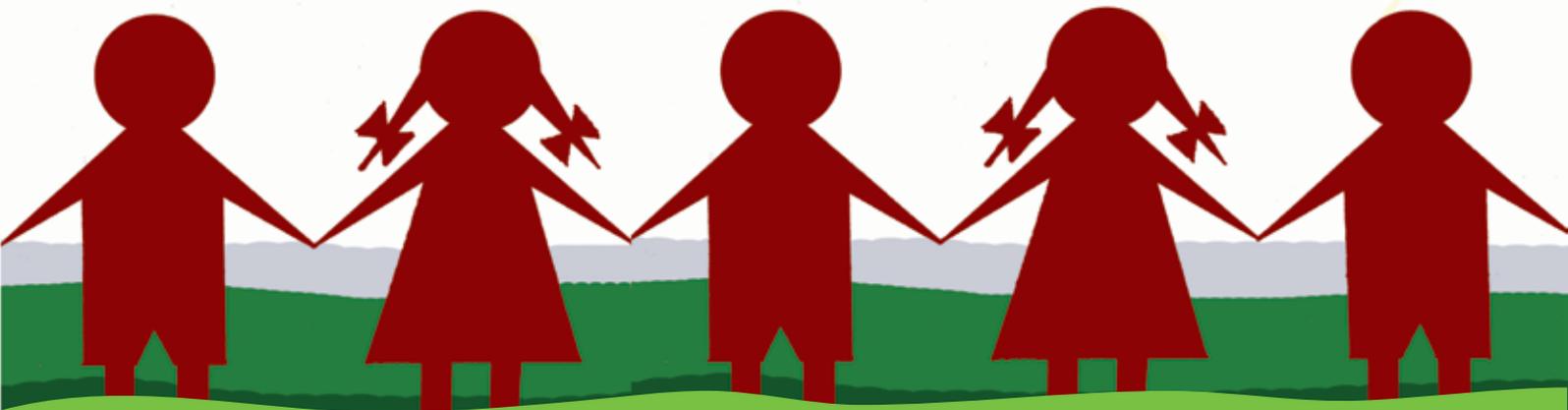


SMART ENERGY PROGRAMME

PROSPECTUS 2015-16



SMART ENERGY PROGRAMME: OVERVIEW

Energy conservation: need of the hour

The economic development of a country is often closely linked to its consumption of energy. Although India ranks sixth in the world as far as total energy consumption is concerned, it still needs much more energy to keep pace with its development objectives. The increasing demand for power has led to considerable fossil fuels burning which has in turn had an adverse impact on environment. In this context, efficient use of energy and its conservation is of paramount importance. It has been estimated that nearly 25,000 MW can be saved by implementing end-use energy efficiency and demand side management measures throughout India. Efficient use of energy and its conservation assumes even greater importance in view of the fact that creation of new power generation capacity is costly and necessitates long gestation period whereas energy efficiency activities can make available additional power at comparatively low investments within a short period of time. Energy conservation avoids wasteful use of energy without much investment. It can be termed as a new source of energy, which when available, can be readily used without any further loss or gestation period. In fact, it is the easiest solution to bridge the gap between demand and supply. Further, energy efficiency would, therefore, significantly supplement our efforts to meet power requirement, apart from reducing fossil fuel consumption.

Therefore, a paradigm shift in our approach to energy policy issues is needed- a shift from a supply dominated one to an integrated approach including energy conservation and efficiency. The terms energy conservation and energy efficiency have two distinct definitions. Energy conservation is any behaviour that results in the use of less energy whereas; energy efficiency is the use of technology that requires less energy to perform the same function. There are many things we can do to use less energy (conservation) and use it more wisely (efficiency). Simple changes in people's behaviour can quickly lead to significant energy savings, but such changes will only happen if the people are aware of the energy consumption that they have the power to control.

