

Office of the Dean (CEP)
Indian Institute of Technology (Indian School of Mines)
Dhanabd-826004

No.: CEP-0005/2026

Date:03.02.2026

NOTICE

Subject: Timeline to issue Project Number for EDPs, Outreach Programs and similar events

It has been observed that some of the Conveners/Coordinators/Organizer submit applications for issuance of Project Numbers for organizing Executive Development Programs (EDPs), Outreach Programs, and similar events at very short notice or immediately prior to the commencement of the program. Such last-minute submissions do not provide sufficient time for mandatory scrutiny and approval by the competent authority, leading to inconvenience and procedural difficulties.

Therefore, all Conveners/Coordinators are hereby requested to submit the complete application forms for issuance of Project Numbers at least **five (05)** working days prior to the proposed date of commencement of the program.

All concerned are requested to take note of the above and ensure strict compliance.


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