

**GUJARAT TECHNOLOGICAL UNIVERSITY
CENTRE FOR CONTINUING EDUCATION**

**PROFORMA FOR SUBMITTING PROPOSALS FOR CONDUCTING
SHORT TERM COURSE**

(To be filled in by the Course Coordinator)

1.	Name and address of the College/Institute/Department /Centre/Organization		
2.	Name & Designation of the Course Co-ordinator (s) Phone: (O)..... (R) Mobile : Email :	1.	2.
3.	Title of the Course (This should convey the content of main thrust of the programme) [in Capital Letters , please]		
4.	The programme is intended for		
5.	Significance, Objectives and Outcome of the course	Attach separate sheet	
6.	Duration of the programme		
7.	Name and Address where classes/practical sessions conducted (if it is other than proposer's premises then consent from that other's owner is required)		
8.	Proposed Registration Fee		
9.	Proposed period for the programme. (Specify preferential dates which may be changed later, if necessary)		
10.	Detailed course syllabus	Attach separate sheet	

11.	Collaboration, if any, with Industry/other Institutions/Departments (indicate name of organizations, nature of collaboration and experts involved)	Attach separate sheet (Consent letter from those organization and/or experts is must)
12.	List of Resource Faculty	Attach separate sheet Resume of each resource person with his acceptance/communication/willingness letter is must
13.	Infrastructure and Resource Details	Attach separate sheet Detail about infrastructure, equipment, machines, hardware, software, toolkits, laboratories etc. required for the proposed course.
14.	Placement Opportunities	Mention the detail of industries/companies tie-up where candidates can be placed after successful completion of proposed course

Signature of Coordinator(s) with name

Date

Forwarded & Recommended by

Signature of HOD/Principal/Director