIRD)</b>
2.	Beneficiary group	R&D Centres, Academic institutions and Reputed NGOs/self help groups registered in Kerala could apply for conducting training programmes among rural people within the state.
3.	Objectives of the scheme in brief	To provide financial assistance for conducting training or operating demonstration projects with an objective to promote rural innovation for developing biotech based products and also to popularize/ promote the use of biotechnological process and tools for creating employment opportunities in rural areas
4.	Who can apply and Time slot to apply	University Departments/Colleges, Central and State R&D Institutions/Organizations, Academic Institutions, non-government organizations with proven track record and self-help groups can apply for conducting training programmes among rural people within the state. The trained groups can also submit proposals in collaboration with concerned NGO/Self-help group/R&D/Academic organization for entrepreneurship in the selected areas. January and July every year
5.	Nature of support (Financial and/or Technical)	Technical support
6.	Quantum of support	Maximum Rs. 5 Lakh
7.	Duration of the project	6 Months to 12 Months
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial scrutiny, and presentation before an expert committee
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached



## BIOTECHNOLOGY INNOVATIONS FOR RURAL DEVELOPMENT (BIRD) Guidelines

### 1. Introduction:

Kerala Biotechnology Commission under the Kerala State Council for Science, Technology and Environment invites research proposal under Biotechnology Innovations for Rural Development to conduct training or operate demonstration projects to promote rural innovation for developing Biotech based products and to promote/popularize the use of biotechnological process and tools for creating employment opportunities in rural areas.

### 2. Who can apply ?

University Departments/Colleges, Central and State R&D Institutions/Organizations, Academic Institutions, non-government organizations with proven track record and self-help groups can apply for conducting training programmes among rural people within the state. The trained groups can also submit proposals in collaboration with concerned NGO/Self-help group/R&D/Academic organization for entrepreneurship in the selected areas. Projects will be encouraged on activities encompassing biotechnology interventions, which have direct application to the society on self employment generation and entrepreneurship development to extend more benefits through training and demonstration. The NGO/Self- help groups submitting the proposal should meet the criteria put forwarded by KSCSTE.

### 3. Time slot to apply ?

Applications are invited twice every year - January and July.

### 4. How to apply ?

The applications are to be submitted online when notified.

### 5. Apply in prescribed format

•Format for budget proposal

Sl No.	Item	Amount	Justification
1.	Manpower		
2	Travel		
3	Consumables & Training materials		
4	Contingencies		
5	Institutional overhead @ 10%		

### DECLARATION / CERTIFICATION

1. It is certified that the same project has not been submitted to any other agency/agencies for financial support or already not completed with the financial support from other funding agencies.

2. The institute welcome participation of .....  
.....

Name & Signature of the Executive Authority  
of Institute/University with Seal & Date

Name & Signature of Principal Investigator

Name & Signature of the Co-Investigator

## 6. Social Relevance and tangible output:

Social Relevance shall be provided along with the proposal.

## 7. Commercialisation Efforts:

Possibility of commercialisation of relevant products can be highlighted.

## 8. Maximum grant amount:

Up to a maximum of Rs. 5 lakh for a period of 6-12 months.

## 9. Procedure of operation of the scheme.

### • Scrutiny of the Application

The project proposal will be acknowledged with a reference number and other instructions, if any.

If the project proposal is as per the format and norms of KSCSTE will be placed in the expert committee for final decision.

### • Peer review

The PI may be called for presentation before Expert Committee

### • Presentation before Expert Committee

The expert committee assesses the content and objectives of the proposed project and recommends the nature and quantum of assistance to be provided to each project. The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

## 10. Issuing Sanction Order

### •Date of Start of the Project:

Once the project is approved, the sanction order will be issued to the Head of the Institution with a copy to the Principal Investigator. The sanction order will provide the detailed breakup of funds allocated under the different heads like Manpower (Project Assistant @ Rs. 6000/- per month ), Travel, Consumables & training materials, Contingencies, Institutional Overhead (@ 10%) etc.

The first instalment of grant (80%) is released along with the sanction order.

The subsequent instalment of grant would be released on the basis of expenditure incurred, expected expenditure in that financial year and progress of work.

### • Submission of Progress Reports

The PI has to furnish Quarterly Progress Report of the work on the project in time and KBC will review the progress of the work periodically.

### • Progress Monitoring/Review procedure

The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made.

### • Periodic submission of SE & UC

Any request for the release of the next instalment should be accompanied with

- Utilization Certificate and Statement of Expenditure audited by a Chartered Accountant;
- Latest Authenticated Statement of Expenditure including the Committed Expenditure;
- Technical Progress Report.

## 11. Release of further instalment of grant

The recipient institution shall forward a utilization certificate and audited statement of Expenditure (UC & SE) countersigned by the Head of the Institution to the Chairman, KBC, KSCSTE on completion of the project. The un-utilized portion of the grant amount at the end of the project period shall be refunded to the KSCSTE forthwith by DD in favour of the Member Secretary, KSCSTE payable at Thiruvananthapuram.

## 12. Project Completion Report

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate: not necessary
- Project Closure Certificate: not necessary

## 13. Final review of the Project Report

On completion of the project the final consolidated Project Report should be submitted to KBC/ KSCSTE.

## 14. Re-appropriation of Funds and Extension details

Any reallocation/ re-appropriation of grants under different heads require prior approval of KBC. In view of extension-oriented programme, assistance for processing equipments will not be provided. However marginal support would be provided for creating small equipments if it is absolutely essential.

## 15. Guidelines for publication of Research output

Investigators, who publish technical / scientific papers based on the research work done under the project, should acknowledge the financial assistance received from the Kerala Biotechnology Commission/ KSCSTE. Investigators are also requested to publish the research papers emerging out of the project work in leading Journals with good impact factor. Intellectual property rights on the inventions arising out of the project shall be dealt in accordance with rules of the Council. The know-how generated from the project will be joint property of the Investigators and KSCSTE.

## 16. General Conditions

The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made. Canvassing of any form shall disqualify the application

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA BIOTECHNOLOGY COMMISSION

KSCSTE, Sasthra Bhavan  
Pattom, Thiruvananthapuram - 695004  
Email: biotechkerala@gmail.com

File No:

Name and Address of the P.I:

Title of the Project Proposal:

### BIOTECHNOLOGY INNOVATIONS FOR RURAL DEVELOPMENT (BIRD) TERMS AND CONDITIONS

1. The Kerala Biotechnology Commission under the umbrella of Kerala State Council for Science, Technology and Environment is operating a scheme called “Biotechnology Innovations for Rural Development” (BIRD), to provide financial assistance (upto Rs. 5,00,000/-) for conducting training or operating demonstration projects with an objective to promote rural innovation for developing biotech based products and also to popularize/ promote the use of biotechnological process and tools for creating employment opportunities in rural areas.

2. R&D Centres, Academic institutions and Reputed NGOs/self help groups registered in Kerala could apply for conducting training programmes among rural people within the state. As a follow up action, the trained groups can also submit proposals in collaboration with the concerned NGOs/Self help group/R&D/ academic organisation of entrepreneurship in the selected trained areas. The Projects will be supported in various areas of Biotechnology like (a) Plant Tissue Culture (low cost) (b) Biopesticide Production (c) Biofertilizers (e) Mushroom cultivation (f) Pharmaceutical and Health Products (g) Solid Waste Recycling/Vermicomposting (h) Post-Harvest Technology (l) Algal Biotechnology (j) Biofuel and biogas, (p) Fermented food processing (q) Natural fibre production etc.

3. Projects will be encouraged on activities, which have direct application to the society on self employment generation and entrepreneurship development to extend more benefits through training and demonstration. The NGO/Self help groups submitting the proposal should meet the criteria put forwarded by KSCSTE.

4. Once the project is approved, the sanction order will be issued to the Head of the Institution with a copy to the Principal Investigator. The sanction order will provide the detailed breakup of funds allocated under the different heads like Manpower (Project Assistant @ Rs. 6000/- per month), Travel, Consumables & training materials, Contingencies, Institutional Overhead (@ 10%) etc.

5. The duration of the project will be minimum 6 months to maximum of 12 months. The duration of the project will be specified in the sanction order. The project becomes operative with effect from the date of sanction order or receipt of the grant through online by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to KBC. In view of extension-oriented programme, assistance for processing equipments will not be provided. However marginal support would be provided for creating small equipments if it is absolutely essential.

6. The first instalment of grant (80%) is released along with the sanction order. Diversion of funds is normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior approval of KBC. The subsequent instalment

of grant would be released on the basis of expenditure incurred, expected expenditure in that financial year and progress of work. Any request for the release of the next instalment should be accompanied with a) Utilization Certificate and Statement of Expenditure audited by a Chartered Accountant; b) Latest Authenticated Statement of Expenditure including the Committed Expenditure; c) Technical Progress Report. The recipient institution shall forward a utilization certificate and audited statement of Expenditure (UC & SE) countersigned by the Head of the Institution to the Chairman, KBC, KSCSTE on completion of the project. The un-utilized portion of the grant amount at the end of the project period, shall be refunded to the KSCSTE forthwith by DD in favour of the Member Secretary, KSCSTE payable at Thiruvananthapuram.

7. The PI has to furnish Quarterly Progress Report of the work on the project in time and KBC will review the progress of the work periodically. The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made. On completion of the project one copy of the final consolidated Project Report should be submitted to KBC/ KSCSTE.

8. Investigators, who publish technical / scientific papers based on the research work done under the project, should acknowledge the financial assistance received from the Kerala Biotechnology Commission/ KSCSTE. Investigators are also requested to publish the research papers emerging out of the project work in leading Journals with good impact factor. Intellectual property rights on the inventions arising out of the project shall be dealt in accordance with rules of the Council. The know-how generated from the project will be joint property of the Investigators and KSCSTE.

9. The Principal Investigator should ensure that the conditions stipulated as per the Kerala Biotechnology Commission guidelines are fulfilled and the programme is implemented as per the guidelines and terms and conditions.

We agree to the terms and conditions stated above.

Principal Investigator

Head of Institution

Office Seal

Place:

Date:

PROFORMA FOR SUBMISSION OF PROPOSAL UNDER BIOTECHNOLOGY INNOVATIONS FOR RURAL  
DEVELOPMENT (BIRD)

**PART I. GENERAL INFORMATION**

- 1.Name & Address of the Principal Investigator:
- 2.Name of the Institute submitting the project proposal:
- 3.Project Title:
- 4.Specific Area:
- 5.Duration:
- 6.Total Cost of the project:
- 7.Is the Project Single Institutional or Multiple Institutional:
- 8.If the project is multiple Institutional, Please furnish the following
  - a.Name of the Co-I:
  - b.Affiliation and Address:
- 9.Scope of the work indicating anticipated product and processes:

**PART II. PARTICULARS OF INVESTIGATORS**

10. Name of the Principal Investigator:
  - a.Date of Birth:
  - b.Designation & Address:
  - c.Number of projects being handled at present:
11. Name of the Co-Investigator:
  - a.Date of Birth:
  - b.Designation & Address:
  - c.Number of projects being handled at present:

**PART III. TECHNICAL DETAILS OF THE PROPOSED PROGRAMME**

12. Title of the training programme:
  - 12.1. Date & Duration of the training Conducted:
  - 12.2. Introduction:
  - 12.3. Specific Objective of the programme:
  - 12.4. Broad subject area chosen or conducting the programme:
  - 12.5. Preliminary work done so far:
  - 12.6. Project details indicating the nature of the project:

- 12.7. Details indicating how the project will benefit the target populating:
- 12.8. Details of the project implementation site:
- 12.9. Description of the implementing agencies:
- 12.10. Expertise available with proposed investigating group/institution for implementing the project.
- 12.11. Brief summary of the programme indicating the relevance and expected outcome of the proposed study.
- 12.12. Specify the techniques included for the training programme
- 12.13. Work plan
- 12.14. Timelines
- 12.15. Linkages with S&T Institution/Participating Institutions in case of NGOs
- 12.16. Details of the Involvement of target population in the project along with training component so that technology transfer could be done effectively
- 12.17. Details of raw materials/local resources needed in the project and /or available.
- 12.18. Indicate whether the project will help in maintaining environmental/ecological balances.
- 12.19. Details of employment/revenue generation through the project in long term/development of entrepreneurship
- 12.20. Comment on the possibilities of the activity becoming self-sustainable.
- 12.21. Project implementing agency/agencies/Institute:
- 12.22. Whether any such training sponsored by similar agencies conducted earlier by the Principal Investigator

#### **PART IV. DETAILS OF INFRASTRUCTURE FACILITY**

- a. Name & address of the Implementing Institute/Organization
- b. Details of facilities available with the institute for conducting the programme

#### **PART V. PROFORMA FOR BIOGRAPHICAL SKETCH OF INVESTIGATORS**

- a. Name, designation and address:
- b. Date of Birth
- c. Education
- d. Position and employment
- e. Honours/Awards
- f. Professional experience and training relevant to the project
- g. Publications

## VI. DETAILS IN CASE OF NON-GOVERNMENT ORGANISATION/SELF HELP GROUPS

- Registration certificate of the society/association
- MoA including By-laws and mandate of the organization
- Audited statement of accounts for the last three years
- Annual report including activity profile for the last three years

## VII. PARTICIPANTS DETAILS FOR THE PROPOSED PROGRAMME

- No. of participants expected
- Mode of selection of Participants

## VIII. BUDGET DETAILS FOR THE PROPOSED PROGRAMME

Sl No.	Item	Amount	Justification
1.			

## IX. DECLARATION/CERTIFICATION

1. It is certified that the same project has not been submitted to any other agency/ agencies for financial support or already not completed with the financial support from other funding agencies.

2. The institute welcome participation of .....

Name & Signature of the Executive Authority  
of Institute/University with Seal & Date

Name & Signature of Principal Investigator

Name & Signature of the Co-Investigator

## IX. REFERENCE



Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>BIOTECHNOLOGY TRAINING AND WORKSHOP (BTW)</b>
2.	Beneficiary group	University/Colleges, Central and State R&D institutions/ Organizations within the state for conducting the training programme.
3.	Objectives of the scheme in brief	A scheme to support training programme designed to impart hands-on training in research techniques to post- graduate students, Doctoral students, Post-Doctoral students, Young faculty and mid-career Scientists so that participants can apply the skills in the emerging research areas of Biotechnology.
4.	Who can apply and Time slot to apply	The Proposal can be submitted from University/Colleges, Central and State R&D institutions/ Non-Governmental Organizations within the state for conducting the training programme. January and July every year.
5.	Nature of support (Financial and/or Technical)	Technical support
6.	Quantum of support	Rs.1.5 Lakh
7.	Duration of the project	10 working days with minimum 15 participants
8.	Grant released to whom & mode of release	Head of the Institution through electronic transfer
9.	Selection process	Initial scrutiny, and presentation before an expert committee
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## BIOTECHNOLOGY TRAINING AND WORKSHOP (BTW) Guidelines

### 1. Introduction

Kerala Biotechnology Commission is operating a programme called “Biotechnology Training & Workshop” as a part of Human Resource Development as well as R & D activities in the area of Biotechnology. The main objective of the training programme is to impart hands-on training in techniques in Biotechnology. Besides demonstrating the techniques, participants should be encouraged to carry out the techniques/laboratory exercises themselves. These courses should be designed to train post graduate students, Doctoral students, Post Doctoral students, Young faculty and mid-career Scientists.

