

Centre for Continuing Education (CCE), SVNIT

PROGRAMME APPROVAL NOTE

Type of Programme	STTP / Seminar / Workshop / Conference / Expert Lecture
Title of the Programme	
Duration of Programme	From To
Course coordinator	Name..... Designation Dept.
Co Course coordinator	Name..... Designation Dept.
Proposed Event venue Dept. Seminar Hall / Institute common facility
Source of fund	ISTE/AICTE/DST/Self sponsored/other
Proposed Experts [No.]	SVNIT [...] IIT [...] NIT [...] Govt. [...] Industry/other [...]
Proposed Sessions	Theory [..... hrs.] Lab. session [..... hrs.] Field visit: Yes/No Half / Fulldays

Expected participants(Approximately)	Numbers	Proposed Fees (Rs.)
Academicians / Scientist / Researchers		
Students: Degree/PG/Ph.D./Science/Diploma/ITI		
Practicing engineers / Professionals		

PROPOSED BUDGET

Honorarium (Course coordinator + Expert + Lab. Instructor + supporting staff)	Rs.
Hospitality (Meal, Accommodation, etc.) **	Rs.
Travel (Local & Outstation)	Rs.
Course material kit **	Rs.
Misc. (sundry expenses)	Rs.
TOTAL	Rs.
ADD: 1. SVNIT corpus fund (10% of Receipts) A/c Code 011/33	Rs.
2. CCE administrative overhead (10% of Receipts) A/c Code 011/35	Rs.
GRAND TOTAL	Rs.

Course coordinator

Co Course coordinator(s)

Course Approved / Approved after suggested modifications

If approved, Course No. to be allotted by CCE:

SVNIT/CCE/

(For account maintenance purpose)

Head of Dept.

Chairman, CCE

DIRECTOR

Encl.: Brochure of proposed programme

C.c. to: D.R. (A/c) for information and to maintain separate account documentation

**** Bills for Water bottles of Plastic & Plastic folders etc., will not be reimbursed. This is to BEAT PLASTIC POLLUTION.**