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| H:\IIT Bhubaneswar Logo\IITBhubaneswar_Logo_Pg1.jpg | **भारतीय प्रौद्योगिकी संस्थान भुवनेश्‍वर**  **INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  Continuing Education Programme |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL FOR SHORT TERM COURSE/Conference/Workshop/Symposium**

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| 1 | Title of the Course/Conference/Workshop/Symposium | **:** |  |
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|  |
| 2 | 1. Name of the Principal Coordinator   ***(if any)*** | **:** |  |
| (b) Name of the Co-coordinator ***(if any)*** | **:** |  |
| 3 | Department/Centre/School | **:** |  |
| 4 | Duration | **:** | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5 | Venue | **:** |  |
| 6 | Type of Participants ***(Put the tick mark)*** | **:** | Scientist, Faculty, Student, Industrialist  Others *(Please Specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7 | Expected number of participants | **:** |  |
| 8 | Source of Funds  ***(Tick one or both as applicable)*** | **:** | Sponsored *(Specify name and address of sponsor or enclose a copy of relevant correspondence and financial approval).*  --------------------------------------------------------------------------- |
| To be received through course fee *(Enclose draft announcement or brochure)* |
| 9 | Course/Conference/Workshop/Symposium announcement brochure/notification | **:** | Enclosed/will be sent later |
| 10 | Total Estimated Budget including   1. Institute overhead @ 20% and 2. GST @ 18% on registration fee and private sponsorship   ***Note: Duly signed copy of the estimated budget to be enclosed.*** | **:** | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Course Co-ordinator**

Forwarded by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of the School/Department**

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| **FOR OFFICE USE ONLY**  Special points *(if any)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of CE Office**  Special points *(if any)*:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Assistant Register(CE)/Deputy Registrar (CE)** |
| **The proposal is approved/recommended for the Director’s approval.**  ­\_\_\_\_\_\_\_\_\_\_\_\_  **Dean (CE)** |

**Note: In following exceptional cases Director’s approval to be obtained: -**

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| ***1*** | ***The courses with a higher budget i.e. more than Rs. 10,00,000/- (Ten Lakhs).*** |
| ***2*** | ***All off campus events and events conducted outside India with proper justification.*** |
| ***3*** | ***The courses to be conducted by any retired faculty of IIT System.*** |
|  |  |