



## 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 @ 40% of the total budget)	
5	Honorarium for Account/ CEP Staff	1% of the total programme budget upto a maximum of Rs.4000/-	
6	CEP IIT Delhi, CEP fund @ 40% of the total budget	Distribution of the 40% CEP Fund A. 70% of CEP fund should go to institute fund B. 30% of CEP fund should go to CEP CORP (INRECEP)	
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

**Programme Coordinator(s)**

**Coordinator, GIAN (IIT Delhi)**

**Coordinator, CEP**