



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. of NCT of Delhi"
Sector 16-C, Dwarka, New Delhi-110078
Affiliation Branch



No.GGSIPU/Affiliation/2024-25/2036

Dated 10.07.2024

CIRCULAR

Subject: Approved Guidelines/ Procedures for running Short Term Certificate Courses in collaboration with Guru Gobind Singh Indraprastha University.

This is in continuation to our earlier Circular no. GGSIPU/DR(Aff.)2022-23/1005 dated 20.09.2022 regarding approved Guidelines/ Procedures for running Diploma & Certificate Courses in collaboration with GGSIP University, the same has now been superseded with the "Guidelines/ Procedures for running Short Term Certificate Courses in collaboration with GGSIP University" which has been duly approved by University Statutory Bodies. Copy of the Guidelines/ Procedures, prescribed format for MOU and Application Form are enclosed herewith.

All the desirous institutions or Society/ Trust/ Company can apply for Short Term Certificate Courses as per aforesaid guidelines of the GGSIP University.

Abha
10/7/24

(Dr. Abha Vermani)
Dy. Registrar (Affiliation)

Copy for information to :-

1. All Deans/ Directors of USS/ Centers, GGSIPU
2. Controller of Finance, GGSIPU
3. Controller of Examination, GGSIPU
4. Incharge (Academics), GGSIPU
5. Head, UITS Cell, GGSIPU – with the request for uploading this Circular on the University's Website
6. AR to Hon'ble Vice Chancellor, GGSIPU
7. AR to the Registrar, GGSIPU

Bindu

(Bindu Ramachandran)
Asstt. Registrar (Affiliation)



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Guidelines for running Short Term Certificate Courses.

Preamble/Introduction

NEP (National Educational Policy), 2020 lay emphasis on making education holistic & effective by integrating academic & skill oriented education.

Skill development has to be given importance to achieve the idea of Viksit Bharat 2047. The University has taken initiative by offering short term certificate courses through its partner institutions.

Scope & Objective

- To provide holistic & specialized education for a deeper understanding of industry practices & standards.
- To enhance employability of learners through skill development by offering latest industry relevant courses.
- To enhance the linkage between institutions/industry through internship and on the job training.
- To develop communication skills and analytical skills of the students relevant to the field for which education shall be imparted.
- To provide the students opportunity to avail the credits of skills learned/ acquired as per National Curriculum Framework.

Eligibility

- (i) The Organization/ institutions must have adequate academic & administrative infrastructure.
- (ii) The Organization/ institutions must have relevant clearance from the concerned Govt. departments regarding fire safety, structural safety of the building etc.
- (iii) Should have prior experience and adequate academic infrastructure to meet the commitment of academic delivery for the course.

Applicability

- (i) These guidelines shall be applicable for the proposals received for grant of approval to run short term skill development courses.
- (ii) The courses which have already commenced shall continue to run as per the MOU already entered into. However, courses which have not yet started in the existing MOU will now be governed under these guidelines.
- (iii) These courses are only for skill development of students & not to be used for lateral entry into any Academic degree/ Diploma programme.

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Terms & Conditions of MOU including fees

