

PROPOSAL FORMAT FOR TRAINING PROGRAMME

To be sent by email to cti@kau.in

Title of the Training Programme	
Type of training: (Sponsored/Vocational/ Stipendiary/RF mode/Project mode)	
Category of personnel to be trained	
No. of batches	
No. of trainees per batch	
Duration: (in working days)	
Proposed Period	
Venue	
Course Director : Name & Designation	
Cell No	
Residence Land Line	
Email ID of the Course Director	
No. of lecture sessions and list out the proposed topics	
No. of practical sessions and list out the proposed topics	
Expenditure	
Honorarium as per GOI DoE norms: Not to exceed Rs.800/- for Assistant/Associate Professors and Rs.1250/- for Professors per session of 1½ hour duration each	
TA and DA for Resource Persons	
Teaching aids & stationery	
Physical Facilities, Equipment and Logistics	
Publicity and Documentation	
POL charges if any	
Refreshments if any	
Other items (to be specified)	
Total Estimated Expenditure	
Institutional Charges @ 20 % of Total Estimated Expenditure	
Course Fee per Batch	
Course Fee for the entire programme (In case of multiple batches)	
Course Fee per participant (Applicable only in case of Vocational Training)	
Head of Account from which expenditure will be met if Stipendiary/RF mode/Project mode	
Source/Remittance details of Course Fee with UTR no. and date in case of online payment	

Date and Place:

Signature of the Course Director:

Name:

Designation:

Countersigned by the Head of Office:

Office/Designation Seal: