

CENTRE FOR CONTINUING EDUCATION, IIT, MADRAS

PROFORMA FOR COORDINATOR'S REPORT – QIP STTP

1. Name of the Coordinator(s) & Address :

2. Title of the Course :

3. No. of days / Duration of the Program :

(Engineering College/polytechnic)

5. No. of participants :
(List of participants and full address
to be enclosed separately)

6. List of Faculty (host) involved :

7. List of Guest Faculty Invited :

8. Data on participants : Teachers/others

a) No. of applications received :

b) No. of applicants offered admission :

c) No. present on first day :

d) No. present on last day :

e) No. arrived late :

f) No. left early :

g) Articles issued to participants :

h) Lodging for participants :

i) Boarding arrangements :

j) Any specific difficulty or short-coming
as told by the participants :

09. Whether books, lecture notes and other materials were provided to the participants well in time? :

10. What are the major benefits of this program to the

a) Participants :

b) Host institution and its faculty :

c) Institution sponsoring the participant :

11. Indicate any other noteworthy features of this program :

12. Cost of the Program in total : Rs.

[Break-up details to be given separately in the format "Summary of Accounts for STTP. Under QIP" available in CCE]

SIGNATURE OF THE COORDINATOR(S)