

Indian Institute of Technology Kanpur

Office of Outreach Activities

SHORT-TERM COURSE UNDER OOA COURSE COMPLETION REPORT

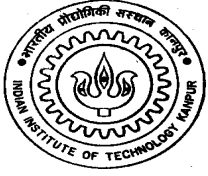
PROFORMA – I

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 OOA (20% of amount in Sl. No.8) Rs. : _____
10. Has a copy of the statement of expenditure submitted to OOA? : _____ 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 _____



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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