**College of Engineering Pune (COEP)**

***Format for Approval to a Continuing Education Programme***

***(as a covering summary of the proposal to be attached herewith)***

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

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| **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 minimum targeted amount to be collected through fee, sponsorship, etc. (in INR.) | **Rs.** |  | | | | Rs. in words- | | |
| Amount to be 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: (As given alongwith other heads of expenditure mentioned in the proposal. Mention here again for a quick review) | | | | | | | | |
| Regular Academic Teaching Load of Faculty in COEP | | | | |  | | | |
| Time required in hours per week per CEP course | | | | |  | | | |
| Proposed dates of start and completion of the CEP: | | | | |  | | | |
| **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**