



**Note: Please do not delete any item in the form, provide details as applicable, wherever information is not available mention N.A. The form may need to be sent back for corrections, if any item is changed or deleted.**

**COORDINATION FEE AND COURSE CLOSURE FORM  
FOR OPEN PARTICIPATION/SPONSORED COURSE FUND**

Course-Code. \_\_\_\_\_

Distribution: Final/Interim

Title of Course \_\_\_\_\_

Course Coordinator's /PI's Name \_\_\_\_\_ Designation \_\_\_\_\_

Department /Centre \_\_\_\_\_

**A. COURSE FUND POSITION**

- a. Gross amount including GST 'G' = ₹ \_\_\_\_\_
- b. Less GST as applicable 'L' (presently @18%) (G/1.18\*18%) = ₹ \_\_\_\_\_
- c. Total Contracted amount 'T' (=G-L) = ₹ \_\_\_\_\_
- d. Amount payable to Institute Overhead Charges 'P' (@20%of T) = ₹ \_\_\_\_\_
- e. CEC operational/establishment cost 'O' (@10%of T-P) = ₹ \_\_\_\_\_
- f. TDS Deduction (if any) 'TD' = ₹ \_\_\_\_\_
- g. Honorarium to Instructor's/Experts 'H' = ₹ \_\_\_\_\_
- h. Expenditure already done 'E' = ₹ \_\_\_\_\_
- i. Balance amount available (T-P-O-TD-H-E) = ₹ \_\_\_\_\_

**B. Details of amount to be distributed**

- i. CEC DDF component CEC-DDF-001 = ₹ \_\_\_\_\_  
(in case of Open Participation course, If coordination fee amount is above Rs. 8 Lacs)
- ii. Coordination fee 'C' maximum @ 20% of (T-P)\* = ₹ \_\_\_\_\_  
(Note: whole or part can be transferred to PDF)  
Details of distribution among Coordinators

Mention all the names as per approval even if the amount to be disbursed is NIL.

To be filled by PI				Amount ₹	
Name	Employee code	Bank A/C No.	IFSC Code:	PDF	Bank A/C

Remaining amount (if any) to DDF of CEC [CEC-DDF-001] = ₹ \_\_\_\_\_



Certified that

This is final distribution and that the work has been completed. The final report has been sent vide letter No.

\_\_\_\_\_ Dated \_\_\_\_\_ (Copy enclosed)

**The soft copy of the following documents are required :**

- |  |  |
|--|--|
| (i) Name, email id and address of the sponsoring agency  | (ii) List of experts with email id and address |
| (iii) List of the participants with email id and address | (iv) Time Table (v) Group-photo.               |

Signature of the Course Coordinator (with date)

Extn. (O) \_\_\_\_\_ Mobile \_\_\_\_\_

Email : \_\_\_\_\_

**Endorsement by CEC/SRIC Office, I.I.T. Roorkee**

The above is submitted for approval as recommended by Coordinator, CEC

Recommended /Not Recommended

Approved/Not Approved

D.A /Sr. Supdt.  
C.E.C.

Coordinator, CEC

D.A. /Supdt.  
SRIC

A.R./Dy. Registrar (SRIC)

Dean, SRIC

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Distribution of total institute share into IDF/CEC DDF Account ,

Total Institute Overhead Charges deducted (P) ₹ \_\_\_\_\_

(i) 50% to IDF [CEC-IDF-001] ₹ \_\_\_\_\_

(ii) 45% to CEC [CEC-DDF-001] ₹ \_\_\_\_\_

(iii) 5% Electricity [CEC-DDF-001] ₹ \_\_\_\_\_

**Coordinator, CEC**

**\* Coordination Fee**

**(i) Open Participation Course**

Coordination Fee is subject to a maximum of Rs. 8 Lakh. If faculty member desires whole or part of this amount can be transferred to the PDF (SRIC) of the faculty member(s). 50% of any left-over amount from coordination fee above Rs. 8 Lakhs will be deposited into the PDF (SRIC) of respective faculty (to be distributed as agreed), while the remaining 50% will be deposited into CEC corpus for developmental activities.

**(ii) Sponsored Course**

Coordination Fee is subject to a maximum of Rs. 8 Lakh. If faculty member desires whole or part of this amount can be transferred to the PDF (SRIC) of the faculty member(s). Any left-over amount from coordination fee above Rs. 8 Lacs will be deposited into the PDF (SRIC) of respective faculty (to be distributed as agreed)