

# ITM University, Gwalior

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## Comprehensive Training Proposal Format

1. Title of the Training Programme	Enter the official name of the training programme.
2. Programme	Specify the associated programme name, if any.
3. Semester	Mention the semester for which the training is planned, if applicable.
4. Proposed By	Coordinator Name(s): School/Department: Email: Contact Number:
5. Objective of the Training	Briefly outline the training's purpose, expected impact, and alignment with institutional and student development goals.
6. Placements focused training	If it is placement specific training, then name the company:
7. Target Participants	Specify categories such as Faculty, Staff, Students, or Others. Indicate any specific target group if needed.
8. Expected Number of Participants	Estimated number of participants: Eligibility Criteria (if applicable):
9. Training Duration & Schedule	Total Duration: Proposed Dates: Session Timing (Start-End):
10. Resource Persons	Name(s): Designation & Affiliation: Mode of Engagement: (Internal / External) Area of Expertise:
11. Methodology	Select applicable modes: <input type="checkbox"/> Lectures <input type="checkbox"/> Hands-on Workshops <input type="checkbox"/> Group Activities <input type="checkbox"/> Case Analysis <input type="checkbox"/> Simulations / Role Plays <input type="checkbox"/> Field Exposure <input type="checkbox"/> Online Delivery  Is Gamification Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. 9. Topics to be Covered	List key themes or modules. (Attach separate programme schedule if required)
13. 10. Expected Learning Outcomes	Define outcomes using Bloom's Taxonomy levels (e.g., Understand, Apply, Analyze, Evaluate, Create).

14. 11. Training Mode	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Hybrid Proposed Venue / Platform:
15. Budget Proposal (if applicable)	Provide item-wise cost estimates: - Honorarium: - Training Material: - Refreshments: - Printing & Stationery: - Miscellaneous / Logistics: **Total Estimated Cost (₹):**
16. Venue Requirements	Mention space requirements: - Labs: - Classrooms: - Seminar/Conference Rooms:
17. Institutional Support Required	List required institutional facilities: ICT Setup, Printing, Logistics, Stationery, Technical Assistance, etc.
18. Feedback & Assessment Mechanism	Detail the tools or methods for collecting feedback (forms, online surveys, etc.) and evaluation criteria if any.
19. Coordination Team	Mention names and roles: 1. 2. 3. 4.
20. Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No Issuance Criteria (e.g., minimum 75% attendance, participation in assessment, etc.):
16. Will teachers also enroll in this programme? If yes, list their names:	1. 2. 3.

### Proposed by

Sno.	Name	Designation	Signatures and Date
1.	Dean		
2.	HoD		
3.	Teachers Training Coordinator		

### Vetted by:

Sno.	Name	Designation	Signatures and Date
1.	Dean		
2.	HoD		
3.	Teachers Training Coordinator		

### Approved by:

**Vice Chancellor**