



NATIONAL DISASTER MANAGEMENT AUTHORITY

Government of India



Guidelines for the National Institute of Disaster Management (NIDM)

1. Background

1.1 The Disaster Management Act 2005 (hereinafter referred to as the Act) provides for an institute to be called the National Institute of Disaster Management which is to play a key role in training and capacity building in the field of Disaster Management. Sections 6 and 42 of the Act envisage that the NIDM shall function within the broad policies and guidelines laid down by the National Disaster Management Authority (NDMA).

1.2 Keeping this objective in view, these guidelines have been drawn up to enable the NIDM to function as the primary training and capacity building institution in the country. It will develop institutional capacity by creating a cadre of trainers for various aspects of Disaster Management and undertake related activities in furtherance of the goals of the Nodal Agency at the National Level in the field of Disaster Management i.e. NDMA.

2. Mandate of NIDM under Disaster Management Act 2005.

2.1 The NIDM is responsible for planning and promoting training and research in the area of Disaster Management, documentation and development of national level information base relating to Disaster

Management policies, prevention mechanisms and mitigation measures.

2.2 The National Institute, for the discharge of its functions, may –

- (a) Develop training modules, undertake research and documentation in disaster management and organize training programmes;
- (b) Formulate and implement a comprehensive human resource development plan covering all aspects of disaster management;
- (c) Provide assistance in national level policy formulation;
- (d) Provide required assistance to the training and research institutes for development of training and research programmes for stakeholders including Government functionaries and undertake training of faculty members of the State level training institutes;
- (e) Provide assistance to the State Governments and State training institutes in the formulation of State level policies, strategies, disaster management framework and any other assistance as may be required by the State Governments or State training institutes for capacity building of stakeholders, Government including its functionaries, civil society members, corporate sector and people's elected

- representatives;
- (f) Develop educational material for disaster management including academic and professional courses;
 - (g) Promote awareness among stakeholders including college or school teachers and students, technical personnel and others associated with multi-hazard mitigation, preparedness and response measures;
 - (h) Undertake, organize and facilitate study courses, conferences, lectures, seminars within and outside the country to promote the aforesaid objects;
 - (i) Undertake and provide for publication of journals, research papers and books and establish and maintain libraries in furtherance of the aforesaid objects;
 - (j) Do all such other lawful things as are conducive or incidental to the attainment of the above objects; and
 - (k) Undertake any other function as may be assigned to it by the Central Government.”

3. Key Responsibilities Areas

Based on mandate of NIDM under Disaster Management Act 2005 as described in para 2 above, core area of operations for NIDM shall be as follows:

- a) Developing training modules and methodology and imparting training to trainers and other key stakeholders based on hazard-wise, region-wise requirements.
- b) Develop data base and content for training for use by trainers and other stakeholders.
- c) Create adequate material for awareness generation and capacity enhancement of communities for dissemination by NDMA/SDMAs.

3.1 Training Activities

3.1.1 Thrust areas of training which need special attention of the NIDM shall be:

(i) the training needs analysis of various stakeholder groups;

(ii) development of customized training modules catering to various stakeholders and sections of the society, and step by step training manuals for preparing Hazard profiles of an area/district/state; Hazard mapping; risk evaluation; Post Disasters Need Assessment (PDNA); IRS, mock exercises etc. and in the process build capacity of the

states/district/local bodies/PRI etc. to prepare their own DM plans.

(ii) institutional capacity building of other nodal institutions in Disaster Management related fields.

(iii) assistance to the NDMA as its capacity building arm for carrying out

(a) Designing of training programmes related Expression of Interest/Terms of Reference, preparation of training modules, validation of IEC materials and implementation of training components of NDMA projects.

(b) Social mobilization activities;

(c) Creation of adequate awareness generation material for capacity enhancement of Community for dissemination by NDMA/SDMA.

(d) Designing and developing a manual on mock exercises so that it can be referred to by local trainers while conducting mock drills at local/community level.

(e) Designing and implementing of new training schemes, pilot projects, case studies, documents or any other activity as envisaged by NDMA.

- (f) Auditing of efficacy of training component of NDMA projects etc.

3.1.2 **Annual Training Calendar**

(i) The NIDM will prepare an annual training programme for On/Off campus trainings. The Annual Training Calendar shall be prepared in consultation with major stakeholders. The Executive Director, NIDM, will present the annual training programme to the NDMA prior to the end of the third quarter of the closing year **for validation and vetting before it is placed for approval before the Governing Body.**

3.1.3 **Training Profile:**

(i) **Training of Trainers** – Prime objective of NIDM shall be to create capacity in the form of pool of trained resource persons for further dissemination of knowledge percolating down below to the last community level, through dispersion of trainings. Keeping in view the above objectives or efforts and expertise of the NIDM shall be targeted towards training of trainers at the national, regional, state and local institutional level.

(ii) It shall also conduct training programmes in frontier areas of disaster management as “off-campus programmes” with other

National Institutions and State Administrative Training Institutions in which Centres for Disaster Management are located.

(iii) For every special kind of training and for administrators in-charge of DM, where number of persons to be trained are less in number, direct training may be imparted by NIDM.

(iv) NIDM may take up **e-Learning Courses** on specific aspects of Disaster Management and subsequently move towards distance education programmes.

