



Centre for Continuing Education Indian Institute of Technology Kanpur

SEEKING APPROVAL OF A SHORT TERM COURSE UNDER QIP

1. Title of the Course :
2. Coordinator (s) / Dept. :
3. Proposed Dates :
4. Objective of the Course :
5. Course Contents :
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 form is required.
8. Facilities Required:
 1. No. of rooms in VH (please check the availability with CCE Office in advance)
 2. Class room
 - Class Room near CCE Office (capacity 45)
 - Conference Room near CCE Office (capacity 30)
 - 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.

Signature of the Course Coordinator (s)

Recommended

Head of Department

APPROVED

Head, CCE