### 2. Who can apply ?

The Proposal can be submitted by University/Colleges, Central and State R&D institutions/ Organizations within the state for conducting the training programme. The proposal should consists of at least 3 scientists including (1) a Course Co-ordinator who have expertise in the research area of the proposed course (2) two others chosen as Core-Faculty from the host institute and their consent regarding the participation in the course indicated in the proposal. The course should be designed to impart hands-on training in research techniques to post graduate students, Doctoral students, Post-Doctoral students, Young faculty and mid-career Scientists so that participants can apply the skills in their research programmes.

### 3. Time slot to apply ?

Applications are invited twice every year - January and July.

### 4. How to apply ?

The applications are to be submitted online when notified.

### 5. Apply in prescribed format

- Format for budget proposal

Sl No.	Item	Amount	Justification
1.	Honorarium		
2.	Organizing Expenses		
3.	Chemicals & Reagents		
4.	Training Manual		
5.	Publicity Materials		
6.	Travel Expenses		
7.	Refreshment		
Grand Total			

- relevant documents

### 6. Maximum grant amount:

Up to a maximum of Rs. 1.5 lakh

### 7. Procedure of operation of the scheme.

#### Scrutiny of the Application:

- The project proposal will be acknowledged with a reference number and other instructions, if any.
- The project proposal as per the format and norms of KSCSTE will be placed in the expert committee for final decision.

## Peer review

- The PI may be called for presentation before Expert Committee  
Presentation before Expert Committee  
The expert committee assesses the content and objectives of the proposed project and recommends the nature and quantum of assistance to be provided to each project. The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

## 8. Issuing Sanction Order

### • Date of Start of the Project:

The schedule of the training programme should be given wide publicity. The information regarding course should be circulated to all the relevant R&D centres/universities. At least 4 weeks time should be given to the candidates for submitting applications through their institutes. No registration fee/training fee should be charged from the course participants. However a nominal fee can be collected from the participants to meet the cost of food, accommodation and transportation if necessary. Partial financial assistance (70% of the total cost) before the date of commencement of training programme and the balance (30%) will be released only after the successful conduct of the programme

### •Submission of Progress Reports

A brief report and a copy of the laboratory manual along with relevant details such as name and address of participants, feedback of faculty and participants also to be submitted with the SE&UC to the Kerala Biotechnology Commission/KSCSTE. The laboratory manual for training programme should be made available to the participants at the beginning of the courses. Apart from giving detailed protocols for lab. Exercises / techniques, the manual should also include a brief theory of the practical, abstracts of the lectures illustrations, diagrams, if any to explain the techniques/protocols, references of important research papers published by the course co-ordinator and his group.

### • Progress Monitoring/Review procedure

The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made.

### • Periodic submission of SE & UC

Institutes will be required to furnish statement of expenditure and utilization certificate within 1 month of completion of the course.

## 9. Release of further instalment of grant

The recipient institution shall forward a utilization certificate and audited statement of Expenditure (UC & SE) countersigned by the Head of the Institution to the Chairman, KBC, KSCSTE on completion of the project. The un-utilized portion of the grant amount at the end of the project period shall be refunded to the KSCSTE forthwith by DD in favour of the Member Secretary, KSCSTE payable at Thiruvananthapuram.

## 10. Project Completion Report

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate: not necessary
- Project Closure Certificate: not necessary

## 11. Final review of the Project Report

A brief report and the laboratory manual along with relevant details such as name and address of participants, feedback of faculty and participants also to be submitted with the SE&UC to the Kerala Biotechnology Commission/KSCSTE. The remaining portion of Financial assistance (30%) sanctioned 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 as above..

## 12. General Conditions

The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made. Any form of canvassing shall disqualify the application.

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

**KERALA BIOTECHNOLOGY COMMISSION**

KSCSTE, SasthraBhavan  
Patton, Thiruvananthapuram - 695 004  
Email: biotechkerala@gmail.com

File No:

Name and Address of the P.I:

Title of the Project Proposal:

BIOTECHNOLOGY TRAINING AND WORKSHOP (BTW)  
TERMS AND CONDITIONS

1. Kerala Biotechnology Commission is operating a programme called “Biotechnology Training & Workshop” as a part of Human Resource Development as well as R & D activities in the area of Biotechnology. The main objective of the training programme is to impart hands-on training in techniques in Biotechnology. Besides demonstrating the techniques, participants should be encouraged to carry out the techniques/laboratory exercises themselves. These courses should be designed to train post graduate students, Doctoral students, Post Doctoral students, Young faculty and mid-career Scientists.

2. The maximum grant is Rs. 1.5 lakhs for workshops/ Faculty Talent Promotion programmes involving hands on training with a minimum of 10 working days duration and a minimum of 15 participants. This would include cost of Chemicals, consumables, printing of laboratory manual, TA/DA of external experts, stationary, contingency etc. There is no provision to provide TA/DA to the participants.

3. The schedule of the training programme should be given wide publicity. The information regarding course should be circulated to all the relevant R&D centres/ universities. At least 4 weeks time should be given to the candidates for submitting applications through their institutes. No registration fee/training fee should be charged from the course participants. However a nominal fee can be collected from the participants to meet the cost of food, accommodation and transportation if necessary.

4. Any change in the schedule of the training programme would require prior approval of the Kerala Biotechnology Commission. The laboratory manual for training programme should be made available to the participants at the beginning of the courses. Apart from giving detailed protocols for lab. Exercises / techniques, the manual should also include a brief theory of the practical, abstracts of the lectures illustrations, diagrams, if any to explain the techniques/protocols, references of important research papers published by the course co-ordinator and his group.

5. Partial financial assistance (70% of the total cost) will be released to the Head of the Institution before the date of commencement of training programme. Institutes will be required to furnish statement of expenditure and utilization certificate within 1 month of completion of the course. A brief report and one copy of the laboratory manual along with relevant details such as name and address of participants, feedback of faculty and participants also to be submitted with the SE&UC to the Kerala Biotechnology Commission/KSCSTE. The remaining portion of Financial assistance (30%) sanctioned 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 as above.

6. Unspent balance out of the grant, if any, is to be refunded immediately to the KSCSTE through Demand Draft in favour of Member Secretary, KSCSTE, payable at Trivandrum. In case, audited statement of expenditure/utilization certificate against the grant released earlier by KBC/KSCSTE to conduct such training course by the same Course Co-ordinator or his group has not been furnished or unspent balance, if any, is yet to be returned to KSCSTE, it would not be possible to consider another proposal until the above is cleared.

7. The Principal Investigator should ensure that the conditions stipulated as per the Kerala Biotechnology Commission guidelines are fulfilled and the programme is implemented as per the guidelines and terms and conditions.

We agree to the terms and conditions stated above.

Principal Investigator

Head of Institution

Office Seal

Place:

Date:

## KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY & ENVIRONMENT

Sasthra Bhavan, Pattom Palace P.O., Thiruvananthapuram - 695 004.

### Application for Financial Assistance Workshops/Training Programmes

1. Title of the Workshop:

Name and address of Convenor organizing the programme:  
(Cell No. and E-mail are mandatory)

2. Subject area/s covered:

3. Collaborating Institutions/Organizations (if any):

4. Proposed date/s of the programme with venue details:

5. Importance of the programme with its regional/national significance:

6. Number of participants and experts likely to attend, and the topics of lectures/papers (Please provide detailed schedule of the programme):

7. Estimated expenditure (item-wise statement should be attached):

8. The sources of funding the programme including agencies from which financial assistance is obtained/expected to be obtained, and the quantum of assistance from each agency:

9. Quantum and nature of assistance expected from KSCSTE:

10. Name and address of the Authority of the Agency/ Institution authorized to receive the grant:

11. Whether grant under this scheme has been availed earlier by the organizing agency in the current financial year:  
(If so, provide the date/s and title of the programme and the Council letter No. approving the programme)

### DECLARATION

Place:

Office Seal)

Name & Signature of the  
Convenor

Name and Signature of Head of the Institution

(Office Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>BIOTECHNOLOGY YOUNG ENTREPRENEUR AWARD(BYE)</b>
2.	Beneficiary group	Graduate/post graduate students in Biotechnology and to encourage them to develop biotechnology entrepreneurship
3.	Objectives of the scheme in brief	Biotechnology Young Entrepreneur (BYE) Award programme is aimed to raise awareness of commercialization of bioscience ideas among post graduate students in Biotechnology and to encourage them to develop biotechnology entrepreneurship. This is an annual competition organized along with a workshop. The participants will then develop a Business Plan which will be judged by a panel of experts
4.	Who can apply and Time slot to apply	Students who are pursuing post graduate programmes (including integrated PG degree programmes), doctoral degree, BE or B Tech in Biotechnology or in the area of life sciences related to biotechnology (bioinformatics/Molecular biology/ microbiology/biochemistry/Genetics and/or related subjects) from universities/Institutes in the State of Kerala are eligible to apply.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	The winning teams will be given cash awards. The first prize will be Rs. 1,00,000/-, the 2nd prize will be Rs. 50,000/- and third prize will be Rs. 25,000/-.
7.	Duration of the project	Not applicable
8.	Grant released to whom & mode of release	
9.	Selection process	Each team then will have to make a presentation to a panel of Experts after attending a 3-4 day Entrepreneurship workshop. The panel will evaluate each of the business plans and identify three winning teams.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	



## BIOTECHNOLOGY YOUNG ENTREPRENEUR AWARD(BYE) Guidelines

### 1. Introduction

Biotechnology Young Entrepreneur (BYE) Award programme is aimed to raise awareness of commercialization of bioscience ideas among post graduate students in Biotechnology and to encourage them to develop biotechnology entrepreneurship. This is an annual competition organized along with a workshop. The participants will then develop a Business Plan which will be judged by a panel of experts

### 2. Who can apply?

Students who are pursuing post graduate programmes (including integrated PG degree programmes), doctoral degree, BE or B Tech in Biotechnology or in the area of life sciences related to biotechnology (bioinformatics / Molecular Biology / microbiology / biochemistry / Genetics and/or related subjects) from universities/Institutes in the State of Kerala are eligible to apply

### 3. Time slot to apply?

Applications are invited twice every year - January and July.

### 4. How to apply?

- The applications are to be submitted online when notified.
- The applicants should form a team of five students.
- At least three members in the team of five should be with Life Science background and other members can be from disciplines other than life sciences/Biotechnology. The individual team member may or may not be from the same Institute / University.
- Each team should submit only one entry. A participant can be a member of only one team. Each team has to nominate a member as the team leader and may identify a mentor as guide.
- The Proposals need to be submitted in the core areas of biotechnology which include: Agriculture, Aquaculture, Bio-energy, Biologicals and Applications, Bioprocess Engineering, Biosensors, Drug discovery & Development, Environment, Food, Medical Diagnostics/Devices, Nanobiology/Nanobiotechnology, Nutraceuticals, Vaccines and other related areas. The proposals could be either for a product, service or an application.
- Each team should submit a Concept Note in response to the notification, to the Chairman, Kerala Biotechnology Commission, KSCSTE, Sasthra Bhavan, Pattom, TVPM - 4.

### 5. Apply in prescribed format

- Format for budget proposal - No need of budget (Award programme)
- Attach all relevant documents (viz; endorsement certificate, consent letter, T&C, certificate from head of institution etc.)

### 6. Social Relevance and tangible output

The selection of problem should be societally relevant

### 7. Commercialisation Efforts

The proposals should aim at possible commercialisation of a product / patent

### 8. Maximum grant amount:

The winning teams will be given cash awards by Kerala Biotechnology Commission. The first prize will be Rs. 1,00,000/-, the 2nd prize will be Rs. 50,000/- and third prize will be Rs. 25,000/-.

## 7. Procedure of operation of the scheme.

### •Scrutiny of the Application

An expert panel will evaluate the concept proposals and shortlist 15 teams. These 15 teams will attend a high-quality Entrepreneurship Workshop of 3-4 day's duration that will familiarize them on matters related to starting a business venture like Business Plans, IP & Patenting Strategies, Raising Finance, Business Strategies and HR Practices and other aspects of entrepreneurship development. After the workshop, each team may go back, consult among themselves and with their mentor and will develop a business plan based on their concept and learning experience from the workshop within 3 weeks after the workshop. Each team then will have to make a presentation to a panel of Experts. The panel will evaluate each of the business plans and identify three winning teams.

The winning teams will be given cash awards by Kerala Biotechnology Commission. The first prize will be Rs. 1,00,000/-, the 2nd prize will be Rs. 50,000/- and third prize will be Rs. 25,000/-

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

KERALA BIOTECHNOLOGY COMMISSION (KBC)  
APPLICATION FORM FOR BIOTECHNOLOGY YOUNG ENTREPRENEUR (BYE) AWARD

**Part A (Personal details)**

1. Applicant' s Name (Full name in capital letters):

2. Designation:

3. Address for Communication:

Telephone No. (Office)

Telephone no. (Residence)

Mobile no.

Fax:

Email address:

4. Nationality:

5. Age & Date of Birth:

6. Academic Qualifications (Bachelor' s degree onwards)

Degree awarded	Name of the College / Institute and University	Year	Subject(s) of Specialization	Percentage of Marks

7. Name & Qualifications of the Team members

8. Proposed Business Plan

a. Title of the proposed research work:

b. Summary of proposed research work indicating objectives, Proposed activities, Outcomes/deliverables (Attach separately)

c.Importance of proposed research:

DECLARATION

I affirm that all statements made by me on this format are correct. I understand that any inaccurate or false information will render this application invalid and that, if admitted and awarded Biotechnology young entrepreneurship on the basis of such information, my candidature will be terminated.

Date:

Name & Signature

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>INDUSTRY LINKED BIOTECHNOLOGY RESEARCH SCHEME (IBRS)</b>
2.	Beneficiary group	Faculty / Scientist in Biotechnology
3.	Objectives of the scheme in brief	The Scheme facilitates Academia-Industry interaction by undertaking projects in collaboration with an industrial partner which should result in commercializing the product or process or service.
4.	Who can apply and Time slot to apply	The applicants should be the Scientists and Technologists of R&D Centres / Academic Institutions / Organizations actively involved in biotechnological research with emphasis on areas relating to marine, agriculture, health and environment. The proposals need to be submitted in active collaboration with an industry in which the industrial partner is willing to share 25% of the KBC allocated funds additionally. January and July every year
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	The Maximum grant for a project shall be Rs.40 lakh (Rupees Forty Lakh only) for three years excluding overhead cost and industry share (25%). In addition, the host institution will be eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs. 2 lakh.
7.	Duration of the project	Three years
8.	Grant released to whom & mode of release	Head of institution through electronic fund transfer
9.	Selection process	Initial screening-peer review- and presentation before expert committee for final decision.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## INDUSTRY LINKED BIOTECHNOLOGY RESEARCH SCHEME (IBRS) Guidelines

### 1. Introduction

Kerala Biotechnology Commission under the Kerala State Council for Science, Technology and Environment provides project mode support to facilitate Academia-Industry interaction. The project proposals should be result-oriented with an eye on commercializing the product or process or service that would result from it.

The scheme is to provide financial assistance in the form of grants to Scientists and Technologists of R&D Centres/academic Institutions/Organizations actively involved in biotechnological research with emphasis on areas relating to marine, agriculture, health and environment. The proposals need to be submitted with active collaboration with an industry in which the industrial partner is willing to share 25% of the KBC allocated funds.

### 2. Who can apply ?

The applicants should be the Scientists and Technologists of R&D Centres / Academic Institutions / Organizations actively involved in biotechnological research with emphasis on areas relating to marine, agriculture, health and environment. The proposals need to be submitted in active collaboration with an industry in which the industrial partner is willing to share 25% of the KBC allocated funds.

### 3. Time slot to apply?

Applications are invited twice every year - January and July.

### 4. How to apply?

The applications are to be submitted online when notified.

