

CONTINUING EDUCATION PROGRAMME



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
SAMANTAPURI, BHUBANESWAR-751 013**

PROPOSAL FOR SHORT TERM COURSES

For CEP use only		
Conf ID: CEP/Conf/26/____/____/____	Year	Deptt
	Serial no.	

1. Title of Course : _____

2. (a) Principal Coordinator : _____ EC _____
 (b) Coordinator : _____ EC _____

3. Department(s) / Centre(s) : _____
4. Duration of Course : From _____ to _____
5. Qualification & Affiliation of target Participants: _____
6. Continuing Education Units the course will carry: _____
 [One CEU is associated with 10 hours of instruction, 5 hours of in-class assignment and end-course examination. Minimum 2 CEUs].
7. Expected no. of participants : _____

8. Venue (tick one) : IIT Bhubaneswar Others(Give details)
 (if off-campus, give details on a separate page).

9. Source of Funds : Sponsored
 (Specify name and address of sponsor and enclose a copy of relevant correspondence and financial approval).

 To be received through course fee
 (Enclose draft announcement or brochure)

10. Course announcement brochure : Enclosed/ will be sent later.

11. FOR OUTSTATION COURSES (Off campus and Extension Centres): Station leaving permission requested for the following teachers. (The absence from Bhubaneswar will be treated as on Duty).

Name of the Teacher	Deptt./Centre	Period of absence

12. **Estimated Budget** : [All numbers will be adjusted at the end of the course on proportionate basis to match the gross receipts. In sponsored courses (e.g. QUP please make separate columns for the sponsored and general components. The CEP overhead is 20% of gross receipts except for outstation courses where it is 30%. There is no CEP overhead on QIP and ISTE courses.]

Receipts	Amounts	Expenditure	Amount
1. Form Sponsor (Enclose copy of financial sanction)		1. CEP Overhead	
2. From participants (Course fee per participant Rs..... x number of participants)		2. Coordinator's fee(<10%)	
		3. Remuneration to faculty & staff members	
		4. Course materials, travel and Other expenses	
		5. Board, lodging, travel of participants	
		6. Payment to Deptt for laboratory facilities	
Total		Total	

13. Departmental facilities required: _____
(Laboratories, equipment, consumables) _____
14. ACCOMMODATION : Prior to submission of the proposal, Coordinator is requested to book accommodation/ Class rooms/ Community Centre, if required. For this purpose please contact Special Officer/ Prof-in-Charge, Institute Guest Houses.

DETAILS OF GUEST HOUSE BOOKING	
Accommodation booked at _____ Guest House	
No. of beds : _____	from _____ to _____
Classroom	from _____ to _____
Community Centre	from _____ to _____
Date: _____	In-Charge Technology Guest House

Date: _____

Course Coordinator

Departmental facilities requested will be provided. Personnel of the Department/Centre are permitted to assist the coordinator in conducting the course on payment of mutually agreed remuneration.

Date: _____

Head _____
Deptt/Centre _____

The proposal has been examined and is put up for consideration of Dean (CE).

Special points (if any): _____

CEP Office

The proposal is approved/recommended for Director's approval

Dean (CE)

Note : Director's approval to be obtained for all off-campus and on-campus courses with gross budget exceeding Rs.2 lakhs.)

