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VEER NARMAD SOUTH GUJARAT UNIVERSITY

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વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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-: પરિપત્ર :-

યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ, યુનિવર્સિટીના વિવિધ વિભાગોના વડાશ્રીઓ તથા યુનિવર્સિટી પરીસર ખાતે ચાલતા સ્વનિર્ભર અભ્યાસક્રમોના કો-ઓર્ડિનેટરશ્રીઓને જણાવવાનું કે, NEP-2020 અંતર્ગત યુનિવર્સિટી દ્વારા અમલ કરેલ Standard Operating Procedure for Multi Disciplinary Certificate, Diploma Certificate and Advance Diploma Certificate Courses ને નવા ઓર્ડિનન્સ 188 તરીકે આમેજ કરવા વિચારણા કરતા એકેડેમિક કાઉન્સિલની તા.૧૪/૧૨/૨૦૨૨ ની સભાનાં ઠરાવ ક્રમાંક:૪૦ થી સ્વીકારી ઓર્ડિનન્સ-188 તરીકે આમેજ કરવા સિન્ડિકેટને કરેલ ભલામણને સિન્ડિકેટની તા.૧૮/૦૨/૨૦૨૩ ની સભાનાં ઠરાવ ક્રમાંક: ૧૨૬ થી સ્વીકાર કરવામાં આવેલ છે, દરમ્યાનમાં એકેડેમિક કાઉન્સિલની તા.૦૪/૦૧/૨૦૨૩ની સભાના ઠરાવ ક્રમાંક:૧૭ થી સદર ડ્રાફ્ટ ઓર્ડિનન્સમાં કરેલ સુધારો મંજૂર કરવા કરેલ ભલામણને સિન્ડિકેટે તેની તા.૦૪/૦૨/૨૦૨૩ની સભાનાં ઠરાવ ક્રમાંક: ૧૪ થી સ્વીકાર કરવામાં આવેલ છે તથા સિન્ડિકેટ દ્વારા કરેલ ભલામણ અંતર્ગત સદર Standard Operating Procedure for Multi Disciplinary Certificate, Diploma Certificate and Advance Diploma Certificate Courses નો ઓર્ડિનન્સ -188 તરીકે સેનેટની તા.૨૯/૦૩/૨૦૨૩ની સભાનાં ઠરાવ ક્રમાંક:૧૬ થી સ્વીકાર કરવામાં આવેલ છે. જેની નોંધ લેવી.

ક્રમાંક : એસ./સર્ટી.કોર્ષ-ઓર્ડી.૧૮૮/પરિપત્ર/૮૮૬૨-૧/૨૦૨૩
તા. ૧૪-૦૪-૨૦૨૩


કુલસચિવ

બિડાણ: ઉપર મુજબ

પ્રતિ,

- ૧) યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ.
- ૨) યુનિવર્સિટીનાં વિવિધ વિભાગોનાં વડાશ્રીઓ.
- ૩) યુનિવર્સિટી પરીસર ખાતે ચાલતા સ્વનિર્ભર અભ્યાસક્રમોનાં કો-ઓર્ડિનેટરશ્રીઓ.
- ૪) હિસાબી વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
- ૫) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
- ૬) અનુસ્નાતક વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
- ૭) એકેડેમિક વિભાગ, વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી, સુરત.
- ૮) જોડાણ વિભાગ, વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારૂ.

Ordinance-188 : SOP (Standard Operating Procedure) for Multi-disciplinary Certificate, Diploma Certificate and Advance Diploma Certificate Courses offered by University Departments / Affiliated Colleges/ Institute

1. Purpose:

As per National Education Policy 2020, existing students and all aspirants can acquire additional credits by pursuing additional skill based courses along with their regular programs. These skill based credit courses related to Indian culture, emerging technologies, soft skills, multi-disciplinary courses and similar courses in nature that add on knowledge and skills.

2. Aim:

1. Framing the policy to implement holistic and multi-disciplinary skill based Certificate courses (2 to 4 credits), Diploma Certificate programs (up to 30 credits) and Advanced Diploma Certificate programs (up to 60 credits) of duration ranging from 2 weeks to 12 months.
2. The Certificate/Diploma/PG Diploma programs where duration is more than 52 weeks or credits are more than 60 credits or graduation is minimum eligibility for admission in PG Diploma shall be governed as per provision as mentioned in the Act, Statutes or Ordinances and apart from such Certificate/Diploma/PG Diploma programs. All other Certificate/Diploma/PG Diploma certificate programs (2-credits to 60 credits) shall be governed by this SOP.

