

Energy Conservation Awareness Program for Schools (FY 2021-22)

Description: Gujarat Energy Development Agency (GEDA) has been working in the field of Renewable Energy Development and Energy Conservation since last four decades. GEDA is the State Designated Agency of Bureau of Energy Efficiency to implement Energy Conservation Act 2001 and its activities in the state of Gujarat. Under BEE scheme of “School Children Capacity Building Program”, GEDA is going to conduct Energy Conservation Awareness Programs for the students of 6 to 8 standard of different schools in different districts. These programs will be conducted by GEDA authorized Energy Audit Consultants (EACs).

Scheme Objectives: This program aims at spreading awareness amongst the school students about Climate Change, Energy and Environment Conservation. The program will cover all basic energy and environment conservation scenario crafted in a fun and interactive session for children.

Eligibility Criteria:

Any Government/private school of the state having facility of LCD Projector / Facility to conduct online program is eligible for conducting the EC awareness program for the students of 6 to 8 standard. (However, higher standard students can also attend the program on permission of school.)

Scheme Details (Financial Parameters):

- GEDA will pay Rs. 5000/- plus 18% GST to GEDA authorized EAC for each program conducted through online mode and Rs. 6000/- plus 18% GST if the program is conducted through offline mode.
- GEDA will pay maximum of Rs. 3500/- for beverages/snacks expense for children if the program is conducted through offline mode.

Procedure to Avail the Scheme:

- Interested schools have to approach GEDA authorized EA Consultant from the list given on the Website (or) Interested GEDA authorized EA Consultant can contact schools and submit EOI form (Annexure-I) duly filled and signed by the Principal, to GEDA for approval. Registration will be done on first-come-first-serve basis.
- Each EAC can submit EOI for maximum 7 nos. of schools which are to be submitted together while applying for approval. The payment for all approved EOIs will be released to consultant after submission of reports and necessary documents of all school at one time to GEDA. Separate EOI and separate bill for individual school will not be accepted.
- After evaluating the submitted EOI, GEDA will issue approval letters to concerned schools and GEDA authorized Energy Audit Consultant (EAC).

Approval will be governed by following terms & conditions to schools:

1. The school will ensure participation of maximum number of students of 6 to 8 standard for the Energy Conservation programme.
2. The duration of the program should be at least 3 hours.
3. The school should ensure that GEDA authorized EA Consultant shall cover following topics during the program:
 - What is Energy and the need for Energy Conservation
 - Climate change and Carbon Footprint
 - Electricity Conservation in different home appliances viz Refrigerator, AC, TV, Geyser, etc. and Water conservation.
 - Star label and its explanation.
 - Why to use Battery operated vehicle?
 - Renewable Energy and its applications
 - A short film on Energy, Environmental Conservation and Renewable Energy
 - Quiz session / Interactive Q & A session
4. GEDA will pay up to Rs. 3500/- for beverages/snacks expense for children if the program is conducted through offline (school) platform in case of schools are opened as per the guidelines of Government of Gujarat. There shall be no payment to schools if the program is conducted through online platform.
5. In case of Online program, school should arrange platform for organizing online classes and coordinate with students, EA Consultant and inform GEDA official about the actual date, time and link of the program on ec@geda.org.in
6. 100% payment will be released to school within a month after completion of the program if program is conducted offline.
7. School should submit following documents to the GEDA Authorized Consultant who has conducted Energy Conservation Awareness Programme in their school, after completion of the programme for releasing the payment.
 - Original expenditure bills.
 - Payment request Letter, along with the feedback of the programme.
 - Bank details for releasing the payment. Cheque once issued will not be replaced.

Approval will be governed by following terms & conditions to GEDA Authorized Energy Audit Consultant (EAC).:

1. The duration of the program should be at least 3 hours.
2. The program should cover/include following topics:
 - What is Energy and the need for Energy Conservation
 - Climate change and Carbon Footprint

- Electricity Conservation in different home appliances viz Refrigerator, AC, TV, Geysers, etc. and Water conservation
 - Star label and its explanation.
 - Why to use Battery operated vehicle?
 - Renewable Energy and its applications
 - A short film on Energy, Environmental Conservation and Renewable Energy
 - Quiz session / Interactive Q & A session
3. The Energy Audit Consultant (EAC) has to ensure the presentation of the program is in native language of the school i.e. Gujarati presentation in Gujarati Medium schools and English Presentation in English Medium schools.
 4. The EAC has to provide the PPT for the school program to GEDA on ec@geda.org.in before initiating the program.
 5. GEDA will pay Rs. 5000/- plus 18% GST to EAC for each program conducted through online mode and Rs. 6000/- plus 18% GST if the program is conducted through offline mode.
 6. The programs have to be conducted as per above guidelines given by GEDA.
 7. GEDA Authorized Energy Audit Consultant (EAC) are requested to organize the program with supporting faculty.
 8. The GEDA Authorized Energy Audit Consultant (EAC) has to inform the date of the program at least before three days of the program by E-mail on, ec@geda.org.in.
 9. Any change of dates of the program, if required, must be intimated to GEDA in time.
 10. The school authorities should be contacted by the consultant in advance for confirming the arrangements by them
 11. 100% payment will be released to GEDA EAC against submission of a brief report along with: list of participants, 4-5 photographs of the program, acknowledgement letter signed by the principal or other competent authority, mandate form (Account's Information form) and claim letter on completion of the assignment. All documents have to be submitted in hard copy to GEDA with a proper filing. Loose papers will not be accepted by GEDA.
 12. GEDA Energy Audit Consultant (EAC) should collect following documents submitted by the school and submit to GEDA along with their own payment request.
 - Original expenditure bills by the school.
 - List of Participant with name and standard
 - Payment request Letter with feedback from school and
 - Bank details of school for releasing the payment.

Note: -

- **Applications for school program by the consultant/School are to be submitted for approval on or before 31st December, 2021. Any application received after above date will not be accepted. And the approved programmes are to be completed before 15 the February,2022. The bills of the programme conducted should latest be submitted before 1st March,2022.**
- **Consultants as well as schools are requested not to follow-up on the phone call for approval (or) change of dates (or) any other work related to this programme. They can communicate by sending letter to GEDA (or) by Email on ec@geda.org.in.**

To,
 Director,
 Gujarat Energy Development Agency,
 Udhog Bhavan, Block No: 11/12,
 4th floor, Sector-11,
 Gandhinagar.

Expression of interest for hosting Energy Conservation Awareness program for school children capacity building

Name of the school	:	
Contact Address	:	
Name of the Principal with mobile no. and Email address	:	
Name of the Contact Person coordinating the programme with mobile no. and Email address	:	
Whether Program proposed is online/Offline	:	
Tentative Date (2 options) of program	:	
No. of participants expected (students and teachers)	:	
Name of the EA Consultant	:	
Consultant Contact No	:	

We hereby give our consent for making all essential arrangement for hosting the program.

Date: _____

 (Principal's Signature & Seal)