



# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

## छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय, भिलाई

Ref.No. /CSVTU/CSDIE /2023/ 4278

Date: 8/8/23

### NOTICE

The **Centre for Skill Development and Informal Education (CSDIE)**, CSVTU, Bhilai, invites the new proposals for courses from interested faculty members of various institutions/ colleges/ departments/ industries. The person proposing the course shall act as Course Coordinator. The Course coordinators are required to incorporate the following details with their proposals:

1. The name of course along with course duration (hrs & days) and the syllabus with lesson plan.
2. Proposed fee, and proposed tutor/facilitator's details along with qualifications.
3. The Course Coordinator should indicate the requirements, if any (Lab & equipment's).

Upon the approval, the course may be started only after enrolment of desired number of students. The Course coordinator have to monitor and control the classes, examination and valuation. The course coordinator have to develop 'Instruction Manuals', for their course and students needs to comply with the instructions.

Details of the remunerations are given below:

1. Course Coordinator will get 8% of the Internal Revenue Generate (IRG) from their respective course.
2. Honorarium will be given to tutor/facilitator @ Rs. 250.00 per hour.

The major responsibilities of course coordinator and tutor are given in Annexure-A. The New proposals are invited from course coordinator by **16<sup>th</sup> August 2023**.

### **Note:**

1. In case of any differences/dispute the decision of Chairman will be final.

  
18/8/23  
Registrar  
CSVTU Bhilai

Copy to:

1. HVC Sir for information.
2. All Directors/Principals of the institutions (affiliated with CSVTU Bhilai) for circulation.

## Annexure-I

### Major Responsibilities/Duties

#### 1. **Course Coordinator:**

- To identify the thrust areas of courses/training and to propose courses/training accordingly.
- To prepare a detailed syllabus of the course and to propose the duration of the course.
- To arrange a qualified/trained tutor/facilitator for the proposed course/training.
- To develop the study materials/manuals for the courses in collaboration with the tutor under the supervision of Centre for Skill Development and Informal Education (CSDIE), Coordinator.
- To get examination paper set by the tutor or by any other expert as suggested by CSDIE, Coordinator.
- To cooperate in conduction of examination and get the valuation done in accordance to the instructions of CSDIE, Coordinator.
- To follow the instructions CSDIE, Coordinator.

#### 2. **Facilitator/Tutor:**

- To conduct the classes as per syllabus and subject material prepared by the course coordinator.
- To help course coordinator regarding preparation of course material etc.
- To maintain attendance, progress records of the entire candidate enrolled in the course.
- To conduct the examination/tests for the candidates enrolled in the course.
- To carry-out the evaluation of answer book and preparation of results.

**Note:** In case of any differences/dispute the decision of chief coordinator will be final.

The last date for submitting new proposals for courses is 16<sup>th</sup> August 2023. Kindly send all the documents along with the course content via email to [csdie@csvtu.ac.in](mailto:csdie@csvtu.ac.in).

## Annexure-II

### Proposal for Certificate Course under CSDIE, CSVTU, Bhilai

1.	Name of Proposed Course	
2.	Name of Course Coordinator	
3.	Course Coordinator's Qualifications with Experience in relevant field	
4.	Mobile & email	
5.	Coordinator Address	
6.	Tutors Name	
7.	Tutor Qualification	
8.	Course Duration (Hrs. / Day)	
9.	Eligibility of Students	
10.	Course Fees	
11.	Course Objectives in Details	
12.	Course syllabus / Lesson Plan	

**Enclosure:** 1. Syllabus with lesson plan.

**Signature of Course Coordinator**