### 5. Apply in prescribed format

- Format for budget proposal

No	Items	I Year (Rs)	II year (Rs)	III year (Rs)	Total (Rs)
1	Man power a.Project Fellow @ Rs. 22,000/- PM b.Technical assistant @ Rs. 19,000/- PM (other allowances shall not be provided) Subtotal (Manpower)				
2	Consumables				
3	Equipment (Generic Name with minimum required accessories, make & model & Cost in Indian Rupees) Subtotal (Equipment)				
4	Travel (Max. upto Rs 20,000/-)				
5	Contingency (Max. upto Rs 40,000/-)				
6	Sub Total (1-5)				
7	Institutional overhead (10% of the amount subject to a ceiling of Rs. 2 lakhs)				
8	Grand Total (1-7) (Total project Cost)				
9	Budget share from KBC/KSCSTE (limit upto Rs. 40 Lakh only)				
10	Budget share from the collaborating Industry (25%)				

(PI should submit budgetary quotation for the equipment to be purchased under the project. Service tax, Annual Maintenance Contract (AMC) etc. should be included in the budget during project submission and the expenditure has to be met from the project head itself).

### BUDGET DETAILS SHARED BY THE COLLABORATING INDUSTRY

(Please follow the format given in Statement V)

SL No	Items	I Year (Rs)	II year (Rs)	III year (Rs)	Total (Rs)
1	<b>Total Project Cost</b> (Please indicate the amount as mentioned in Statement V)				
2	<b>Budget share from KBC/KSCSTE</b> (limit within Rs. 40 Lakh only)				
3	<b>Budget share from the collaborating Industry (25%)</b>				

### ENDORSEMENT FROM THE HEAD OF INSTITUTION

(To be given on letter head)

Project Title:

1. Certified that the Institute welcomes participation of Shri./Smt/Dr. ....  
..... as the Principal Investigator and Shri./Smt/Dr .....  
..... as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, Co- Investigator will assume the responsibility of the fruitful completion of the project.

2. Certified that the equipment and other basic facilities as enumerated and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.

3. It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be taken in accordance with the instructions issued by IPR cell of KSCSTE and with the approval of Kerala Biotechnology Commission/KSCSTE.

4. Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date: .....

Place: .....

(Office Seal)

ENDORSEMENT FROM THE COLLABORATING INDUSTRY  
(To be given in letter head)

Certified that the project titled..... is proposed in active consultation and collaboration with M/s..... and on behalf of the company, I assure that we will be sharing part of the (.....%) finances required for the successful completion of the project. Also the company will be interested in utilizing the product/know how developed from the project.

Name and Signature:  
Designation:

Company Name:

Date: .....  
Place: .....,

(Seal)

CERTIFICATE FROM THE INVESTIGATOR

Project Title:

1. I/We agree to abide the terms and conditions of the research fund.
2. I/We did not submit the same project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We have enclosed the following materials:

Name and signature of Principal Investigator  
Name and signature Co- Investigator(s) (1)  
(2)

Date : .....  
Place : .....

**6. Social Relevance and tangible output:**

Social Relevance shall be provided along with the proposal.

**7. Commercialisation Efforts:**

Possibility of commercialisation of Lead molecules, pharmacologically relevant products etc can be highlighted.

**8. Maximum grant amount:**

Up to a maximum of Rs. 25 lakh (excluding overhead charges subject to a ceiling of Rs. 2 lakh) for a period not exceeding three years.

**9. Procedure of operation of the scheme.****• Scrutiny of the Application:**

The project proposal will be acknowledged with a reference number and other instructions, if any.

If the project proposal is as per the format and norms of KSCSTE it will be sent to five referees for evaluation. After getting the comments from referees, the project proposals will be placed in the expert committee for final decision.

**• Peer review**

The PI may be called for presentation, if at least three of the five referees are positive. In all the cases, the decision shall be intimated to the PI

**• Presentation before Expert Committee**

The expert committee assesses the content and objectives of the proposed project and recommends the nature and quantum of assistance to be provided to each project. The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

**10. Issuing Sanction Order****• Date of Start of the Project:**

The project becomes operative with effect from the date of sanction order or receipt of funds by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council within one month. It will, in no case be later than one month after the receipt of funds by the Institute.

• For the industrial collaborator who is willing to share 25% of the expenses, a clear statement to this effect needs to be submitted along with endorsement from the Head of Organization. The statement shall clearly mention the extent of financial support and breaking of budget.

**• Submission of Progress Reports (HPR, AR)**

PI shall furnish to KSCSTE the Annual Technical Progress report of the work carried on the project on project-year-basis.

**• Progress Monitoring/Review procedure**

The PI through the implementing Institute will furnish to KBC, the Annual Technical Progress report of the work carried out on the project on an annual basis, not later than completion of 3 months of the project period.

In addition, KBC may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

KBC will also organise Group Monitoring Workshops (GMW) meetings wherein the PIs/ Co-Pis/ research staff are invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any mid-term requests by the PIs for additional grants/



extension in duration etc. are considered by the Council. Subsequent releases of grant would be based on the reviewing and monitoring committee's recommendations.

• **Periodic submission of SE & UC**

The recipient institution shall forward an audited utilization certificate and statement of expenditure (UC & SE) signed by PI and countersigned by the HOI to the effect that the grant has been utilized for the research works for which it was granted, to the Director, KSCSTE. The UC & SE shall be furnished on a project year basis not later than 3 months of completion of the project period. The institution should maintain separate audited accounts for the project.

The subsequent installment of grant would be released annually on the basis of expenditure incurred in the previous project year and expected expenditure in that year.

• **Other necessary conditions as per the scheme**

The request for release of the next installment should be accompanied by the following documents:

- a) Audited Utilization Certificate and Statement of Expenditure for the previous project year (in original or copy if sent earlier)
- b) Latest authenticated Statement of Expenditure including Committed Expenditure and interest accrued if any.
- c) Technical Annual Progress Report

**11. Release of further instalment of grant**

The grants for the project are released on the basis of yearly requirements taking note of the technical progress and expenditure incurred. The first sanction order indicates the budgetary allocation for the entire duration of the project under various heads like Equipment, Manpower, Travel, Consumable, Contingencies, Institutional Over heads, etc. The first instalment of grant (1st year grant) is released along with the first sanction order. Diversion of funds from Equipment, Manpower, etc., is normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior approval of KSCSTE.

**12. Project Completion Report**

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate: attached
- Project Closure Certificate: not necessary

**13. Final review of the Project Report**

On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable us to settle the account:

- a) Final Technical Report in the prescribed format (hard and soft copy)
- b) One page abstract highlighting the outcome.
- c) Consolidated audited statement of expenditure and utilization certificate.
- d) Asset transfer certificate in the prescribed format.
- e) DD/ cheque for any unspent amount drawn in favour of Member Secretary, KSCSTE, Sasthra Bhavan payable at Thiruvananthapuram.
- f) Reprints/copies of papers/patents/articles etc.

The Final Technical Report (FTR) submitted within 6 months after completion of the project shall be evaluated and graded (in 10.0 point scale; 10.0 being the highest grade) by an expert committee. The FTR based on merit shall be graded and top graded project be given award and considered for second phase after presentation. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.0.

The above guidelines provide general information only. KSCSTE reserves the right to review these guidelines and modify them, as and when required. In addition to these, the implementing agency has to follow its own rules and regulations, wherever necessary.

#### 14. Re-appropriation of Funds and Extension details

Re- appropriation of funds within the total budget may be approved based on the recommendation of expert committee. Re-appropriation from man power and equipment will not be normally allowed.

The extension will not be granted normally. In exceptional cases where the work could not be completed, PI should submit request for extension in the prescribed format, 6 months before completing the tenure and the request will be placed before the next expert committee meeting for recommendation and further approval of Council.

#### 15. Guidelines for publication of Research output

- Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from Kerala Biotechnology Commission.
- The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of KBC, KSCSTE.
- Investigators are also requested to patent/publish the outcome of the project work in leading Journals.
- If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

#### 16. General Conditions if any

There should not be a break/ time gap in between the project period. The project has to be done continuously and it will end on expiry of approved duration. Any form of canvassing shall disqualify the application.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA BIOTECHNOLOGY COMMISSION

File No:

Name and Address of the P.I:

Title of the Project Proposal:

### INDUSTRY LINKED BIOTECHNOLOGY RESEARCH SCHEME (IBRS) TERMS AND CONDITIONS

1. Industry Linked Biotechnology Research Scheme is meant to facilitate Academic— Industry interaction. The project proposals should be result — oriented with an eye on commercializing the product or process or service that would result from it. Grants will be paid for specific projects to cover expenditure on man power, equipment, consumables, contingencies and travel.

2. The scheme is to provide financial assistance in the form of grants to Scientists and Technologists of R & D Centers/academic institutions/Organizations actively involved in biotechnological research with emphasis on areas relating to marine, agriculture, health and environment. The proposals need to be submitted with active collaboration with an industry in which the industrial partner is willing to share 25% of the financial requirements. Applications must be endorsed and forwarded by the Head of the institution.

3. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of UC & SE. Audited Utilization Certificate (UC) and Statement of Expenditure (SE) by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges/NGO' s countersigned by Head of the Institution should be submitted on an year to year basis.

4. The Maximum grant for a project shall be Rs. 40 Lakh (Rupees Forty Lakh only) for three years excluding overhead cost. Grants will be paid for specific projects to cover expenditure on various heads like man power (Project Fellow @Rs. 22,000/- p.m. or technical assistant@ Rs.19, 000/-p.m.), acquisition of equipment, consumables, travel, contingency. In addition, the host institution will be eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs. 2 lakh. For the industrial collaborator who is willing to share part of the expenses, a clear statement to this effect needs to be submitted along with the endorsement from the Head of the Organization and should clearly mention the extend of financial support and breaking of budget. However the quantum of funding shall be subject to recommendations of expert committee and approval of the Council. Service Tax, VAT, annual maintenance, Contract (AMC), etc. should be included in the budget during project submission and the expenditure has to be met from the project heads itself.

5. Reallocation of funds within the total outlay and extension to the project period may be approved based on the specific recommendation of the expert committee. However re-appropriation from manpower and equipments will not be normally allowed. The PI should present the request for re-appropriation and extension before the expert committee for approval. Extension of duration of project beyond 6 months will not be granted normally.

6. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.

7. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.

8. All the assets acquired from the grant will be the property of KBC/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 the Council.

9. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.

10. The Institute/ PI will furnish Annual Progress Report of the work on the project on an yearly basis (i.e. if the date of start of a project is 01.01.2019 the first Annual Technical Progress report shall be for the period 01.01.2019 to 31.12.2020, the next will be from 01.01.2020 to 31.12.2021 and so on). In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project, final consolidated Project Completion Report on the work done in the project should be sent to the Council.

11. At the time of seeking further instalment of grant, the Institute/ PI has to furnish the following documents within 3 months of completion of the project period:

- a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original or copy if sent earlier)
- b) Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month.
- c) Technical Annual Progress Report (in detail).

12. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically carried forward, unless otherwise it is specified.

13. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned. In the case of three-year projects, without the audited statement for the first year, the second installment shall not be released. In all cases, the final expenditure statement (audited) and research report

as well as utilization certificate shall be insisted to be submitted within three months of completion of the project.

14. The institute will maintain separate audited accounts for the project. If it is found expedient to keep whole grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further instalment of grant. In the case of Government Institutions/Universities, the interest accrued can be waived.

15. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

16. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

17. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council' s order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

18. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The PI is liable to refund the Grant Amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the council for monitoring/evaluating the progress of the project.

19. The project becomes operative with effect from the date of receipt of Council order or the date on which the fund is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the fund by the Institute.

20. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.

21. Investigators who publish technical/ scientific papers based on the research work done under the project should acknowledge the financial assistance received from the Kerala Biotechnology Commission/KSCSTE. Investigators are also requested to publish the research papers emerging out of the project work in leading Journals with good impact factor.

22. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

23. The Kerala Biotechnology Commission /Research Council may enforce additional guidelines for the operation of IBRS from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.

24. Intellectual property rights on the inventions arising out of the project shall be dealt in accordance with rules of the Council. The know-how generated from the project will be the joint property of the Investigators and KBC/KSCSTE. Transfer of technology generated shall be done in consultation with the Council.

25. Due acknowledgement of Kerala Biotechnology Commission, Kerala State Council for Science, Technology and Environment must be given in all the publications/patents originating from the research work.

26. Projects not operational for more than one year may be treated as closed and the PI should return the money at the earliest.

We agree to the terms and conditions stated above.

Name & Signature of the Principal Investigator:

Name & Signature of the Co-Principal Investigator:

Head of Institution/Nominee with Seal:

Place:

Date:

(Office Seal)

## KERALA BIOTECHNOLOGY COMMISSION

KERALA STATE COUNCIL FOR SCIENCE TECHNOLOGY ENVIRONMENT SASTHRA BHAVAN, PATTOM,  
THIRUVANANTHAPURAM – 695 004  
Email: biotechkerala@gmail.com

### PROFORMA FOR SUBMISSION OF PROJECTS UNDER INDUSTRY LINKED BIOTECHNOLOGY RESEARCH SCHEME (IBRS)

#### I.PROJECT PROFILE

1. Project title
2. Specific area Agriculture/ Marine/ Environment /Health
3. Project duration (months)
4. Total cost (incl. Foreign Exchange)
5. Foreign Exchange component  
Currency/Amount:  
Equivalent Indian Rs:
6. Name and Designation of Principal Investigator (PI)
7. Official address, date of super annuation, E-mail id, Fax no and Mobile no:
8. Name and designation of Co-Investigators  
(No. of Co- Investigators may be limited to two)
9. Official address, date of super annuation E-mail id, Fax no and Mobile no.
10. Institution where work will be carried out (address, telephone, fax)
11. Whether at present the P.I. is receiving / has received financial support from any schemes from Kerala Biotechnology Commission, KSCSTE. If so full particulars of these may be given
  - (a) Name of scheme, duration & date of start
  - (b) Amount sanctioned and released
  - (c) Whether completed.
  - (d) Whether Final Technical Report submitted.
  - (e) Whether account settled (Submit no pending SE/UC certificate in prescribed format
12. Collaborating institution (s) /industry if any (address, telephone, fax) (Attach endorsement from the Head of the collaborating institution/industry and consent of Investigator from the Collaborating Institute.)