3. Objective:

1. An integrated higher education system, including professional and vocational education.
2. Assessments of educational approaches in undergraduate education that integrate the humanities and arts with Science, Technology, Engineering and Mathematics (STEM) have consistently showed positive learning outcomes, including increased creativity and innovation, critical thinking and higher-order thinking capacities, problem-solving abilities, teamwork, communication skills, more in depth learning and mastery of curricula across field.
3. Implementation of short duration skill based/vocational/knowledge based/ Application oriented knowledge based certificate courses that enhance the opportunities for employment involving multi-disciplines.
4. Participants for such courses can learn and gain additional skills that help in their career and further education.
5. Skill based, knowledge based and Indian culture/tradition based certificate programs can be offered.
6. Earned credits will lead to gain Certificate courses of 2 to 4 credits, Diploma Certificate programs of 24 to 30 credits and Advanced Diploma Certificate programs of 48 to 60 credits parallel to under graduation courses.
7. Earned credit shall be credited/included as part of Academic Bank of Credit (ABC).

4. Structure of Multi-Disciplinary Skill based Certificate Courses/programs:

1. It includes three categories of courses that can be opted by students from any discipline without any restrictions. The Multi-Disciplinary Skill-based courses can be designed and offered at various entry levels including Level-5 (Existing 12th) to Level-8 (Post graduation).
2. The three categories of courses includes:

Course Type	Nature of Course and Duration	Credits
Multi-disciplinary skill based Certificate Courses	Short term certificate course. 2 credits (30 hours) 3 credits (45 hours) 4 credits (60 hours)	2 to 4 credits
Multi-disciplinary skill based Diploma Certificate Programs	Involving multiple skills and subjects with skill based and practical training. (12 to 24 weeks)	24 to 30 credit
Multi-disciplinary skill based Advanced Diploma Certificate Programs	Involving multiple skills and subjects with skill based and practical training. (25 weeks to 52 weeks)	48 to 60 credit

5. Eligibility to offer Certificate courses/Programs:

1. University departments, University affiliated Institution, University recognized institutions having adequate infrastructure and resources can offer such Multi-Disciplinary Skill based Certificate courses/Programs.
2. The University, University departments and university affiliated Institutes / colleges can collaborate with NGO / Organizations and opt their syllabus with or without modification. No NGO or other independent organizations can execute any course (Certificate / Diploma Certificate / Advanced Diploma Certificate/Programs) independently.
3. The course execution, implementation and examination will be the responsibility of the course implementing authority (University/ University departments/ university affiliated Institutes/colleges). The course execution, implementation or evaluation cannot be outsourced to any NGO/Organization by any means. Implementation, execution and examination will be sole responsibility of the course implementing authority (University/ University departments/ university affiliated Institutes/colleges).
4. The certification and credits will be issued by the University to the students who accomplish the course successfully. The certificate will not contain the name of any other organizations except the University and implementing authority (University departments/ university affiliated Institutes/colleges). However, the course implementing authority (University/ University departments/ university affiliated Institutes/colleges) can take the services of any experts related to the course (Certificate/Diploma Certificate /Advanced Diploma Certificate) as resource persons.

Guidelines for Course Design:

1. Complete course structure should be framed.
2. The course should be multi-disciplinary in nature and can be opted by any student across the available disciplines.
3. Syllabus and subjects/ topics need to elaborate.
4. In case of Diploma Certificate or Advance Diploma Certificate course, the course must be divided into modules where each module should consist of 2/3/4 credits of course.
5. Detailed syllabus and implementation plan including the objective, pre-requisite, eligibility criteria, desired outcome of the course and outcome of the module should be mentioned.
6. For every 2 credits courses: Minimum 30 hours of direct contact/practical/field work hours desired.
7. For 3 credit Courses: Minimum 45 hours of direct contact/practical/fieldwork hours desired.
8. For 4 credit Courses: Minimum 60 hours of direct contact/practical/fieldwork hours desired.
9. Course title, objective and scope of the course, eligibility (Target participants), credits, detailed syllabus, reference books, evaluation methodology, examination process, resource persons, fees and start date need to mention specifically and categorically.
10. For any certificate course/Program, every one credit is equivalent to 15 hours of direct contact/practical/field work desired.

