



**International Centre for Free and Open Source Solutions**  
**ICFOSS Capacity Building Programs**  
**Scheme Document for FOSS TechVenture Programs at Universities/Colleges/Institutions**

**1. About ICFOSS:**

International Centre for Free and Open Source Software (ICFOSS) is an autonomous institution under the Government of Kerala mandated with objectives of coordinating FOSS initiatives within Kerala and other parts of the world. We aim to bring some new vision and renewed innovation to build a solid foundation in the FOSS domain. The vision and mission of the Centre is to leverage the power of FOSS for the enhancement of the quality of life of the people of Kerala, and to stimulate local employment, thereby maintaining Kerala's strategic lead in this domain over the rest of the region and to be a nodal agency in all matters relating to Free and Open Source Software (FOSS) including consultancy, Academic Programmes, R&D, Training, Studies and Surveys, Domestic and International Advocacy, International Cooperation and collaboration and support employment generation through FOSS based Industries.

Activities of ICFOSS presently includes R&D; Support to FOSS software development; FOSS Pilot Programs; Technology Assistance to Government programs and Institutions; Local Language Computing; Student FOSS activities; Internet Governance; Studies on FOSS; Exploring FOSS Certification; and Capacity Building of students to enter the FOSS Community.

**2. About the Scheme :**

ICFOSS has established FOSS Clubs at various colleges, polytechnics, university departments, and other institutions across the state of Kerala. The primary purpose of these FOSS Clubs is to promote the use of Free and Open Source Software (FOSS) technologies and applications among students and faculty members. Additionally, the clubs encourage active participation and contribution to the community development of FOSS. ICFOSS collaborates with FOSS Clubs, conducting various programs to foster the adoption of FOSS and related domains, including Open IoT/Hardware, Open Drone, and Open Cybersecurity among students.

The goal of the "**FOSS TechVenture**" program is to inspire students to innovate, cultivate an entrepreneurial mindset, and acquire practical knowledge in rapidly evolving fields such as IoT, drones, and cybersecurity. Selected participants from the program will have the opportunity to attend specialized training sessions in their chosen domains.

Subsequently, these participants will be eligible to take part in a Hackathon organized by ICFOSS. Interested and eligible contestants will also have the chance to receive one year of complimentary incubation support from ICFOSS.

The primary objective is to maximize the practical utilization of these technologies in various applications. Each FOSS Club aims to achieve this by partnering with ICFOSS and participating in its initiatives and collaborative endeavors with FOSS communities.

### 3. Objectives of the Scheme:

- **Inspire Innovation:** Foster a spirit of innovation among students in the dynamic fields of IoT, drones, and cybersecurity.
- **Cultivate Entrepreneurial Mindset:** Encourage the development of an entrepreneurial mindset, instilling a proactive and creative approach to problem-solving.
- **Gain Practical Knowledge:** Provide students with practical knowledge to navigate and excel in the rapidly evolving landscape of technology.
- **Specialized Training Opportunities:** Offer selected participants the chance to attend specialized training sessions in their chosen domains.
- **Hackathon Participation:** Enable selected participants to showcase their skills and innovation by participating in a Hackathon organized by ICFOSS.
- **Incubation Support:** Provide interested and eligible contestants with a valuable opportunity to receive one year of complimentary incubation support from ICFOSS.
- **Encourage Student Participation:** Promote and increase student engagement in the field of Free Software programming and technology.
- **Provide Technical Skills:** Equip students with essential technical skills, empowering them to use free software effectively and contribute to FOSS projects.
- **Deepen Understanding of Free Software Principles:** Enhance participants' comprehension of free software principles, emphasizing the importance of open-source collaboration, transparency, and knowledge-sharing.

### 4. Program Structure:

The "**FOSS TechVenture**" program is all about helping students become tech-savvy and entrepreneurial. It has three main parts: First, there's a session to encourage students to think like entrepreneurs. Then, there's hands-on training in areas like IoT, Drones, and Cybersecurity. Lastly, there's an exciting competition called the Hackathon to promote

creativity and practical skills. Together, these parts aim to inspire and teach students, making them ready for the tech and business world in Kerala.

- **Awareness Session:**

- **Overview:** This session aims to build an entrepreneurial mindset and will be conducted from **3rd week of January 2024**. It includes three sessions covering IoT, drones, and cybersecurity domains. Each session is designed for 45 minutes, and the entire program spans half a day. The program will be conducted at six different venues to facilitate participation from various districts, with a maximum capacity of 150 participants per venue.
- **Basic Selection Criteria:** Admission to the awareness session is based on a first-come, first-served basis, with a maximum capacity of 150 participants at each venue. The distribution of participants shall be 50% internal participants (affiliated with the host institution) and 50% external participants. The selection process is managed by the host institution. Host institutions are kindly requested to share the registration form and details of registered candidates with ICFOSS for coordination and record-keeping purposes.

