

# Indian Institute of Technology Kanpur

## Centre for Continuing Education

### SHORT-TERM COURSE UNDER CCE COURSE COMPLETION REPORT

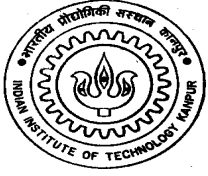
#### *PROFORMA – I*

1. Title of the Course : \_\_\_\_\_
2. Course Coordinator (s) : \_\_\_\_\_
3. Duration of the Course : \_\_\_\_\_
4. Number of teachers/students participants who had agreed to participate : \_\_\_\_\_
5. Number of teachers/students who actually participated : \_\_\_\_\_  
(Please enclose list with addresses)
6. Number of participants from Industries and other organizations : \_\_\_\_\_  
who actually participated (Please attach list)
7. Please attach a list of faculty and guest speakers who delivered lectures : \_\_\_\_\_
8. Amount of Registration fee received from participants: Rs. : \_\_\_\_\_
9. Overheads paid to CCE (20% of amount in Sl. No.8) Rs. : \_\_\_\_\_
10. Has a copy of the statement of expenditure submitted to CCE Office? : \_\_\_\_\_ Yes / No
11. If lecture notes have been prepared and distributed to the participants. Please attach one copy of the same.

Dated:

\_\_\_\_\_  
(Course Coordinator)

Dept. / Prog. of \_\_\_\_\_



# Indian Institute of Technology Kanpur Centre for Continuing Education

## RECEIPT AND PAYMENT ACCOUNT

### STATEMENT OF EXPENDITURE

### PROFORMA II

Course Title : \_\_\_\_\_  
Course A/c No. : \_\_\_\_\_  
Course Coordinator (s) : \_\_\_\_\_  
Department : \_\_\_\_\_  
Duration : From: \_\_\_\_\_ To: \_\_\_\_\_  
Course Conducted at : \_\_\_\_\_

Receipts.

Payments.

Contingencies : \_\_\_\_\_

Honorarium : \_\_\_\_\_

Institute Overhead Charges : \_\_\_\_\_

Total Receipt : \_\_\_\_\_ Total Expenditure : \_\_\_\_\_

Balance (if any) : \_\_\_\_\_

Proposed use of the Balance amount : \_\_\_\_\_

\_\_\_\_\_  
Course Coordinator