6. Multi-disciplinary Regulatory Committee (MRC):

1. Any proposed Certificate courses, Diploma Certificate Programs or Advanced Diploma Certificate Programs of multi-discipline in nature will be under the purview of the MRC (Multi-disciplinary Regulatory Committee) constituted by the University.
2. The constitution of the MRC (Multi-disciplinary Regulatory Committee) shall be as under;

Vice Chancellor	-	Chairperson
Registrar	-	Member Secretary
Deans of all faculties	-	Members

7. Statutory Power of the MRC (Multi-Disciplinary Regulatory Committee):

1. The MRC will act as a regulatory authority for any multi-disciplinary proposed courses/Programs.
2. All proposed multi-disciplinary certificate/ Diploma/Advanced Diploma Certificate Programs will be reviewed and approved/dis-approved by the MRC.
3. The MRC can refer back the proposed courses to the proposer Institution/departments for modification or changes if required.
4. The MRC can make changes and regulate the fees structures, intake for the certificate course/Certificate Programs, syllabus contents and examination related matters.
5. The MRC can approve or disapprove or terminate the Certificate courses/Certificate Programs at any stage if find any kind of irregularities.
6. Approved Diploma/ Advanced diploma Certificate Programs by the MRC will become part of the ordinance.
7. The MRC can change the application Processing fees if desired.

8. Eligibility Criteria for Enrollment:

1. Offered Certificate Courses/Programs must be multi-disciplinary. Any participant who meets the eligibility criteria required for the proposed course can enroll for the course at relevant Institute/college/Department of university.
2. Certification course/Diploma Certificate Programs/Advance Diploma Certificate Programs can not be made mandatory by any institution or departments for their students.
3. On successful completion of Certification course/Diploma Certificate Programs/Advance Diploma Certificate Programs, enrolled Students can avail extra credits and the credits can be accumulated in ABC(Academic Bank of Credit).
4. Obtained Certificate/Diploma Certificate /Advanced Diploma Certificate will not be a part of University convocations. No separate notifications will be issued for such Certificate courses/Diploma Certificate Programs /Advanced Diploma Certificate Programs.

9. Step-wise Application and Implementation procedure for proposed Multi-Discipline Certificate / Diploma Certificate Program / Advance Diploma Certificate Program:

(A) Procedure related to Application for the Course by Departments/College/Institutions:

1. The University Department, University affiliated Institute/College can Design the proposed Certificate Course for minimum 30 hours.
2. Fill Application form (Form-MCC-01).
3. Mention following details in Application form:
 - a. Objective of the Certificate course must be clear.
 - b. Pre-requisite and outcome to be mentioned.
 - c. Content of the course (Syllabus)
 - d. Course Type: Theory based, practical based, field based or blended.
 - e. Eligibility criteria for the participants.
 - f. Total intake for the course and proposed fees for the certificate course/Program.
 - g. The proposed fees can not be more than Rs.1600/- per credit.
 - h. Exam pattern (MCQ / Online MCQ / Written / Project / Seminar / Viva-Voce)
4. Submit the application to University duly forwarded by Principal / In-Charge Principal/ Head of Department of the University, affiliated Institution/Colleges/Departments along with processing fees as shown below:

Type of Course	Processing Fees along with application
Certificate course (2/3/4 credits)	Rs.250/- per Certificate Course
Diploma Certificate Program (2 to 6 months duration) (24 to 30 credits)	Rs. 1000/- per Diploma Certificate Program
Advanced Diploma Certificate Program (more than 6 months and less than 1 year duration) (48 to 60 Credits)	Rs. 2000/- per Advanced Diploma Certificate Program

(B) Approval Procedure.

1. University office will forward the application to MRC for the approval.
2. MRC will approve or reject the application or suggest necessary changes to the applicant Institute/College/Department.
3. On the approval by MRC, the University affiliated Institution / College / Department will be informed by the University in writing to commence the proposed certificate course/program.
4. On receiving the consent, the Institution / Department /Organization will schedule the certification course/Program.

