

**Directorate of Environment & Climate Change (DoECC)  
Government of Kerala**

**Guidelines for Vidyaposhini Fellowship**

*(Under Environmental Research and Development Scheme)*

**1. Objective**

The *Vidyaposhini Fellowship* aims to promote research in Environmental Science, Environmental Engineering, Environmental Technology, Environmental Management, Environmental Studies, and Climate Change Studies by supporting postgraduate (PG) students in Kerala to undertake short-term research projects as part of their academic coursework.

**2. Eligibility**

- Students currently enrolled in **regular Postgraduate (M.Sc./M.Tech./M.A.) courses** in the above-mentioned subjects at recognized colleges and universities in Kerala are eligible to apply.
- Only students in their **final semester (4th semester)** or **end of 3rd semester** are eligible to apply.

Applications must be submitted with the **consent of both the Teacher Investigator and Head of Institution** in the prescribed format.

**3. Duration of Project**

- The project duration shall be **6 months** from the date of sanction.
- The final project report and all other relevant documents shall be submitted within the stipulated project period, except in cases where the project duration is formally extended by DoECC for valid reasons. Any request for extension shall be submitted prior to the expiry of the sanctioned project period

**4. Application Process**

- To ensure wider participation and timely support to eligible students, **the application window will remain open throughout the year.**
- Applications will be **evaluated twice a year (biannually).**
- Each evaluation cycle will consider applications received during the preceding five-month period.

## Application Submission

- Applications must be submitted **online** (soft copy) and **by post** (hard copy) in the prescribed format.
- Incomplete applications will be summarily rejected.

## 5. Selection and Evaluation

- All applications will be evaluated by a **Technical Committee** constituted by DoECC.
- The decision of DoECC in all selection matters shall be final.

## 6. Financial Assistance

- The **maximum fellowship amount** is **₹25,000/- per project**.
- The grant shall be released in **two equal instalments of ₹12,500/- each**, as detailed below:

| Instalment            | Amount (₹) | Conditions for Release                                                                                                                                                       |
|-----------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1st Instalment</b> | 12,500     | On submission of signed Terms & Conditions by Head of Institution and Teacher Investigator.                                                                                  |
| <b>2nd Instalment</b> | 12,500     | On successful completion of project and submission of final report and on satisfactory verification of Utilization Certificate (UC) and detailed Expenditure Statement (ES). |

## 7. Utilization Certificate and Expenditure Statement

- The Utilization Certificate (UC) and detailed Expenditure Statement (ES) must be submitted for the release of second installment.
- After verification and acceptance of UC & ES, the second instalment will be released.
- UC must be in **KFC Form 44**, signed and countersigned as per the following authorization matrix:

| Institution Type                                  | Authorized Signatory            |
|---------------------------------------------------|---------------------------------|
| University Departments                            | Registrar, University           |
| Government/Aided/Unaided/ Self Financing Colleges | Principal / Head of Institution |

- The **final consolidated UC & ES** must be submitted within **one month of project completion**.

## 8. Reporting and Acknowledgment

- A **soft copy (PDF)** of the final report, duly certified by the Teacher Investigator and Head of Institution, must be submitted to DoECC.
- Awardees are encouraged to publish their findings in reputed journals or conferences, acknowledging DoECC in all publications/patents emanating from the project.  
The student shall not submit or duplicate the same project for funding under any other government fellowship or agency.

## 10. Audit and Compliance

- The Directorate reserves the right to verify or audit project accounts at any stage.
- Failure to comply with guidelines or misuse of funds may lead to cancellation of the fellowship and recovery of funds.

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## 11. Contact

### **Directorate of Environment & Climate Change (DoECC)**

4th Floor, KSRTC Bus Terminal, Thampanoor P.O.

Thiruvananthapuram – 695001

0471-2326264 | ✉ [environmentdirectorategmail.com](mailto:environmentdirectorategmail.com)

<https://envt.kerala.gov.in>

All official communications shall be made through the registered institutional email ID only.

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## **Terms & Conditions of the Vidyaposhini Student Fellowship Programme**

*(Under Environmental Research and Development Scheme – Directorate of Environment & Climate Change, Government of Kerala)*

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Name of the Student Investigator:

Name of the Teacher Investigator:

Address of the Institution:

Title of the project proposal:

File No. / Letter No. :

Proposed Date of start:

### **Terms and Conditions**

- The Guidelines shall form part of these Terms and Conditions
- The fellowship supports postgraduate students undertaking short-term research projects in Environmental Science, Environmental Engineering, Environmental Technology, Environmental Management, Environmental Studies, and Climate Change Studies, and is applicable to students enrolled in regular postgraduate (M.Sc./M.Tech./M.A.) programmes in recognized institutions in Kerala, limited to those in the final semester (4th semester) or at the end of the 3rd semester, with applications submitted in the prescribed format with the consent of the Teacher Investigator and Head of Institution.
- The duration of the project shall be six (6) months from the date of sanction, and the date of commencement shall be intimated to DoECC within one month from receipt of the sanction order; any request for extension shall be submitted prior to the expiry of the project period and shall be considered only with valid justification and approval of DoECC.
- The maximum financial assistance shall be ₹25,000/- per project, which shall be released to the Head of the Institution in two equal instalments of ₹12,500/- each, with the first instalment released upon submission of duly signed Terms and Conditions by the Head of Institution and Teacher Investigator, and the second instalment released on successful completion of project and submission of final report and on satisfactory verification of Utilization Certificate (UC) and detailed Expenditure Statement (ES).
- The Utilization Certificate (UC) must be in **KFC Form 44**, signed and countersigned by the competent authority. A final consolidated UC and ES shall be submitted within one month of completion of the project.
- The project shall be carried out under the supervision of the approved Teacher Investigator, and the Institution shall not transfer or entrust the implementation of the project to another institution or divert the grant for any purpose other than that for which it is sanctioned; any change in the Teacher Investigator shall require prior approval of DoECC, and change of Student Investigator shall not be permitted.
- Upon completion of the project, a soft copy of the final project report, duly certified by the Teacher Investigator and Head of Institution, shall be submitted to DoECC along with the UC and detailed ES, and delay in submission of the required documents may result in withholding or non-release of pending instalments.
- DoECC reserves the right to review and monitor the project at any stage and may

constitute a Technical Committee or Expert Panel for evaluation; the accounts shall be subject to audit by the Accountant General or any other authority authorized by the Government/DoECC, and in case of misutilization of funds, non-compliance with guidelines, or unsatisfactory progress, DoECC may withhold, cancel, or recover the grant.

- Fellows and Teacher Investigators are encouraged to publish their findings in reputed journals or present them in scientific forums, and all publications, presentations, or patents arising from the project shall duly acknowledge the Directorate of Environment and Climate Change (DoECC), the project shall not be submitted for financial assistance from any other Government agency or funding body.
- All official communications with DoECC shall be made only through the registered institutional email ID, and DoECC may issue additional operational or procedural instructions from time to time, which the Institution and Investigators shall comply with; the Student Investigator, Teacher Investigator, and Head of Institution shall agree to abide by all the above Terms and Conditions.

We agree to the terms and conditions stated above.

Name & Signature of  
Student Investigator

Name & Signature of  
Teacher Investigator

Name & Signature of  
Head of Institution

(Office Seal)