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 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 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 ***Note: Duly signed copy of the estimated budget to be enclosed as Annexure-1.***	:	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

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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.***

Annexure- 1

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		
Overhead @20%		
GST@18%		
Total Expenses Incl. GST and Institute Overhead		

Signature of the

(Programme Coordinator/Convenor)

Annexure-2

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)