The energy education of young people, especially school children is a vital and strategic component of bringing about long-term change in their behaviour towards a smart and efficient use of energy resources. The whole school approach recognises that schools are uniquely placed to take advantage of the strong links between staff, pupils, parents and the wider community. By engaging and motivating pupils through lessons, as well as providing practical advice on how to go about saving energy is an excellent opportunity to translate global concerns into local action. The potential for improvement of energy efficiency through awareness creation is vast. A sound policy for creation and retention of skills of human resources is very crucial for penetration of energy efficient practices in various sectors. The end user-general public and students also needs to be provided with up to date information access and training modules for seamless integration of energy efficiency initiative with present practises and processes.

Smart Energy Programme

EMC is a state designated agency for implementing the provisions of EC Act 2001. EMC since its inception has been actively involved in organizing different types of awareness programs on energy conservation for the students of educational institutions. The school energy conservation club of EMC aims at awareness creation among students on energy conservation and environment friendly energy technologies as this would help in inculcating a habit in the younger generation on the judicious use of the scarce and depleting energy resources.

As a part of our efforts to modify the programme for better outreach we have started a new programme titled Smart Energy Program (SEP). Smart Energy Program is one of the flagship projects of EMC, which was formed to spark off an initiative for curbing energy wastage through active measures and also popularising the importance of energy conservation energy efficiency measures among students.

PROPOSED PROGRAMMES FOR THE YEAR 2015-16

School level

- Each education district (ED) should enrol minimum 50 schools to SEP. Schools including UP, High school (Govt, Aided, Unaided, CBSE and ICSE) may be enrolled. However Government Schools should be given a priority. Each school should enrol minimum fifty students to SEP. Enrolment form should be in the prescribed format given by EMC and enrolment made through Joint Coordinator of respective educational district where the school is located. Enrolment should be done before July 30th.
- Each school should make a committee of SEP including school principal/headmaster, PTA President, student representative and SEP School Coordinator as the convener student representative.
- Each School should select a team of students to prepare a project and must present it in the Education District level. It will be conducted on October. For the Educational District level competition team can be represented by not more than 2 students per team. Topic for the project for 2015-16 will be "Home Energy".
- Each member school should conduct activities such as energy survey, energy exhibition, energy/electricity related experiments/workshops, energy related projects, essay competitions, poster/painting events, a lecture on energy conservation and energy efficiency, etc.
- For conducting energy conservation lecture in schools EMC will provide resource support. The honorarium and TA for the EMC empanelled resource person will be paid by EMC.
- Each member school will receive a collection of books on Energy/Science for their library or energy efficient equipments and SEP membership display board.
- The list of member students in the SEP of the school should be submitted to EMC along with enrolment form through joint coordinator. The list should contain details such as Name, Standard & Division.
- EMC will issue certificate for all the member student of SEP.

Educational district level

- A committee must be formed in each education district for the well functioning of the programme. Members may include DEO, Assistant Education officers under ED, Headmaster/Headmistress's Nominee, DC and with JC SEP as convener of the committee.
- The joint coordinators in consultation with the district coordinator should organise a sensitisation campaign on SEP in each education district in order to discuss the programmes of SEP and its effective implementation. It should be completed before July 20th.
- Each education district should conduct a competition for the Project presentation for the students from SEP Schools. The program will be titled as "Oorjolsavam". Only one project from each school is permitted for the competition. For the Educational District level competition team can be represented by not more than 2 students per team. Two students and a teacher from each team will be eligible for travel allowance. Winners from the Each ED can participate in the Kerala State Students Energy Congress (KSSEC) which will be conducted in the last week of January 2016. ED level project competition should be completed on the last week of October.

