### Proforma for approval of QIP sponsored short term course

1. **Title of the Course**:  
2. **Coordinator (s) / Dept.**:  
3. **Proposed Dates**:  
4. **Objective of the Course**:  
5. **Course Contents**: Please use the Proposal Template attached  
6. **Proposed No. of Participants**: Maximum 30 (QIP category)  
7. Do you propose to open this course for self-financed persons from elsewhere? If **Yes**, a separate self financed course account opening form is required which is available at CCE website.  
8. **Facilities Required**:  
   1. **No. of rooms in VH** (please check the availability with CCE Office in advance)  
   2. **Class room**  
      - CCE Seminar Room Outreach Building (capacity 40)  
      - Seminar Room (Small) in PBCEC (capacity 36)  
      - Conference Room in PBCEC (capacity 20)  
      - Seminar Room (Big) in PBCEC (capacity 64)  
      - I. I. T. Outreach Centre at Noida (Sector 62)  
      For requirement of larger rooms, please make booking with Incharge, Lecture Hall Complex directly.  
   3. **Audiovisual Equipments**:  
      Please move papers a week before the date of course.  

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**Signature of the Course Coordinator (s)**

**Recommended**

**Head of Department**

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**APPROVED**

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**Head, CCE**
Proposal Template for QIP sponsored short term course

1. Title of the Course/Program : 

2. Overview of the Program : 

3. Day wise contents coverage in brief (Program Schedule) : 

4. Learning Outcomes : 

5. Pedagogy/Methodology : 

6. Feedback of Previous Extension Courses (if any) : 

7. Any other Pre-Requisite Information : 

Signature of the Course Coordinator (s)