#### II. TECHNICAL INFORMATION

- a. Title of the Research proposal
- b. Broad area
- c. Specific area
- d. Precise objectives of the project (Not more than 50 words)
- e. Scientific/Socio economic relevance of the proposal
- f. Direct applications of the results
- g. Scope for product/process development

## STATEMENT I

Abstract (one page)

## STATEMENT II

- Relevance vis-à-vis state needs
- Status: (1) National Status, (2) International status
- Gap areas
- Objectives
- Methodology
- Work plan including time schedule & chart

**STATEMENT III .A.** Biodata of both PI and CoPI(s) should be included in the proposal and is to be submitted as detailed below:

- Name, Designation & Address (including Telephone No, Mob No, email)
- Date of Birth
- Education (Post Graduation onwards & Professional career)

No	Institution	Degree Awarded	Year	Field of Study

- Position and Employment (Starting with the most Recent Employment)

No	Institution	Position	F r o m (Date)	To (Date)

- Honours/Awards
- Professional Experience and Training relevant to the Project
- Publications(Numbers only)
  - Books
  - Research papers
  - General Article
  - Patents
  - Others
- Selected Peer-reviewed Publication (List Ten Best publications in chronological order)
- List maximum of ten recent publications relevant to the proposed area of work
- Details of Ongoing Research Projects

No	Title of the Project	Funding Agency	Amount	Date of Sanction and Duration

- Details of Completed Research projects

No	Title of the Project	Funding Agency	Amount	Date of Completion



**B. Relevance of the study to the knowledge upliftment and product/process development**

**STATEMENT IV**

- a. List of equipment and facility available with the institution/PI.
- b. Details of equipment/facilities indicating free time (%)
- c. Details of equipment required
- d. Self appraisal of the PI to execute the project

**STATEMENT V: BUDGET** (Limit within the following heads and a total amount of Rs. 40 Lakh excluding 10% overhead and company share)

**Budget Details**

No.	Items	I Year (Rs)	II Year (Rs)	III year (Rs)	Total (Rs)
1.	Man power a. Project Fellow @ Rs. 22,000/- PM b. Technical assistant @ Rs.19,000/- PM (other allowances shall not be provided)  <i>Subtotal (Manpower)</i>				
2.	Consumables				
3	Equipment (Generic Name with minimum required accessories, make & model & Cost in Indian Rupees)  <i>Subtotal (Equipment)</i>				
4	Travel (Max. upto Rs 20,000/-)				
5	Contingency (Max. upto Rs 40,000/-)				
6	Sub Total (1-5)				
7	Institutional overhead (10% of the amount mentioned in SL No. 6)				
8	<i>Grand Total (1-7) (Total project Cost)</i>				
9	Budget share from KBC/KSCSTE (limit upto Rs. 40 Lakh only)				
10	Budget share from the collaborating Industry (25%)				

**STATEMENT VI: BUDGET DETAIL SHARED BY THE COLLABORATING INDUSTRY**

(Please follow the format given in Statement V)

No.	Items	I Year (Rs)	II Year (Rs)	III year (Rs)	Total (Rs)
1.	<i>Total Project Cost</i> (Please indicate the amount as mentioned in Statement V)				
2.	Budget share from KBC/KSCSTE (limit within Rs. 40 Lakh only)				
3	<i>Budget share from the collaborating Industry (25%)</i>				

Date  
Place

Name & Signature of PI

(Seal)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>KERALA BIOTECHNOLOGY RE-ENTRY FELLOWSHIP (KBIReF)</b>
2.	Beneficiary group	Well-trained and highly skilled researchers with good track record (Indian nationals) working abroad in various frontier areas in biotechnology
3.	Objectives of the scheme in brief	A fellowship programme to attract well-trained and highly skilled researchers with good track record (Indian nationals) working abroad in various frontier areas in biotechnology (biomedical sciences, agriculture, veterinary science, bioengineering, energy, environment, bioinformatics and other related areas) to research and academic institutions in Kerala, by providing them an attractive opportunity to pursue research and development in biotechnology.
4.	Who can apply and Time slot to apply	<p>The applicant should possess a Ph.D., M.D. or equivalent degree and at least three years of post-doctoral research experience in premier research laboratories abroad with an outstanding track record of research in biotechnology related areas as reflected in publications and other recognitions.</p> <p>Only candidates (Indian nationals) working overseas who are below 45 years of age are eligible. The fellowship is tenable at any reputed institutions in Kerala.</p> <p>January - July every year</p>
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Fellow entitled for a monthly remuneration of Rs. 75,000/- with an annual increase of 3% along with 10% HRA per month Annual research /contingency grant of Rs 7.5 lakh each for first and second year and Rs 5 lakh each for the subsequent 3 years.
7.	Duration of the project	Three years
8.	Grant released to whom & mode of release	Head of institution through electronic fund transfer
9.	Selection process	Screening of application by an expert committee nominated by the Commission. Short listed candidates will have to appear for an interview /presentation which can be either in person or through skype or similar tele-mode
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## KERALA BIOTECHNOLOGY RE-ENTRY FELLOWSHIP (KBIReF) Guidelines

### 1. Introduction

A fellowship programme to attract well-trained and highly skilled researchers with good track record (Indian nationals) working abroad in various frontier areas in biotechnology (biomedical sciences, agriculture, veterinary science, bioengineering, energy, environment, bioinformatics and other related areas) to research and academic institutions in Kerala, by providing them an attractive opportunity to pursue research and development in biotechnology. Applications will be screened by an expert committee and shortlisted candidates are interviewed

### 2. Who can apply ?

- The applicant should possess a Ph.D., M.D. or equivalent degree and at least three years of post-doctoral research experience in premier research laboratories abroad with an outstanding track record of research in biotechnology related areas as reflected in publications and other recognitions.
- Only candidates (Indian nationals) working overseas who are below 45 years of age are eligible. The fellowship is tenable at any reputed institutions in Kerala.

### 3. Time slot to apply ?

Applications are invited twice every year - January and July.

### 4. How to apply ?

The applications are to be submitted online when notified.

### 5. Apply in prescribed format

- Format for budget proposal (Fellowship)

Attach all relevant documents (viz; endorsement certificate (attached), consent letter, T&C, certificate from head of institution etc.)

### 6. Social Relevance and tangible output:

Social Relevance shall be provided along with the proposal

### 7. Commercialisation Efforts:

Possibility of commercialisation of Lead molecules , pharmacologically relevant products etc can be highlighted.

### 8. Maximum grant amount (Fellowship):

Fellow entitled for a monthly remuneration of Rs. 75,000/- with an annual increase of 3% along with 10% HRA per month

Annual research /contingency grant of Rs 7.5 lakh each for first and second year and Rs 5 lakh each for the subsequent 3 years.

Host Institution may provide medical benefits, transport allowance, and other benefits as per the prevailing norms applicable to their employees of the equivalent rank out of their own resources/ funds.

Fellowship is further extendable for another term after evaluation.

### 9. Procedure of operation of the scheme.

#### • Scrutiny of the Application:

The project proposal will be acknowledged with a reference number and other instructions, if any. Applications will be screened by an expert committee consisting of experts nominated by the Commission. Short listed candidates will have to appear for an

interview /presentation which can be either in person or through skype or similar tele-mode. Selected candidates have to execute an agreement accepting the terms and conditions of the Award and must join the Host Institution within three months' time.

• **Peer review**

The K-BiREF Fellow may be called for presentation before an expert Committee.

• **Presentation before Expert Committee (whether RC or RAC)**

The expert committee assesses the content and objectives of the proposed work .The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

## 10. Issuing Sanction Order

### **Date of Start of the Project:**

The project becomes operative with effect from the date of receipt of Council order or the date on which the amount is received by the implementing Institution. This date should be intimated by the Institution authorities/ Fellow to KBC. It will, in no case be later than one month after the receipt of the funds by the Institute.

K-BiREF Fellows could take up fellowship at any of the scientific institutes/ universities in the State of Kerala. However, application should be duly forwarded by the competent authority of the host Institute.Awardees are eligible to apply for research grants to any of the funding agencies towards accomplishment of research proposal. However, there must be a permanent employee of the host institution as Co-Investigator.However, the quantum of funding shall be subject to the recommendations of RC and approval of Council.

• **Submission of Progress Reports**

The Institute/Fellow will furnish Annual Progress Report of the work on the project on an yearly basis.

• **Progress Monitoring/Review procedure**

KBC may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project.

• **Periodic submission of SE & UC**

Audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt./University) and chartered accountant in the case of private institution each year.

• **Conditions if the progress is not satisfactory**

The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The Fellow is liable to refund the Grant Amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with KBC for monitoring/evaluating the progress of the project.

## 11. Release of further instalment of grant

To the HoI through online account transfer - further release as per the recommendation of the Review Committee.

At the time of seeking further instalment of grant, the Institute/ Fellow has to furnish the following documents:

- a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original or copy if sent earlier)
- b) Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month
- c) Technical Annual Progress Report (in detail), if not sent earlier.

## 12. Project Completion Report

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate : not necessary
- Project Closure Certificate : not necessary

## 13. Final review of the Project Report

The final expenditure statement (audited) and research report as well as utilization certificate shall be insisted to be submitted within three months of completion of the project.

- a. Final Technical Report in the prescribed format (and a soft copy)
- b. Consolidated audited statement of expenditure and utilisation certificate
- c. DD/cheque for any un-spent amount with the Institution

## 14. Re-appropriation of Funds and Extension details

The KBiReF fellows will be required to complete the research programme within a period of three years and further extension will not be allowed, in the normal course

## 15. Guidelines for publication of Research output

KBiReF Fellow who publishes technical/ scientific papers based on the research work done under the project should acknowledge the financial assistance received from the Kerala Biotechnology Commission/KSCSTE. Investigators are also requested to publish the research papers emerging out of the project work in leading Journals with good impact factor.

## 16. Guidelines for IP Output generated

Intellectual property rights on the inventions arising out of the project shall be dealt in accordance with rules of the Council. The know-how generated from the project will be the joint property of the Investigators and KBC/KSCSTE. Transfer of technology generated shall be done in consultation with the Council.

Due acknowledgement of -Kerala Biotechnology Commission, Kerala State Council for Science, Technology and Environment must be given in all the publications/patents originating from the research work.

## 17. General Conditions if any

Projects not operational for more than one year may be treated as closed and the Fellow should return the money through official procedures. Cancassing of any form will disqualify the application.

### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA BIOTECHNOLOGY COMMISSION

KSCSTE, SasthraBhavanPattom, Thiruvananthapuram - 695 004

Email: biotechkerala@gmail.com

File No:

Name and Address of the Fellow:

Title of the Project Proposal:

### KERALA BIOTECHNOLOGY RE-ENTRY FELLOWSHIP(K-BiREF) TERMS AND CONDITIONS

1. The aim of this senior level fellowship programme is to attract well-trained and highly skilled researchers with good track record of research (Indian nationals) working abroad in various frontier areas in biotechnology (biomedical sciences, agriculture, veterinary science, bioengineering, energy, environment, bioinformatics and other related areas), by providing them an attractive opportunity to pursue research and development in biotechnology in research and academic institutions in Kerala. It is expected to provide services of highly skilled researchers to augment the scientific manpower in academic and research Institutions in Kerala.
2. The proposals acknowledged by Kerala Biotechnology Commission will have a reference number for future correspondence. Application for grant shall be made to the Chairman, Kerala Biotechnology Commission, KSCSTE, SasthraBhavan, Pattom, Thiruvananthapuram in the prescribed proforma.
3. The applicant should possess a Ph.D., MD. or equivalent degree and at least three years of post-doctoral research experience in premier research laboratories abroad with an outstanding track record of research in biotechnology related areas as reflected in publications and other recognitions. Only candidates (Indian nationals) working overseas (Minimum 2 years) and below 45 years of age are eligible. Those who have already returned to India and are currently working in India are not eligible. However age relaxation of 5 years would be given to scientists belonging to SC/ST/OBC, Women and Physically Handicapped category. Applications must be endorsed and forwarded by the Head of the Institution. The project proposal will include the quantum of assistance required, competence of the scientist who is doing the project and the facilities at the institution where the work is to be carried out.
4. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of UC & SE. Audited Utilization Certificate (UC) and Statement of Expenditure (SE) by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges/NGO's countersigned by Head of the Institution should be submitted on an year to year basis.
5. Each K-BiREF Fellow will be entitled to a consolidated monthly remuneration of Rs. 75,000/ with an annual increase of 3%; in addition, each fellow is entitled to 10% House Rent Allowance per month. In case where host institute provides accommodation to the fellow, no house rent allowance is admissible Annual research /contingency grant of Rs 7.5 lakhs each for first and second year and Rs 5.0 lakhs each for the subsequent 3 years will be paid for purchase of consumables ,reagents, minor equipments , and engaging manpower, to meet travel expenses and other contingent expenditure to be incurred to carry out the proposed research.

6. Host Institution may provide medical benefits, transport allowance, and other benefits as per their prevailing norms as applicable to their employees of the equivalent rank out of their own resources/ funds.
7. Fellows retain an option for drawing either the fellowship or salary if they are appointed at a suitable permanent scientific position. Fellows opting for salary can continue to avail the research /contingency grant with prior approval of the KBC.
8. K-BiREF Fellows could take up fellowship at any of the scientific institutes/ universities in the State of Kerala. However, application should be duly forwarded by the competent authority of the host Institute. Awardees are eligible to apply for research grants to any of the funding agencies towards accomplishment of research proposal. However, there must be a permanent employee of the host institution as Co-Investigator. However, the quantum of funding shall be subject to the recommendations of RC and approval of Council. Service tax, Vat, Annual maintenance Contract (AMC), etc. should be included in the budget during project submission and the expenditure has to be met from the project heads itself. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.
9. The Institute/Fellow will furnish Annual Progress Report of the work on the project on an yearly basis (i.e. if the date of start of a project is 01.01.2019 the first Annual Technical Progress report shall be for the period 01.01.2019 to 31.12.2020, the next will be from 01.01.2020 to 31.12.2021 and so on). In addition, KBC may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project one copy of the final consolidated Project Completion Report on the work done in the project should be sent to KBC.
10. At the time of seeking further instalment of grant, the Institute/ Fellow has to furnish the following documents: a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original or copy if sent earlier); Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month c) Technical Annual Progress Report (in detail), if not sent earlier.
11. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically carried forward, unless otherwise it is specified.
12. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned. In the case of three-year projects, without the audited statement for the first year, the third installment shall not be released. In all cases, the final expenditure statement (audited) and research report



as well as utilization certificate shall be insisted to be submitted within three months of completion of the project.

13. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

14. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

15. For the expeditious implementation of the research project, the fellow will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

16. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The Fellow is liable to refund the Grant Amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with KBC for monitoring/evaluating the progress of the project.

17. The project becomes operative with effect from the date of receipt of Council order or the date on which the grant amount is received by the implementing Institution through online from the council. This date should be intimated by the Institution authorities/ Fellow to KBC. It will, in no case be later than one month after the receipt of the fund by the Institute.

18. If the Fellow to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ fellow will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the Fellow.

19. KBiREF Fellow who publishes technical/ scientific papers based on the research work done under the project should acknowledge the financial assistance received from the Kerala Biotechnology Commission/KSCSTE. Investigators are also requested to publish the research papers emerging out of the project work in leading Journals with good impact factor.

20. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

21. The Kerala Biotechnology Commission /Research Council may enforce additional guidelines for the operation of the KBiREF scheme from time to time and the Institution/ Investigators are required to observe such directions in the conduct of the research work.



22. The Host Institution may assign teaching work as well as permit the fellow to guide Ph. D, M. Phil and M. Sc students for their research work while they are associated with the institution. However, such assignment shall be as per the rules and regulations of the Institution and the Fellow shall accept the instructions from the Head of the Institution as the case may be.

23. Intellectual property rights on the inventions arising out of the project shall be dealt in accordance with rules of the Council. The know-how generated from the project will be the joint property of the Investigators and KBC/KSCSTE. Transfer of technology generated shall be done in consultation with the Council.

24. Due acknowledgement of - Kerala Biotechnology Commission, Kerala State Council for Science, Technology and Environment must be given in all the publications/patents originating from the research work.

25. Projects not operational for more than one year may be treated as closed and the Fellow should return the money through official procedures

We agree to the terms and conditions stated above.

Name & Signature of the KBiREF Fellow

Name & Signature of the Co- Investigator (Permanent Faculty/ Scientist)

Name & Signature of the Head of the Department

Name & Signature of the Head of the Institution with Seal &Place:

Date:

(Office Seal)

## KERALA BIOTECHNOLOGY COMMISSION (KBC)

APPLICATION FOR KERALA BIOTECHNOLOGY RE-ENTRY FELLOWSHIP (K-BIReF)

### Part A (Personal details)

1. Name of Applicant (Full name in capital letters)
2. Designation
3. Address for correspondence

Telephone No. (Office)

Telephone no. (Residence)

Mobile no.