(v) Refresher training based on training need identification analysis (TNA) shall be arranged by NIDM from time to time for Master Trainers. For such training, trainees may be selected based on criteria such as age, past experience, area of specialization, education level, past contribution in training programmes, aptitude for training, communication skills etc. as decided by NIDM.

3.1.4 **Training Modules**

(i) NIDM shall work for standardization of training modules on Disaster Management to be organized at various levels. Training material so designed shall be aligned to NDMA guidelines. The terminology used in the training handouts

shall be according to the DM Parlance used in the NDMA guidelines to avoid confusion of prospective users of the training material and NDMA guidelines.

- (ii) Training material for new courses shall be reviewed by the concerned Member of the Authority.
- (iii) NIDM shall develop pedagogy of the training module designed hazard-wise, region-wise for meticulous replication of the training at state/local level.
- (iv) The training material of the NIDM shall be, innovative and distinctive in its approach to special needs of regions, sectors and sections.

Assistance to Training and Research Institutes

- (i) NIDM will be the primary National Institution and Centre of Excellence in Disaster Management. It shall therefore nurture institutions at the regional, state level and assist them to develop as specialized institutions on preparedness, mitigation, response, rehabilitation and recovery in different types of disasters.
- (ii) The NIDM shall collaborate with specialized Defence and other premier National Institutions for imparting skill based training of trainers, from training institutions and key responders.

lii) In the short term, the NIDM would conduct “on-campus” and “off-campus” training programmes in collaboration with Administrative Training Institutions and State Institutes of Rural Development and other National Institutions. In the long term, NIDM shall play role of facilitator of such training at decentralized level close to the end users of training.

(iv) NIDM shall strive to become high level repository of knowledge on Disaster Management for India and at global level.

(v) The NIDM shall strive to improve the quality of training by adopting global state-of-the art practices in content and its delivery through innovative techniques.

3.3 Research and Studies

i) The NIDM shall carry out studies in all aspects of Disaster Management to add value to their training modules.

ii) Further, as provided in the Disaster Management Act 2005 NIDM should collaborate and coordinate its efforts with various other national and international institutes for Disaster Management Studies in order to bring out publications, journals, research papers and books on Disaster Management and create on line and off line libraries of the same. This would go a long way towards promoting further research on the subject.

iii) NIDM may take up studies on analysis of consequences of current disasters, and prepare reports for use in policy formulation/training.

3.4 Documentation

(i) NIDM should design the templates for documentation of disasters covering all aspects, including, inter alia their short term and long term socio economic impact and identify gaps for future action.

(ii) NIDM shall be repository of all documentation relating to recent disasters in India.

3.5 Knowledge Management

(i) The NIDM shall facilitate knowledge management on Disaster Management in India. Knowledge management in the field of Disaster management consists of following overlapping tasks:

- a) Knowledge creation through data collection, information generation and documentation.
- b) Knowledge synthesis through research
- c) Maintaining repository of knowledge

d) Knowledge dissemination through training and capacity building.

ii) NIDM shall create and maintain a detailed disaster data base for the country. Documentation of international and regional case studies, training needs analysis, awareness programmes, constraints and best practices and all relevant data of states and districts should be done.

iii) While knowledge creation will primarily be carried out in specialized domains by nodal institutions, the NIDM will play an important role in knowledge synthesis and knowledge dissemination among clientele groups, especially training institutions.

iv) NIDM shall maintain a web-based inventory of information on trained manpower state-wise/district-wise for easy access in case of emergencies. This inventory shall be easily accessible to State Governments/SDMAs/DDMAs.

3.6 International Assignments

(i) It is of utmost importance to present one integrated and coherent view on subject of Disaster management, in all for, both at the national and international level. In view of this, the NIDM shall be guided-through prior consultation – by the NDMA in matters relating

to international cooperation for human resource development such as training programmes and conferences within the country and abroad.

(ii) An annual comprehensive list of international training events, symposium, conferences, meetings etc. along with perspective plan of participation in such events, shall be prepared by NIDM under prior consultation with NDMA.

3.7 Coordination

i) There shall be close coordination between the NDMA and the NIDM, so as to avoid duplication of efforts and also to project an Integrated view on Disaster Management initiatives.

ii) The aspects which especially need prior consultation with the NDMA are:

a)Curriculum and training calendar;

b)Cooperation at institutional level – both within the country and outside;

c) International Workshops/training/conferences

4. Miscellaneous Activities

i) **Tool Kits** – The NIDM shall also strive for excellence in professional services through continual improvement and

developing modern Disaster Management tool-kits for enhancing the effectiveness of its training programmes.

ii) **Pool of Experts** – The NIDM shall develop a record on pool of experts from across the sector functioning, practicing Disaster management within India and abroad.

iii) NIDM shall study existing policy framework on disasters, existing byelaws, techno legal and techno-financial regime and shall submit papers on required intervention for their betterment.

iv) NIDM may devise mechanism to involve school/college students in the Disaster management subjects, such as facilitating them making projects, science models, article writing etc.

v) NIDM shall keep NDMA well informed about its activities in form of monthly and quarterly reports as prescribed by NDMA.

5. The guidelines shall be revised once in three years or as and when felt necessary.