# SHORT-COURSE COMMENCEMENT REQUEST

*[Governed by the by-law 44:2008]*

|  |  |
| --- | --- |
| **DEPARTMENT:** |  |
| **SHORT-COURSE TITLE:** |  |
| Delivery details [eg.5 consecutive Saturday, 6 hours a day]: |  |
| Course fee: |  |
| Status: New / Recurrence: |  |
| If recurrent, the date of initial approval: |  |
| State the changes [eg: course content, eligibility, evaluation criteria, etc.]: |  |
| **Number of students per intake:** |  |
| **Mode of conduct & location:** |  |
| **Tentative date of Commencement:** |  |

**1. Objectives:**

**2. Target group:**

# Eligibility requirements:

# Performance Criteria

|  |  |
| --- | --- |
| 4.1 Attendance/Participation requirements |  |
| 4.2 Course evaluation completion requirements |  |
| 4.3 Award of Grades for Course modules: |  |
| 4.4 Grades of performance |  |

# Facilities required

**[eg. field visits, laboratory facilities, consumables etc.]:**

# Resource Personnel

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Qualifications** |
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**\*\*Attach module outlines**

|  |  |
| --- | --- |
| **COURSE COORDINATORS** | Comments |
| Name | Signature | Date |
|  |  |  |
|  |  |  |
| **HEAD OF THE DEPARTMENT** | Official Stamp |
| Name | Signature | Date |
|  |  |  |

# 10. Recommendations and Approval

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| --- |
| **SHORT COURSE REVIEW COMMITTEE RECOMMENDATIONS** |
|  |
| Name | Signature | Date |
|  |  |
| **DEAN - FACULTY OF ENGINEERING** |
| Name | Signature | Date |
|  |  |

**Annexures**

**Attach all the module outlines**