



# Centre for Continuing Education

Indian Institute of Science, Bengaluru – 560012, Karnataka, India

Ph: 080-22932055, 22932491, 22932247 Fax: 080-23600911

E-mail: [office.cce@iisc.ac.in](mailto:office.cce@iisc.ac.in), [so.cce@iisc.ac.in](mailto:so.cce@iisc.ac.in)

Website: <http://cce.iisc.ac.in>



## 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 CCE OFFICE FOR THE AVAILABILITY)</b>	
Note:		
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.)		
b) If it is to be held in CCE, the CCE will take all responsibilities arranging as at (a).		
c) If computer lab required to be used at CCE, please check with CCE office for the availability of systems.		
d) The required number of systems can also be hired by the course-faculty which will be part of the expenditure towards the course.		

8.	<p>Need for Accommodation</p> <p><b>If accommodation is required at Hoysala House, please check with CCE office 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>(18% GST must be charged on course fee. 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 Chairman, 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 CCE office 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)