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**PROFORMA**

**FOR SUBMITTING PROPOSAL FOR INTRODUCING A NEW PG PROGRAMME**

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| --- |
| ***Instructions:***   1. *Please tick* [√] *the appropriate boxes.* 2. *Add separate sheets if required.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Department | : |  |
| **2.** | Name of the Programme | : |  |
| **3.** | Specialization | : |  |

1. **Indicate the source of funding**

Institute Sponsored Self-financing

1. **Whether the Programme is Full time / Part-time?**

Full time Part-time

1. **Details of Newly Proposed Post Graduate Programme**

*(Please enclose the Detailed Proposal as* ***Annexure-I)***

* 1. Objectives of introducing the new Post Graduate Programme
  2. Justification

1. **Whether the Programme has been approved by the Department Faculty Committee?**

Yes No

If yes, please enclose Minutes of the Faculty Committee Meeting as ***Annexure-II.***

1. **Whether the External Experts’ / Committee recommended the Proposal?**

Yes No

If yes, please enclose the Experts’ Comments / Report as ***Annexure-III.***

1. **Whether the Board of Studies of the Department has approved the introduction of the Programme and the Syllabus?**

Yes No

If yes, then please enclose Minutes of the Meeting of the Board of Studies as ***Annexure-IV,*** and the proposed Syllabus and Regulations as ***Annexure-V***

1. **Does the proposal include collaboration with industry / Institute / Organizations (Technical and / or financial?)**

Yes No

If yes, attach the copy of agreement as ***Annexure VI***

1. **Requirement of Classrooms**

Whether additional classrooms would be required for teaching the Programme?

Yes No

If yes, please mention the space arrangement that has been identified for teaching the classes.

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If new class room is to be created, mention the number of students and approx. dimension of the class room.

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1. **Requirement of Lab Facility:**

Whether the Programme requires any laboratory facility?

Yes No

If yes, please tick one of the following:

|  |  |  |
| --- | --- | --- |
| (i) | No new lab is required; the existing lab facility will be shared to run the Programme. |  |
| (ii) | The existing lab facility needs up gradation for which additional equipment will be needed. |  |
| (iii) | A new lab needs to be established to run the Programme. |  |

In the above option, if you tick (ii) or (iii), please enclose full details about the requirement of Equipment and Furniture for the laboratory as ***Annexure-VII.***

1. **Whether the department has sufficient expertise to teach the Programme?**

Yes No

If yes, please mention the number of faculty strength (existing and additional requirements)

|  |  |  |
| --- | --- | --- |
| **Category** | **Existing** | **Additional requirements** |
| Professor |  |  |
| Associate Professor |  |  |
| Assistant Professor |  |  |
| Guest Faculty (For Full Course) |  |  |

1. **Total Financial outlay for the Programme:**

Please furnish the financial requirements for running the Programme, based on the following:

* Student Scholarships
* Honorarium to be paid for the guest faculty
* Honorarium to the lab staff, if the Programme is laboratory-based.
* Fee structure as worked out taking into account all expenses for running the Programme and the total number of students to be admitted to the Programme.

Please furnish the details of financial requirements as ***Annexure-VIII.***

1. **Any other information:**

**Certificate from the Head of the Department**

Certified that the course has been approved by the Board of Studies of the Department and all relevant documents, as asked in the proforma, are being furnished. Further, the new program is proposed recognizing the tremendous opportunities in the field and sufficient industry linkages have been established while proposing the program.

It is acknowledged that the department undertakes the ownership of finding suitable career options for the students of the proposed program for the initial five years.

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**Signature of the Head of the Department**

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**Comments by the Dean (Academic)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Dean (Academic)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments by the Director**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director**

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**\*Proposal to be approved by the Senate**

**CHECK LIST**

|  |  |  |
| --- | --- | --- |
| **Annexure** | **Description** | **Please check** [√]  **If attached**  **or**  **print *[NA]* if “Not Applicable”** |
| I | Detailed proposal for introducing a New PG Programme |  |
| II | Minutes of the department faculty meeting for introducing a new PG Programme. |  |
| III | Experts’ comments/ committee report for introducing a New PG Programme. |  |
| IV | Minutes of the meeting of the Board of Studies for the approval of a New PG Programme. |  |
| V | Proposed Syllabus and Regulations for the New PG Programme |  |
| VI | Collaboration with industry / Institute / Organizations (Supporting Documents) |  |
| VII | Requirement of equipment and furniture for class room and laboratory for the proposed PG Programme. |  |
| VIII | Financial requirements for the proposed PG Programme and fee structure |  |

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**ANNEXURE I**

**DETAILED PROPOSAL FOR INTRODUCING A NEW PG PROGRAMME**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department(s) | : |  |
| Specialization (Proposed) | : |  |
| Objective of the Programme |  |  |
| Historical context, how was the proposal initiated | : |  |
| Is the Programme is being proposed in response to program review or accreditation recommendations? If So, attach the details. |  |  |
| Justify the need for introducing the new PG Programme (Enclose the report on Market Survey / Research, if any) | : |  |

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**ANNEXURE II**

**MINUTES OF THE DEPARTMENT FACULTY MEETING FOR INTRODUCING A NEW PG PROGRAMME**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department(s) | : |  |
| Specialization (Proposed) | : |  |
| Date | : |  |

**Members Present:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** |
|  |  |  |
|  |  |  |
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The following resolutions were made in the Faculty meeting,

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| --- | --- |
| **Sl. No.** | **Resolutions made** |
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| --- | --- | --- |
| **Sl. No.** | **Name** | **Signature** |
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**Head of the Department**

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**ANNEXURE III**

**EXPERTS’ COMMENTS / COMMITTEE REPORT FOR INTRODUCING A NEW PG PROGRAMME**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department(s) | : |  |
| Specialization (Proposed) | : |  |
| Name, Designation and Affiliation of the expert members | : |  |
| Comments of Experts / Experts Committee:  (Enclose the copy) | | |
| **Head of the Department** | | |

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**ANNEXURE – IV**

**MINUTES OF THE MEETING OF THE BOARD OF STUDIES FOR THE APPROVAL OF NEW PG PROGRAMME**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department(s) | : |  |
| Specialization (Proposed) | : |  |
| Date | : |  |

**Members Present:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** |
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The following resolutions were made in the BoS,

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| --- | --- |
| **Sl. No.** | **Resolutions made** |
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| --- | --- | --- |
| **Sl. No.** | **Name** | **Signature** |
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**Chairman (BoS)**

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**ANNEXURE V**

**PROPOSED SYLLABUS AND REGULATIONS FOR THE NEW PG PROGRAMME**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department | : |  |
| Specialization (Proposed) | : |  |
| Regulations: | | |
| Curriculum and Syllabus: | | |

**Head of the Department**

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**ANNEXURE VI**

**COLLABORATION WITH INDUSTRY / INSTITUTE / ORGANIZATIONS**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department(s) | : |  |
| Specialization (Proposed) | : |  |

**Details of the requirement of equipment:**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Name & Address of the Industry / Institute / Organization** | **Details of Supporting Documents Attached** |
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**Head of the Department**

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**ANNEXURE VII**

**REQUIREMENT OF EQUIPMENT AND FURNITURE FOR CLASS ROOM AND LABORATORY FOR THE PROPOSED NEW PG PROGRAMME**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department(s) | : |  |
| Specialization (Proposed) | : |  |

**Details of the requirement of equipment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the Equipment** | **Cost per unit** | **Number of units** | **Cost**  **(Lakhs)** | **Remarks** |
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**Details of the requirement of Furniture:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Name of the Furniture** | **Cost per unit** | **Number of units** | **Cost**  **(Lakhs)** | **Remarks** |
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**Head of the Department**

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**ANNEXURE VIII**

**FINANCIAL REQUIREMENTS FOR THE PROPOSED NEW PG PROGRAMME AND FEE STRUCTURE**

|  |  |  |
| --- | --- | --- |
| Name of the Programme | : |  |
| Department | : |  |
| Specialization (Proposed) | : |  |

**Financial Requirements for the Programme:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | **Number** | **Amount** | **Total** |
|  | Guest Faculty |  |  |  |
|  | Staff |  |  |  |
|  | Furniture (Class Room) |  |  |  |
|  | Laboratory Equipment |  |  |  |
|  | Furniture |  |  |  |
|  | Total |  |  |  |

**Proposed Fee Structure:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Description** | **Amount in Rupees** |
|  | Tuition fee / Semester |  |
|  | Others, if any |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total |  |

**Head of the Department**

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**STEPS TO BE FOLLOWED**

|  |  |
| --- | --- |
|  | Conduct department faculty meeting and submit the minutes of the meeting with the recommendations for introducing a new PG Programme |
|  | Appointment of external experts by the Director through Dean (Academic) from the panel of experts submitted by the HoD to review the proposal. |
|  | Obtain experts’ comments / committee report for introducing a new PG Programme |
|  | Conduct BoS meeting with the external experts for the approval of proposed Curriculum, Syllabus and Regulations for the New PG Programme |
|  | Submit the detailed proposal as per the proforma for introducing a new PG Programme to the Director through Dean (Academic) for comments |
|  | Submit the proposal to the Senate for approval |
|  | Submit the proposal to the Financial Committee for approval |
|  | Submit the proposal to the Board of Governors for approval |