

General Guidelines for Curriculum Development (CD) Cell Proposals

The following guidelines must be followed while making project proposals for CD Cell:

01. The project proposal should be submitted in the prescribed format only.
02. The project should necessarily be aimed so that it can be utilised for teaching and related purpose only.
03. The project cost should not exceed more than...
 - Rs. 40,000.00 for the book writing**, (The content must be at least equivalent to one semester and project duration should be of two years only)
 - Rs. 25,000.00 for lecture notes preparation** (equivalent to one semester),
 - Rs. 15,000.00 for laboratory manuals etc.**
04. **The project cost should not include any non-consumable/equipment purchase e.g. Printer, Scanner, CD-writer, Computer, Speakers, Computer accessories, Microphone, etc.**
05. Books may be purchased in case of unavailability in the central or department library and maximum up to 10% of total cost of the project.
06. The money sanctioned in one financial year should be utilized in that financial year itself and a **maximum advance of Rs. 5000/- can be taken at a time.**
07. **Any project should not be of more than two financial years.**
08. Only one project proposal will be considered from one faculty in a financial year.
09. The cost under miscellaneous head (including TA/DA for local travel, if any) should not be more than 10% of the total cost of the project.
10. The project completion date should necessarily be March 31st or before. A project completion certificate and an annual progress report or final technical report (two copies) is to be submitted to the QIP office by first week of April of the project continuation/completion year.
11. The project money will not be used for refreshment etc.
12. The honorarium for typing, drafting, data entries should be as par with the market rates.
13. The honorarium, if it is to be given to IIT Guwahati staff for typing, drafting, etc. during non-office hours, should be paid through account section after income tax deduction, if any.

Curriculum Development (CD) Cell Activities

The following are the CD Cell Activities to be undertaken by the QIP Centers (CD Cell activities undertaken by the Centers may include any or combination of the activities):

01. Book writing
02. Development and updating of curriculum
03. Laboratory manual preparation
04. Course material preparation
05. Teaching aid preparation
06. Development of evaluation procedures/material on examination reforms
07. Holding of conferences, seminars, special lectures, panel discussions related to curriculum development
08. Preparation of resource material like monographs, lecture notes, teacher's manuals etc.
09. Preparation of instructional material such as slide based packages, audio cassettes based teaching material, video films, multi-mode teaching aids, OHP transparencies, Power-Point presentation etc.
10. Preparation of CAI (Computer Aided Instruction) packages, software and multi-media packages.
11. Development of material related to Educational Technology
12. Undertaking inter-institutional programmes for development of other engineering colleges
13. Activities related to the technical education and vocational training of the handicapped
14. Any other activities for improving the technical education process.

Application for Project Proposal*

1. Name of the proposer(s)
(Please write your names in CAPITAL letters)

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First Author (please start with surname and leave a blank box between surname and first name)

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Second Author (please write N.A. if not applicable)

2. Department(s)

: _____

3. a) Title of the project

: _____

b) Nature of the proposal
(Indicate your choice by marking a tick and include brief details of the proposal)

- Preparation of Textbook Monograph Lecture notes preparatory to a textbook
- Lab manual Slides Computer aided Instruction packages
- Any other

4. Target audience who could use the material prepared

Discipline: _____

IIT/Other College: _____

Researchers: _____

Any others: _____

5. Suitability of Proposer
for undertaking the proposed work
(e.g. course instructor for __ year/s,
main research area, etc.)

: _____

6. Expected time for completion of the project

Date.	Month.	Year.
	2	0

Signature of Proposer

Remarks and Recommendation of Head of the Department

: _____

Signature of HOD

*Please refer to "General Guidelines for CD Cell Proposals"

Budget Estimate*

8. Size (approx no. of pages/slides) : _____
 Maximum five copies can be made under CD Cell Project. (Two copies will be required for QIP Office)

10. Proposed mode for preparing the manuscript (e.g. editing on a PC... any other) : _____

11. Cost Estimates

a) Honorarium for

- i) Typing/ Editing on PC : Rs.

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- ii) Data entry (When PCs are used) : Rs.

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- iii) Drafting (Figs., graphs, etc.) : Rs.

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- iv) Any other requirements (specify) : Rs.

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{ In case of a book proposal or lecture notes the item 11. (a) should be more than 60% of the total project cost }

b) Stationery/ Consumables

- i) Paper for Typing/ Photocopy : Rs.

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- ii) Floppies/ CDs : Rs.

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- iii) Any other requirements (specify)* : Rs.

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c) Photocopying/ Binding/ Cover Printing : Rs.

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d) Misc./Addl. Expenses (specify) : Rs.

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Total : Rs.

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Grand Total {11(a) through 11(d)} : Rs.

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Rupees in words :

12. In case the project duration is of two years money requested in the first year (it should not exceed 60% of the total project cost.) : Rs.

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I hereby undertake that this project proposal has not been funded by any other agencies. On completion of the project, I will submit a "Completion Certificate" as per the format attached.

Date. Month. Year.

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 Signature of Proposer

*Please refer to "General Guidelines for CD Cell Proposals" *The cost under miscellaneous head should not be more than 10% of the total cost of the project.

