



MAHATMA GANDHI UNIVERSITY, KERALA

No.133669/DASP-2/2022/DASTP

Dated: 31.08.2022

NOTIFICATION

DIRECTORATE FOR APPLIED SHORT TERM PROGRAMMES (DASP)

Priyadarshini hills P.O., Kottayam-686560

Phone - 0481 2731066 Website - www.dasp.mgu.ac.in Email - dasp@mgu.ac.in

Inviting proposals to empanel institutions as academic partners/skill partners to offer skill based short-term programmes for the academic year 2022-2023.

The Directorate for Applied Short-term Programmes (DASP) invites proposals from institutions to become academic partners/skill partners (affiliated colleges/ training and research institutions/ Non Government organizations) which wish to offer skill development programmes during the academic year 2022-2023 at the level of Certificate, Post-Graduate Certificate, Diploma, Post- Graduate Diploma, Appreciation and Training programmes.

- Those organizations with a proven academic and training track record and infrastructure facilities in a certain domain/domains can submit Programme proposal.
- The duration of Diploma/Post Graduate Diploma Programme shall be one year (two semesters) and the duration of Certificate/ Post Graduate Certificate Programmes shall be six months (one semester). Proposals for very short duration appreciation programmes/ workshops etc. to impart training in different areas can also be submitted.
- Admission to the programmes offered by empanelled academic partners/skill partners will be done by DASP through a Common Online Admission System.
- The Teaching, Learning and Training Processes will be imparted by the Approved Skill/Academic Partners while rest of the student life cycle management activities from entry to exit (including admission, fee collection, online examinations, evaluation, issue of certificates) will be done by DASP.
- Selection of academic/skill partners to offer short-term programmes shall depend upon the fulfillment of all the conditions for the satisfactory establishment and conduct of proposed programmes of study.

The institution should submit an application form in the prescribed format to The Director, Directorate for Applied Short-term Programmes (DASP), Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam-686560.

Deadline for submitting the application is 30/09/2022.

Details and format regarding the call for proposal are enclosed herewith.

Please fill the Google form given below for the expression of interest.

<https://forms.gle/J4iMyU9brf1fJTcs6>

Director-in -charge

Dr.Robinet Jacob
DIRECTOR (I/C)

DIRECTORATE FOR APPLIED SHORT - TERM PROGRAMMES MAHATMA GANDHI UNIVERSITY



EMPANELMENT OF APPROVED SKILL /ACADEMIC PARTNERS

Priyadarsini Hills,
Kottayam,
Kerala,
India – 686560
dasp@mgu.ac.in
0481-2731066

1 INTRODUCTION

- 1.1 The Directorate for Applied Short-term Programmes (DASP) invites **Approved Skill/Academic Partners** from various training and research institutions and Non- Government Organisations (herein referred as ‘Approved Skill/Academic partners of DASP’) to offer certificate, Post Graduate Certificate, Diploma and Post Graduate Diploma programmes for UG and PG students, employees, teachers and all aspirants of knowledge.
- 1.2 The Prospective Skill/Academic Partners are required to submit a detailed Programme Project Report to the Director, DASP
- 1.3 The duration of Diploma/Post Graduate Diploma Programme shall be one year consisting of two semesters and the duration of Certificate/ Post Graduate Certificate Programmes shall be six months.
- 1.4 The Diploma /Post Graduate Diploma students shall complete the programme within two years and Certificate/ Post Graduate Certificate students shall complete the programme within one year.
- 1.5 The University/Directorate may appoint a commission to inspect the suitability of proposed programme in the college/institution/organization.
- 1.6 The permission to offer a short-term programme shall depend upon the fulfilment of all the conditions for the satisfactory establishment and maintenance of proposed programmes of study.
- 1.7 The college/Institution/Organization shall ensure the suitability and adequacy of the buildings, libraries, laboratories and equipment required for successful completion of the Programme.
- 1.8 The College/Institution/Organization shall maintain following registers and records
 - A register of Admissions and Withdrawals.
 - A register of attendance.
 - A register of marks obtained by each student at the internal examination.
- 1.9 The College/ Institution/ Organization shall appoint a Skill Officer for the successful completion of the programmes of study.

2. ADMISSION

- 2.1 The eligibility criteria for admission for each programme shall be decided by the University.
- 2.2 Admission to the programme will be done by DASP through a common procedure for all the programmes.

- 2.3 Candidates are eligible for admission irrespective of age.
- 2.4 Foreign/NRI candidates can also apply for the programmes. The existing rules of Govt. of India will prevail in this regard.

3. OPERATION PROCESS OF THE PROGRAMMES

- 3.1 The Teaching, Learning and Training processes will be imparted by the approved Skill/Academic Partners as per the approved syllabus and the entire student cycle from entry to exit (including admission, fee collection, examinations, certificates) will be guided by DASP.
- 3.2 The classes can be delivered in the following modes:
 - 3.2.1 Face to face Mode: Theory Sessions and Practical sessions shall be delivered physically at the Skill/Academic Centres.
 - 3.2.3 Blended approach: Theory Sessions may be delivered via online mode and the practical sessions to be delivered through the offline mode at the Skill/Academic Centre.
- 3.3 The Skill/Academic Partner will be eligible to get payment for the Teaching, Learning and Training processes.

4. ACTIVE ENGAGEMENT OF THE LEARNERS

The learner should have a minimum attendance of 75 percentage in all the quadrants of the programme prior to the end semester examination or term end examination.

5. INSTRUCTIONAL DESIGN:

- 5.1 **Post-Graduate Diploma Programme**
The programme is of one year duration (two semesters) of total of 32 credits. The basic qualification for PostGraduate Diploma programmes is graduation from a University recognized by UGC.
- 5.2 **Diploma Programmes**
The programme is of one year duration (two semesters) comprising of a total of 32 credits. The basic qualification for Diploma programmes is a pass in higher secondary examination (10+2)/ equivalent.
- 5.3 **Post-Graduate Certificate programme**
The programme is of six months duration (one semester) comprising of a total of 16 credits. The basic qualification for Post Graduate Certificate programmes is graduation from a university recognized by UGC.
- 5.4 **Certificate Programme**
The programme is of six months duration (one semester) comprising of a total of 16 credits. The basic qualification for Certificate programmes is 10th /12th or equivalent as specified for the particular programme.

5.5 **Appreciation programme /workshop**

The main objective of this programme is to impart short duration training in different areas which will help to create awareness of concept and best practices. These programmes are designed in such a way to train or to familiarise the participants to meet the programme targets. Scheme and syllabus of these programmes are to be approved by the Executive Committee.

6. EVALUATION PROCESS

- 6.1 Each course in the Programme shall have a precise assessment mechanism for the identified learning outcomes at each level for both continuous formative and summative assessments.
- 6.2 The examinations shall be conducted by the Approved Skill/Academic Partner in conformity with any other norms for such examination as may be laid down by the University from time to time.
- 6.3 The evaluation of each course shall contain two parts, Internal or In-Semester Assessment and External or End-Semester Assessment.
- 6.4 There shall be a maximum of 70 marks for external evaluation and maximum of 30 marks for internal evaluation.
- 6.5 A separate minimum of 40% marks each for internal and external and aggregate minimum of 40% are required for a pass for a course.
- 6.6 For a pass in a programme, a separate minimum of Grade 'P' (40%) is required for all the individual courses.

7. GRADING SYSTEM

- 7.1 Grading system will be for the evaluation on an eight point scale. The detail of the grading system are given in the following table.

Percentage Equivalence of Grade:

Range of % of marks	Grade Letter	Performance	Grade Point
95 and above	S	Outstanding	10
85 to below 95	A+	Excellent	9
75 to below 85	A	Very Good	8
65 to below 75	B+	Good	7
55 to below 65	B	Above Average	6

45 to below 55	C	Average	5
40 to below 45	P	Pass	4
below 40	F	Fail	0

Calculation of Grade Point Average (GPA)

Credit Points for the Course = (No. of Credits assigned for the course x Grade Point secured for that Course).

GPA indicates the performance of a student in the programme. GPA is based on the total credit points earned by a student in all the courses divided by the total number of credits assigned to the courses required in the programme.

Note: GPA is computed only if the student passes in all the required courses (gets a minimum required grade for a pass in all the required course as per the curriculum).

$$\text{GPA} = \frac{\text{Total credit points earned by the student from all the required courses of the programme}}{\text{Total credits of all courses required in the programme}}$$

This formula shall be included in the Grade card.

