

GUIDELINES FOR SUBMISSION OF PROPOSALS FOR PILOT/SPECIAL PROJECT ON APPROPRIATE TECHNOLOGY

INTRODUCTION

The department has identified various need based appropriate technologies for the benefit of disadvantaged sections of different regions of the state. For dissemination of these appropriate technologies in the specific areas, the department implements small need based pilot special project through voluntary organization, non government organisations, government departments and institutions. Project proposals are processed by the department and based on guidelines evolved through experience gained during the last several years.

GUIDELINES FOR FORMULATING PROJECT PROPOSALS

1. Please confine your proposals to a few specific aspects of a problem which can be implemented in a 2/3 years period.
2. Initially the following strategy may be worked out
 - i. Review the socio economic status of the target group of population.
 - ii. Identify the priorities of these people and possible science & technology interventions.
 - iii. Match the critical gap areas where the expertise of your group can effectively contribute to fulfilling these needs. Alternatively interface with R&D institutions who can be associated as resource persons/ institutions.
 - iv. From these gap areas, select one or two specific aspects which could be implemented through a 2/3 year project.
3. While writing the proposal please ensure that scientific and technical details are clearly spelt out.
4. Proposals with broad objectives written without specific details are not viewed favorably.
5. Following technical details are required while formulating the project proposals.
 - i. Description of the problem and its priority as perceived by the people including socio economic status of the area.
 - ii. Suggested solution (s) and alternatives with anticipated physical and financial benefits.
 - iii. Objective of the project.
 - iv. Report of preliminary investigation conducted, if any.
6. Methodology
 - i. S&T component of the project.
 - ii. Linkages with S&T institutions/ resource person/R&D agencies for technical backup.
 - iii. Information about local economy, relevant artisan skill, market available and link up etc.
7. Work Plan
 - a. Phase wise plan of action including methodology for group formation, awareness generation, demonstration cum training practice of the

- techniques, actual implementation, consultation with target group and resource persons, marketing if any, follow up action etc.
- b. Time schedule of activities giving milestones.
 8. Techno economic viability of the project.
 9. Comment on likely impact on adjoining areas/society.
 10. Comment on the possibilities of the activity becoming self sustainable.
 11. Suggested parameters for monitoring effectiveness of intervention during and after the project.

Ultimately the attempt should be made to develop the project management to the local panchayat organization and they should be available to handle the project on a continuous basis.

It is also envisaged that after the completion, the project should be replicable as and when required.

INSTRUCTION FOR FILLING UP THE PROFORMA

1. Please use paper of A4 size (21 cms x 29 cms)
2. Please type as per the layout given in the format.
3. Project title should be to the point and clear.
4. Expected total duration of the project should normally not exceed 36 months.
5. Please mention the capability of the organization.
 - a. Expertise available with the group.
 - b. List of on going and completed projects, giving following details.

Title of the project	Year of start and completion	Project cost	Name of funding agency

DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL

1. Certificate from the Head of the Institution (on letter Head)
2. Details of the proposal (2 copies)
3. Name and address of experts/ Institutions who may be interested in the subject/aspect of the project.
4. Registration certificate, memorandum of Association and Rules and Regulations of the Institution.
5. Balance Sheet, Audited statement of accounts and the Annual Reports pertaining to the last two financial years.

**FUNDS REQUIRED
BUDGET ESTIMATES SUMMARY**

(Rupees in lakhs)

	Item	Budget		
		1 st year	2 nd year	3 rd year
A.	Recurring			
1.	Salaries/ wages a. Full time b. Part time			
2.	Consumables			
3.	Travel			
4.	Other costs specify			
B.	Non Recurring			
1.	Permanent equipment (Name and estimated cost of each item may please be mentioned)			
	Total (A+B)			

- C. Beneficiaries/ Institution Contribution
D. Total Budget of the Project (A+B+C)
E. Assistance Required (Deduct institutional/
Beneficiaries contribution (D-C))

CERTIFICATE FROM THE HEAD OF INSTITUTION

1. Certified that the institute welcomes participation of Shri _____ as the project coordinator for the project entitled _____ and that in the unforeseen event of discontinuance, the institution will bear the responsibility of the fruitful completion of the project (with due intimation to Department of Science & Technology).
2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and condition of the grant will be extend to project staff throughout the duration of the project.
3. Institution assumes to undertake the financial and other management responsibility of the project.

Date :
Place :

Name and Signature
Head of Institution

FORMAT FOR SUBMISSION OF PROPOSAL FOR PILOT/ SPECIAL PROJECTS ON APPROPRIATE TECHNOLOGIES

PROJECT TITLE

1. Name of Institution
2. Complete Address
3. Copy of the Constitution and list of office bearers of the Executive Committee
4. Registration No. with date under Societies Registration Act.
5. Permanent Assets of the institute.
6. Type of development work performed in the past and their areas and reports if any (Please enclose latest Annual Report).
7. Details of permanent infrastructure of institution.
8. Fields of working in rural area, if any.
9. Assistance received by the organization during last financial year (please indicate activity wise and Department wise breakup).
 - a. Central Government
 - b. State Government
 - c. Boards etc.
 - d. Any other sources
10. Type of services to be rendered by Institution for above mentioned work.
11. Area of work in existing activities.
12. Socio economic survey report of working area.
13. Needs of the working area for upliftment of rural poor/ weaker masses.
14. Details of physical and financial for propagating S&T activities through demonstrations, training, supplying technical information etc. and other proposed activities.
15. Any other details.

Date :

Signature

Name

Designation
Institution

Annexure "B"

Name and address of Regional Offices of Department of Science & Technology

Office	Districts under Regional Office	Address Regional
1. Regional Office Ajmer	Jaipur, Ajmer, Alwar, Bharatpur, Dholpur, Dausa	Project Officer Regional Office, DST, 2nd Floor, Mini Secretariat, Bani Park, Jaipur
2. Regional Office Bikaner	Bikaner, Sriganganagar, Hanumangarh, Churu, Jhunjhunu, Sikar, Nagaur	Project Officer Regional Office, DST, Near Naga Nechi Ji Temple, Railway crossing Road, Marudhar Colony, Bikaner
3. Regional Office Kota	Kota, Baran, Jhalawar, Sawaimadhopur, Karauli, Tonk, Bundi	Project Officer Regional Office, DST, Chatravilas Palace, DCM Road, Kota
4. Regional Office Jodhpur	Jodhpur, Pali, Jalore, Sirohi, Jaisalmer, Barmer	Project Officer Regional Office DST, Pal Road, Subhash Nagar, Jodhpur
5. Regional Office Udaipur	Udaipur, Rajsamand, Chittorgarh, Bhilwara, Banswara, Dungarpur	Regional Office (Udaipur) Department of Science & Technology Chitrakoot Nagar, Bhuvana, Udaipur Ph. 294 -2803542