

COLLEGE OF ENGINEERING PUNE

On Continuing Education Programme at COEP

- D W Pande, Dean(R&D), COEP

The Objectives of Continuing Education Programmes (CEPs)

- To assist working professionals in industry in widening their knowledge-base and in improving their skills,
- To provide learning opportunities to students, who are not in formal education system (either graduated or otherwise) in areas of faculty-expertise, to improve their capabilities,
- To assist the industry to be globally competitive and be at the cutting edge of technology by providing training and expertise in critical areas possessed by faculty.

On one hand, we have faculty possessing knowledge and expertise in areas that are important for industrial world and society in general. On the other hand, we have people from industry and students who got away from the formal education system due to passing-out or dropping-off and interested in acquiring knowledge and skills in specific areas. CEPs bridge this gap, mainly, and also provide other benefits to both, like;

- Improving Industry-Institute-Interaction,
- Motivating faculty to keep updated with needs of industry and society, in general,
- Generating internal revenue for the Institute and earnings for the faculty,
- Increased utilization of equipments and infrastructure at the Institute, and so on.

Steps to launch a CEP at COEP

1. Having understood the needs of industry and/or society related to knowledge and expertise of a faculty, the faculty will prepare a proposal of a CEP. The format of the proposal will be, in general, as attached, that would give details of the contents, target audience, period and timings, names of faculty engaging the course, etc, and a budget giving expected income and expenditure alongwith fee to be charged to participants.
2. The proposal of CEP, while being launched for the first time, will be discussed in the department with HOD and related faculty. Having convinced with its applicability or probable acceptability by the concerned, and the convenience of the department, the proposal will be approved by the HOD and put forth before Dean(R&D) alongwith the standard format of application as attached. Dean(R&D) will go through the proposal and recommend the same for approval to Director, if convinced. The CEP registration will be done by the office of Dean(R&D) by allotting a number to the CEP.
3. Disbursement of funds collected through a CEP are given in the documents “Consultancy, sponsored Projects, Courses – Rules and regulations” available on our website at http://www.coep.org.in/page_assets/89/rnd.pdf. It is to be noted that the share of 20% to COEP is the minimum; Faculty would receive honorarium as per the rates on per hour basis mentioned in the proposal and approved. Honorarium to faculty forms a part of expenditure on the course.
4. It is expected that the CEP is being launched based on the strengths of in-house faculty. So, people from outside, from industry or other organizations, are not engaged in conducting the CEP for more than 25% of the period approved for the CEP. Participation of persons from outside as faculty is to share case studies, special features, practical experience from outside world. CEP is not to provide platform at COEP to outsiders to offer something which may be important otherwise.

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Format of Proposal for offering a Continuing Education Programme

Background

Our strength – What is that we are going to offer

The people at COEP who would offer the same, their background that makes them capable

Targeted audience

The people wanting to have what we are offering and how it will be beneficial to them

Syllabus/Contents of the Course

Time duration, Daily time schedule of engagement, Period of engagement

Budget

Proposed expenditure

Advertisement

Hand outs, books, stationery, etc

learning materials,

snacks and tea,

certificates,

Honorarium to Coordinator

Honorarium to faculty, Rate per hour, Number of faculty to be engaged, Hrs of instructions, Assistants, etc

Expected Income

Minimum number of participants for launching the course

Accordingly, fee per candidate including service tax @14.5% at present

Disbursement

Total collection minus expenditure as above including the honoraria will go to the Institute which should never be less than 20% of the collected amount excluding tax.

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Sample Budget for a CEP

(Heads of expenditure or earnings may be added or deleted as required)

Total 100 hours, Theory 70 Hrs, Practical 30 Hrs

| 1. | Income | |
|-----------|--|---|
| | 25 participants @ Rs. 12000/- each + S. T | 3,00,000/- + S. T |
| 2. | Expenditure | |
| a) | i. Advertisement and Publishing ii. Reading material and CD 25 x Rs. 200/- iii. Certificate Printing 25 x 20/- iv. Snacks and tea | 8,000/- 5,000/- 500/- 10,000/- |
| | Subtotal - Expenditure on materials | 23,500/- |
| b) | Faculty Remuneration & Supporting staff Theory: 30 @ 2,000/ hour Practical: 70 @ 1,000/ hour Coordinator Class III: @ Rs. 80 / hour Class IV: @ Rs. 60 / hour Technical Assistant: Lumpsum | 60,000 70,000 7,500 8,000 6,000 20,000 |
| | Subtotal - Expenditure on manpower | 1,71,500 |
| c) | College Share (Exceeds Rs. 60,000/- i.e. minimum 20% as per the norms; This will further more if the no. of participants exceeds 25) | 1,05,000 |
| | Total Expenses (a+b+c) | 3,00,000 |

College of Engineering Pune (COEP)

Format for Continuing Education Programme Courses

Detailed proposal needs to be attached herewith while launching the CEP for the first time

| | | | |
|---|---|--|---------------|
| CEP Course No. | | | Date: |
| No. Given by Office of Dean (R & D) | | | |
| Title of CEP course | | | |
| Name of the Department | | | |
| Brief Description of syllabus of course (syllabus time table and budget of the course may be attached separately) | (Details would be given in the proposal attached) | | |
| Names of the Faculty from COEP engaging the course (with sign) | | | |
| Justify relevance of CEP course to Academics / % of faculty from COEP involved in CEP compared to total faculty required for CEP Distribution | May be mentioned in the proposal attached | | |
| How many hours of CEP course are presently being carried out by the Faculty | | | |
| Total amount to be collected through fee, sponsorship, etc. (in INR.) | Rs. | | Rs. in words- |
| Amount Deposited in IRG A/C (minimum 20%) | Yes / No (Please Tick the Particular) | | |
| Remaining Amount (in INR.) | Rs. | | Rs. in words- |
| Proposed honorarium per hour per faculty: (Other heads of expenditure would be given in the proposal) | | | |
| Regular Academic Teaching Load of Faculty in COEP | | | |
| Time required per week per CEP course | | | |
| Proposed date of Completion of course: | | | |
| CEP Approval by HOD: Remark, if any: | | | |
| Name and Signature of HOD with date | | | |
| CEP Approval by Dean R and D: Any Remark: | | | |
| Signature of Dean (R and D) | | | |

Undertaking: I, _____, am aware that in addition to conduction CEP, I will be available during working time in the college for academic work.

Signature of faculty coordinator