- **Training Session:**

- **Overview:** Hands-on training sessions are planned for IoT, Drones and Cybersecurity, each spanning two days. The training is scheduled for **February 2024** and will be conducted in three zones across Kerala (Malabar Zone, Central Zone, South Zone). Each training session is limited to 30 participants per domain, resulting in a total of 90 participants in each zone and 270 participants statewide.
- **Basic Selection Criteria:** Participants from the awareness session are eligible to apply for the training session. The selection for each zone will be based on a domain-specific test. Suitable weightage will be given to participants with prior knowledge in respective domains, especially if supported by certifications. It is important to note that participants can apply for the training session in only one domain.

Note: The hosting institution holds the privilege to recommend up to 5 students from each domain for the training program without the necessity of undergoing a test. However, such recommendations must be reauthorized by the FOSS Coordinator to ensure alignment with program standards and objectives.

The selection process for the training session will be conducted by ICFOSS.

- **Geographical Zones:**

- North Region: This northern region includes districts such as Kasaragod, Kannur, Wayanad, Kozhikode, and Malappuram.
- Central Region: This central region includes districts like Palakkad, Thrissur, Ernakulam, and Idukki.
- South Region: This southern region comprises Alappuzha, Kottayam, Pathanamthitta, Kollam, and Thiruvananthapuram.

- **Hackathon:**

- **Overview:** The Hackathon is scheduled for **February 2024** and encompasses three domains: IoT, Drones, and Cybersecurity, with a total of 15 participants allowed in each domain. Groups of three students can collaborate to form teams, resulting in a maximum of five groups per domain resulting in a total of 45 participants. Interested and qualified participants will also be eligible for a one-year complimentary incubation program offered by ICFOSS.
- **Basic Selection Criteria:** Eligible participants from the training sessions will have the opportunity to participate in a two-day Hackathon organized by ICFOSS. To be eligible for the Hackathon, students must present their startup idea online. The selection process for the Hackathon will be conducted by ICFOSS and will be based on the quality and reliability of the proposed ideas.
- **Venue: ICFOSS, Kariyavattom, Trivandrum**

## 5. Program Outcome:

The "FOSS TechVenture" program aims to achieve the following outcomes:

- **Innovative Thinking:** Participants will develop a heightened ability for innovative thinking, fostering a mindset that actively seeks creative solutions to technological challenges.
- **Entrepreneurial Skills:** The program will cultivate entrepreneurial skills, empowering students to identify opportunities, take initiative, and pursue innovative projects in the fields of IoT, drones, and cybersecurity.
- **Practical Knowledge Acquisition:** Participants will gain hands-on, practical knowledge in the rapidly evolving domains of IoT, drones, and cybersecurity, enhancing their readiness for real-world applications.

- **Specialized Training Impact:** Those attending specialized training sessions will acquire advanced skills and insights in their chosen domains, contributing to their proficiency and expertise in these areas.
- **Hackathon Experience:** Participants in the Hackathon organized by ICFOSS will not only showcase their technical abilities but also enhance their problem-solving and collaborative skills in a competitive environment.
- **Incubation Support Utilization:** Individuals availing the one-year complimentary incubation support from ICFOSS will have the opportunity to translate their ideas into tangible projects, benefiting from mentorship and resources to nurture their entrepreneurial ventures.
- **Increased Student Participation:** The program seeks to stimulate greater student engagement and interest in Free Software programming and technology, fostering a vibrant community of learners.
- **Technical Proficiency:** Equipping students with essential technical skills, enabling them to navigate and contribute effectively to FOSS projects.
- **Deeper Understanding of Free Software Principles:** Beyond technical skills, participants will develop a profound understanding of free software principles, emphasizing the value of open-source collaboration, transparency, and the importance of sharing knowledge.
- **Empowerment:** By the end of the program, participants will be empowered with the confidence and skills necessary to actively use and contribute to FOSS technology, aligning them with the ethos of the free software community.

## 6. Who can Apply for the program

### a. For Partnering Institutions:

- i. Institutions with active ICFOSS authorized FOSS Club.

### b. For Awareness Sessions, Training Programs, and Hackathon:

- i. Any professional students from Kerala pursuing engineering (2nd/3rd year in Circuit Branches), MCA, Integrated MCA/MSc (Computer / Electronics), are eligible to apply.

## 7. Resource Persons:

FOSS technologies and communities aim to share knowledge. Reputed members of FOSS communities can be brought in as resource persons. It is expected that the FOSS Clubs utilize the services of the Staff of ICFOSS, FOSS community, experienced FOSS developers and enthusiasts as trainers. Experienced resources from colleges, universities and FOSS Clubs of other institutions, former FOSS Ambassadors etc. can be invited as trainers. If the FOSS Clubs have any difficulty in identifying resource persons ICFOSS will be glad to help. Current and former FOSS Innovation Fellows of

ICFOSS, faculty and project staff of ICFOSS can be approached to find out proper resources person.