Fax:

Email address

4. Name and address of the Institute where currently working

5. Permanent address

6. Age (as on deadline of submission)

7. Date of birth (DD/MM/YYYY) (Enclose age proof)

8. Nationality

9. a. Area of Specialization

b. Title of the proposed research work

10. Address of the proposed host Institution in Kerala where the fellowship, if awarded is proposed to be availed

11. Letter of consent from the Head of the proposed host Institution

### Part –B (Academic detail)

Academic Qualifications (Bachelor' s degree onwards):

Degree awarded	Name of the College /Institute and University	Year	Subject(s) of specialization	Percentage of marks

**Part-C (Work experience)**

## 1. Post-Doctoral work experience (Latest job first)

Designation/ title	Organisational address	Duration		Total duration in months
		From	To	

## 2. International/National fellowships (CSIR-UGC fellowship, GATE, DBT, ICMR, INSPIRE etc.)

Name of Fellowship	Year of award	Subject

## 3. Awards/honours

## 4. Research publications in indexed journals during the last five years (enclose a list, exclude presentations in seminars/symposia; attach reprints of 5 research papers which you consider the best).

Author, Year	Year of publication	Title of the Paper Name of the Journal,	volume, page

## 5. Patents awarded/Varieties released/Technology developed or transferred

## 6. Membership of Scientific/ Societies/ other Professional bodies:

## 7. Major R&amp;D projects/ programmes implemented during the last 5 years:

a. Completed projects (Please provide title, grant size, duration, funding agency, achievements etc.)

b. Ongoing projects (Please provide title, grant size, duration, funding agency, achievements etc.)

8. Any other relevant information:

**Part-D (Recommendations)**

(Provide three recommendations. One should be of your current supervisor/ mentor (2 recommendations are mandatory)

**Part- E (Details of the proposed research area)**

The relevance of proposed area of research & summary of the proposed work to be carried out (not more than 4 pages) giving salient features including title, objectives, milestones, expected outcome/ deliverables.

1. Proposed area of research
2. Title of the proposed study
3. Summary of proposed research work indicating
  - Objectives
  - Proposed activities
  - Outcomes/deliverables
  - Importance of proposed research

DECLARATION

I affirm that all statements made by me are correct. I understand that any inaccurate or false information will render this application invalid and that, if admitted and awarded Kerala Biotechnology Re-Entry Fellowship on the basis of such information, my candidature will be terminated.

Signature of the applicant

Date:

Place:

Ps. The application has to be forwarded through the institution abroad, where the applicant is currently working.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>BIOTECHNOLOGY POST-DOCTORAL FELLOWSHIP (BPDF)</b>
2.	Beneficiary group	Young researchers with Ph.D. in relevant areas of Biotechnology
3.	Objectives of the scheme in brief	To young researchers who have completed their Ph. D in relevant areas of Biotechnology for promoting independent research mentored by eminent scientists/faculty in reputed institutions.
4.	Who can apply and Time slot to apply	The applicant should possess first class Master's Degree in Life Sciences including Veterinary Science, Agriculture, Forestry, Fisheries or Masters degree in Medicine followed by PhD with biotechnologically relevant aspects with quality publications in indexed (SCI) journals.  January - July every year
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	The Post-Doctoral Fellowship carries an amount of Rs.32,000/- per month + HRA (10%) with an annual contingent grant of Rs.50,000/-. However, those candidates who have submitted thesis for PhD and are awaiting award of PhD, if selected for KBC Fellowship, the fellowship to be paid shall be Rs.22,000/- per month+ 10% HRA (instead of Rs. 32,000/- per month till the degree is awarded).
7.	Duration of the project	Two years
8.	Grant released to whom & mode of release	Head of institution through electronic fund transfer
9.	Selection process	PD Fellows are selected by assessment of their Ph D work carried out, merit of a new project proposal and personal interview by an expert committee.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## BIOTECHNOLOGY POST-DOCTORAL FELLOWSHIP (BPDF) Guidelines

### 1. Introduction (Max 150 words):

Post-Doctoral Fellowship programme is offered to young researchers who have completed their Ph. D in relevant areas of Biotechnology for promoting independent research mentored by eminent scientists/faculty in reputed institutions.

### 2. Who can apply ?

The applicant should possess first class Master's Degree in Life Sciences including Veterinary Science, Agriculture, Forestry, Fisheries or Mastersdegree in Medicine followed by PhD with biotechnologically relevant aspects with quality publications in indexed (SCI) journals. The fellowship is extended to candidates with first class Masters Degree in life science including veterinary science, agriculture, forestry, fisheries or any Masters degree in Medicine, and who have submitted their PhD thesis with quality publications in indexed (SCI) journals.

### 3. Time slot to apply ?

Applications are invited twice every year - January and July.

### 4. How to apply ?

The applications are to be submitted online when notified.

### 5. Apply in prescribed format

- Format for budget proposal (Fellowship)

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#### ENDORSEMENT FROM THE HEAD OF HOST INSTITUTION

(Where the Applicant desires to carry out the Research)

(To be given on letter head)

Project Title:

1. Certified that the Institute welcomes the Research Programme proposed by Dr.....
2. Post Doctoral Fellow as the Principal Investigator and Dr.....  
Institute nominee, as the Scientist Mentor.
3. It is certified that the scientist-mentor assigned for the present study is a permanent employee of the Institute and is left with more than five years of service in the Institute.
4. Certified that the equipment and other basic facilities and other administrative facilities as per terms and conditions of the grant, will be extended to the Post-Doctoral Fellow throughout the duration of the project.
5. Institute assumes to undertake the financial and other management responsibilities of the project.
6. In the unforeseen event of discontinuance of the Fellowship by the Post-Doc Fellow, the matter will be informed to the Council and the Institute will ensure settlement of the grant and termination of the fellowship programme.

Name and Signature of Head of Institution

Date :

Place:

(For University Departments: Registrar, Colleges: Principal, R & D Centers: Director)

(Seal)

## CONSENT FROM SCIENTIST MENTOR

I hereby agree to be the Scientist Mentor for the Post-Doctoral programme entitled .....  
submitted by Dr. ....  
under the 'Post Doctoral Fellowship programme of KBC proposed to be carried out at .....

I also certify that I have more than 5 years of service left in the present institute. I further agree to abide by the guideline of the scheme for the successful implementation of the project.

Place:

Date :

Signature of the Scientist Mentor:

Name & Address:

### 6. Social Relevance and tangible output

Social Relevance shall be provided along with the proposal

### 7. Commercialisation Efforts

Possibility of commercialisation of Lead molecules , pharmacologically relevant products etc can be highlighted.

### 8. Maximum grant amount (Fellowship)

The Post-Doctoral Fellowship carries an amount of Rs.32,000/- per month + HRA (10%) with an annual contingent grant of Rs.50,000/-. However, those candidates who have submitted thesis for PhD and are awaiting award of PhD, if selected for KBC Fellowship, the fellowship to be paid shall be Rs.22,000/- per month+ 10% HRA (instead of Rs. 32,000/- per month till the degree is awarded).

### 9. Procedure of operation of the scheme

#### •Scrutiny of the Application:

The project proposal will be acknowledged with a reference number and other instructions, if any.

PD Fellows are selected by assessment of the Ph D work carried out, merit of a new project proposal and personal interview by an expert committee.

#### • Peer review

The PD Fellow may be called for presentation before an expert Committee.

#### • Presentation before Expert Committee (whether RC or RAC)

The expert committee assesses the content and objectives of the proposed work .The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

### 10. Issuing Sanction Order

#### •Date of Start of the Project

The PD Fellow should join in a suitable institution under the Council or any R&D Institution/University other than his/her parent institution so as to get exposure in a new research environment. If the parent institution is selected, the same has to be justified in terms of the smooth implementation of the research work, with reasons thereof.

#### 1.Submission of Progress Reports

A progress report of the work has to be submitted to the KSCSTE/KBC once in every three

months with the remarks of the Head of Institution where they are undertaking research. In addition, annual progress reports with technical / scientific details of the work accomplished will be submitted at the end of each year.

- **Progress Monitoring/Review procedure**

- **Periodic submission of SE & UC**

Audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt./University) and chartered accountant in the case of private institution each year.

### 11. Release of further instalment of grant

to the HoI through online account transfer - further release as per the recommendation of the Review Committee.

The subsequent instalments will be disbursed by KSCSTE/KBC only after receiving satisfactory progress reports and audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt./University) and chartered accountant in the case of private institution.

### 12. Project Completion Report

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate : not necessary
- Project Closure Certificate : not necessary

### 13. Final review of the Project Report

On completion of the tenure of fellowship the PD fellow must submit detailed consolidated report of research work done during the entire period of fellowship and audited statements of expenditure to the KSCSTE/KBC.

- a. Final Technical Report in the prescribed format (a soft copy too)
- b. Consolidated audited statement of expenditure and utilisation certificate
- c. DD/cheque for any un-spent amount with the Institution

### 14. Re-appropriation of Funds and Extension details

The PD fellowship will be purely on contract basis and will not be eligible for any service benefits. The PD fellows will be required to complete the research programme within a period of two years and further extension will not be allowed, in the normal course.

### 15. Guidelines for publication of Research output

The PD fellow shall inform KSCSTE/KBC about any achievements, patents and submission/publication of any research paper arising out of the research work done during the tenure of the PD fellowship.

Due acknowledgement of KSCSTE/KBC shall be given in all the publications/patents emanating from the research work.

### 16. General Conditions

PD fellows availing any other source of financial assistance/stipend from other state/central funding agencies will not be simultaneously eligible for KBC PD fellowship. The PD fellow should furnish an undertaking to the effect that he/she is not availing financial assistance stipend from any other source simultaneously. Canvassing of any form will disqualify the application.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
Email: mail.kscste@kerala.gov.in



**Kerala Biotechnology Commission**  
POST DOCTORAL FELLOWSHIP (PDF) TERMS & CONDITIONS

1. The fellowship will be termed as “KBC Post Doctoral Fellowship” .
2. Applications will be invited from Ph D degree holders/those who submitted Ph D thesis in any of the science branches with at least one patent or research publication in a reputed referred journal.
3. Each selected Post Doctoral (PD) Fellow will be eligible for a monthly fellowship of the Rs. 32,000/-p.m. +HRA (10%) with an annual contingent grant of Rs.50,000/-.
4. PD Fellows are selected by assessment of the Ph D work carried out, merit of a new project proposal and personal interview by an expert committee.
5. Candidates must produce an undertaking from any of the recognized research centers/departments/ institutes of the Kerala State (or outside Kerala State with justification in terms of the smooth implementation of the research work) stating that they will extend all facilities for the particular PD Fellow in the concerned laboratory/institute. He/She may be attached to a senior investigator.
6. The PD Fellow should join in a suitable institution under the Council or any R&D Institution/University other than his/her parent institution so as to get exposure in a new research environment. If the parent institution is selected, the same has to be justified in terms of the smooth implementation of the research work, with reasons thereof.
7. PD Fellowship will be released in advance in lump sum each year through the institution in which the research is carried out. The fund should be utilized only for the purpose for which it has been sanctioned. The interest accrued if any will have to be reflected in the statement of expenditure, which will be adjusted from the subsequent years’ grant.
8. The amount should be drawn by the Institution and released to the PD Fellow only through online. A separate cashbook should be maintained for the purpose by the institution, which will be open for scrutiny of KSCSTE or any agency deputed by the KSCSTE. Receipt and Expenditure relating to the PD fellowship should be entered in the Cash Book simultaneously with the transactions. Balance amount with interest accrued if any in the account should be mentioned in the Utilization Certificate and will be adjusted against future release. Unutilized amount at the completion/termination of PD fellowship will be refunded with interest to KSCSTE.
9. A progress report of the work has to be submitted to the KSCSTE/KBC once in every three months with the remarks of the Head of Institution where they are undertaking research.
10. In addition, annual progress reports with technical / scientific details of the work accomplished will be submitted at the end of each year. The subsequent installments will be disbursed by KSCSTE/KBC only after receiving satisfactory progress reports and audited statement of expenditure & Utilization Certificate from the Head of institution (for Govt./University) and chartered accountant in the case of private institution. On completion of the tenure of fellowship the PD fellow must submit detailed consolidated report of research work done during the entire period of fellowship and audited statements of expenditure to the KSCSTE/KBC.

11. The PD fellowship will be purely on contract basis and will not be eligible for any service benefits. The PD fellows will be required to complete the research programme within a period of two years and further extension will not be allowed, in the normal course.

12. No PD fellow shall discontinue his/her PD fellowship without prior approval of KSCSTE/KBC. In case he/she wishes to discontinue the fellowship prior to completion of the tenure, he/she must submit the resignation to the KSCSTE/KBC through the Guide, indicating specific reasons for not continuing the PD fellowship. The PD fellowship shall cease from the date stipulated in the letter approving the resignation. The PD fellows who thus resigned must send a detailed consolidated report of the research work done during the period of PD fellowship and audited financial statements through the Guide to KSCSTE, within one month of accepting the resignation.

13. The PD fellow shall inform KSCSTE/KBC about any achievements, patents and submission/publication of any research paper arising out of the research work done during the tenure of the PD fellowship.

14. Due acknowledgement of KSCSTE/KBC shall be given in all the publications/patents emanating from the research work.

15. PD fellows availing any other source of financial assistance/stipend from other state/central funding agencies will not be simultaneously eligible for KBC PD fellowship. The PD fellow should furnish an undertaking to the effect that he/she is not availing financial assistance stipend from any other source simultaneously.

Name of the PD Fellow Signature with date

Name of the Mentor Signature with date

Name of Head of the Institution Signature with date

(Round Seal)

## KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

APPLICATION FOR KBC-KSCSTE PRE-PDF /POST-DOCTORAL FELLOWSHIP

[A Programme for Ph.D. holders to pursue independent research and to develop career as scientists]

### SECTION – A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Postal address for correspondence:

3. Telephone- Mob: \_\_\_\_\_ Land line: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. Permanent address:

5. Age and Date of Birth:  
(Upload documentary proof)

6. Are you Keralite by origin/domicile:  
(Upload documentary proof)

7. Married/Unmarried:

8. Whether you are applying for Pre-PDF: Yes/No

9. Academic record (from Masters' Degree onwards) (Upload proof of certificates of qualifying Degrees)

No.	Degree awarded	Institute/University	Period (From - to)	Subject	% of Marks	Year of award of degree

10. Scholarships, Medals, Awards, Prizes Distinctions or Honours received:

11. Whether passed NET/GATE/ICAR/ICMR/KSCSTE Research Fellowship:  
If yes, indicate Name of the Examination, Year and Rank:

12. Give details of previous employment, if any: (Upload copies of experience certificate issued by The competent authority)

No.	Name of the employer	Designation	Duration	Nature of work

13. Give details of research experience, if any: (Upload documentary proof)

No.	Name of the employer	Designation	Duration	Nature of work

14. (a) Research output: (Numbers only)

Publications in peer reviewed journals		Books	Chapters		
National	International			Natioal	International

(b) Cumulative impact factor of all publications: ..... (c). No. of citations:

(d) Details of patents (if any):

No.	National	International	Year

(d) Details of Research Publications in SCI journals: (upload best 3 recent publications)

No.	Authors	Name of the Journal/ Year, Volume	Title of the paper published	Current impact factor of the journal

15. Research fellowship received (if any):

Name of the fellowship	Sponsoring agency	Duration		Amount of Grant Received	Name of the host institute
		From	To		

16. Have you awarded KBC Post-Doctoral Fellowship, KSCSTE PDF or Back-to-Lab PDF from KSCSTE?: Yes/No  
If so give details

Name of Fellowship	Period	Amount of support sought	Name of host institute

17. Details of Ph.D work

- (i) Title of the PhD thesis:
- (ii) Name of the R & D Institute/University Dept. /College where you have done the Ph.D. work:  
(Enclose Ph.D. Synopsis- content not exceeding 300 words)
- (iii) Date of award of Ph.D:
- (iv) Name of the Supervising Teacher:
- (v) Specialization:

Subject	Area	Field of specialisation

18. Are you currently doing Post-Doctoral Research of any funding agency, if yes give details:

19. Name and address of two referees from whom the testimonials attached (one shall be your PhD guide

- 1. ....
- 2. ....