Revenue district level

- On December 14th- National Energy Conservation Day (NECD), all district should conduct a district level general awareness program for public either in schools or in other appropriate venues. The programme should be conducted in presence of elected representatives of the government/local body such as District Panchayat President/Mayor/MLA etc.
- In addition to NECD, if the district committee decide to conduct an exhibition for the public and students with the help of KSEB, ANERT, Engineering colleges and other technical institutions, EMC will ensure its support.
- For the conduct of this programme each district coordinator will get Rs. 10000/-

State level

- In order to evaluate the State level activities of SEP, state level monitoring committee will be formed which consists of a nominee from DPI, two nominees from EMC, three DC (from three regions) and a member from the EMC will be the convener.
- In the month of January 2016 EMC will conduct an all Kerala program titled 'Kerala Students Energy Congress' (KSSEC). This will be a two day residential programme consisting of discussion on various energy issues such as the importance of energy conservation, energy efficiency and sustainable energy by experts and eminent personalities and a project presentation competition of winners from each Education District. TA for the participating team will be given according to the following formula
- TA for the participating team = $(SBF \times TM + 200)$.
TA for the district coordinator will be $(SBF + 200)$.
For the hosting district formula will be $TA/team = (100 \times TM + 200)$. For the District coordinator of Hosting district TA will be Rs. 300/-.
- SBF = to and fro KSRTC super-fast bus fare from district headquarters
- TM = team member consisting of two students and two guardian maximum of 4 nos

PROGRAMME GUIDELINES

Education District level:

- District Coordinator(DC) through joint coordinator (JC) should make necessary arrangements for conducting project presentation in their respective EDUCATIONAL districts. Evaluation of the project will be done based on project report and presentation. A detailed report of the project presentation by each school should be submitted by JC through DC to EMC.

State Level

All the teams have to prepare their presentation in advance. On the first day of the programme, forenoon session will be presentation by experts and eminent personalities on energy related topics followed by group interaction for one hour where the teams can make finer modifications in their presentation which they have already prepared.

- Presentations by the team start in the afternoon of the first day & will continue in the forenoon of the second day. Presentation will be for 20 min (15 min presentation and 5 min discussion).
- Computer, LCD Projector will be provided by EMC for the presentation.
- Weightage will be given to the following during evaluation:
 - a) Content including local specific energy related problems, locally available energy resources and most appropriate local specific solutions
 - b) Innovative ideas
 - c) Presentation skills and
 - d) Team effort
- Abstract or write up on the presentation (either in English or Malayalam) is optional.
- A Certificate of merit will be given to all the winners.

- Each student along with their accompanying one guardian will be eligible for travel allowance, lodging and food facilities
- State-level winners will get an opportunity to visit an industry (like a power plant, dairy or textile industry). Either a teacher or parent or Joint Coordinator can accompany each student along with District Coordinator or his nominee. All expense as per the eligibility will be borne by EMC.

NECD-Revenue district level

- Each district should conduct a general awareness programme on National Energy Conservation Day (14th December 2015) in the presence of people's representatives like District Panchayat President/Mayor/MLA and EMC logo should be exhibited in the banner.
- Officers from KSEB, ANERT, Engineering Colleges etc may be invited as speaker(s) and the programme may be arranged in a school/ College/Library etc to reduce the expense. Any government organisation /PSU can be invited as part of this programme and receive sponsorship amount, with intimation to EMC.
- Since this programme has to be organised on NECD change in the date of the Programme will not be encouraged.
- The report should contain programme agenda including date time and venue of the programme, distinguished guests invited etc. A brief record of the programme should be sent to EMC either by email or by post along with photographs and feedback.

PROJECT PRESENTATION GUIDELINE

- Topic for the presentation will be “Home Energy”.
- One project from each school is allowed and a team must have maximum of two members.
- Each school should submit their abstract to their respective district coordinator and take approval to proceed with the project. Submission of the abstract should be done before 30th September.