## 8. Funding:

The associated Organizations/ Institutions will receive a maximum financial assistance of Rs 30,000/- for conducting the Half-Day Awareness Session.

The associated Organizations/ Institutions will receive a maximum financial assistance of Rs 1,10,000/- for conducting the 2-Day Training programme.

Any additional fund required shall be met from the organization's own funds or through Industry Sponsorships.

## 9. Disbursement of funds:

The financial assistance will be provided to the FOSS Clubs through electronic transfer mode into their registered bank account upon submission of the '**mandate form (RFA)**' as per **Annexure-1 along with a request letter**. On completion of the program the Club should submit an Utilization Certificate in the prescribed proforma (**Annexure-3**) duly signed by the FOSS Advisor and the FOSS Coordinator. **80% of the sanctioned grant will be released in advance.**

## 10. Release of funds and maintenance of accounts :

The funds can be used as per the following heads :

### I. Awareness Session:

SI.No	Particulars	Details	Amount (In INR)
1	Honorarium to coordinator	-	1000
2	Honorarium to faculty/expert	Rs.1500/Hr (3 Hrs* 1500 )	4500
3	Startup Mentors	Rs.3000/Session *2 Sessions	6000
4	Travel Allowance (TA)	To Experts	10000
5	Food & Accommodation (Preferably to be accommodated by collaborating institutions in their hostels/guest house)	For Resource Persons	6000
6	Miscellaneous	Including local travel, Audit Fee etc.	2500

<b>GRAND TOTAL</b>	<b>30000/-</b>
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## II. Training Session:

SI.No	Particulars	Details	Amount (In INR)
1	Honorarium to coordinator	Rs.1000/Day (Rs.1000*2days)	2000
2	Honorarium to faculty/expert	Rs.1500/Hr (16 Hrs* 1500 )	24000
3	Lab Assistance(2 resources)	Rs. 2500/Day *2days	10000
4	Travel Allowance (TA)	To Experts	12000
5	Refreshments	Rs.400*35Nos*2days	28000
6	Food & Accommodation (Preferably to be accommodated by collaborating institutions in their hostels/guest house)	For Students and Resource Person	30000
	Miscellaneous	Including local travel, Audit Fee etc.	4000
<b>GRAND TOTAL</b>			<b>110000/-</b>

***\*If ICFOSS's Director/registrar/Programme Head attend the programme, TA & DA will be met from ICFOSS fund\****

The head of account mentioned above may be adjusted by the concerned institute as per needs of the Half-Day Awareness Session subject to the ceiling of Rs:30000 which is subjected to the ratification of ICFOSS.

The head of account mentioned above may be adjusted by the concerned institute as per needs of the 2-Day Training program subject to the ceiling of Rs:110000 which is subjected to the ratification of ICFOSS.

### 11. Partnering Institution Minimum requirements :

- Active FOSS Cell authorized by ICFOSS.
- Minimum 100 students in circuit branches (2nd and 3rd Year)

- Computing Lab with minimum 30 seating capacity in case, applying for a training session.
- Auditorium facility to accommodate 150 participants.
- Projector, Audio Equipments and Internet Connectivity with minimum 100 Mbps bandwidth.
- Accommodation for resources and students.

## 12. Submission of documents:

The faculty in charge of the FOSS club can serve as the FOSS Coordinator. He/She is responsible for verifying and submitting the following documents.

- List of participants of the programme.
- Feedback from participants must be shared through the portal.
- Upon completion of the program, reports along with photographs and media reports need to be uploaded in the portal.
- The Utilization Certificate & Expenditure Statement must be submitted via the portal.
- FOSS Club is required to submit the documents within 15 days after the completion of the program.
- Utilization Certificate (UC) / Statement of Expenditure (SoE) has to be sent in original to ICFOSS (**Format attached - Annexure-2 & Annexure-3**) along with balance amount if any.
- Any unspent balance (**financial grant from ICFOSS**) as part of the program needs to be refunded to ICFOSS.

## 13. Number of participants :

- **Awareness Session**

A maximum of 150 participants (minimum 100) will be allowed to attend. The distribution will be 50% internal and 50% external participants.

- **Training Session:**

A maximum of 30 participants per each domain, with a total of 90 participants in each zone and 270 participants statewide.

- **Hackathon:**

Total 15 participants are allowed in each domain. Further details will be published separately.

