****

**Quality Improvement Programme**

**Continuing Education Programme**

**QIP-CEP**

**Indian Institute of Technology Patna**

**Proposal for QIP-CEP Course**

|  |
| --- |
| For QIP-CEP Office use only |
| **Course Identification Number :** | IITP/QIP-CEP/Course/ \_\_\_\_\_\_/\_\_\_\_\_\_ /\_\_\_\_\_\_ |
|  |  Year Dept. Serial No |

1. Title of the Course :

2 Course Coordinator :

3. Department (s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Duration of Course : From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to

5. Qualification & Affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 of Target Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Expected number of participants:

7. Venue (with complete address) :  IIT Patna

 (Tick one or both as applicable)

 Off Campus (Full address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

8. Source of Funds :  Sponsored

(Tick one or both as applicable) (Specify name and address of sponsor and enclose a copy of relevant correspondence and financial approval)

  To be received through course fee

 (Enclose draft announcement or brochure)

9. Course announcement brochure: Enclosed/will be sent later.

10. Estimated Budget:[All numbers will be adjusted at the end of the course on proportionate basis to match the gross receipts. The QIP-CEP overhead is 30% of gross receipts + GST as applicable]

|  |  |  |  |
| --- | --- | --- | --- |
| ***Receipts*** | ***Amount(Rs)*** | ***Expenditure*** | ***Amount(Rs)*** |
|  | From Sponsor(Enclose copy of financial sanction) |  |  | QIP-CEP overhead |  |
|  | Coordinator’s fee (<10%) |  |
|  | From participants(Course fee per participant Rs. \_\_\_\_\_\_\_\_\_ × Number of Participants \_\_\_\_\_\_\_) |  |  | Remuneration to faculty & staff members |  |
|  | Course materials, travel and other expenses |  |
|  |  |  |  | Board, lodging, travel of participants |  |
|  |  |
|  |  |  | **6** | Payment to Dept. for using facilities |  |
|  | **Total** |  |  | **Total** |  |

1. Departmental facilities required :

(Laboratories, equipment, consumables)

*For facilities from other Departments require prior approval from concerned HOD*

1. Booking of Accommodation, Classrooms, Computer Centre are done (Yes/No): ...................

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

 **Course Coordinator**

Departmental facilities requested will be provided. Personnel of the Department(s) are permitted to assist the coordinator in conducting the course on payment of mutually agreed remuneration.

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

 **Head of the Department(s)**

The proposal has been examined and is put up for consideration of QIP-CEP Office

Remarks (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**QIP-CEP Office, IIT Patna**

The proposal is approved/recommended for Director’s approval \*

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

 **Associate Dean Resource, IIT Patna**

 The proposal is approved

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Director, IIT Patna**

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