



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR CONTINUING EDUCATION CELL

FORM CEC-02: CEC PROGRAMME APPROVAL

Date: _____

The following has been approved by the Competent Authority.

1. Programme ID : CEC/_____/_____/_____/_____
2. Title of Programme : _____

3. (a) Principal Coordinator/Chairman : _____(EC _____)
(b) Co-coordinator/Organizing Secretary: _____(EC _____)
4. Department/Centre : _____
5. Duration of Course : From _____to _____
6. Name of CEUs : _____
(One CEU is associated with 10 hours of instruction, 5 hours of in-class assignment and end-Course examination)
7. Venue : _____
8. Source of Funds : _____
9. For outstation courses only : _____

S. No.	Name of the Faculty	Period of absence

10. Estimated Budget: (All numbers will be adjusted at the end of the course approximately on proportionate basis to match the gross receipts)

Receipts	Rupees	Expenditure	Rupees
1. From Sponsor: (Enclose copy of financial sanction)		1. CEC contribution (20%)	
2. From participants (Course fee per par Participants Rs _____ × Number of Participants		2. Coordinator's fee (<10%)	
		3. Remuneration to faculty & staff members	
		4. Course materials, travel and other expenses	
		5. Board, lodging & travel of participants & resource persons	
		6. Payment to Dept. For Laboratory facilities	
Total		Total	



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11. The following facilities have been booked in Institute Guest House vide
Register Sl. No. _____

(a) _____ beds From _____ to _____

(b) Classroom (.....) : From _____ to _____

(c) Large Dining Hall From _____ to _____

The coordinators are requested to make other arrangements as needed.

12. An amount of Rs _____ (to be adjusted on proportionate basis to match the gross receipts) will be credited to the operating grant of the _____ Dept/Centre.

13. The following special request of the coordinator is acceded to:

14. Please prepare certificates in approved format only (Format enclosed). Certificates may be sent to Chairman (CEC) for his signature only putting the signature of course coordinator. Please enclose a list of participants along with the certificates to be signed.

15. All course fees must be received in the form of NEFT / draft /cheque drawn in favour of “**CEP NIT Durgapur**” (SBI, RE College, Durgapur Branch, **A/C No. 37850318679, IFSC: SBIN0002108**) and should be deposited in CEC office along with Programme Approval Form (Form CEC-02). (No separate account is to be opened by the coordinator)

16. All expenditure including payment of TA/DA must be made according to Institute rules. Travelers must mention ticket numbers in TA claims.

17. Permission of competent authority is needed for payment of remuneration to any Faculty /Staff members of the Institute.

18. A brief report, a copy of the course notes, the final statement of accounts and the examination grade sheet, and list of participants (name and address) are required to be submitted to CEC office within one month of completion of the course.

Chairman (CEC)

To,

Prof. _____
Coordinator

_____ Dept./Centre

Copy to:

Head _____ Dept. / Centre
