**SHORT-TERM CERTIFICATE COURSE**

|  |  |  |
| --- | --- | --- |
| **Name of Course** | **:** | Certificate Course in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course Code** | **:** |  |
| **Course Category** | **:** | Skill Development/Soft Skill/Vocational  |
| **Department** | **:** |  |

**Description of the Course:** (150 words)

**Objective of the Course:** (150 words)

**Outcome of the Course (including potential for employment generation):** (150 words)

|  |  |  |
| --- | --- | --- |
| **Duration of the Course** (in hours) | **:** |  |
| **Frequency of Course** | **:** |  |
| **Number of Seats** | **:** |  |
| **Course Fee (INR)** | **:** |  |
| **Eligibility for the Course** | **:** |  |

**Outline of the Course**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Course Modules** | **Title** | **Hours** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Theory/Lecture Hours:** |  |
| **Practical/Tutorial/Field Study Hours:** |  |
| **Total Hours:** |  |

**Details of Course Modules:**

Module-1:

Module-2:

Module-3:

Module-4:

Module-5:

**Assessment of the Course:**

1. Written Assessment
2. Practical Assessment
3. Viva-Voce Assessment

**Budget Requirements of the Course**

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| --- |
| **Income** |
| **S. No.** | **Particular** | **Unit Cost** | **Amount (INR)** |
|  | Course Fee  |  |  |
| **Total** |  |
| **Expenses** |
| **S. No.** | **Particular** | **Unit Cost** | **Amount (INR)** |
|  | Honorarium 1. Resource Person outside the institution (No.\_\_)
2. Resource Person within the institution (No.\_\_)
3. Course Coordinator
4. Course Co-Coordinator (if any)
 |  |  |
|  | Course Materials (if any) |  |  |
|  | Field Work/Field Study/Tutorial/Training/ Practical |  |  |
|  | Tour & Travels  |  |  |
|  | Contingency (including paper, stationary, printing, photocopying, etc) |  |  |
|  | Office Expenses1. Office Assistant (if any)
2. Lab Technician (if any)
3. Peon (if any)
 |  |  |
|  | Course Establishment & Development Expenses (if any) |  |  |
|  | Miscellaneous  |  |  |
|  | Overhead Charges payable to the College |  |  |
| **Total** |  |

**Instructions for Budget** (not to be mentioned in the proposal)**:**

1. Honorarium for Resource Person (outside the institution) shall be Rs. 1000/- per lecture.
2. Honorarium for Resource Person (within institution) shall not be payable without the prior approval of the Principal of the College and in that case the time spent in teaching/training of the course shall be counted in the work load at the department.
3. Honorarium of the Course Coordinator (including Co-Coordinator) shall not be more than 10 percent of the income from the course.
4. Overhead charges payable to the College shall be minimum 10 percent of the income from the course.

**Other Requirements of the Course:** (if any)

1.

2.

|  |  |  |
| --- | --- | --- |
| **Course Coordinator** | **:** |  |
| **Course Co-Coordinator**(if any) | **:** |  |
| **Course Office** | **:** |  |

|  |  |
| --- | --- |
| **(Signature with Name)**Course Co-Coordinator | **(Signature with Name)**Course Coordinator |