

PROFORMA FOR SUBMISSION OF PROPOSALS FOR CONDUCTING FACULTY DEVELOPMENT PROGRAMMES (FDPS)

1. Name and address of the Training Institution: (with telephone, e-mail, fax numbers)
2. Name of the Programme Coordinator: (with e-mail, telephone, fax numbers)
3. Venue of FDP:
4. Have the organisation conducted similar programme in past? Yes/No
5. If yes, No. and date of the sanction
6. No. of Participants expected to participate: (expected number of participants should be 15-20)
7. Details of Programme:
 - i) Duration:
(Expected duration 2-3 weeks)
(Kindly indicate tentative dates for conduct of FDP)
 - ii) Residential/Non-residential:
 - iii) Course content:
(Enclose separate sheet if required)
8. Faculty support available with the organisation and outside faculty to be drawn from:
9. Name of the other sponsoring agencies apart from DST, if any.
10. Methodology for monitoring and follow-up of FDP to be adopted after the conduct of the programme:
11. Please supply a brief write up about your organisation giving the details of experience in training of trainers in entrepreneurship development.
12. Cost estimate (Detailed break-up to be supplied in Annexure)
13. Nearest branch of Union Bank of India and its address:
14. Complete address of Organisation in whose name Demand Draft/Cheque should be given:
15. Any other information relevant to the proposal:

Place: Signature of the Head of the Institution

Date: Organisation with rubber stamp

Please apply on the above proforma only to:

Mr. S. B. Sareen

Project Director & Member Secretary DST – NIMAT Project

Entrepreneurship Development Institute of India

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Budget for Faculty Development Programme (FDP)

Annexure to the FDP proposal

BUDGET ESTIMATE FOR THE FDP

Training Institution:

Venue:

Sr. No.	Expenditure Head	Amount in Rs.
1	Training Expenses	67,500.00
2	Travel and Industrial Visits	30,000.00
3	Miscellaneous & Contingencies	32,500.00
4	Administrative Expenses	26,000.00
5	Lodging/Boarding Expenses	94,000.00
	TOTAL	250,000.00

Place: Signature of Head of the

Date: Institution with rubber stamp