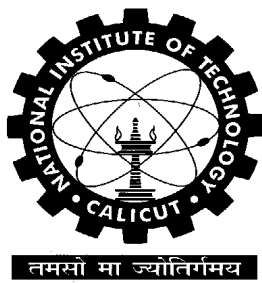


# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT



## SHORT-TERM TRAINING PROGRAMME (STTP) (SUMMER/WINTER SCHOOLS) PROFORMA

**Note:** In preparing the proforma, the guidelines provided by the continuing Education Cell to be followed.

**(To be filled in by Coordinator)**

1.	Organising Department		
2.	Title of the Programme (This should convey the content & main thrust of the programme) (In Capital Letters)		
3.	The Programme is intended for (Tick one only)	<input type="checkbox"/> Teachers <input type="checkbox"/> Working Professionals <input type="checkbox"/> Others (Specify)	
4.	Name, Designation of the Course Coordinator(s)	1.	2.

-	Telephone, Mobile & E-mail of the Coordinator(s)		
-	Highest Qualification of Coordinator(s)		
-	Area of Specialisation		
-	Teaching Experience (Years)		
-	Industry Experience(Years)		
-	Number of Papers Published		
-	Number of Short-Term Courses of Summer /Winter Schools attended		
-	Number of Short-Term Courses of Summer/Winter Schools conducted Earlier		
5.	Specialisation area for which the Proposal is made (Tick one only)	<input type="checkbox"/> Civil <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Electronics <input type="checkbox"/> Computer Science <input type="checkbox"/> Architecture <input type="checkbox"/> Management	<input type="checkbox"/> Basic Sciences (Specify Subject)  <input type="checkbox"/> Interdisciplinary (Specify areas covered)  <input type="checkbox"/> Others (Specify)
6.	The Course is basically (Tick one only)	<input type="checkbox"/> Subject updating course <input type="checkbox"/> Special course on Emerging areas <input type="checkbox"/> Pedagogy <input type="checkbox"/> Others (Specify)	

7.	Whether the proposal covers any of the categories indicated (Tick one only)	<input type="checkbox"/> Industry – based programmes with substantial Involvement of industry and its experts <input type="checkbox"/> Education Technology/Methodology of Teaching <input type="checkbox"/> Training for technical supporting staff <input type="checkbox"/> Emerging Area <input type="checkbox"/> Others (Specify)
8.	Duration of the programme (Tick one only)	<input type="checkbox"/> One week (minimum 5 working days) <input type="checkbox"/> Two weeks (minimum 10 working days)
9.	a) Specify whether proposed STTP is a Winter school/Summer school b) Proposed dates for the programme (Specify dates) which may be changed later, if required	Winter / Summer School  From..... To.....  Note: It is advisable to commence programme on MONDAY
10.	Do you have enough expertise within your Department? If NO, list the names and addresses of outside faculty needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No  Faculty from other Institutes  1.  2.  3.  4.
<b>COURSE DETAILS</b>		
1.	Significance and Objectives of the Programme (list one or two major objectives)	1.  2.

2.	Course Content/ Coverage (list 5 to 8 major topics with proposed duration of coverage in hours for each topic)	<b>Topic</b> 1. 2. 3. 4. 5. 6. 7. 8.			<b>Duration</b>
3.	Course Schedule	Total working days = Lecture = hrs. Laboratory/Practical = hrs. Industrial/Field Visits = hrs. Others (Specify) = hrs.  Total hours Engaged = hrs. =====			
4.	Details of special equipment or laboratory facilities available for the course				
5.	Collaboration with industry/Other Institutions/Departments (indicate name of organisation, nature of collaboration and experts involved).	1. 2.			
6.	Details of Course Faculty(List details of faculty)				
Sl. No.	Name & Designation	Institute	Highest Qualificaation	Field of Interest/specification	

7.	Statement of Budget Item	Amount (Rs.)
	1. Course Material 2. Stationery items & Consumables 3. Boarding and Lodging for participants 4. TA/DA for External Resource persons 5. Honorarium for external Resource Persons (@Rs.500/- per contact hour) 6. Honorarium for Internal Resource persons (@ Rs.300/- per contact hour) 7. Honorarium for coordinator of the STTP.	

I certify that the details given above are correct to the best of my knowledge and belief and I will organize the programme satisfactorily if approved. I also promise that I will abide by the NITC guidelines and submit the Final Report with Processing and Operational expenses to the Continuing Education Cell within 15 days after completion of the Programme.

Place:

Signature of  
Coordinator  
with Name

Date:

Recommendation of the HOD

Recommendation of Prof.in-charge of Continuing Education Cell

Approval by the Director

### **Guidelines for NITC - STTP (Summer / Winter School)**

1. The STTPs Summer/Winter Schools) have to be conducted either during the end of Monsoon Semester (November/December) or Summer Vacation (May/June).
2. The Brochure for the STTP has to be prepared and dispatched to various Institutions/organizations, by the concerned coordinator.
3. The Registration fee to be charged from the participants.
  - a) Academic Institutions : Rs.3,000/- per participant for One week programme.  
: Rs.6,000/- per participant for Two weeks programme.
  - b) Industries : Rs.6,000/- per participant for One week programme.  
: Rs. 12,000/- per participant for Two weeks programme.
4. The Honorarium for the Coordinator : Rs.2,000/- for One week programme  
: Rs.4,000/- for Two weeks programme.  
(If there is more than one coordinator, the honorarium may be shared).
5. The Minimum number of participants  
Required for conducting STTP : 20
6. The Last Date for submission of proposals.  
Winter School - 10<sup>th</sup> August of Academic year.  
Summer School - 10<sup>th</sup> January of Academic year.

### One-Week Programme (5 Days)

Expected expenditure and Income

Minimum Number of Participants - 20

Sl. No.	Description	Amount in Rs
1	Course material (@Rs 400/ per person)	
2	Accommodation (@ Rs 100 per day per person, No. of days stay - 5)	
3	Food (@ Rs 150 per person per day)	
4	TA/DA for external Resource persons (Expecting 2 persons)	
5	Honorarium for external Resource persons (@ Rs 500 per hour for 4 hrs)	
6	Honorarium for Coordinator	
7	Honorarium for internal resource persons (6 Lectures per day)	
8	Income from Registration fee (@Rs 3000 per participant)	

### Two-Week Programme (10 Days)

Expected expenditure and Income

Minimum Number of Participants - 20

Sl. No.	Description	Amount in Rs
1	Course material (@Rs 500/ per person)	
2	Accommodation (@ Rs 100 per day per person, No. of days stay - 12)	
3	Food (@ Rs 150 per person per day)	
4	TA/DA for external Resource persons (Expecting 3 persons)	
5	Honorarium for external Resource persons (@ Rs 500 per hour for 8 hrs)	
6	Honorarium for Coordinator	
7	Honorarium for internal resource persons (6 Lectures per day)	
8	Income from Registration fee (@Rs 6000 per participant)	