

CONTINUING EDUCATION CENTRE INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

GUIDELINES FOR ORGANISING A TRAINING COURSE IN CEC,IITR

- i. Course in Continuing Education Centre should be organized using the technical expertise available with P.I/Co P.I and faculties available in the Department/Center of the Institute. Experts from Industries, R&D organizations, academic institute or an eminent person may be invited to deliver lectures wherever necessary. It is expected that 20% of the course content will be covered by the course coordinator. The objectives of the course may be as follows:
 - To create opportunity for gaining experience and more knowledge in a particular field.
 - To create awareness amongst technical community regarding the advances in their areas of interest and expertise of IIT-Roorkee.
 - To provide a platform for interaction of faculty, consultants, industries and users.
- ii. Course proposal should be submitted to the sponsoring agency through proper channel by the Course Coordinator.
- iii. All courses will run in consultancy mode as per the Institute Rules.
- iv. Course proposals should be submitted by the Faculty members through the Head of the Department on the prescribed form CEC/01.
- v. Course duration dates should be finalized depending upon the availability of the accommodation in the Institute.

- vi. The Course Coordinator should confirm the programme at least 15 days before the scheduled date of the course otherwise the course is assumed to be cancelled.
- vii. The Course Coordinator should arrange the course fee well before commencement of the course. In case of MoU with CEC, a loan from CEC may be provided to meet emergency expenses.
- viii. A final time table should be submitted at least two days prior to the starting date of the course
- ix. Course Coordinator shall take prior approval for local journey and tour outside Roorkee by taxi/ bus. The payment is made as per Institute's approved rates.
- x. Prior permission of the Prof. & Coordinator, CEC is required for inviting an outside expert and making the payment of remuneration and T.A etc. to him for delivering the lectures.
- xi. Course certificate should be given to a participant having atleast 80% attendance during the training programme.
- xii. All the bills pertaining to the courses should be sent to the CEC Office for payment after proper entries in the stock register of the concerned Department /Centre.
- xiii. The course will be closed on the prescribed form CEC/03. The coordinators are requested to provide the documents as mentioned in the form for closing the course and without documents, it will not be possible to close any course.