



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

Date: _____

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

1	Title of the Conference/Workshop/Symposium/ Training Programme/Short-Term Course/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 including billdesk link*	:	Enclosed/will be sent later
10	Provide learning outcomes of the programme as Annexure-2	:	Mention up to five points
11	Total Estimated Budget including (1) Institute overhead @ 20% and (2) GST @ 18% on registration fee and private sponsorship <i>Note: Duly signed copy of the estimated budget to be enclosed as Annexure-1.</i>	:	Rs. _____

*Bill Desk link : <https://payments.billdesk.com/bdcollect/bd/iitbhubaneswarresearchinternshipforfaculty/17195>

Date: _____

Signature of Programme Coordinator/Convenor

Forwarded by

Head of the School/Department

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.*

Estimated Revenue Generation

Sl. No	Particulars	Amount
1	Registration Fee	
2	Funding by External Agencies	
Total Revenue		

Estimated Budget

Sl. No	Particulars	Estimated Amount
1	Accommodation	
2	Food	
3	Stationary	
4	Banner, Standy and other Promotional Items	
5	Travel for Resources Persons, Honorarium, Convenor and Co-convenor fee	
6	Contingency	
Total Expenses Excluding GST and Institute Overhead		
GST@18%		
Overhead @20%		
Total Expenses Incl. GST and Institute Overhead		

Signature of the
(Programme Coordinator/Convenor)

Learning Outcomes of the Program

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

**Signature of the
(Programme Coordinator/Convenor)**

Dean (CE)