

**CENTRE FOR CONTINUING EDUCATION  
INDIAN INSTITUTE OF SCIENCE  
BENGALURU**

**Proposal for Self-Supporting Courses  
(Participants from Different Organisations)**

1.	Co-ordinating Faculty:	Name :	
		Designation :	
		Department :	
2.	Course Title :		
3.	Course Content: (use separate sheet if required)		
4.	Participants :		
	(a) Minimum qualification required		
	(b) Prerequisite, if required.		
	(c) Please provide addresses (if possible) of persons and organisations to whom we can send the brochures.		
5.	Number of participants:		
6.	Place of Training:		
7.	Duration (with dates): <b>(IF ARRANGEMENTS ARE REQUIRED IN CCE LECTURE HALL, PLEASE CHECK WITH OFFICER-IN-CHARGE, CCE FOR THE AVAILABILITY)</b>		
Note:			
<p>a) If the course is to be held in the course co-ordinator's department, please indicate the responsibilities of CCE (including arrangements of refreshments/working lunch, kit bag, course materials etc.)</p> <p>b) If it is to be held in CCE, the CCE will take all responsibilities arranging as at (a).</p> <p>c) If computer lab required to be used at CCE, please check with Officer-in-Charge CCE for the availability of systems.</p> <p>d) The required number of systems can also be hired by the course-faculty which will be part of the expenditure towards the course.</p>			

8.	<p>Need for Accommodation</p> <p><b>If accommodation is required at Hoysala House, please check with Officer-in-Charge, CCE about the availability. Please indicate whether the course fee includes accommodation charges or the participants have to pay separately.</b></p>
9.	<p>Course Fee per participant: Rs. ....</p> <p>(Since 40% of the course fee is towards IISc overheads, all the expenditure including honorarium has to be met from the remaining 60%. Kindly take into consideration all possible expenses before deciding the course fee. If required please contact Officer-in-Charge, CCE for advice).</p>
10.	<p>Requirement of Certificates</p> <p>If certificates are required please send a list of participants atleast three clear working days before the last day.</p>
11.	<p>In case outside experts are to be invited, please check with Officer-in-Charge, CCE, before sending the invitation.</p>
12.	<p>After the programme is over, please send a letter to CCE (through the Chairman of the concerned department) indicating the numbers of hours of lectures delivered.</p>

Date:

(Signature of the Co-ordinating Faculty)

Forwarding Note by the Chairman of the Department to which the co-ordinating faculty belongs.

Date:

(Signature)