Conversion of GPA to Grade:

GPA	Grade
9.5 - < 10	S
8.5 - < 9.5	A+
7.5 - < 8.5	A
6.5 - < 7.5	B+
5.5 - < 6.5	B
4.5 - < 5.5	C
4.0 - < 4.5	P
< 4.0	F

7.2 Semester Grade Point Average (SGPA)

SGPA indicates the performance of a student in a given semester. SGPA is the value obtained by dividing the sum of credit points (CP) obtained by a student in the various courses taken in the semester by the total number of credits for that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester

7.3 Cumulative Grade Point Average (CGPA)

CGPA refers to the overall performance of the student for the programme. CGPA is the weighted average of SGPA earned by a student for all semesters of the programme.

7.4 Conversion of grades to Percentage of Marks

Grade Points (GPA, SGPA, CGPA) can be converted to percentage by multiplying it with ten.

8. GRADE CARD

8.1 The University shall issue to the students, a grade card on completion of each semester/programme which shall contain the following information

- a) Name of the University and DASP
- b) Title of the programme
- c) Name of the Semester (For Diploma and Post Graduate Diploma courses only)
- d) Name and Register Number of the student
- e) Date of publication of result
- f) Code, Title, Credits and Maximum Marks (Internal, External and Total) of each course (theory /practical) in the semester/programme
- g) Internal/External and total marks awarded. Grade, grade point and credit point in each course in the semester/programme
- h) The total Credits, total Marks (Max and Awarded) and total credits points in the semester/programme
- i) Grade Point Average/Semester Grade point Average and corresponding Grade
- j) Cumulative Grade Point Average (Post-Graduate Diploma Programmes)
- k) The final Mark Cum Grade Card issued at the end of the final semester shall contain the details of all courses (Theory and Practical) taken during the final semester examination and shall include the final Grade/ Marks scored by the student in first semester and the overall Grade/ Marks for the total Programme.
- l) Digitally signed grade card will be available online and the students can download a copy of the same. The authenticity of the score card can be checked in the website.

9. AWARD OF CERTIFICATE

9.1 The successful completion of all the courses with 'P' grade (40 %) shall be deemed the minimum requirement for the award of the certificate.

9.2 Certificates of all programmes will be signed by the Vice-Chancellor, except for the short term appreciation programme /workshop for which the certificates will be signed by the Director.

- 9.3 Each award of Degree or Diploma or Certificate shall be assigned an unique identification number and shall have AADHAR number or other government recognized identifier or Passport number, as applicable, along with other details of the student and the Course or Programme and shall be uploaded on the National Academic Depository.

10. DISCLAIMER

- 10.1 Neither DASP nor Mahatma Gandhi University shall be responsible or liable for the costs associated with the preparation and submission of applications regardless of the conduct or outcome of the selection process.
- 10.2 The information submitted in response to the advertisement seeking Approved Skill/Academic Partners may be subject to public disclosure (as per RTI norms).
- 10.3 DASP and Mahatma Gandhi University reserves the right to accept or reject any or all applications without any obligation to inform the reasons to the effected applicant/s.
- 10.4 In cases of gross misconduct, dereliction of duty or violation of any terms, the University may terminate this agreement forthwith without notice or compensation in lieu of notice. In respect of any matter in relation to which no provision has been made in this document the decision of the University shall be final.

Annexure 1**GENERAL INFORMATION**

1	Name of the College/Institution/Organization	
2	Address	
3	Telephone	
4	Email	
5	Website	
6	Name, Designation, E- mail and Mobile of the head of the College/Institution/Organization	
7	Name, Designation e- mail and Mobile of Skill Officer of the College/Institution/Organization	
8	Registration Number	
9	Registration Status of the Organization (Public/PrivateLtd/Company/Society/Trust/Consortium/JointVenture/etc.)	
10	Year of Establishment	
11	Details of Registration (attach the photocopy of the Incorporation Certificate/registration/Agreement)	Attached/Not Attached

	along with Memorandum of Association, byelaw etc.	
12	Details of Board of Directors/Governing Body	Attached/Not Attached
13	PAN No:	
14	GST Registration No.	

DECLARATION

I,.....(name and designation of the head of the College/ Institution/ Organization), hereby declare that I have carefully read the document related to the Directorate for Applied Short Term Programmes' empanelment of Approved Skill Academic Partners and accept all the terms and conditions proposed.

For and on behalf of:

Signature:

Name of the head of the College/Institution/Organization:

Designation with seal:

Annexure 3

LIST OF PROGRAMMES

I/We, the undersigned, declare to provide the programmes mentioned below:

**Name and Address of the
College/Institution/ Organization:**

Sl. No.	Programmes	Domain	Duration in Hours
1			
2			
3			
4			
5			
6			

Signature:

Name of the head of the College/Institution/Organization:

Designation with seal:

Annexure 4

(To be printed on stamp paper of Rs.200/-)

SELF-DECLARATION

This declaration made on ----day of -----2022 by

.....*(name of the
College/Institution/ Organization)*.....

