

**Format for proposal for organising Executive/Management Development Programme (EDP/MDP)**

<b>S. No</b>	<b>Details</b>	<b>Description</b>
<b>1</b>	<b>About the University/ Department</b>	<i>Brief outline of University and Department (1 para /10 line)</i>
<b>2</b>	<b>Key Benefits of the Programme</b>	<i>Outline of benefits for the participants and their organisation</i>
<b>3</b>	<b>Objectives of the Programme</b>	<i>EDP/MDP objectives based on the TNA of target group needs in any functional/organisational aspects.</i>
<b>4</b>	<b>Target Participants</b>	<i>Professionals of public/private/ cooperative / NGO/ Government officials with not less than 10 years for EDP and 5 years for MDP</i>
<b>5</b>	<b>Programme Date and Contents (Enclose Schedule with session &amp; faculty)</b>	<i>Date, Day to day schedule along with details of the trainer / speaker profile</i>
<b>6</b>	<b>Pedagogy</b>	<i>Lectures, Cases, Brainstorming, Presentations etc</i>
<b>7</b>	<b>Programme Fee:</b>	<i>Fee details along with facilities offered</i>
<b>8</b>	<b>Registration Process:</b>	<i>Opening / Closing date, mode of registration, etc.</i>
<b>9</b>	<b>Certificate:</b>	<i>Issue of certificate details</i>
<b>10</b>	<b>Programme Coordinator/ Joint Coordinator</b>	<i>Name of the Coordinator/ Joint Coordinator (if any)</i>
<b>11</b>	<b>Contact Information:</b>	<i>Contact Person with address, email, phone nos.</i>
<b>12</b>	<b>Signature of the Coordinator</b>	

**Note:**

- 1. The programme should have an ideal no of registered participants to ensure effective learning (about 30).*

2. *If the EDP organiser/coordinator wishes to provide the benefit of the session inputs to teachers/scholars in their department, they may extend the same to them as an unregistered participant with the concurrence of the registered participants.*
3. *In case of any compromise on the target group, the programme will be reclassified to suitable category such as FDP/Workshop/Seminar based on participants.*
4. *The format of the EDP should be submitted for approval at least 3 months in advance.*

\*\*\*\*\*