भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Continuing Education Programme

PROPOSAL FOR CONFERENCE/WORKSHOP/SYMPOSIUM/TRAINING PROGRAMME/ SHORT-TERM COURSE/SEMINAR ETC.

1	Title of the Conference/Workshop/ Symposium/Training Programme/ Short-Term Couse/Seminar etc.	:	
2	(a) Name of the Principal Coordinator	:	
	(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
9	Course/Conference/Workshop/Symposium announcement brochure/ Notification	:	Enclosed / will be sent later (**Brochure including** (1) **Registration Fee on the billdesk link*** and (2) **Conference Registration link**** **created by the Convenor / Programme Coordinator**)
10	Provide learning outcomes of the programme as **Annexure-2**		Mention up to five points
11	Total Estimated Budget including (1) Institute overhead @ 20% on gross receipts (2) GST @ 18% on Registration Fee and Sponsorship receipts ***Note: Duly signed copy of the estimated budget to be enclosed as Annexure-1.***	:	Rs. _____

***Registration Fee Bill Desk link**
:https://payments.billdesk.com/bdcollect/bd/iitbhubaneswarresearchinternshipforfaculty/17195

**** Conference Registration link:** The Conference Registration link shall be created by the respective Convenor/Principal Investigator (PI), it should be mentioned in the programme brochure.

Date: _____ _____

Signature of Programme Coordinator/Convenor

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 Registrar (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: -

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 and IIT Faculty in collaboration with other Institutions and External Agencies.***

Annexure- 1

Estimated Revenue Generation

Sl. No	Particulars	Amount (Rs.)
1	Registration Fee including GST @ 18%	
2	Funding by External Agencies including GST@18 %	
3	**Grant-In-Aid by any Govt. Organisations (subject to exemption of the GST)**	
4	**Gross Receipts for the programme (1+2+3)**	
5	Less : **GST@18% on gross receipts on Sl. 1 & 2**	
6	Total Receipts excluding GST	
7	Less : **Institute Overhead @20% on Sl No.6**	
	Net estimated receipts	

Details of the Estimated Budget based on the Net estimated receipts

Sl. No	Particulars	Estimated Amount (Rs.)
1	Accommodation	
2	Food & Snacks	
3	Stationary	
4	Banner, Standy and other Promotional Items	
5	Travel for Resources Persons, Honorarium, Convenor and Co-convenor fee	
6	Contingency	
	Total estimated budget based on the Net estimated receipts	

Signature

(Programme Coordinator/Convenor)

Annexure-2

Learning Outcomes of the Program

At the end of the programme, the participants will be able to:

Signature

(Programme Coordinator/Convenor)

Dean (CE)