- (i) Application for starting the Short Term Certificate courses must be submitted in the prescribed format only accompanied by the prescribed fee. Incomplete application shall be summarily rejected.
- (ii) The duration of the MOU shall be initially for a period of 2 years and may be extended with mutual consent of both the parties.
- (iii) This MOU may be terminated by either party after giving 30 days advance notice of its intention to terminate the MOU. However, notwithstanding the termination of the obligation in respect of all activities which might have already been undertaken prior to termination or the on-going ones shall be concluded by the institutions/ organization. It shall be ensured by the institutes that no student is at disadvantage due to the said termination of MOU.
- (iv) Minimum number of students for starting a programme will be 30 which may be changed with prior permission of University.
- (v) Maximum duration for a certificate course shall be for 12 month.
- (vi) The institution will share the details of the students admitted in each programme/ course with the Affiliation Branch of the GGSIP University within 15 days of the commencement of the programme/course.
- (vii) The institution will share 30% of the total fee collected from the student for each programme under the MOU with GGSIP University. The institution shall deposit the University share of the total fees with the Registrar, GGSIPU in the University Account through NEFT/RTGS within 15 days of commencement of the programme/ course under intimation to Affiliation Branch.
- (viii) Proposals from institutes with pending dues will not be entertained for starting new/ additional Certificate courses.
- (ix) It shall be responsibility of the institutions to satisfy the infrastructure & academic requirement for starting the course. In case at any stage it is found that the information submitted by the institutions is misleading/ incomplete the University shall be free to terminate the MOU & responsibility shall be that of the institutions alone. Further, the institution shall be blacklisted for future collaborations.
- (x) The institution will be open for inspection by the University to access the facilities available with the institution such as, infrastructure/ academic arrangements made to deliver the course/ programme.

Responsibilities of the Institute

- (i) To submit an Affidavit on Non Judicial stamp paper of Rs. 100/- that the institute will not publish on its notice board or website any other Programme/ Course which is not covered under the MOU as an affiliated programme to GGSIPU.
- (ii) To fulfil all the terms & conditions of the MOU.
- (iii) To make available, adequate infrastructure to carry out the process of academic delivery.
- (iv) To facilitate the registration process of students and collection of fee for the course.
- (v) To be responsible for designing and conducting an appropriate screening test and/or personal interview for enrolment of the students for the course.
- (vi) The institute shall charge the course fee as mutually fixed by the University and the institute.
- (vii) The institute shall transfer 30% of the total fee collected from the students to the University.

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- (viii) To design, develop and conduct the course.
- (ix) To Supply of study materials/courseware to the enrolled students of the course.
- (x) To bear the expenditure towards preparation and supply of study materials/courseware to the enrolled students other course.
- (xi) To provide necessary details about the faculty or instructors engaged for the course.
- (xii) To use GGSIPU logo in the promotional activities for the course by desirous institute only with prior permission from GGSIPU.
- (xiii) To conduct Examination and send the evaluation grades to the University.
- (xiv) To provide the University any other relevant information sought pertaining to courses under MOU.
- (xv) To submit report to GGSIPU after the programme/ course ends.

Responsibilities of the GGSIP University

- (i) The University shall facilitate the academic aspects of the course and will approve the syllabus & course curriculum submitted by the institutions. A committee comprising of the following will take necessary action in the matter:-
 - Course Director - Chairman
 - Course Coordinator - Member
 - One/Two External Experts - Member
 - DR (Affiliation) - Convenor

(One representative of the Institute may be invited during the meeting of the said committee.)

- (ii) The course Director may obtain feedback from the enrolled students. The feedback so obtained shall be shared with the institute and any improvement etc. in making the course more relevant and effective, shall be done in consultation with the institute from time to time.
- (iii) To formulate necessary terms and conditions wherever necessary for running the courses.
- (iv) C.O.E. of the University to declare the result on the basis of evaluation of the students done by the institute, & issue mark sheet/ certificate etc.
- (v) No. of courses with name of the institute will be displayed on the University website.

Atty

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is being signed on.....between (hereinafter called as) and Guru Gobind Singh Indraprastha University, New Delhi (hereinafter as GGSIPU).

This Memorandum of Understanding is being signed on between (hereinafter called as.....) and Guru Gobind Singh

That the institute

That GGSIPU is the first University established in 1998 by Govt. of NCT of Delhi under provisions of Guru Gobind Singh Indraprastha University Act, 1998 read with its Amendment in 1999. The University is recognized by University Grants Commission (UGC), India under Section 12B of the UGC Act. It is a teaching and affiliating University with the explicit objective of facilitating and promoting studies, research and extension work in emerging areas of higher education with focus on professional education, for example engineering, technology, law, management studies, medicine, pharmacy, nursing, education, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.

