

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

Annexure to the FDP proposal

BUDGET ESTIMATE FOR THE FDP

Training Institution:

Venue:

Proposed Support of Budget for FDP

S.No.	Budget Head	Proposed Support (Rs.)
1.	Training Expenses	45,000
2.	Travel and Factory visits	20,000
3.	Miscellaneous & Contingencies	25,000
4.	Administrative Expenses	20,000
5.	Lodging/Boarding Expenses	65,000
	TOTAL	1,75,000

Place :

Date :

Signature of Head of the

Institution with rubber stamp