Details of Project Competition

Project Title	Home Energy
Objective:	Study and understand the working and energy usage pattern & energy saving potential in appliance.
Scope	Any one appliance or equipment used in home
Methodology	<ul style="list-style-type: none">• Study the working principle of a domestic appliance or equipment• Different type and their characteristics• Compare with different models/types available in the market• Analyse the usage pattern of the appliance and its effect on energy consumption• New technological intervention
Expected outcome	Energy saving opportunities (technological /behavioural) including any other alternatives or solutions

AWARDS

- Award for best school- award will be given to a school in recognition of their efforts in conducting the mandatory and voluntary programmes and considering the quality and quantity of the activities. The award will be given to school for their all round best performance in the area of energy conservation/energy efficiency. The first prize for the best school in the SEP program (State Level) is Rs 1,00,000/- and Rs 25000/-for district level winners (School)
- Best joint coordinator- award will be given to best joint coordinator by considering the efficiency in organising quality programmes and maintain the SEP level. The award will be in the form of financial assistance for energy related project submitted by the joint coordinator in their educational district. The maximum amount of financial assistance will be 10000/-
- Best coordinator- award will be given to a district coordinator for honouring the effort taken to coordinate the activities of SEP efficiently and productively. The award will be in the form of financial assistance for energy related project submitted by the district coordinator in their educational district. The maximum amount of financial assistance will be 20000/-

SELECTION CRITERIA FOR AWARDS

Best School and Best Joint Coordinator

Regional level committee of District Coordinators (DC) will be formed for the short listing of best schools and best joint coordinators in the respective regions. Regional level committee will recommend the best school and the best joint coordinator from each region. A state level judging committee constituted by EMC will evaluate the activities of the nominations from each region and recommend best school and best Joint Coordinators. For this 14 districts will be divided into three regions. For eg:- as follows:-

Region 1	Region 2	Region 3
Thiruvananthapuram (C)	Ernakulam	Malappuram (C)
Kollam	Idukki	Kannur
Pathanamthitta	Thrissur	Wayanad
Alappuzha	Palakkad	Kasaragod
Kottayam	Kozhikode(C)	

C- Convenor

Financial assistance will be given to convene evaluation meeting at regional level according to the proposals submitted to EMC and they may invite two external experts for the evaluation.

Best District Coordinator

In the case of District Coordinators EE & T division of EMC will shortlist three district coordinators. The state level judging committee will select the best District Coordinator from the shortlisted District coordinators. The criteria for evaluation of coordinators is as follows:-

1. Target achieved in SEP Enrolment.
2. Mandatory programs & requirement of SEP.
3. Voluntary programs initiated.
4. Organising and involvement in other energy conservation & energy efficiency program.
5. Level of participation in programs organised (representation of elected representatives & other experts.
6. Reach of the program (Press and media coverage).

FUNDING

- **Sensitisation Campaign**

The budget allocated for this program is (2500* + 125** x no of representing schools).

- o *Organisational expenses
- o **TA+refreshment

- **Educational district level competition**

The budget allocated for this program is (4500*+2500**+180*** x No of participants****)

*(Honorarium for 3 Judges)

** (Organisational expenses which include mike banner etc.)

*** (TA+ food expenses)

**** ((2students+ 1 teacher) from each participating school +10)

- **NECD**

The budget allocated for this program is Rs 10000/-.

- **Honorarium to DC & JC:**-Each district coordinator will get an amount as per the formula (25 x Participation index. Honorarium for joint coordinator is given as per the formula (Rs50 x Participation index).

Participation index = (No of School enrolled + No schools participated in sensitisation camp+ no of school participated inOorjolsavam)

Reimbursement of Expenses - Schedule

Amount	in receipt of
50% advance of sensitisation camp	Duly signed agreement from district coordinators along with the intimation of date and venue of the camp.
Balance payment of sensitisation camp	Submission of report of sensitisation camp with participants details, UC and expenses statement through district coordinators
1st instalment of honorarium to joint coordinators and district coordinators	Submission of enrolment form of schools and reports of sensitisation camps
50% advance of Oorjolsavam	intimation of date and venue of the program
Balance payment of Oorjolsavam	Submission of report of Oorjolsavam with participants details,UC and expenses statement through district coordinators
Balance honorarium for DCs & JCs	After the State level program and submission of report of SEP

FORMS AND FORMATS



ENERGY MANAGEMENT CENTRE- KERALA

Department of Power, Govt of Kerala
Thiruvananthapuram 695 017
Ph: 0471 – 2594922, 2594924



