

KSCSTE- SCHEME FOR SUPPORT OF SEMINARS/ SYMPOSIA/ WORKSHOPS
GUIDELINES FOR SUBMISSION OF PROPOSALS

I. Introduction

- i. The Seminar/Symposia/Workshop (SSW) Scheme aims to provide financial assistance as co-sponsorship for organizing Seminars, Symposia, Workshops and Conferences of scientific, technological and environmental importance, conducted within the State of Kerala.
- ii. Financial support will not be offered for webinars/ online programmes.
- iii. In the case of Hybrid mode programmes, at least 50% of the delegates shall be physically present for a full support from KSCSTE.
- iv. Submission of proposals for financial assistance under SSW Scheme will be only through online mode.
- v. The window for online submission will be active throughout the year. However, the applicants are encouraged to submit the proposals well in advance in line with the stipulated time frame.

II. Eligibility

- i. Academic Institutions, Govt. Departments, Research institutions, University Departments, Professional bodies/ groups and other Non Governmental Organizations engaged in promoting scientific research are eligible to apply for financial assistance under SSW Scheme.
- ii. The Convenor should be a permanent faculty/ regular staff/ office bearer of the institution/ organization in the State of Kerala.
- iii. Only one proposal from each department of University or College will be considered in a financial year, in the normal course.

III. Submission of Proposals

- i. The stipulated time frame for the online submission of proposal are as follows:

Category	International	National	State level/ Regional
Criteria	if at least 10% of delegates and Resource persons are from other Nations	if at least 10% of delegates and Resource persons are from outside the State	if at least 10% of delegates are from various institutions in the State
Time frame	at least 3 months in advance of the proposed date	at least 2 months in advance of the proposed date	at least 1 month in advance of the proposed date

- ii. The details of the sessions, list of Resource Persons, number of outstation delegates, expected number of participants, details of International/National Advisory Committee, Organizing Committee and a write up on the significance of the programme for the State/Nation/academic advancement shall be provided.
- iii. Programme brochure and Endorsement from the Head of the Institution (Principal for School/ College, Registrar of University for University Departments ; President/Secretary for NGO) should be uploaded.
- iv. Proposals which are not received as per the stipulated time frame and incomplete shall not be accepted.

- v. NGOs should upload the Registration Certificate at the time of online submission of proposals.
- vi. NGO should fulfill the eligibility criteria stipulated by KSCSTE, as per the Council (M) Order No. 129/2007/CSTE, dt: 25.10. 2005

IV. Selection

- i. The proposals which are complete in all respects only will be placed in the Expert Committee of Seminar/ Symposium/Workshop Scheme for evaluation.
- ii. If the proposal do not fit into the stipulated time frame for online submission, such proposals will not be considered in the Expert Committee for SSW Scheme.
- iii. The periodicity of the meeting of Expert Committee of Seminar/ Symposium/ Workshop is generally on quarterly basis.
- iv. 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.
- v. Accordingly, KSCSTE will issue offer letter/ regret letter to the Programme Convenor.
- vi. The funds will be released only after the conduct of the programme, subject to fulfilling the stipulated conditions as per the guidelines.

V. Nature of support

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

Seminar/ Symposia/ 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/-

- iii. The grant as co-sponsorship will be normally approved exclusively to cover the expenses on the approved heads - 'Course materials, Publication of proceedings, Honoraria and TA for resource persons (TA claim shall not cover the full co-sponsorship amount from KSCSTE). In case of absolute necessity, expenses for accommodation of resource persons from outstation and their refreshment will be considered by the SSW committee on production of GST bills.

VI. Requirements

- i. If the programme is selected for co-sponsorship, organisers should ensure that due acknowledgment to KSCSTE is provided in all brochures, invitation cards, publicity materials and proceedings brought out in connection with the programme as either '*jointly organized by KSCSTE*' or '*Co-sponsored by KSCSTE*'.
- ii. Invitation to general sessions, inaugural/valedictory sessions etc. shall be sent to KSCSTE before the programme date.
- iii. Change of venue and/or dates shall be with the proper permission of KSCSTE.
- iv. Financial assistance will be released to the Head of the Institution, only after the successful conduct of the Programme and subject to the submission of required documents which include Report on the programme along with photographs, copy of proceedings, souvenirs, list of

- participants certified by the Head of the Institution and audited financial statements.
- v. For National programmes at least 10% of the delegates and resource persons shall be from outside the State. Similarly, for International programmes, atleast 10% of delegates and resource persons shall be from other Nations. If this condition is not satisfied, the programme will be treated as appropriately and the co-sponsorship amount shall be decided accordingly.
 - vi. The audited financial Statements (Utilization certificate and Statement of Expenditure in the prescribed format) and the necessary documents on the Programme shall be furnished to the Director, KSCSTE, within **two months** from the date of the programme. No requests received after 60 days of the programme shall in any case be entertained.
 - vii. In the case of Govt. Departments/ Autonomous institutions under the Government and Universities, audited SE and UC of the Financial Head Counter signed by the Head of the Institution is accepted. In the case of affiliated Colleges and NGOs, the audited SE & UC signed by a registered Chartered Accountant, countersigned by the Head of the Institution is accepted.
 - viii. The KSCSTE reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
 - ix. The KSCSTE reserves the right to further restrict/ deny payment for any programme, if the conditions laid down are not adhered to.
 - x. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
 - xi. 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.

VII. How to apply online:

- i. Please provide the details of your proposal by filling up the **Google Form** provided in the SSW page (Procedure for application) and press the submit button at the last screen.
- ii. Details of the proposal to be furnished is made available as a template in the kscste website- SSW page (Downloads), for your ready reference.
- iii. Kindly keep ready the digital copies of documents to be uploaded and the Bank account details of your organisation (Name of the Beneficiary, Bank, Branch, IFSC number) before proceeding for submission.

VIII. Checklist of documents to be uploaded (in pdf format only):

- i. Endorsement of the Head of the Institution in the Letter Head with office seal
- ii. Programme Brochure

Note

1. Logo of KSCSTE in Brochure/ related publicity materials of the event shall be provided only after getting the approval from KSCSTE. Unauthorised use of KSCSTE logo in Brochure is strictly prohibited and such proposals will be disqualified.
2. Institutional contribution for organising the event shall be reflected in the proposed Budget Estimate.
3. Details of the International/ National Advisory Committee constituted for the event should be provided in the Brochure.

If you have any queries, please contact **0471-2548211**, email: kscstessw2022@gmail.com