## SECTION – B: DETAILS OF THE R&D PROJECT

### I. Project Profile

1. Title of the proposed research project:

(The applicant should select a topic addressing a specific problem rather than going for a broad and vague area. Topics on specific issues that have relevance to the developmental issues of Kerala will be given priority)

2. Area of specialization:

4. Institution where work is proposed to be carried out: (Name, address, Tel No., e-mail etc.)

[I. THE CANDIDATE SHOULD CHOOSE AN INSTITUTION OTHER THAN THEIR PH. D. RESEARCH CENTRE.

II. THE RESEARCH CENTRE SHOULD BELONG TO THE CATEGORY OF R&D INSTITUTIONS (NATIONAL/STATE LEVEL)/ UNIVERSITY DEPARTMENTS/AFFILIATED COLLEGES]

5. Details of the Scientist Mentor with whom the candidate proposes to carry out the work:

(Name, Designation, Address, E-mail and contact numbers)

6. Proposed duration of the programme (not to exceed 2 years).

### II. Technical Information

1. Abstract of the proposed work (limit to 300 words)

2. National and international status

3. Gap areas of the proposed work

4. Objectives and Scope of the work

5. Work plan/Methodology (including time schedule & chart)

6. Expected deliverables/outcome

7. Significance of the expected outcome with respect to the latest in the field and its utility if any specific to the socio-economic or developmental scenario of the State of Kerala

8. Relevance of the study to the knowledge uplift

9. Scope for technology transfer and adaptation if applicable

10. Facilities available in the Host Institution for the proposed Post-Doctoral research programme.

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### DECLARATION BY THE APPLICANT

1. I, Dr.....agree to abide by the terms and conditions of the KBC-Post Doctoral Fellowship/Pre-PDF Scheme.

2. I have explored and ensured that equipment and basic facilities in the Institution will actually be available as and when required for the purpose of the work.

3. I have not availed Post-Doctoral Fellowship in KSCSTE.

4. I AFFIRM that all statements and documents submitted along with this application are correct. I UNDERSTAND that any inaccurate or false information will render this application invalid and that, if admitted and awarded KBC-PDF on the basis of such information, my candidature will be terminated. I also understand that I have to undertake the agreement, in prescribed format with KSCSTE for fulfilling the conditions necessary for awarding the Post-Doctoral Fellowship, if selected.

Place

Signature:

Date:

Name & Address:

## KBC Post Doctoral/Pre-Post Doctoral Fellowship

### Eligibility requirements

- Applicant should be of Kerala origin
- Age limit: 40 years
- Applicant should have qualified Ph.D as on the date of application.
- Applicant should have chosen an institution anywhere in India belonging to the category of R&D institutions (National/State level)/ University Departments/Affiliated Colleges [The proposed research centre should be different from that in which the applicant has completed their Ph.D Programme].
- Applicant should not be receiving any fellowship or grant from any other source.
- Those who have already availed one Post-Doctoral Fellowship from KSCSTE or elsewhere are not eligible to apply for a second PDF.
- Scientist mentor should have at least 4 more years of service left in the Institution.
- Candidates should have published at least one research paper in Science Citation Indexed Journal or one patent.

### Supporting Documents for satisfying eligibility norms: (to upload)

1. Proof on Kerala nativity
2. Date of Birth
3. Ph.D Certificate
4. P.G Mark list and Certificate
5. Best 3 reprints
6. Experience certificate
7. Biodata of the candidate
8. Biodata of the mentor
9. Testimonial

### Other signed documents

1. Declaration by the Applicant (in specified format)
2. Consent from Scientist Mentor (in specified format)
3. Endorsement form HoI(in specified format)

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>YOUNG INVESTIGATORS PROGRAMME IN BIOTECHNOLOGY (YIPB)</b>
2.	Beneficiary group	Young Faculty / Scientist in Biotechnology
3.	Objectives of the scheme in brief	To support young researchers in biotechnology in emerging and frontline areas of research in any branch of biotechnology related to medical, agriculture, veterinary, environment, marine, industrial or bioresources.
4.	Who can apply and Time slot to apply	The applicant should possess (a) PhD in any branch of Life Sciences (b) Three years Post- Doctoral experience in Biotechnology and (c) The candidate should be less than 40 years of age. Five years relaxation in age would be available to scientists belonging to SC/ST/OBC, Women and Physically Handicapped category.  January - July every year
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Maximum support up to Rs. 30 lakhs (excluding overhead charges @ 10% of the project cost subject to a ceiling of Rs. 1.5 lakhs) for a period not exceeding three years.  Young Scientists without fellowship / salary are eligible for a lump sum fellowship of Rs. 35,000/- per month, in addition to the support for travel, contingency, consumables and minor equipment. Principal Investigator having regular position can seek manpower.
7.	Duration of the project	Three years
8.	Grant released to whom & mode of release	Head of institution through electronic fund transfer
9.	Selection process	Initial scrutiny & Peer review by five referees. After getting the comments from referees, the project proposals will be placed in the expert committee for final decision.
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached



## YOUNG INVESTIGATORS PROGRAMME IN BIOTECHNOLOGY (YIPB) Guidelines

### 1. Introduction

Kerala Biotechnology Commission under the Kerala State Council for Science, Technology and Environment provides project mode support to young researchers through Young Investigators Programme in Biotechnology (YIPB) to provide quick research support to pursue their ideas in newly emerging and front-line areas of research in Biotechnology. Proposals can be submitted in any branch of biotechnology related to medical, agriculture, veterinary, environment, marine, industrial or bioresources. Post-Doctoral students/ Research Associates not having permanent positions can also be Principal Investigator provided a senior faculty/scientist holding permanent positions shall associate as Co-Principal Investigator.

### 2. Who can apply ?

The applicant should:

- (a) possess PhD in any branch of Life Sciences
- (b) have three years Post- Doctoral experience in Biotechnology and
- (c) be less than 40 years of age

Age relaxation of 5 years would be given to scientists belonging to SC/ST/OBC, Women and Physically Handicapped category.

### 3. Time slot to apply ?

Applications are invited twice every year - January and July.

### 4. How to apply ?

The applications are to be submitted online when notified.

### 5. Apply in prescribed format

- Format for budget proposal

No	Item	Year I	Year II	Year II	Total
A.	Recurring				
1.	*Fellowship @Rs. 35,000/- PM- **Manpower				
2.	Consumables				
3.	Travel				
4.	Contingency				
B.	Non-Recurring				
5	Equipment (Generic Name with minimum required accessories, make & model & Cost in Indian Rupees)				
	Sub-total				
6.	Overhead charge				
	GRAND TOTAL				
<p>*Applicable to Scientists having no regular employment or not drawing any fellowship/salary during the project tenure.</p> <p>** Project Fellow @Rs. 22,000/- per month &amp; Technical Assistant Rs 19,000/- per month - Applicable for researchers holding regular position.</p>					

(PI should submit budgetary quotation for the equipment to be purchased under the project. Service tax, Annual Maintenance Contract (AMC) etc. should be included in the budget during project submission and the expenditure has to be met from the project head itself)

### Endorsement from the Head of Institution

(To be given on letter head)

Project Title:

1. Certified that the Institute welcomes participation of Dr..... as the Principal Investigator for the project.
2. Certified that the equipment and other basic facilities as enumerated and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date:

Place:

(Seal

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### Certificate from the Investigator

Project Title:

1. I agree to abide the terms and conditions of the research fund.
2. I did not submit the project proposal elsewhere for financial support.
3. I have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the projects. I shall not request financial support under this project, for procurement of these items.
4. I undertake that spare time on permanent equipment will be made available to other users.

Name and signature of Principal Investigator

Date:

Place:

## 6. Social Relevance and tangible output:

Social Relevance shall be provided along with the proposal.

## 7. Commercialisation Efforts:

Possibility of commercialisation of Lead molecules, pharmacologically relevant products etc can be highlighted.

## 8. Maximum grant amount:

Up to a maximum of Rs. 30 lakh (excluding overhead charges subject to a ceiling of Rs. 1.5 lakh) for a period not exceeding three years.

## 9. Procedure of operation of the scheme.

### • Scrutiny of the Application:

The project proposal will be acknowledged with a reference number and other instructions, if any.

If the project proposal is as per the format and norms of KSCSTE it will be sent to five referees for evaluation. After getting the comments from referees, the project proposals will be placed in the expert committee for final decision.

### • Peer review

The PI may be called for presentation, if at least three of the five referees are positive. In all the cases, the decision shall be intimated to the PI

### • Presentation before Expert Committee (whether RC or RAC)

The expert committee assesses the content and objectives of the proposed project and recommends the nature and quantum of assistance to be provided to each project. The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

## 10. Issuing Sanction Order

### • Date of Start of the Project

Once the project is sanctioned, PI should intimate the Date of Start of the Project, Details of the Project personnel recruited and copy of Appointment Order, Specifications and Quotation of the equipment purchased, Purchase procedures followed by the implementing institution.

### • Submission of Progress Reports (HPR, AR)

PI shall furnish to KSCSTE the Annual Technical Progress report of the work carried on the project on project-year-basis.

### • Progress Monitoring/Review procedure

KSCSTE may designate Scientist/ Specialist or a panel of experts 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 Panel of Expert during the time of their visit.

KSCSTE may also organise Group Monitoring Workshops wherein the PIs and research staff will be invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any mid-term requests by the PIs for additional grants/ extension in duration etc. are considered by KSCSTE. Subsequent releases of grant would be based on the reviewing and monitoring committee's recommendations.

### • Periodic submission of SE & UC

The recipient institution shall forward audited financial statements - Utilization Certificate (UC) and Statement of Expenditure (SE) countersigned by the HOI to the effect that the grant has been utilized for the research works for which it was granted. If the PI do not submit Annual Progress Report and audited financial statements in time, the grant in the subsequent year will not be released

**11. Release of further instalment of grant**

The grants for the project are released on the basis of yearly requirements taking note of the technical progress and expenditure incurred. The first sanction order indicates the budgetary allocation for the entire duration of the project under various heads like Equipment, Manpower, Travel, Consumable, Contingencies, Institutional Overheads, etc. The first instalment of grant (1st year grant) is released along with the first sanction order. Diversion of funds from Equipment, Manpower, etc., is normally not allowed. However, any reallocation/ re-appropriation of grants under different heads require prior approval of KSCSTE.

**12. Project Completion Report**

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate
- Project Closure Certificate: not necessary

**13. Final review of the Project Report**

On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable us to settle the account:

- a. Final Technical Report in the prescribed format with the soft copy to biotechkerala@gmail.com
- b. Consolidated audited statement of expenditure and utilisation certificate
- c. List of assets/ equipment in the prescribed format
- d. DD/cheque for any un-spent amount with the Institution
- e. Certificate from the Head of Institution to the effect that all the equipment purchased has been handed over to the Institution.

The Final Technical Report (FTR) submitted within 6 months after completion of the project shall be evaluated and graded (in 10.0 point scale; 10.0 being the highest grade) by an expert committee. The FTR based on merit shall be graded and top graded project be given award and considered for second phase after presentation. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.0.

The above guidelines provide general information only. KSCSTE reserves the right to review these guidelines and modify them, as and when required. In addition to these, the implementing agency has to follow its own rules and regulations, wherever necessary.

**14. Re-appropriation of Funds and Extension details**

Re-appropriation of funds within the total budget may be approved based on the recommendation of expert committee. Re-appropriation from man power and equipment will not be normally allowed.

The extension of duration of the project will not be granted normally. In exceptional cases where the work could not be completed within the stipulated time, PI should submit request for extension in the prescribed format, 6 months before completing the tenure. The final decision will be based on the recommendations of the expert committee.

**15. Guidelines for publication of Research output**

- i). Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from Kerala Biotechnology Commission.
- ii) The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) without prior approval of KBC, KSCSTE.

- iii) Investigators are also requested to patent/publish the outcome of the project work in leading Journals.
- iv) If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

#### 16. General Conditions if any

There should not be a break/ time gap in between the project period. The project has to be done continuously and it will end on expiry of approved duration. Canvassing of any form will cause disqualification of the application.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

## KERALA BIOTECHNOLOGY COMMISSION

File No:

Name and Address of the P.I:

Title of the Project Proposal:

### YOUNG INVESTIGATORS PROGRAMME IN BIOTECHNOLOGY (YIPB) TERMS AND CONDITIONS

1. The scheme is implemented by Kerala Biotechnology Commission, KSCSTE to provide quick research support to young scientists to pursue their bright ideas in newly emerging and front line areas of research in Biotechnology. Grants will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.

2. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of UC & SE. Audited Utilization Certificate (UC) and Statement of Expenditure (SE) by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges/NGO's countersigned by Head of the Institution should be submitted on an year to year basis.

(a) The total funding provided is up to a maximum of Rs. 30 lakh (excluding overhead charges subject to a ceiling of Rs. 1.5 lakh) for a period not exceeding three years. If the proposed objectives can be achieved in less than three years, the budget may be reduced accordingly. Young Scientists not drawing any other fellowship/salary are eligible for a lump sum fellowship of Rs. 35,000/- per month from the grants, which also can cover other areas such as travel, contingency, consumables and minor equipments. In cases, where the applicant is holding a regular position, he/she either can seek manpower at junior level (Project Fellow @ Rs. 22,000/- pm, Technical Assistant@ Rs. 19,000/-pm etc.) or can opt himself/herself as Research Scientist in the scheme and can avail the above fellowship. But either the salary or the fellowship, only one can be availed at a time. Overhead Charges @ 10% of the project cost subject to a ceiling of Rs. 1.5 lakh will be provided to the implementing institution over and above the project cost. The quantum of funding shall be subject to the recommendations of the expert committee and approval of Council. Service tax, Annual maintenance Contract (AMC), etc. should be included in the budget during project submission and the expenditure has to be met from the project heads itself.

(b) Reallocation of funds within the total outlay and extension to the project period may be approved based on the specific recommendation of the expert committee. However re-appropriation from manpower and equipments will not be normally allowed. The PI should present the request for re-appropriation and extension before the expert committee for approval. Extension of duration of project beyond 6 months will not be granted normally.

(c) The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.

Name & Signature of the PI

3. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.
4. All the assets acquired from the grant will be the property of KBC/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 the Council.
5. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
6. The Institute/ PI will furnish Annual Progress Report of the work on the project on an yearly basis (i.e. if the date of start of a project is 01.01.2019 the first Annual Technical Progress report shall be for the period 01.01.2019 to 31.12.2020, the next will be from 01.01.2020 to 31.12.2021 and so on). In addition, the Council may designate Scientist / Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project, final consolidated Project Completion Report on the work done in the project should be sent to the Council.
7. At the time of seeking further instalment of grant, the Institute/ PI has to furnish the following documents within 3 months of completion of the project period:
  - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original or copy if sent earlier)
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month
  - c) Technical Annual Progress Report (in detail)
8. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. In the case of project duration exceeding one year, the amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically carried forward, unless otherwise it is specified.
9. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned. In the case of three-year projects, without the audited statement for the first year, the second installment shall not be released. In all cases, the final expenditure statement (audited) and research report as well as utilization certificate shall be insisted to be submitted within three months of completion of the project.

