**** 

**Quality Improvement Programme**

**Continuing Education Programme**

**QIP-CEP**

**Indian Institute of Technology Patna**

**FINAL REPORT OF QIP-CEP COURSE**

1. Course Identification Number :

 (Given in the Approval Order of the Course, issued from QIP-CEP Office)

2. Course Title :

3. (a) Course Co-ordinator :

 (b) Co-coordinator(s) :

4. Department(s) :

5. Duration of the Course : *From* *To*

6. Total No. of participants:

 (List of participants enclosed)

7. Total Receipts : Rs.

|  |  |  |  |
| --- | --- | --- | --- |
| From Course Fee : Rs. |  |  From Sponsors : Rs. |  |
| From other Sources : Rs. |  |  |  |

8. Expenses:

 (a) Remuneration to Course Instructor(s) and Others: Rs ………………

 (b) Course Material, Travel and Other Expenses : Rs. ………………

 (c) Board, Lodging and Travel of Participants : Rs ………………

 (d) Payment to departmental for using facility : Rs ………………

 (e) QIP-CEP Contribution (30% of Total Receipts) : Rs ...……………

 ***Sub Total : Rs.***

 (f) Coordinators’ fee claimed:

 (i) Course Coordinator : Rs.

 (ii) Co-coordinator(s) : Rs. ……………….

 ***Grand Total* *:* *Rs.***

Encl : (a) Procurement cum stock register.

 (b) List of participants.

Copy to : Head, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. **(Course Co-ordinator)**

 **QIP-CEP Office, IIT Patna**

Payment of coordinator’s fee approved.

**Associate Dean Resource, IIT Patna**

 **Director, IIT Patna\***

*\*Director’s approval is mandatory for all off-campus and on-campus courses with gross budget exceeding Rs. 2 lakhs*