



# SreeSankaracharya University of Sanskrit

## **Regulations for Certificate Programmes/Diploma Programmes (Certificate Programmes leading to Diploma Programmes)**

**Appendix To U.O. No.Acd.B1/14793/SSUS/2018 dated 28.08.2019**

### **1. OBJECTIVE**

1.1 The area of study of the Programme that Department/Centres of Study proposes will be introduced along with the existing programmes of the Department/Centres of Study as Certificate/Diploma Programmes. The aim of the Programme shall be to develop an additional skill to the learner.

### **2. TITLE**

2.1 The regulations shall be called Sree Sankaracharya University of Sanskrit **“Regulations for Certificate/Diploma Programmes 2018”**

2.2 These regulations shall apply to all Certificate Programmes commencing from the academic year 2018-19

### **3. ELIGIBILITY FOR ADMISSION**

3.1 Eligibility criteria for admission to the Certificate Programmes shall be decided by the particular Board of Studies, which proposes to offer the Programme. Students who undergo any regular Programmes of any University can seek admission to the Certificate Programmes, if the Department/Centres of Study/Regional Campus offering the programme on part-time basis. Students who undergo any regular Programmes of any University can seek admission to the Certificate Programmes.

3.2 There shall be no age restriction in admission to the Certificate Programmes.

### **4. DURATION OF THE PROGRAMME**

4.1 Duration of the Certificate Programme shall be decided by the particular Board of Studies, as per the credit requirements. However, generally **one credit** of the Programme has to have 15 hours of teaching learning and evaluation (A four credit

Certificate Programme needs a minimum of 60 hours of teaching, learning and evaluation, including practical hours).

4.2 80 percent attendance is necessary to appear for the final university examination

## **5. NUMBER OF SEATS/INTAKE**

5.1 The maximum number of students to be admitted to the programmes will be decided every year according to available facilities in the particular Department/Centre of Study/ Regional Campus.

## **6. PROCEDURE FOR ADMISSION**

6.1 Procedure for admission to the Certificate Programmes of the University shall be decided by the particular Board of Studies, which propose to offer the Programme. Such matters should be specified as part of the curriculum of the Programme devised by the Board of Studies.

6.2 Government/University rules for reservation of seats are applicable for Certificate Programmes of the University.

6.3 Students for Certificate Programmes shall not be eligible for any fee concessions.

## **7. STUDY CENTERS**

7.1 The Certificate Programmes of the University shall be offered by Departments, Centres of Study, Departments andCentres of Study in collaboration and Regional Campuses of the University.

## **8. INSTRUCTIONAL METHODS**

8.1 Instructional Methods shall include student centric methods such as experiential learning, participatory learning, lectures, seminars, discussions, demonstrations, movies, laboratory leaning and field studies in appropriate cases.

## **9. CREDITS, TEACHING/LEARNING HOURS AND PLAN OF THE PROGRAMME**

9.1 The Certificate Programme of the University will be offered as a part-time programme/regular programme as decided by the particular Board of Studies.

9.2 Certificate Programmes will need to have a progressive approach. The following

programmes shall be offered by the Departments/Centres of Study/Regional Campuses:

- 9.3 Certificate Programme: The Programme shall be of minimum 2 credits (shall be decided by the particular Board of Studies, which propose to offer the Programme). Each credit will have a minimum 15 hours of teaching/learning/evaluation (total 30 hours for the programme), out of which one third of the hours should necessarily be assigned to field work/project work/training. The proof of this should be submitted during examination e.g. work experience certificate/dissertation/report/attendance certificate etc. duly issued and signed by the concerned institutional authority/coordinator/faculty.
- 9.4 Diploma Programme: The Programme will be of 16 credits and cumulatively four Certificate Programmes (of 4 credits each) will lead to the award of Diploma from 240 hours of teaching/learning. Out of these 60 hours should necessarily be assigned to field work/project work/training. The proof of this should be submitted during the examination. Certificate/Diploma Programmes will be awarded on the basis of examination results and credits earned.
- 9.5 Detailed syllabi, indicating, the distribution of time between theory, practical/fieldwork/dissertation and pre-requisites for the choice of area of study of the Programme, and hours to be allotted etc. have to be worked out under the scheme by the respective Board of Studies of Department/Centres of Study. The courses must be organized in an effective manner and the credit values of the various components clearly indicated.
- 9.6 Combination of courses in the Programme: It is envisaged to provide flexibility in choice of the combination of courses, without any limitation. The Department/Centres of Study are free to identify local need based career oriented course/inter-disciplinary courses of their choice. They may seek help from Service Organizations, NGOs and Industry as well as individuals to develop the programme design, contents and implementation methodology.
- 9.7 Practical Training: While framing Career-Oriented Programmes, a distinction between career
- 9.8 oriented courses and other academic courses would be made in terms of practical training, in its quality, quantum and modalities of organization. The content/nature of practical work must be skill oriented and aim at the development of job-oriented or

life-oriented skills. Industrial collaboration and linkage with the concerned organizations and institutions as well as prospective employment agencies, need to be taken care of.

- 9.9 Field Institutions/Training: This is one of the most important aspects of the Career/Soft Skilled Oriented Programme. The collaborating Organizations/NGOs/Institutions would accept students and allow them to participate in their profession/service activities.

## **10. EVALUATION**

- 10.1 The mode of evaluation will be internal only. The assessment will be based on a Nine Point Grading system. The passing grade will be B- (Minus)

### **10.2 Grading points**

A+	9	B+	6	C+	3	F- 0- failed
A	8	B	5	C	2	
A-	7	B-	4	C-	1	

## **11. REAPPEARANCE**

- 11.1 If a student does not get the minimum passing grade, the viz 'B- Minus' average in at least two Certificate Programmes (in the case for a diploma), that student ceases to be on the rolls.
- 11.2 However, if a student fails in the Programme, i.e. if she/he gets 'F' then she/he may be allowed to re-do that particular certificate programme again when it is offered subsequently. There will be no supplementary examination.

## **12. RESPONSIBILITIES OF PROGRAMME COORDINATOR AND HEAD OF THE DEPARTMENT**

- 12.1 Coordinator of each programme who will be responsible for the academic aspects and Head of the Department for administrative aspects. Guest Faculty members of the Departments may be engaged in the programme, if necessary, with additional hourly remuneration permissible as per government rules. Services and individual organizations/experts in the field also may be engaged.

**13. ISSUING OF CERTIFICATE**

13.1 Any Department/Centre of Study interested in offering Certificate/Diploma Programmes must get approval from all academic regulatory bodies of the University.

13.2 The concerned authority of the University will issue the certificates.

**14. FEES**

14.1 Fee of the Certificate Programme shall be decided and proposed to the University by the respective Board of Studies, according to the University rules and regulations pertaining to the collection of fees from the students.

**15. REMOVAL OF DIFFICULTIES**

15.1 The difficulties, if any, arising in the implementation of these regulations shall be removed by appropriate orders of the Vice Chancellor, whose decision shall be final

**Sd/-**  
**Dr.M.Manimohanan**  
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**In charge of Registrar**