(C) Scheduling Certification Course (Form – MCC – 02):

1. On receiving approval from University, the proposers/applicant Institute/College/Department can schedule the approved Certificate course/Diploma Certificate Program /Advanced Diploma Certificate Program.
2. The Institute/College/Department can fix the hourly time-table of the course.
3. The Institute/College/Department can decide the Resource person names and fix their hourly remuneration.
4. The fees for the approved certificate course/Diploma certificate program/Advanced Diploma certificate program can not be more than Rs.1600/- per credit. (Example: For 2 credit course, the course fees can be in limit of Rs.1600 x 2 credits = Rs.3200/- maximum).
5. The Institute/College/Department can start enrollment for the course.
6. Prepare the student list enrolled for the Certificate/Diploma Certificate Program /Advanced Diploma Certificate.
7. On getting the approval for Diploma Certificate Program or Advanced Diploma Certificate Program, One time Affiliation Fund of Rs. 5,000/- for Diploma Certificate Program and Rs. 10,000/- for Advance Diploma Certificate Program will be paid to the University before commencing the Programs.
8. Fill the Course Scheduling form online/offline filling Form-MCC-02 and submit to University.
9. For Certificate courses, submit 20% of total fees for each enrolled student or Rs.100/- per enrolled student whichever is higher as Development Fund along with list of enrolled students enrolled for the certification course through cheque/draft.
10. For Diploma Certificate Program and Advanced Diploma Certificate Programs, 20% of per student course fees or (per credit Rs.50/- x total credits of the program) per student; whichever is higher will be paid to the University as Development Fund along with list of enrolled students enrolled for the certification course through cheque/draft/NEFT/RTGS.
11. Once the approval is given by the MRC to the applicant Institute/College/Department, The applicant Institute/College/Department can execute the course/Program any number of times by means of any number of batches.

(D) Commencement of Certificate course/ Diploma Certificate Program/ Advanced Certificate Program:

1. Commence the course/program as per the schedule.
2. Keep the attendance log of the students and resource person for every lecture.
3. Continuous internal evaluation of the course participants and their records need to maintain.

(E) Evaluation and Examination:

1. Fill form (Form-MCC-03) using following details:
2. Prepare List of students who completed the course and eligible to appear for examination.
3. Submit the list of eligible course participants who are eligible for examination.
4. Submit the exam date and time.
5. The examination will be conducted at department/Institution's/College campus. This will be arranged and organized by the Department/Institute/College which impart the course/program.
6. Examination will be through MCQ/ Written / Practical or blended as per the course proposal.
7. Course in-charge of the course will be responsible for conducting the examination/evaluation of the course outcome for the participants.
8. The course/program imparting department/institute/college will be responsible for conducting examination, assessment and evaluation of examination. There will be no provision for re-assessment.

(F) Results and Certification: (Form-MCC-04):

1. The course/program exams will be conducted, assessed and evaluated by the course/program imparting department/institute/college at their level.
2. Once the examination is over, the course/program imparting department/institute/college submit attendance list and obtained score by the participants appeared for exam to the university along with MCC-04 form. The score will be in terms of Grades: 'A'(>=80 marks), 'B'(>=60 and <80 marks), 'C'(>=50 and <60 marks) and 'D'(<50 marks). The Certificate course (2/3/4 credits) will carry single grade whereas the Diploma certificate program and advanced Diploma certificate program will carry course wise grades and overall grades.
3. Remuneration Detail Form: Submit list of resource persons, total hours of lectures taken by the resource persons and total remuneration given to the resource persons with their signature, duly attested by the course-in-charge and Principal/head of Department.
4. Based on the detailed filled using Form-MCC-04, the University will provide certificate for course/program. The certificate will include grade and credits for each course. The university will hand-over the certificates and mark-sheet to the department/Institute/college for the respective Certificate course/Diploma Certificate Program/Advanced Diploma Certificate Program within 10 days on receiving the Form-MCC-04.

10. Fees Structure

1. University Department/affiliated college/institution can collect maximum Rs. 1600/- per credit for Certificate/Diploma Certificate program/Advanced Diploma Certificate program from the students.
2. Hon'ble Vice Chancellor can permit the department/college to collect the fees more than the stipulated fees based on the justification provided by the department/college.
3. Department/Institute/College can charge fees less than Rs. 1600/- per credit if they wish to. However, no department/Institute/college can charge more fees than Rs.1600/- per credit. If any department/Institute/college found to collect more than the approved fees limit, the university can withdraw the approval of the course and affiliation of the Department / Institute /college.