.....

I,.....*(name and designation of the head of the
College/Institution/ Organization)*, hereby declare
that our College/Institution/Organization possesses an unblemished record and is not declared
ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of
time by any State/Central Government/PSU/Autonomous body/University.

If the details furnished in this declaration are found to be false and incorrect, then the Directorate for Applied Short Term Programmes and Mahatma Gandhi University may cancel your application without furnishing any reasons.

IN WITNESS HERE OF SIGNED ON THIS -----day of -----2022

Signature:

Name of the head of the College/Institution/Organization:

Designation with seal:

WITNESS

1.....

2.

Annexure 5

DETAILS OF PROGRAMME FEES

Total Fees (per student)	
Fees required for Teaching, Learning and Training Processes (per student)	
Fees required for maintenance of Infrastructure (per student)	

Signature:

Name of the head of the College/Institution/Organization:

Designation with seal:

PROGRAMME PROJECT REPORT (PPR)

for

Name of the Programme

Name of the Skill Officer :

Name and complete address of the Skill/Academic Partner (College/Institution/Organization)

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11.3 Components For Project/Dissertation

Maximum Marks	Components for Project/Dissertation			
				Total
100				

12. DETAILS OF THE TEACHING FACULTY

13. SYLLABUS

(Add required tables to accommodate all the Courses)

SEMESTER :.....

Course code	Name of the Course	Hours	Credit
Theory/Practical			
Pre-requisite			
Course Objectives:			
Course Outcomes:			
Module 1	<i>Name of the Module</i>	Hours:	

Module 2	<i>Name of the Module</i>	Hours:
Module 3	<i>Name of the Module</i>	Hours:
Module 4	<i>Name of the Module</i>	Hours:
Text Book(s)		
Reference Books		

Directorate for Applied Short-term Programmes (DASP)

Mahatma Gandhi University, Kottayam, Kerala

Short-term Programmes

PostGraduate Diploma Programmes

Eligibility: Graduation Duration: One Year

1. PostGraduate Diploma in Culture and Heritage Tourism Management
2. PostGraduate Diploma in Data and Business Analytics
3. PostGraduate Diploma in Human Rights
4. PostGraduate Diploma in Food Safety Management and Regulation
5. PostGraduate Diploma in Guidance and Counseling
6. PostGraduate Diploma in Management of Learning Disabilities
7. PostGraduate Diploma in Science of Teaching
8. PostGraduate Diploma in Educational Administration
9. PostGraduate Diploma in Computer Application
10. PostGraduate Diploma in Food Processing and Quality Assurance
11. PostGraduate Diploma in Insurance Business and Risk Management

PostGraduate Certificate Programmes

Eligibility: Graduation Duration: Six Months

12. PostGraduate Certificate in Instrumental Methods of Chemical Analysis
13. PostGraduate Certificate in English Language Teaching
14. PostGraduate Certificate in Nanoscience and Nano Technology
15. PostGraduate Certificate in Emotional Intelligence Development
16. PostGraduate Certificate in Digital and Social Media Marketing
17. PostGraduate Certificate in Foreign Exchange Management

Diploma Programmes

Eligibility: 10 + 2 Pass Duration: One Year

18. Diploma in Ecotourism
19. Diploma in Computerised Financial Accounting and Taxation
20. Diploma in Food Analysis and Quality Control
21. Diploma in Early Detection and Intervention of Disabilities
22. Diploma in Advanced Counseling and Psychotherapy

23. Diploma in Prosthetics and Orthotics
24. Diploma in Autism Spectrum Disorders
25. Diploma in Food Processing
26. Diploma in Bakery and Confectionery

Certificate Programmes

Eligibility: 10 + 2 Pass Duration: Six Months

27. Certificate in Event Management
28. Certificate in Business Data Analysis using Tally and Excel
29. Certificate in Biofertiliser Production Technology
30. Certificate in Parenting Psychology
31. Certificate in Water Harvesting and Management
32. Certificate in Waste Management
33. Certificate in Internet Programing and Web Technologies
34. Certificate in Yogic Science
35. Certificate in Organic Farming
36. Certificate in Ambedkar Studies
37. Certificate in Digital Marketing
38. Certificate in Entrepreneurship Development
39. Certificate in Music and Musicology