

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Financial assistance for organizing IPR awareness Seminars/Workshops

Guidelines

1. The application for financial assistance in the prescribed format should be submitted to the Director, KSCSTE, Sasthra Bhavan, Pattom, Trivandrum- 695 004.
2. The application should reach KSCSTE office, at least 30 days in advance of the proposed date of the programme.
3. Details like subject areas to be covered in the programme, tentative dates, venue, category of target group, expected number of participants, details of collaborating institutions/ organizations, item wise budget estimate and quantum of financial assistance sought from KSCSTE shall be accompanied in all applications.
4. 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.
5. Change of venue and/or dates shall be reported to KSCSTE promptly.

Rules

These rules may be called the 'Rules for grant of financial assistance for Seminars & Workshops on Intellectual Property Rights, conducted within the State'.

1. Financial assistance under these rules may be granted to Govt./University Departments, R&D Institutions, Educational Institutions (Schools, Colleges), Professional Bodies and Non Governmental Organizations for organizing awareness Seminars/ Workshops/ Training Programmes on Intellectual Property Rights.
2. Proposals for financial assistance will be scrutinized and based on the relevance of the proposal, sanction will be accorded at the appropriate level in KSCSTE. Only one proposal from a Department in the University and one proposal from an Institution will be considered in a financial year, in the normal course.
3. Since KSCSTE intends to ensure participation of maximum number of delegates, Delegate/Registration fee is normally not encouraged.

4. The maximum financial assistance provided by KSCSTE for organizing a one day Seminar/Workshop on IPR is Rs.50,000/- and for a two day programme, it is Rs.75,000/-.
5. Grant from KSCSTE may be used for specific purposes to cover the expenditure on Honorarium to Resource Persons, Accommodation, Local Hospitality & Travel Expense of Resource Persons, Stationery & Publicity Materials, Refreshment, Local Conveyance and other organizing expenses related to the conduct of the Programmes.
6. 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.
7. 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.
8. The Resource Persons for the programmes shall be eminent speakers in the field of Intellectual Property Rights from various Organizations. 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.
9. Initially, 50% of the sanctioned amount will be released to the Head of the Institution as advance amount for organizing the programme. The balance amount will be released only after the successful conduct of the programme and subject to the submission of report, audited financial statements (Utilization Certificate and Statement of Expenditure) in the prescribed format, list of participants, photographs and press clippings (if any). SE &UC has to be signed by a Chartered Accountant and shall be countersigned by the Head of the Institution and the Programme Coordinator. The documents shall be furnished to the Director, KSCSTE, within two months from the date of the programme.
10. The additional expenses, other than the sanctioned amount, if any, may be met by the organizers.
11. The programme should be organized within one month after the release of first installment
12. The unutilized portion of the grant received from KSCSTE shall be refunded within one month of the conduct of the programme by DD in favour of Member Secretary, KSCSTE payable at Thiruvananthapuram.

13. The organizers shall 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 institution as assistance.
14. If the organizers fail to organize the Seminar/Workshop within the stipulated time, the grant amount should be refunded to KSCSTE, within 10 days from the originally scheduled date of the proposed programme.
15. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, the organization/institution shall be disqualified from getting any further grants and administrative procedures shall be enforced against such person/persons/Institution for realizing the amount of grant, as per rules.
16. 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.
17. The organizers/organizing Institution shall comply, with such other conditions as may be laid down from time to time in this regard and shall follow the directions made by KSCSTE for the smooth conduct of the programme.
