MAHATMA GANDHI UNIVERSITY, KERALA

No.133669/DASP-2/2022/DASTP   Dated: 28.05.2025

<u>**NOTIFICATION**</u>

<u>**DIRECTORATE FOR APPLIED SHORT-TERM PROGRAMMES (DASP)**</u>

Priyadarshini hills P.O., