



CDEC

Continuing & Digital Education Centre

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
CONTINUING AND DIGITAL EDUCATION CENTRE (CDEC)**

**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
सतत् एवं डिजिटल शिक्षा केन्द्र**

PERFORMA FOR SUBMISSION OF PROPOSAL OF THE PROGRAM/EVENT

1. Title of the Program

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2. Duration of the Program with dates

Duration (days)	Start Date	End Date

3. Name of Department / Center

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4. Details of Program Coordinators/ Co-coordinators

Name of Program Coordinator:	
Designation	
Department	
Contact No.	
Email ID:	
Name of Program Co-coordinator (1):	
Designation	
Department	
Contact No.	
Email ID:	
Name of Program Co-coordinator (2):	
Designation	
Department	
Contact No.	
Email ID:	

[in case of more co-coordinators, attach a separate list]

5. Level of activity and target audience (click on the box to select)

- Regional
 National
 International

6. Type of Program (click on the box to select)

- Faculty Development Program
 Short-Term Training program
 Management/ Executive Development Program
 Training Workshop

- Seminar/ Symposium
 Conference
 Webinar
 Invited Lecture
 Other (please specify): _____

7. **Mode of program (tick one) :** __Online __Offline __Hybrid

8. **Program Objectives**

9. **Target audience**

10. **Proposed Number of participants:**

11. **Details of collaborating/participating Industry or Professional body or other Organisation (if any)**

Name & address of organization	Contact person (designation, email)	Role in collaborating	Financial Commitment in Rs.

[add more rows if required]

12. **Eminent personalities expected to participate**

Sr.	Name	Designation	Organization	Proposed Activity

[add more rows if needed]

13. **Course contents**

Attach the session-wise schedule detail of the event, resource person(s), affiliation and Pedagogy as **Annexure I**.

14. **Institute Infrastructure and Support required**

Attach the proposal as **Annexure II** including the specific requirements related to Promotional support, Computing and visual aids, Laboratories and instrument support, Furniture and other facilities at program venue, Travel arrangements for resource persons/participants, Boarding and lodging facilities for resource persons/participants, Lunch, Dinner and Refreshments arrangements, Any other institutional support required.

15. Proposed Registration Fees for the participants (including taxes & other charges, if applicable)

In case there are different categories of participants, please mention category-wise details

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16. Budget of expected expenses. (Please mention the total budget for expected expenses below in Rupees)

Sr.	Expense Head	Amount (in ₹)
1.	Honorarium to faculty (max per hour / max per day)	
2.	Travel Expenses (as per TA Rules of the Institute)	
	i. Resource Persons/Invited Delegates	
	ii. Participants	
3.	Boarding and Lodging Expenses (as per Rules of the Institute)	
	i. Resource Persons/Invited Delegates	
	ii. Participants	
4.	Honorarium for Lab support to faculty/ staff/ students	
5.	Printing (Promotional Material, Participation Certificates, etc.)	
6.	Communication & other related expenses	
7.	Program Registration Kits	
8.	Program Material (Hard/Soft copies)	
9.	Refreshments and Lunch	
10.	Contingency, Consumables, Reprographic and other incidental expenses	
11.	Other pre-event/post-event expenses (please supply details)	
12.	Expenses for Inaugural and Valedictory sessions (incl. Mementos, bouquets, decoration, etc.)	
	Total	

Note:

- All fees/charges are to be collected ONLINE only in favor of "Registrar MNIT Jaipur". The overheads 20% towards CDEC operational expenses / IRG need to be included as per the prevalent norms of the Institute.
- If the total revenue generated is, say, T (after deducting GST applicable as per norms), 20% of T will be the overhead charges. Remaining 80% of T will be used towards all expenses including Honorarium for Coordinator(s) and Co-Coordinator(s), staff involved, honorarium for resource persons, travel expenses, contingencies, food/refreshment, kits and all other course expenses. Institute norms will be followed for all expenses.

17. Details of proposed sources of funds

Sr.	Details	Amount (in Rupees)
1.	From registration fees & charges	
2.	From Funding agency*	
3.	From Sponsorship & Donations*	
4.	From other sources*	
5.	From MNIT grant/support#	
	Total	

* please provide details as **Annexure III**. # It is expected that all programs are self-financed.

18. Has the Program Coordinator/ Co-coordinator(s) availed grant from MNIT Jaipur to conduct similar program in last two academic years? (click on the box to select)

Yes

No

19. If yes, please provide details of the program(s), schedule, total amount of grant received from MNIT Jaipur and total expenses of the event.

20. Please indicate if you are willing to conduct the program without any grant from MNIT Jaipur?

Yes

No

21. How is the program is expected to contribute to the existing knowledge in the field? (Max 200 words)

Important Information for Program Coordinator/Co-coordinator(s)

1. Program Coordinator/Co-coordinator(s) will be responsible for submitting the statement of accounts immediately at the end of the program, preferably within a period of two weeks but not later than a month of end of the event.
2. Program Coordinator/Co-coordinator(s) will have to submit a brief summary of scientific activity & copy of proceedings report immediately at the end of the program, preferably within a period of two weeks but not later than a month of end of the event.

3. It may please be noted that incomplete application will not be considered.
4. CDEC reserves the right to ask for revisions in the program proposal. Program Coordinator/Co-coordinator(s) will have to submit the revised proposal within a reasonable time-frame.

Signature & Name of Program Coordinator

Signature(s) & Name(s) of Program Co-coordinator

Date:

Recommendations of the Head of the Department/Centre:

Signature(s) & Name(s) of Head of the Department/Centre