

**Annexure-I**  
**CENTRE FOR CONTINUING EDUCATION**  
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL  
P.O. SRINIVASNAGAR-575 025.

Phone: 2474000 Extn. 3067

PROPOSAL FOR SHORT TERM COURSES

1. Title of the Course : \_\_\_\_\_
2. Duration : \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_
3. Time : \_\_\_\_\_ A.M to \_\_\_\_\_ P.M (\_\_\_\_ hours per day)
4. Nature of the course : \_\_\_\_\_ hrs. theory & \_\_\_\_\_ hrs. Lab/Field visit
5. Name of the Course Coordinator (in block letters)  
With designation, department & Contact Phone Number:
6. Course fee : Rs.\_\_\_\_\_/Participant/Day
7. Course contents in brief :
8. Minimum/Maximum No. of Participants: *Min.*\_\_\_\_ *Max.*\_\_\_\_\_
9. To whom the course is intended:
10. Place of conducting the course :

Date: \_\_\_\_\_ Signature of the Course Coordinator.

Date: \_\_\_\_\_ Signatuire of the H.O.D. with seal.

Course No. \_\_\_\_\_

Signature of the Coordinator,  
CCE-NITK.

**Annexure-II**  
**CENTRE FOR CONTINUING EDUCATION, N.I.T.K., SURATHKAL.**

**Norms for Refresher Courses**

1. These courses shall be intended for senior professionals to refresh and update the technical knowhow.
2. The admission to the course shall be restricted to those whose applications are recommended/sponsored by their employers. If the applicant is self employed, he shall give declaration to that effect.
3. These courses shall be of 1 to 4 weeks duration, preferably in vacation. The classes shall be conducted at least 5 days in a week, with minimum 6 working hours per day.
4. The courses shall be conducted in N.I.T.K. However, if it is to be conducted outside N.I.T.K., special prior permission should be taken from C.C.E., N.I.T.K.
5. All the refresher courses shall be self supporting. The course fee shall be calculated based on the following requirements:-
  - i) Remuneration to participating faculty and for laboratory staff.
  - ii) Computer/Laboratory charges.
  - iii) Cost of lecture notes preparation.
  - iv) Honorarium to the course coordinator.
  - v) Overhead charges – 10% payable to the institute.
  - vi) Cost of working lunch + working tea (2 times).
  - vii) Expenses towards field visits if any.
  - viii) Cost of writing materials to be supplied to participants.
  - ix) Establishment charges – 10% payable to C.C.E.
  - x) Any other expenditure likely to be incurred such as government taxes (GST) on total expenses etc.
6. The T.A & D.A to the participants shall be borne by the sponsoring authorities/participants.
7. The maximum number of participants for each course shall be restricted to 30. The C.C.E. may not permit running of the course, if the total fee collected from the participants is less than the expected expenditures.
8. The course coordinator shall process the applications and shall get the approval of CCE for the final selection list.
9. For each course, computer printouts/xeroxed lecture notes shall be prepared well in advance and shall be supplied along with registration materials to the participants and to the faculty members engaged for delivering lectures. It is the duty of the course coordinator to collect the lecture notes from the participating faculty and get the bound copies of the lecture notes. 2 copies of such lecture notes shall be given to C.C.E. It is the responsibility of the course coordinator to keep correct accounts for these lectures notes/registration materials and produce the accounts in writing to CCE along with all the left over items.
10. The course coordinator shall get the budget approved by the CCE Coordinator, before he takes the advance for conducting the course.
11. Certificate for successfully participating in the Refresher course shall be issued by the CCE based on the recommendations of the course coordinator. The course coordinator shall recommend only such of those participants who have shown satisfactory progress and have put a minimum of 75 percent attendance.

**Annexure-III**  
**CENTRE FOR CONTINUING EDUCATION, N.I.T.K., SURATHKAL.**  
**Norms for Extension Courses**

1. The courses shall be intended for serving professionals, with sufficient qualification and experience in the respective field, in and around the Institute.
2. The admission to the course shall be restricted to those whose applications are recommended by their employers, and if the applicant is self employed, he shall give declaration to that effect.
3. The courses shall be so framed as to impart continuing education to the professionals in their field.
4. The courses shall be conducted not more than thrice a week in the evenings between 6 to 8.30 p.m. However, on Sundays and holidays the duration can be longer.
5. The courses shall be conducted in NITK. However, if it is to be conducted outside NITK, special prior permission should be taken from CCE.
6. All the extension courses shall be self supporting. The course fee shall be calculated based on the following requirements:
  - i) Remuneration to participating faculty and for laboratory staff.
  - ii) Computer/ laboratory charges.
  - iii) Cost of lecture notes preparation.
  - iv) Honorarium to the course coordinator.
  - v) Overhead charges @ 10% payable to the Institute.
  - vi) Establishment charges @ 10% payable to CCE.
  - vii) Any other expenditure likely to be incurred, such as government taxes (GST) on total expenses etc.
7. The maximum number of participants for each course shall be restricted to 30. The CCE may not permit running of the course, if the total fee collected from the participants is less than the expected expenditures.
8. The course coordinator shall process the applications and shall get the approval of CCE for the final selection list.
9. For each course, computer printouts/Xeroxed lecture notes shall be prepared well in advanced and shall be supplied along with registration materials to the participants and to the faculty members engaged for delivering lectures. It is the duty of the coordinator to collect the lecture notes from the participating faculty and get the bound copies of the lecture notes. Two copies of such lecture notes shall be given to CCE. It is the responsibility of the course coordinator to keep correct accounts for these lecture notes/registration materials and produce the accounts in writing to CCE along with all the left over items.
10. The coordinator shall get the budget approved by the CCE Coordinator, before he takes the advance for conducting the course.
11. Certificate for successfully participating in the Refresher course shall be issued by the CCE based on the recommendations of the course coordinator. The course coordinator shall recommend only such of those participants who have shown satisfactory progress and have put a minimum of 75 percent attendance.