

# **Format for the submission of project proposal for conduct one day awareness cum workshop on disaster management**

**1. Name of the University Department/College**

**2. Name of the responsible faculty.**

**3. Account No of University /College etc.**

**4. Details about the proposed workshop**

**4.1. Introduction**

**4.2. Need for the workshop**

**4.3. Specific Title of the workshop.**

**4.4. Objectives of workshop**

**4.5. Likely participants in workshop.**

**4.6. Other partners for the programme:**

**4.7. Venue for the conduct of the workshop**

**4.8. Proposed outcome of programme**

**4.9. Budget details including local contribution and support required from DMI. (DMI support will be under the following heads)**

<b>1. Cost on working lunch tea etc. = Rs. 100x150</b>	<b>=</b>	<b>15,000/</b>
<b>2. Venue Development (workshop venue, photographs, banner etc.</b>	<b>=</b>	<b>15000/-</b>
<b>3. TA &amp; DA, Honorarium etc. for the experts</b>	<b>=</b>	<b>10000/-</b>
<b>4. Workshop kit, reading materials, printing of proceedings etc.</b>	<b>=</b>	<b>15000/-</b>
<b>5. Contingency</b>	<b>=</b>	<b>10,000/-</b>
<b>6. Total</b>	<b>=</b>	<b>65,000/</b>

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**Other details**

- 1. Details regarding submission of Utilization Certificate, The same has to be submitted with 15 days of the conduct of the programme in the prescribed format). The UC format shall be send to you on approval of your proposal.**
- 2. Payment terms: 50 % advance shall be issued by the institute after submission of demand for release of advance on approval of the project proposal by the institute.**
- 3. The programmes are to be conducted between 15<sup>th</sup> Nov. 2017 and 31<sup>st</sup> January, 2018.**

**Contact Person:**

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