#### 14. Certificates:

- **Awareness** : The certificates can be issued by the FOSS club, The logo of ICFOSS and the host college can be used. A copy of the certificate may be sent to ICFOSS for reference.
- **Training Program**: Issued by the ICFOSS with suitable mentioning of Host Institution.
- **Hackathon Program**: Issued by the ICFOSS.

#### 15. Terms and Conditions:

- Funds once released / sanctioned for organizing the particular topic / area of workshops /training/events, cannot be utilized for any other program. In case if the event is canceled, the funds will be refunded to ICFOSS.
- The FOSS Club must bear any additional expenses required to complete the program from its own resources, ensuring that the quality of the activities is not compromised.
- It is essential to acknowledge ICFOSS in all social media campaigns related to the program, as well as in recordings of the program shared on the internet, on banners, posters and any other materials crafted for the program.
- FOSS Clubs that intend to conduct programs are required to submit an application form along with a duly completed mandate form.
- Upon receiving approval from ICFOSS, the FOSS Club will be granted authorization to proceed with the program, adhering to our established norms.
- Upon successful completion of the program (Annexure-5), the FOSS Club is obligated to submit a Utilization Certificate (UC) along with a program report, as well as any relevant links of supporting documents.

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**Annexure-1****Request for Financial Assistance to conduct the FOSS TechVenture Program**

1	Name of the Institution/College/Department	
2	Name of Head/Principal of the Institution/ College / Organization / Head of University Dept.	
3	Type of Institute/Organization (Govt/Aided /Self financing/Autonomous/ University)	
4	Address of the College/ Organization	
5	Email ID and Phone number of Principal / Head of Institute / Organization	
6	Name of the Account as per passbook	
7	Account Number	
8	Name of the Bank	
9	Branch : IFSC :	
10	Account Type (Tick One)	<input type="checkbox"/> Current <input type="checkbox"/> Savings
11	Address of Bank with PIN Code	
12	Telephone No. of the Bank	
13	Name of the Account Holders with Designation	

*It is declared that the account mentioned above is an authorized account of the Institution/college/university department .*

**FOSS Co-ordinator**  
(Name and Signature)

**Principal / Head of the Institution**  
Name and Signature

**Date** : \_\_\_\_\_

**STATEMENT OF EXPENDITURE**

Program Title : .....

Sanction Letter / File No. : .....  
(from ICFOSS)

Name of University/  
Institute / Organization : .....

Date of the Program : .....

Sanctioned Amount : .....

Advance received : .....

<b>SI No.</b>	<b>Expenditure Head</b>	<b>Expenditure Incurred (in Rs.)</b>	<b>Balance (in Rs.)</b>
1.	Honorarium to faculty/expert		
2.	Honorarium to coordinator		
3.	Working lunch & Refreshments		
4.	Accommodation/Local transport expenses for resources (if necessary)		
5.	Travel Allowance (TA)		
6.	Contingency		
	<b>TOTAL</b>		

*Balance amount ( to be paid/ remitted back )*

*Certified that we have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by ICFOSS.*

**FOSS Co-ordinator**  
(Name and Signature)

Verified and Countersigned by

**Principal / Head of the Institution**  
(Name and Signature)

(Seal of the Institution)  
Date : \_\_\_\_\_

*Attach copies of bills, vouchers and receipts. (proper cash bills and signed vouchers should be provided, Estimates are not acceptable)*

**UTILIZATION CERTIFICATE**

Certified that out of Rs. .... sanctioned by International Centre for Free and Open Source Solutions (ICFOSS) towards financial assistance for the program titled “.....” (File No./ Letter No: .....), an amount of Rs. .... was utilized for the purpose for which it was sanctioned, leaving a balance of Rs. .... shown in the ‘Statement of Expenditure’ annexed.

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**FOSS Co-ordinator**  
(Name and Signature)

Verified and Countersigned

**Principal / Head of the Institution**  
(Name and Signature)

(Seal of the Institution)

Date : \_\_\_\_\_



**Application Form for Venue Selection - FOSS TechVenture Program**

The online application link will be active from **21/12/2023 to 10/01/2024**. Applicants must follow the steps outlined below to complete the application process:

1. Go to [https://erpnext.icfoss.org/foss\\_techventure](https://erpnext.icfoss.org/foss_techventure)
2. Fill out the application form .
3. Print the completed form and sign it.
4. Upload the signed document to the website for submission.

This document will be used for the selection of venues for conducting the awareness session and training program.

**SETTLEMENT OF ACCOUNTS**

On completion of the program the FOSS Co ordinator will submit the following documents to ICFOSS with in 15 days electronically as specified by ICFOSS

- Utilization Certificate
- Statement of Expenditure
- Campaign materials (if any)
- Final Reports
- Photographs and related documents (if any)
- URL of the program uploaded in YouTube (if any)

**The utilization certificate and expenditure statement should be submitted as hardcopy along with the above.**