Whereas both the parties agree to collaborate for the following Short Term course as per the responsibilities mentioned herein.

| S.No. | Name of the Course/ Programme | Duration | Intake Capacity | Total fee |
|-------|-------------------------------|----------|-----------------|-----------|
| | | | | |
| | | | | |

Both the parties to this Memorandum agree that they will jointly and in collaboration with each other conduct as above Short Term Course in & to this end both the parties agree to render their part of respective responsibilities as follows.

Responsibilities of the Institute

- (i) To submit an Affidavit on Non Judicial stamp paper of Rs. 100/- that the institute will not publish on its notice board or website any other Programme/ Course which is not covered under the MOU as an affiliated programme to GGSIPU.
- (ii) To fulfil all the terms & conditions of the MOU.
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- (vi) The institute shall charge the course fee as mutually fixed by the University and the institute.
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- (viii) To design, develop and conduct the course.
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General Terms & Conditions

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- (x) The institution will be open for inspection by the University to access the facilities available with the institution such as, infrastructure/ academic arrangements made to deliver the course/ programme.

(.....)
Authorized Signatory

(Guru Gobind Singh Indraprastha University)
Authorized Signatory





Application form for running Short Term Certificate Courses.
(Rs. 5000 + GST@18% per course)



1. Name of the Institute - -----
2. Complete Address - -----
 - PAN - -----
 - Copy of Registration of Society/ Trust/ -----
3. Phone No. & Email Id - ----- & -----
4. Whether the institution is affiliated to GGSIP University. - -----
5. In case the institution is not affiliated then, Please specify the courses being offered (Use separate sheet) :-

| S.No. | Name of the Programmes | Duration | Intake | Fees | Affiliated by |
|-------|------------------------|----------|--------|------|---------------|
| | | | | | |
| | | | | | |

6. Details of Management/ Trust of the institution (Use separate sheet)

| S.No. | Name | Designation | Since | Qualification | Profession |
|-------|------|-------------|-------|---------------|------------|
| | | | | | |
| | | | | | |

7. Details of the Director:-

| | | |
|----|---------------------|--|
| A) | Name | |
| B) | Phone & Email | |
| C) | Qualification | |
| D) | Date of Appointment | |

8. Details of Faculty (Use separate sheet)

| S.No. | Name | Designation | Qualification | Total Experience | Date of Appointment |
|-------|------|-------------|---------------|------------------|---------------------|
| | | | | | |
| | | | | | |

9. Details of the academic infrastructure available with the institution:-

| S.No. | Room No. | Type of Room | Room Capacity |
|-------|----------|--------------|---------------|
| | | | |

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10. Details of adequate infrastructure available with the institute (Affiliated institutes may not fill this)

| | |
|-----------------------------|--|
| Library | Brief details (such as No. of Books/Staff/Space etc..) |
| Canteen | |
| Girls common room | |
| No. of washrooms. | |
| Play Ground/ Common area | |
| Staff room/ Faculty room | |
| Labs | |
| Compliance of PWD Act 2016 | |
| Fire Safety NOC | |

11. Nodal Officer at the institute level:-

| | | |
|----|-------------|--|
| A) | Name | |
| B) | Designation | |
| C) | Phone | |
| D) | Email | |

12. Whether institution is accredited by NAAC/NBA or governed by any other Statutory Body. Give details thereof.

13. Proposed Programmes. (use separate sheet for Course curriculum, objectives, employability, outcomes & evaluation criteria for each course/ programme individually.)

| S.No. | Name | Duration | Intake | Total fee per student |
|-------|------|----------|--------|-----------------------|
| | | | | |

14. Academic & Administrative infrastructure available with the institution, required to run the programme/ course proposed at S.No. 13

| S.No. | Name of the course | Rooms | Labs | Faculty | Remarks |
|-------|--------------------|-------|------|---------|---------|
| | | | | | |
| | | | | | |