Name & Signature of the PI

10. The institute will maintain separate audited accounts for the project. If it is found expedient to keep whole grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further instalment of grant. In the case of Government Institutions/Universities, the interest accrued can be waived.

11. The institute will 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 institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

12. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions (for leave, TA/DA etc.) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

13. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council' s order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

14. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. The PI is liable to refund the Grant Amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the council for monitoring/evaluating the progress of the project.

15. The project becomes operative with effect from the date of receipt of Council order or the date on which the fund is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the fund by the Institute.

16. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.

17. Investigators who publish technical/ scientific papers based on the research work done under the project should acknowledge the financial assistance received from the Kerala Biotechnology Commission/KSCSTE. Investigators are also requested to publish the research papers emerging out of the project work in leading Journals with good impact factor.

18. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

Name & Signature of the PI



19. The Kerala Biotechnology Commission /Research Council may enforce additional guidelines for the operation of the YIPB scheme from time to time and the Institution/ Investigators are required to observe such directions in the conduct of the research work.

20. Intellectual property rights on the inventions arising out of the project shall be dealt in accordance with rules of the Council. The know-how generated from the project will be the joint property of the Investigators and KBC/KSCSTE. Transfer of technology generated shall be done in consultation with the Council.

21. Due acknowledgement of Kerala Biotechnology Commission, Kerala State Council for Science, Technology and Environment must be given in all the publications/patents originating from the research work.

22. Projects not operational for more than one year may be treated as closed and the PI should return the money at the earliest.

We agree to the terms and conditions stated above.

Name & Signature of the Principal Investigator

Head of Institution/Nominee with Seal

Place:

Date:

(Office Seal)

## KERALA BIOTECHNOLOGY COMMISSION

### PROFORMA FOR SUBMISSION OF PROJECTS UNDER YOUNG INVESTIGATOR'S PROGRAMME IN BIOTECHNOLOGY (YIPB)

#### I PART I. GENERAL INFORMATION

1. Name of the Principal Investigator (PI)
2. Designation & Institutional Address of the PI
3. Contact details
  - a. Phone No.
  - b. Mobile No.
  - c. E. mail.
4. Name of the Institute/University submitting the Project Proposal
5. Project Title
6. Specific Area
7. Duration (years)
8. Total Cost of the Project (Rupees)
9. Is the Project Single Institutional or Multiple Institutional? (Single/Multiple)
10. If the project is multiple Institutional, please furnish the following
  - a. Name of the Co-PI
  - b. Affiliation and Address
11. Scope of the work indicating anticipated product and processes
12. Project Summary with relevance and the expected outcome (Not to exceed One page)

#### II PART II. PARTICULARS OF INVESTIGATOR (S)

1. Name of the Principal Investigator
  - a. Date of Birth
  - b. Designations and Address (including Telephone No, Mob No and email)
  - c. Number of Projects being handled at present
2. Name of the Co-Investigator
  - a. Date of Birth
  - b. Designations and Address (including Telephone No, Mob No and email)
  - c. Number of Projects being handled at present

#### III PART III. TECHNICAL DETAILS OF THE PROJECT

- (a) Introduction (not to exceed 2 pages or 1000 words)
- (b) Rationale of the Study
- (c) Hypothesis
- (d) Current Status of research and development in the work (both international and national)

- (e) Relevance and expected Outcome of the proposed study
- (f) Preliminary work done so far if any
- (g) Specific Objectives (in brief indicating the methods to be followed for achieving the objective and verifiable indicators of progress should follow each specific objective)
- (h) Work Plan (methodology/experimental design to accomplish the stated aim)
- (i) Connectivity of the participating institutions and investigator if any
- (j) Alternate strategy if any (if the proposed experimental design or method does not work what is the alternate strategy)
- (k) Time Lines (Please provide quantifiable outputs)

Period of study (Target Months)	Achievable

- (l) Name and address of five experts in the field

#### IV PART IV. BUDGET PARTICULARS

(Please give justification for each head separately)

No	Item	Year I	Year II	Year II	Total
A.	Recurring				
1.	*Fellowship @Rs. 35,000/- PM- **Manpower				
2.	Consumables				
3.	Travel				
4.	Contingency				
B.	Non-Recurring				
5	Equipment (Generic Name with minimum required accessories, make & model & Cost in Indian Rupees)				
	Sub-total				
6.	Overhead charge				
	GRAND TOTAL				
<p>*Applicable to Scientists having no regular employment or not drawing any fellowship/salary during the project tenure.</p> <p>** Project Fellow @Rs. 22,000/- per month &amp; Technical Assistant Rs 19,000/- per month - Applicable for researchers holding regular position.</p>					

#### V PART V. DETAILS OF EXSITING FACILITY

(Resources and other Information)

- 1. Laboratory
  - a. Manpower
  - b. Equipment
- 2. Other resources such as Clinical Material, Animal House facility, pilot plant facility etc

**PART VI. PROFORMA FOR BIOGRAPHICAL SKETCH OF INVESTIGATORS**

(Provide the following information for the key personnel both of PI and Co-PI in the order listed on PART II)

- a. Name, Designation & Address
- b. Date of Birth
- c. Whether belonging to the category SC/ST
- d. Education (Post Graduation onwards & Professional career)

No.	Institution	Degree Awarded	Year	Field of Study

- e. Position and Employment (Starting with the most Recent Employment)

No.	Institution	Position	From (Date)	To (Date)

- f. Honours/Awards

- g. Professional Experience and Training relevant to the Project

- h. Publications (Numbers only)

1. Books
2. Research papers
3. General Article
4. Patents
5. Others

- i. Selected Peer-reviewed Publication (List Ten Best publications in chronological order)

- j. List maximum of five recent publications relevant to the proposed area of work

- k. Details of Ongoing Research Project

No.	Title of the Project	Funding Agency	Amount (Rs.)	Date of Sanction and Duration

- l. Details of Completed Research projects

No.	Title of the Project	Funding Agency	Amount (Rs.)	Date of Completion

Place Date

Name & Signature of PI/CoPI

## PARTVIII. DECLARATION /CERTIFICATION

- a) This is to certify that Dr..... the PI/Co-PI in the Project entitled “.....  
.....will assume full responsibility for implementing the project
- b) The research work proposed in the scheme/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- c) The same project proposal has not been submitted to any other agency for financial support.
- d) The date of appointment starts from the date on which the University/Institute receives the project fund from the Kerala Biotechnology Commission/KSCSTE and the emoluments for the manpower proposed are as per the rules of KBC, KSCSTE.
- f) The Investigator will be governed by the rules and regulations of the University/ Institute and will be under administrative control of the University/ Institute for the duration of the project.
- g) The grant-in-aid by the KSCSTE will be used to meet the expenditure on the project and for the period for which the project has been sanctioned as indicated in the sanction letter/ order.
- h) No administrative or other liability will be attached to the Kerala Biotechnology Commission/KSCSTE at the end of the project.
- i) The University/ Institute will take into its books all assets received under this sanction and its disposal would be at the discretion of Kerala Biotechnology Commission/KSCSTE.
- j) It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be taken in accordance with the instructions issued by IPR cell of KSCSTE and with the approval of Kerala Biotechnology Commission/KSCSTE.
- k) If the project involves the utilization of genetically engineered organisms, we agree to submit an application through our Institutional Biosafety Committee. We also declare that while conducting experiments, the Biosafety Guidelines of the Department of Biotechnology would be followed in toto.
- l) If the project involves field trials/experiments/exchange of specimens, etc. we will ensure that ethical clearances would be taken from concerned ethical Committees/ Competent authorities and the same would be conveyed to the KBC, KSCSTE before implementing the project.
- m) The Institute/University agrees that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant will be extended to investigator(s) throughout the duration of the project.
- n) The Institute assumes to undertake the financial and other management responsibilities of the project.

Name & Signature of Principal Investigator:

Date:

Name & Signature of Executive Authority of Institute/University with seal Date:

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>STUDENT PROJECT SCHEME</b>
2.	Beneficiary group	Students enrolled in professional courses (graduate, post-graduate) and science post-graduate courses in colleges and university departments
3.	Objectives of the scheme in brief	To provide financial assistance to conduct S&T projects by students to encourage innovation and capacity building in science
4.	Who can apply and Time slot to apply	Students enrolled in professional courses (graduate, post-graduate) and science post-graduate courses in colleges and university departments. Applications are invited during August every year.
5.	Nature of support (Financial and/or Technical)	Financial support in the form of grant
6.	Quantum of support	Rs.10,000/-. (Maximum)
7.	Duration of the project	Six months
8.	Grant released to whom & mode of release	On completion of the project and receipt of SE, UC and report in the required format, the grant will be released to the Head of the Institution via electronic transfer.
9.	Selection process	By evaluation of the applications by an Expert Committee
10.	Mode of Application	Online
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

The student project scheme is envisaged to financially support innovative projects from final year students enrolled in engineering diploma / professional engineering degree (B TECH/ BE / M TECH / ME) course in the State. The project can be undertaken as part of the course curriculum. The scheme is primarily aimed to encourage innovation and promote capacity building in the area of technology development. The maximum financial assistance released to a selected project will be Rs.10,000/-. Project proposals are evaluated by an expert committee and selected teams, after final evaluation, will be given opportunity to present their findings in a seminar/exhibition organized at the State level. Further, assistance will also be given to potential candidates to file patents, publish results in Web of Science indexed journals, if necessary.

Students enrolled in professional courses (graduate, post-graduate) and science post-graduate courses in colleges and university departments.

Applications are invited during August every year.

Online application

- Format for budget proposal Attached

The scheme is expected to encourage young talented minds to explore the exciting field of science and engineering and equip them to apply the gathered knowledge for societal needs. Further, the scheme is presumed to build an engineering mindset among the budding technocrats, capable of responsibly conducting research, development, planning, design, production, management and policy formulation in relation to engineering and its application, contributing to the sustainability and development of society.

KSCSTE encourages the students to commercialize the products/processes developed through projects supported under the scheme.

Maximum grant of Rs.10,000/-

- Scrutiny of the Application - By Expert Committee

Date of start of the project shall be intimated to KSCSTE within two weeks from the date of sanction.

Final report shall be submitted on successful completion of the project.

•**Periodic submission of SE & UC**

SE, UC shall be submitted in the prescribed format on successful completion of the project.

•**Conditions if the progress is not satisfactory**

The Council reserves the right not to release the sanctioned amount at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.

**11. Project Completion Report**

- How many copies to be submitted? One (Soft binding, no plastic materials used)

**13. Final review of the Project Report**

Yes

**14. Guidelines for publication of Research output**

The students are encouraged to publish their research output in peer reviewed journals (preferably, Web of Science indexed), seminars or symposia. KSCSTE shall be acknowledged in all publications made out of the supported project.

**17. General Conditions if any**

Canvassing in any form and/or bringing in any influence or otherwise, will be treated as disqualification.

Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in



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

**Sasthra Bhavan, Pattom P.O, Thiruvananthapuram**

**STUDENT PROJECT**

Name of the P.I.:

Address of the Institution:

Title of the project proposal:

File No. / Letter No. :

Proposed Date of start:

**Terms and Conditions**

1. The scheme provides financial assistance to students enrolled in professional courses (graduate and post-graduate) and science post-graduate courses in colleges and university departments to carry out science and technology projects.
2. The sanctioned grant will be disbursed to the Head of the Institution, only after the successful conduct of the project, subject to the submission of signed terms and conditions, final report and financial statements, as per the norms of KSCSTE.
3. The duration of the project will be six months from the date of sanction.
4. This date of start of the project should be intimated by the Institution authorities/Principal Investigator to the Council. It shall, in no case be later than one month after the receipt of the intimation letter from KSCSTE.
5. On completion of the project, one hard copy and a soft copy (as pdf) of the final project report on the work done in the prescribed format should be sent to the Council along with the utilization certificate (UC) and statement of expenditure (SE). The Utilization Certificate and Statement of Expenditure should be countersigned by the HOI and shall be submitted as per the rules of KSCSTE.
6. The institute will maintain separate audited accounts for the project.
7. The institute will 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 institute as assistance.

Name & Signature of  
Principal Investigator

Name & Signature of  
Head of Institution

8. The Council reserves the right not to release the sanctioned amount at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. In addition, the Council may designate Scientist/Specialist or an Expert Panel to review the work done and the final report submitted to KSCSTE.
9. If the PI to whom the project has been sanctioned wishes to leave the Institution where the project is based, the Institute/PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.
10. Investigators are encouraged to publish their findings in reputed scientific journals and present the results in scientific meetings/ seminars. Further, KSCSTE should be duly acknowledged in all publications associated with the project.
11. If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published without action being taken to secure legal protection for the research results.
12. The Council may enforce additional guidelines for the operation of the student project from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.

We agree to the terms and conditions stated above.

Name & Signature of  
Principal Investigator

Name & Signature of  
Head of Institution

(Office Seal)

## Application Form

Details of the Project**Title of the Research Proposal: \*****Precise objectives, Brief methodology, Expected Outcome & Future Plans if any of the project (max.1000 words) \***

Total word count: 0 words. Words left: 1000

**Detailed Methodology including experimental design (Upload .pdf file of max.size 2 MB) \*** No file chosen**Applications/Socio-economic importance (The relevance, if any, to the utilization and management of the natural resources of the State) \***Details of Principal Investigator (PI)**Select Salutation \*****Name \*****Designation \*****Official Address \*****Mobile No \***

10/28/2019

Student Project Scheme | Application Form

**Email \*****Qualification \*****Specialization \*****Experience in years \*****No. of publications \*****Name of Co-Investigator(s)****Details of Student Investigator(s).**

\*

Sl No.	Student Name	Current No.of Backlogs
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>

**Stream of Study \*****Course of Study \*****Department of Study \***<https://studentproject.kscste.kerala.gov.in/public/index.php/student/Application>

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10/28/2019

Student Project Scheme | Application Form

--Select--

Please select required value

**Specialization of Study**

--Select--

**Semester \***

Semester

**Year of Study \***

Year of Study

**Name & address of the College \***

Name &amp; address of the College

**Category of College \***

Select

**Particulars of the facilities that will be provided by the institution where this project will be implemented \*****Whether assistance from any external agency/institution is required to complete the project? if yes, give details. Otherwise please enter NA \*****Whether the scheme was submitted to any other organization for financial support, if so, the names of the institutions and their decisions may be indicated. Otherwise please enter NA \*****Whether at present receiving support from any other organization other than your present department? if so, full particulars of these may be given. Otherwise please enter NA \***

**Budget Details: Estimated expenditure ( Briefly specify all budget heads; proposed budget for minor equipments shall be limited to 30% of the total amount. The maximum financial assistance sanctioned will be Rs.10,000/-. Please limit the total amount in the proposed budget to Rs.10,000/- ) \***

Sl No.	Budget Head	Amount (Rs.)
--------	-------------	--------------

<https://studentproject.kscste.kerala.gov.in/public/index.php/student/Application>

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10/28/2019

Student Project Scheme | Application Form

Sl No.	Budget Head	Amount (Rs.)
1.	Consumables	<input type="text" value="0"/>
2.	Minor equipments	<input type="text" value="0"/>
3.	Travel	<input type="text" value="0"/>
4.	Research Literature & Documentation	<input type="text" value="0"/>
5.	Others	<input type="text" value="0"/>
TOTAL		<input type="text" value="0"/>