11. Utilization of fees collected

University Department/affiliated college/institute can utilize the fees collected from the students for the course as per following;

20% - Per students Development Fees to university (as per para no. 9(C)(9) and 9(C)(10))

20% - Department/College/Institute infrastructure utilization and development.

60% - Resource persons.(Recommended to pay as per the university norms to the resource persons for one hour of lecture).

Proposal Date: _____

Form – MCC-01

(Multi-Disciplinary Certification Course/Diploma certificate Program/Advanced Diploma Certificate Program Proposal Form)

Title of Proposed Course: _____

Name of Institution: _____

*Name of collaborating Organization(if any) : _____

Name of Course-In-Charge: _____

Course Credit for Proposed Course: _____

Total Course Hours : _____

Objective of the Course/Program:	
Pre-requisite:	
Expected Outcomes of the Course/Program:	
Course Nature : (Theory / Practical / Field based or Blended)	
Duration of the Course/Program: (In weeks and Hours)	
Eligibility Criteria of Participants:	
Total Maximum Seats allotted for the Course/Program:	
Proposed Fees per Credit	
Course/Program Syllabus (In Detail) (Attach Enclosure)	
Evaluation Pattern: (MCQ / Written / Practical / Blended)	

(Name and signature by Authorized official of the Institution with official seal)

[For Office Use] :

Application Received Date: _____ Approved By: _____

Course Code allotted : _____ Approval Date: _____

Signature by the University Official : _____

Date: _____

Form – MCC-02

(Multi-Disciplinary Certification Course/Diploma certificate Program / Advanced Diploma Certificate Program Commencement Form)

Course/Program Code allotted by University:	
Course/Program Batch No:	
Name of Institution:	
Name of Course/Program In-charge and Designation:	
Name of Resource Persons: (List all names)	1) _____ 2) _____ 3) _____ 4) _____ 5) _____
Scheduled Start Date:	
Fees for the Certificate Course/Program:	
Total numbers of Participants:	
Processing Fees Amount: (As applicable and mentioned in step-3 of SOP)	
D.D.No., Bank Details and Date:	
List of Participants:	[Attach as separate sheet / Register online using online CC-02 form]
Submitted by: (Name of Authority):	

(Signature with official Seal)

By the Institution Head)

[Attach proposed schedule of the course along with resource person name duly signed by Institution Head]

[For Office Use]

Received Date: _____

Received Cheque/Draft Details: _____

Date: _____

Form – MCC-03

(Multi-Disciplinary Certification Course/ Diploma Certificate Program/Advanced Diploma Certificate Program Evaluation Schedule Form)

Course/Program Code allotted by University:	
Course/Program Batch No:	
Name of Institution:	
Name of Course/Program in-charge and Designation:	
Course/Program Start Date:	
Course/Program End Date:	
Total Nos. of students appeared for the Course:	
Total Nos. of Students completed the Course /Program successfully:	
Exam Scheduled Date:	
Exam Time:	
Exam Type: MCQ / Practical / Theory / Blended:	
Total Marks/Grade of Exam:	
Name of Exam In-charge and Designation:	

(Name and signature by Authorized Head
of the Institution with official seal)

[Attach list of participants for the course along with resource person names duly signed by Institution Head]

Date: _____

Form – MCC-04

(Multi-Disciplinary Certification Course/Diploma Certificate Program/Advanced Diploma Certificate Program Form)

Course/Program Code allotted by University:	
Course/Program Batch No:	
Name of Institution:	
Name of Course/Program in-Charge:	
Name of Exam in-Charge:	
Exams Conducted on:	
Total Candidates eligible for exams:	
Total Candidates appeared for Exams: [Attach Annex-A duly signed by the Course in-charge and Institution Head]	
Remuneration Detail Form:	[Attach Annex-B duly signed by the Course in-charge and Institution Head]

Annex-A : Mention Name of certificate code, Certificate course name, Institution name, exam date, course-in-charge, exam-in-charge and list of students appeared for examination [Students Reg.no., Name and score achieved(Course wise grade and Overall Program grade(in case of Diploma/Advanced Diploma certificate Program))]

Annex-B: Mention Name of certificate code, Certificate course name, Institution name, and Details related to remuneration given to resource persons [Name of Resource Persons, total hours of lectures/practical taken, total remuneration paid and signature of the resource persons]

(Name and signature by Authorized Head
of the Institution with official seal)

[Office Use only:]