

**Proposal Format**

(For organizing 5 day Workshop on Preventive Conservation of Manuscripts/ Rare Sport Materials, / Illustrated Manuscripts)

1. Name and address of the Coordinator of the proposed workshop:

Name of the coordinator.....  
Designation & Address.....  
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2. Name and address of the collaborating Institution /MRC /MCC /College/ University:

Name of the Institution/MRC/University  
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Address.....  
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3. Contact Phone, Mobile and fax No. of the coordinator along with Email ID:

Contact Tel No.....  
Mobile No.....  
Email ID.....

4. Brief history of the collaborating Institution/MRC/MCC/Collage/ University:

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5. Infrastructural status of the collaborating Institution/MRC/MCC/College/ University.....

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**Detail of participant**

6. Name	Designation	Address of the Participant. Contact No.
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**Detail of Resource Person**

7. Name	Designation	Topic	Address of the Resource Person Contact No.
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## Course Syllabus for the Five-day Preventive Conservation of Manuscripts Workshop

Day 1	Programme Details	Resource Persons
<b>Day-1</b>		
10.00 - 10.30	Registration	
10.30 - 11.00	Inauguration	
11.00 - 11.30	Tea break	
11.30 - 12.30	<i>Introduction of the participant and Presentation on NMM</i>	
12.30 - 01.00	Lunch break	
01.00 - 02.00	<i>Familiarization of manuscripts</i>	
02.00 - 03.00	Tea break	
03.00 - 04.00	<i>History of manuscripts</i>	
04.00 - 05.00	Digital Library	
05.00 - 05.53	Feed back	
<b>Day II</b>		
09.30-10.30	Digital Library and digital preservation of manuscripts	
10.30 -11.00	Tea break	
11.00- 12.00	<i>Factors of deterioration, their effect on manuscripts and their Identification</i>	
12.00 - 01.00	<u>Material technology of Manuscripts</u> <ul style="list-style-type: none"> <li>• Raw material used for Mss. Preparation.</li> <li>• Procedure of Mss. preparation</li> <li>Nature &amp; behavior of different materials</li> </ul>	
01.00 - 01.30	Lunch break	
01.30 - 02.30	<i>Practical on material and technology (demonstration of paper making )</i>	
02.30- 03.30	<i>Theory: Types of ink and its effect on paper</i>	
03.30 - 04.00	Tea break	
04.00 - 05.00	Practical on documentation of conservation status of manuscripts	
05.00 - 05 - 30	<i>Feed Back</i>	
<b>Day III</b> <b>(Selected Repository) original work in Manuscripts</b>		
09.30-10.30	<i>Practical on Recognition of deterioration of manuscripts</i>	
10.30 -11.00	Tea break	
11.00- 12.00	Concept of preventive and curative measures	
12.00 - 01.00	<i>Theory and practical on storage of manuscripts and preparation of paper containing insecticides and fungicides</i>	
01.00 - 01.30	Lunch break	
01.30 - 02.30	Introduction of indigenous material used for preparation of manuscripts	
02.30 - 03.30	Disaster management, Practical on disaster management and poster presentation	
03.30 - 04.00	Tea break	
04.00 - 05.30	Practical on encapsulation & folder making	
<b>Day IV</b>		
09.30-10.30	Practical work on manuscripts preparation on	
10.30 -11.00	Tea break	

11.00- 12.00	-----do-----	
12.00 - 01.00	-----do-----	
01.00 - 01.30	Lunch break	
01.30 - 02.30	-----do-----	
02.30 - 03.30	-----do-----	
03.30 - 04.00	Tea break	
04.00 - 05.30	-----do-----	
<b>Day V</b>		
09.30-10.30	Re-organization of storage/handling transportation (Practical)	
10.30 -11.00	Tea break	
11.00- 12.00	-----do-----	
12.00 - 01.00	-----do-----	
01.00 - 02.00	Lunch break	
02.00 - 04.00	Question hour and feedback of the participants	
04.00 - 05.30	Valedictory	

9. Date & Time of the workshop .....

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10. Venue .....

Select repository, where doing preventive conservation work

I. Repository name: .....

II. Collection: .....

**Unit cost of preventive conservation workshop:**

S.No	Expenditure head	Amount	Details
1.	Honorarium for resource persons	Rs. 30,000/-	Rs. 1000 per class x 6 classes x 5 days = 30,000/-
2.	Stationary	Rs. 12,000/-	Rs. 400 for stationary x 30 participants
3.	TA for resource persons.	Rs. 50,000/-	To and fro II AC, apex Air fare (Subject to actual)
4.	Food & lodging for resource persons.	Rs. 60,000/-	Rs. 2000 x 6 persons x 5 days. Subject to actual
5.	TA for the participants	Rs. 45,000/-	Rs. 1,500 x 30 (To and fro III AC fare) Subject to actual
6.	Food & lodging for participants	Rs. 97500/-	Rx. 650 x 30 x 5 days (Subject to actual)
7.	Working lunch, breakfast and tea	Rs. 45,000/-	Rx. 250 x 36 x 5 days
8.	Local Conveyance	Rs. 15,000/-	100 x 30 x 5 days
9.	Inaugural and valedictory function	Rs. 20,000/-	
10.	Photography and video recording	Rs. 5,000/-	
11.	Select Repository, where doing preventive conservation work its Manuscripts rapping materials (Starch free cotton cloth, acid free mount board, blotting paper, Thread and other conservation material for manuscripts )	Rs. 1,1500/-	
12.	Chatted Accountant and Accounted	Rs. 5000/-	
13	Photo copy for academic and certificate	Rs. 5,000/-	
	<b>Total</b>	<b>Rs. 5,00,000/-</b>	

Preventive Conservation workshop budget 5 lakes for 5 days.

The centre will have to bear the excess expenditures if any beyond this level and Maximum amount expend in conservation materials for selected manuscripts repository. The Coordinator has the flexibility to adapt the expenditure according to its requirement.

**Details of Bank Account**

- 1. Name of the Bank & Address.....  
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- 2. Bank Account No.....
- 3. Branch Code.....
- 4. IFSC Code.....
- 5. MICR No.....
- 6. Pan Card No.....

If proposal approved, the DD shall be drawn in favor of:

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Seal & Signature of  
(The Coordinator)

Seal and Signature of  
(The Head of the Institute)