SMART ENERGY PROGRAMME (SEP) 2015 – 2016

Enrolment Form

Education District		
1	Name of School	
2.	Address	
3	Phone No	
4	Email Id	
4	Whether Govt/Aided/Unaided/ Private	
5	Whether State/CBSE/ICSE	
6	Name of the Head master / Head mistress	
	Mobile No:	Email Id:
7	Number of Students Enroled for SEP	
8	Name of the teacher nominated as Nodal Officer	
	Mobile No:	Email Id:
9	Name of the District Coordinator	
10	Name of the Joint Coordinator	

Signature of the Headmaster / Headmistress

Signature of Joint Coordinator

Signature of District Coordinator

Date:

For Office Use

Verified the information and approved
the enrolment of the school to SEP

Verified By

Alloted School ID

REPORT SUBMISSION FORM (FOR SCHOOLS)

School :

Education district :

School Coordinator :

Phone number & E- mail :

Brief report on the mandatory lecture conducted (MS WORD format)

No of participants :

Date & particulars of the program :

Name of the resource person :

Whether the School place the 'Smart Energy Program' display board:

Attach a report of the voluntary programs conducted

Place:

Date:

NB: Attach the following:

- 1) Program agenda
- 2) Photographs of the events
- 3) Press releases, if any (scanned copy)
- 4) Name of elected representatives participated, if any

The reports should be sent to Joint coordinator of respective education district via E-mail.

If the reports are written in Malayalam please send an editable version.

FORMAT FOR STATEMENT OF EXPENDITURE

District:

Educational district:

Title of the Program:

Name of the District coordinator:

Amount sanctioned	Details of expenditure incurred in item wise	Date & venue of the program

Name and Signature of
District coordinator

FORM OF UTILIZATION CERTIFICATE

Sl no	Letter no & Date	Amount
Cert		
1		
	Total	

Certified that out of Rs. Of advance payment sanctioned during the year 2015-16 in favour of

.....(Name) a sum of Rs. has

been utilized for the purpose of SEP program as per the letter cited

2. Certified that I have satisfied myself that the conditions on which the advance payment was sanctioned have been duly fulfilled and that I have exercised the necessary steps to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised

1. Verifying vouchers with relevant sanction order.
2. Checking of vouchers with cash/ bank book.
3. Counter checking of the payment sanctions
4. Routine General Check.

Signature

Date

Designation

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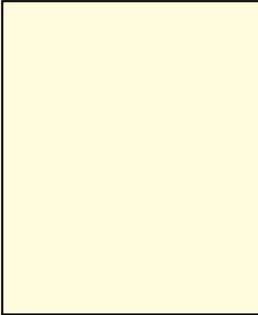
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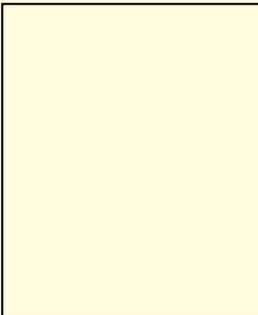
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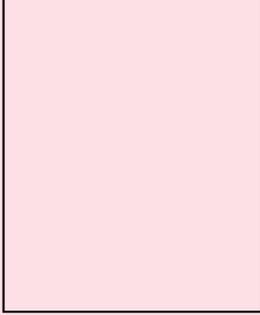


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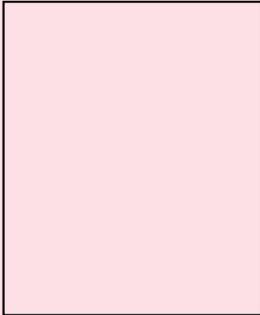
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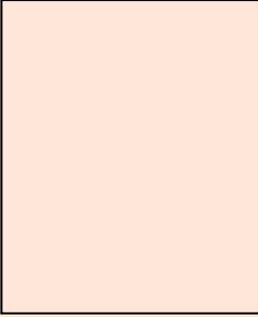


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