



## INDIAN INSTITUTE OF TECHNOLOGY DELHI CONTINUING EDUCATION PROGRAMME

### CEP Proposal under GIAN

1. Name of the Programme: \_\_\_\_\_

(Please attach the programme summary)

2. Programme Coordinator (s): \_\_\_\_\_

(b) Employee Code:

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(c) Deptt./Centre/School: \_\_\_\_\_

3. Duration  days Dates from  to

4. No. of Participants  Fee per participant expected Rs.

5. Name(s) of Organization(s) : \_\_\_\_\_  
Sponsoring the programme

6. Total Receipt (Expected) including applicable taxes Rs.

7. Programme/Course Design:

(a) Type of the programme:

<b>Refresher</b>	<b>Training</b>	<b>Advanced</b>	<b>Any other pl. specify</b>
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(b) Level:

<b>Post U.G.</b>	<b>Post P.G.</b>	<b>Post Ph.D</b>	<b>Any other pl. specify</b>
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8. Details of the GIAN Speaker:

Name	Organization	Qualification/Specialization

9. Target audience:

(i) Are the participants from a single discipline?

Yes	No
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(ii) If not specify the disciplines:

\_\_\_\_\_

10. Total Proposed Budget (in Rs.) as per approved norms (after deducting the applicable taxes:

Rs.

For the external participants (Non IIT)	One Week Programme	Two Week Programme
Research Scholars/ Students	5,000	7,500
Faculty	10,000	15,000
Working Professionals	15,000	20,000

Proposed expenditure  
(in Rs.)

	Honorarium to Faculty *	Honorarium to Laboratory Staff*	
1	Lecture (hour) Upto Rs. 5000	Upto Rs. 1000/- per session of 2.00 hrs for 20 students. (To be shared amongst lab staff.)	
	Tutorial (hour) Upto Rs. 2500		
	Laboratory Upto Rs. 2500 (two hrs. session)		
2	Contingency, Incidental expenses for the preparation of Course Materials & typing, bags/ folder, stationary items charges for transport, accommodation etc.	Upto Rs. 15,000/-	
3	Tea, Lunch and Dinner for the programme	As per actual	
4	Programme/ Course Coordination Charges: (This is summation of the effort of the coordinator(s) in conceptualizing, designing, developing, scheduling, customizing & delivering the programme)  <b>Note:</b> <i>Course Design, Development &amp; Coordination fee/ honorarium will be shared If there is more than one Course Coordinator.</i>	Optional or Max. upto Rs. 10,000 (after the deduction of CEP fund @ 6% of the total budget)	
5	Honorarium for Account/ CEP Staff	1% of the total programme budget upto a maximum of Rs.4000/-	
6	CEP Fund @ 6% of the total budget		
7	Any other (Please Specify)		
8	All purchases under GIAN CEP must be strictly done as per institute store purchase rules		

\* **Note:** Honorarium payment to faculty will be only applicable if, the faculty is involved in the delivery of course lecture along with the GIAN Speaker

Coordinator, GIAN (IIT Delhi)

Programme Coordinator(s)

Coordinator, CEP