**Bank account details of the institution: \***

Institution Account Name (As per Bank Record)	<input type="text"/>
Account No.of the institution	<input type="text"/>
IFSC Code	<input type="text"/>
Branch Name	<input type="text"/>
Branch Address	<input type="text"/>
Mobile Number of Head of the Institution	<input type="text"/>
E-mail ID of Head of the Institution	<input type="text"/>

**Endorsement & Declaration:** *The endorsement should be approved by the PI and Head of the Institution. The scanned endorsement in PDF format(max.size 500 KB) may be uploaded before submitting the application.*

Download the Endorsement & Declaration (<https://studentproject.kscste.kerala.gov.in/public/downloads/ENDO>)

**Upload the Endorsement & Declaration (Kindly verify the endorsement & declaration format before upload): \***

No file chosen

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>SCHEME FOR PROMOTING YOUNG TALENTS IN SCIENCE (SPYTiS)</b>
2.	Beneficiary group	Students
3.	Objectives of the scheme in brief	To provide financial assistance to conduct S&T projects by school students
4.	Who can apply and Time slot to apply	Students from schools, polytechnic colleges and those admitted to undergraduate level courses in colleges/universities shall apply. Applications are invited during June every year.
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	<ul style="list-style-type: none"> <li>• SPYTiS – I (school level) - Rs.5,000/- per project (maximum)</li> <li>• SPYTiS –II (college level) - Rs.10,000/- per project (maximum)</li> </ul>
7.	Duration of the project	One year
8.	Grant released to whom & mode of release	On completion of the project and receipt of SE,UC and report in the required format, the grant will be released to the Head of the Institution. Electronic fund transfer.
9.	Selection process	By evaluation of the applications by an Expert Committee
10.	Mode of Application	Once in a year. The applications are currently being accepted offline. The online application mode will be adopted as and when the system is operational.
11.	Guidelines	Attached
12.	Terms & Conditions	Attached

## SCHEME FOR PROMOTING YOUNG TALENTS IN SCIENCE (SPYTiS) Guidelines

### 1. Introduction

Scheme for Promoting Young Talents in Science (SPYTiS) is intended for students from schools, polytechnic colleges and those admitted to undergraduate level courses in colleges to conduct science projects. Under SPYTiS- I, school students (maximum of 5 students per group) studying in class VIII- XII can apply. Selected projects will be awarded a financial assistance of maximum Rs.5,000/-. Under SPYTiS - II, students who are enrolled in polytechnic colleges and undergraduate courses in colleges (BSc level) will be provided a maximum financial assistance of Rs.10,000/- for conducting projects (maximum of 5 students per group).

### 2. Who can apply?

Students from schools, polytechnic colleges and those admitted to undergraduate level courses in colleges/universities shall apply

### 3. Time slot to apply?

Applications are invited during June every year.

### 4. How to apply ?

Currently, the mode of application is offline. The online application mode will be adopted as and when the system is operational.

### 5. Apply in prescribed format

- Format for budget proposal Attached

### 6. Social Relevance and tangible output

The scheme is aimed to attract students to take up science and technology as career through training in experimental science. The awardees are encouraged to participate in Science Talent Fair, National Children's Science Congress or Kerala Science Congress organized by KSCSTE for presenting their projects/findings.

### 7. Commercialisation Efforts

NA

### 8. Maximum grant amount

- SPYTiS - I (school level) - Rs.5,000/- per project (maximum financial assistance)
- SPYTiS - II (college level)- Rs.10,000/- per project (maximum financial assistance)

### 9. Procedure of operation of the scheme.

- Scrutiny of the Application - By Expert Committee

### 10. Issuing Sanction Order

#### • Date of Start of the Project

Date of start of the project shall be intimated to KSCSTE within two weeks from the date of sanction.

#### •Submission of Progress Reports (HPR, AR)

Final report shall be submitted on successful completion of the project.

#### •Periodic submission of SE & UC

SE, UC shall be submitted in the prescribed format on successful completion of the project.

#### •Conditions if the progress is not satisfactory

The Council reserves the right not to release the sanctioned amount at any stage if it



is convinced that the grant has not been properly utilized or appropriate progress is not being made.

### 11. Project Completion Report

- How many copies to be submitted ? ONE

### 12.Final review of the Project Report

YES

### 13.Guidelines for publication of Research output

The students are encouraged to publish their research output in journals, seminars or symposia. KSCSTE shall be acknowledged in all publications made out of the supported project.

### 14. General Conditions

Canvassing in any form and/or bringing in any influence or otherwise, will be treated as disqualification.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in

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

**Scheme for Promoting Young Talents in Science (SPYTiS)**

**Terms and Conditions**

**Project title:** .....

.....

**Letter No. /File No.** .....

1. The scheme is constituted for the purpose of providing financial and technical assistance to talented young students who have innovative ideas in scientific/technological pursuits.
2. The grant will be released to the Head of the institution in which the students are enrolled after successful completion of the work, subject to submission of signed terms and conditions, final project report, Statement of Expenditure (SE) and Utilization Certificate (UC). The grant shall be utilized only for the purpose for which it has been sanctioned.
3. The Utilization Certificate and Statement of Expenditure (UC & SE) shall be submitted in the format prescribed by the Council and duly certified by the Head of the Institution as per KSCSTE norms.
4. The Council reserves the right not to release the sanctioned amount at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
5. If the Teacher Investigator to whom the project has been sanctioned, wishes to change the Institution where the project is based, the Head of the Institution shall designate another teacher supervisor for the project with the prior approval of KSCSTE.
6. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from the Council.

We agree to the terms and conditions stated above.

Teacher Supervisor

Signature with date

Head of Institution

Signature with date

Office Seal



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

**APPLICATION FORMAT**

**Financial Assistance for School Student Projects under SPYTiS-I**

[To be submitted in 3 copies]

***(All fields are mandatory. Incomplete applications will be rejected. Attach additional sheet wherever necessary)***

1. Name(s) of Student Investigator(s):
  - a. Class/ Standard :
  - b. Address of the school :
  - c. Category of the school (Govt./Aided/Private):
  - d. Residential address with telephone number & email :
2. Title of the project proposal :
3. Achievement(s) of the student(s) in science related activities *(attach a separate sheet if necessary)* :
4. Name of Teacher supervisor :
5. Objectives of the project:
6. A brief description about the project (max. 300 words) *(attach a separate sheet if necessary)*:
7. Relevance of the project *(attach a separate sheet if necessary)*:
8. Time required to complete the project:
9. Whether assistance from any external agency/ institution is required to complete the project:
  - a. If yes, give details :
10. Estimate showing the expenditure involved in the project *(attach a separate sheet if necessary)*:

Sl No.	Budget Head	Amount (Rs.)
1.	Consumables (Chemicals, glassware etc.)	
2.	Travel expense	
3.	Contingency (Stationary and similar items)	
4.	Others, if any	
	Total	

11. Official bank account details of the Head of the institution:

Institution Account Name (As per Bank Record)	
Account No.(SB/CC)	
IFS Code	
Branch Name	
Branch Address	
Mobile Number	
E-mail ID	

**ENDORSEMENT**

I have scrutinized the project proposal titled “.....” and found that the project is feasible and can be completed by the student(s) in the stipulated time frame and that I shall provide all the guidance and support needed for the successful completion of the project.

Place:

Date:

Signature of the Teacher Supervisor

Name, Official Address, Phone No.  
(Land/Mobile) & e-mail:

**DECLARATION BY HEAD OF THE INSTITUTION**

I hereby certify that all the details furnished above are true and correct to the best of my knowledge and declare that the amount sanctioned will be utilized exclusively for the successful completion of the project. Further, the number of applications being forwarded from this institution is as per the guidelines of SPYTiS. On completion of the project, a copy of the project report, certified Statement of Expenditure (SE) and Utilization Certificate (UC) in the format prescribed by the Council shall be submitted to KSCSTE within three months.

Place:

Date:

Signature of the Head of the Institution

Name, Official Address, Phone No.

(Land/Mobile)& e-mail:

(Office Seal)

Completed applications duly signed and forwarded by the Head of the Institution should reach **Director, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom P O, Thiruvananthapuram – 695 004** on or before the deadline.



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

**APPLICATION FORMAT**

**Financial Assistance for College Student Projects under SPYTiS-II**

[To be submitted in 3 copies]

***(All fields are mandatory. Incomplete applications will be rejected. Attach additional sheet wherever necessary)***

1. Name(s) of student investigator(s):
  - a. Semester and year of study:
  - b. Address of the college :
  - c. Category of the college (Govt./Aided/Private):
  - d. Residential address with telephone number & email :
2. Title of the project proposal :
3. Achievement(s) of the student(s) in science related activities :
4. Name of Teacher supervisor/or mentor :
5. Objectives of the project:
6. A brief description about the project (max. 300 words) *(attach a separate sheet if necessary):*
7. Relevance of the project *(attach a separate sheet if necessary):*
8. Time required to complete the project:
9. Whether assistance from any external agency/ institution is required to complete the project:
  - a. If Yes, give details :
10. Estimate showing the expenditure involved in the project *(attach a separate sheet if necessary. Proposed budget for minor equipments shall be limited to 30% of the maximum eligible amount):*

Sl No.	Budget Head	Amount (Rs.)
1.	Minor equipments	
2.	Consumables (Chemicals, glassware etc.)	
3.	Travel expense	
4.	Contingency (Stationary and similar items)	
5.	Others, if any	
6.	Total	

11. Official bank account details of the Head of the institution:

Institution Account Name (As per Bank Record)	
Account No. (SB/CC)	
IFS Code	
Branch Name	
Branch Address	
Mobile Number	
E-mail ID	

**ENDORSEMENT**

I have scrutinized the project proposal titled “.....” and  
.....” and  
found that the project is feasible and can be completed by the student(s) in the  
stipulated time frame and that I shall provide all the guidance and support needed for  
the successful completion of the project.

Place:

Signature of the Teacher Supervisor

Date:

Name, Official Address, Phone No.  
(Land/Mobile) & e-mail:

**Declaration by Head of the Institution**

I hereby certify that all the details furnished above are true and correct to the best of  
my knowledge and declare that the amount sanctioned will be utilized exclusively for  
the successful completion of the project. Further, the number of applications being  
forwarded from this institution is as per the guidelines of SPYTiS. On completion of  
the project, a copy of the project report, certified Statement of Expenditure (SE) and  
Utilization Certificate (UC) in the format prescribed by the Council shall be submitted  
to KSCSTE within three months.

Place:

Signature of the Head of the Institution

Date:

Name, Official Address, Phone No.

(Land/Mobile) & e-mail:

(Office Seal)

Completed applications duly signed and forwarded by the Head of the Institution should reach **Director, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom P O, Thiruvananthapuram – 695 004** on or before the deadline.

Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>CRAFTING YOUNG SCIENTISTS OF TOMORROW (CRYSTAL)</b>
2.	Beneficiary group	School Students
3.	Objectives of the scheme in brief	to create a platform to identify young talents and nurture them to identify their areas of interest at an early age
4.	Who can apply and Time slot to apply	State level winners of National Children's Science Congress are given opportunities to undergo training at different S&T institutions and interact with academicians/ scientists.  April & May every year.
5.	Nature of support (Financial and/or Technical)	Financial and Technical
6.	Quantum of support	Programme based
7.	Duration of the project	1 to 5 days
8.	Grant released to whom & mode of release	Grant will be released electronically to the Head of the Institution where the programme is being organized.
9.	Selection process	State level winners of National Children's Science Congress are selected for the programme every year
10.	Mode of Application	Not applicable
11.	Guidelines	Attached
12.	Terms & Conditions	Not applicable

## CRAFTING YOUNG SCIENTISTS OF TOMORROW (CRYSTAL) Guidelines

### 1. Introduction

CRYSTAL [Crafting Young Scientists of Tomorrow] programme for students is aimed to create a platform to identify young talents and nurture them to identify their areas of interest at an early age. The programme comprises of a continuous mentoring process to encourage the vital abilities of the children including creativity and task commitment along with the conventionally tested parameters including IQ, memory and problem-solving capacity. Every year students who are State level winners of the National Children's Science Congress (NCSC) are selected for the programme and given opportunities to undergo regular or customized training programmes including summer camps at R&D centres and training for competitive examinations.

### 2. Who can apply ?

Every year State level winners of National Children's Science Congress are given opportunities to undergo training at different S&T institutions and interact with academicians/ scientists.

### 3. Time slot to apply ?

There is no specific time slot to apply every year. Usually, the programmes are being organized during April & May every year.

### 4. How to apply ?

Currently, the State level winners of National Children's Science Congress are selected for the programme every year.

### 5. Apply in prescribed format

Not applicable

### 6. Social Relevance and tangible output

The scheme is aimed at encouraging children to identify their area(s) of interest at an early age and promote creativity among them. A unique feature of the scheme is that it provides an opportunity for students to undergo regular or customized training programmes including summer camps at R&D centres.

#### Contact

The Director  
Kerala State Council for Science Technology &  
Environment (KSCSTE)  
Sasthra Bhavan, Pattom P. O.,  
Thiruvananthapuram - 695 004  
Ph: + 91-471-2548200 / 289 / 316  
E.mail: mail.kscste@kerala.gov.in



Sl.No.	Particulars	Details
1.	Name of the Scheme	<b>SCIENCE EDUCATION CENTRE</b>
2.	Beneficiary group	School Students in the age group 13-16
3.	Objectives of the scheme in brief	To improve the quality of science teaching and learning in the State through providing opportunity for students and teachers to self-design and perform hands on experiments.
4.	Who can apply and Time slot to apply	School Students in the age group 13-16 (Sasthra Sameeksha) Applications are invited in the month of March/ April every year
5.	Nature of support (Financial and/or Technical)	Financial
6.	Quantum of support	Programme based
7.	Duration of the project	Two months (April - May)
8.	Grant released to whom & mode of release	Head of the Institution where the programme is being organized through electronic fund transfer
9.	Selection process	Through open selection process by the institutions organizing the programmes
10.	Mode of Application	During April- May every year by the institutions organizing the programmes.

## SCIENCE EDUCATION CENTRE - Guidelines

### 1. Introduction

The scheme, Science Education Centre, is envisaged to improve the quality of science teaching and learning in the State through providing opportunity for students and teachers to self-design and perform hands on experiments. The programme also aims at creating a platform for promoting innovation in science among the students. Sasthra Sameeksha is a programme conducted every year for school students during summer holidays in association with a science and technology institution in Kerala. The programmes are currently being organized in the districts of Thiruvananthapuram, Cochin, Kozhikode, Wayanad and Kannur.

### 2. Who can apply ?

School Students in the age group 13-16 (Sasthra Sameeksha)

### 3. Time slot to apply ?

Applications are generally invited in the month of March/ April every year.

### 4. How to apply ?

Currently, the science and technology institutions organising the programmes invites students to submit applications in the prescribed format.

### 5. Apply in prescribed format

- Format for budget proposal NA

### 6. Social Relevance and tangible output

The programme is aimed at creating scientific temper among the children and a platform to promote innovation in science among the students. Each programme encompasses interactive sessions by eminent scientist/ academicians followed by activity oriented session. The programmes help in fostering an early interest among high school students towards science through conduct of several scholarly competitions, regular science education workshops, science camps and various research participation opportunities for motivated students.

### 7. Maximum grant amount

Programme based

### 8. Issuing Sanction Order

- Submission of Progress Reports- Final report shall be submitted on successful completion of the programme.
- Periodic submission of SE & UC -SE, UC shall be submitted in the prescribed format on successful completion of the programme.

### 9. Project Completion Report

- How many copies to be submitted? One

#### Contact

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