



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR CONTINUING EDUCATION CELL

FORM CEC-08: Final Report on Short term course and Payment of Coordinator's fee

1. Programme ID : CEC/_____/_____/_____/_____/_____

2. Programme Title : _____

3. Principal Co-ordinator : _____ (EC _____)

4. Department / Centre : _____

5. Duration of the Course : From _____ To _____

6. Total number of participants : _____
(List of participants enclosed)

7. Total Receipts :Rs.

(From Course fee: Rs.) (From Sponsors: Rs.)

(From other Source : Rs.)

8. Expenses:

a) Remuneration to teachers and others Rs.

b) Course material, Travel and other expenses Rs.

c) Board, Lodging and Travel of participants Rs.

d) Payment to departmental operating grant Rs.

e) CEP Contribution Rs.

Sub Total Rs.

f) Coordinators' fee claimed a) Principal coordinator : Rs.

b) Co-ordinator : Rs.

GRAND TOTAL : Rs.

Encl.: a) Procurement cum stock register
b) List of participants
c) Copy of course notes

Copy to : Head.....Dept/Centre (Principal Coordinator)

Payment of coordinator's fee approved.

Chairman (CEC)