

Proposal for COA Collaborative Online Training Programme

To be submitted to coaonlinettp@gmail.com

Details to be included in proposal for programme to be hosted with COA-TRC

1. **Name, address of coordinating institution with pin code and COA College Code No**
2. **Title of the programme** (should convey the content or main thrust of the programme)
3. **Significance & objectives of the programme** (preamble giving brief information about the programme, contents, and highlights if any)
4. **Key take-aways for participants.**
5. **Proposed dates for the programme:** (suggest three slots of tentative dates which may be changed later if necessary)
6. **Tentative schedule of 04/05 days programme** (give titles of technical sessions, 2 per day of 120 minutes each or 4 per day of 60 minutes each, total 15 hours of technical sessions spread over four/five days)
7. **Name, designation & address of the course coordinator** (CV as separate attachment)
 - Telephone numbers and e-mail addresses of coordinator/s,
 - Qualifications of course coordinator,
 - Area of specialization
 - Teaching experience (years), Industry experience (years)
 - Subject taught in the past 3 years (specify not more than 3)
 - Number and titles of papers published (if more than 3, pl attach separately)
 - Names and period of short-term courses attended till date
 - Names and period of short term courses conducted earlier
8. **Name, CV, E-mail, Mobile Number of online coordinator/s** (CV as separate attachment)
9. **List of identified experts and their detailed CVs:** (CVs as separate attachment)
10. **Certificate by Coordinator:**

I certify that the details given above are correct to the best of my knowledge and belief.

Place: _____ Date: _____

(Signature of Chief Coordinator with name)

11. **Undertaking by Principal/HOD of school proposing the training program:**

I agree to provide all necessary assistance and facilities of the institute for the conduct of the above Programme.

Place: _____ Date: _____

(Signature of Principal/HOD with name and stamp)