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| ***INDIAN INSTITUTE OF TECHNOLOGY INDORE*** |
| ***COSTING OF CEP FORM I*** |
| ***S.N.*** | ***Particulars*** | ***Details*** |
| *1* | **Name Of Coordinator(s)** |   |
| *2* | **Employee ID No. & EPBX No.** | **ID No** | **Internal Ph. No** |
| *3* | **Category Of Course (Tick whichever is applicable)** | **Open**  |  | **In House** |  |
| *4* | **If specific agreement/MOU is required, attach draft** |  |
| *5* | **Course Title** |  |  |  |  |  |  |
| *6* | **Duration of the Course with dates** |  |  |  |  |  |  |
| *7* | **Number of Participants** |   |
| *8* | **Fee to be Charged** |  |
| *9* | **If lower fee is charged than the CEP Norms, provide justification:** |  |  |
|  |
|   | ***Costing Details*** | ***Amount***  |
| A | **Total Course Revenue (Excluding Service Tax)** |   |
| B | **Proposed Expenditure** | ***Amount***  |   |
| **a** | **Institute Over Heads (30% of A)** |  |
| **b** | **Printing & Stationary** |  |
| **c** | **Lodging & Boarding** |  |
| **d** | **Transportation** |  |
| **e** | **Consumables** |  |
| **f** | **Books** |  |
| **g** | **Equipment** |  |
| **h** | **Others (mention type of Expenditure)** |  |  |
| **i** | **Teaching Honorarium** **No. of Lectures** **Rate Per Lecture `** |  |
| **j** | **Coordinator's Honorarium (mention ratio of division if more than one co-ordinator - limited to 10% of A)** |  |
| **k** | **Others (Mention type of Expenditure)** |   |
|   | **Total (B) should be equal to A** |   |
|   | I/We undertake that the material presented as part of the course will be original of all the instructors/book authors/organisations/publishers/web administrators, etc. |
|   |
|   |  |  |  |  |  |  |  |  |   |
|   |   |   |   |   | **Signature of Coordinator with date** |
|   | **FOR USE OF DEAN R & D OFFICE** |
|  | **Approved/Disapproved** (tick whichever is applicable) |   |   |  |   |   |   |
|   | **If approved allotted CEP No.**  |  |
|   |  |  |  |  |  |  |  |  |   |
|   |   |   |   |   | **Signature of Dean R&D with date** |