PROFORMA
FOR SUBMITTING PROPOSAL FOR INTRODUCING A NEW PG PROGRAMME

> *Instructions:*
> *(i) Please tick [√] the appropriate boxes.*
> *(ii) Add separate sheets if required.*

1.	Department	:	
2.	Name of the Programme	:	
3.	Specialization	:	

4. Indicate the source of funding

Institute [ ]   Sponsored [ ]   Self-financing [ ]

5. Whether the Programme is Full time / Part-time?

Full time [ ]   Part-time [ ]

6. Details of Newly Proposed Post Graduate Programme
*(Please enclose the Detailed Proposal as **Annexure-I**)*

     a. Objectives of introducing the new Post Graduate Programme

     b. Justification

7. 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.***

8. Whether the External Experts' / Committee recommended the Proposal?

Yes [ ]   No [ ]

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

9. 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***

10. 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***

11. 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.

_____

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

_____

12. 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.***

13. 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)		

14. 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***.

15. 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.

_____

Signature of the Head of the Department

_____

Comments by the Dean (Academic)

_____

Signature of the Dean (Academic)

_____

Comments by the Director

_____

Director

_____

*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	

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)	:	
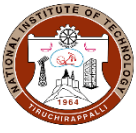
ANNEXURE II

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
1.		
2.		
3.		
4.		
5.		

The following resolutions were made in the Faculty meeting,

Sl. No.	Resolutions made
1.	
2.	
3.	
4.	
5.	

Sl. No.	Name	Signature
1.		
2.		
3.		
4.		
5.		

Head of the Department
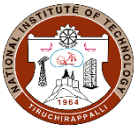
ANNEXURE III

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

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
1.		
2.		
3.		
4.		
5.		

The following resolutions were made in the BoS,

Sl. No.	Resolutions made
1.	
2.	
3.	
4.	
5.	

Sl. No.	Name	Signature
1.		
2.		
3.		
4.		
5.		

Chairman (BoS)

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
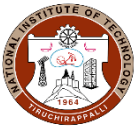
ANNEXURE VI

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
1.		
2.		
3.		

Head of the Department

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
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Details of the requirement of Furniture:

Sl. No.	Name of the Furniture	Cost per unit	Number of units	Cost (Lakhs)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Head of the Department

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
1.	Guest Faculty			
2.	Staff			
3.	Furniture (Class Room)			
4.	Laboratory Equipment			
5.	Furniture			
	Total			

Proposed Fee Structure:

Sl. No.	Description	Amount in Rupees
1.	Tuition fee / Semester	
2.	Others, if any	
3.		
4.		
5.		
	Total	

Head of the Department

STEPS TO BE FOLLOWED

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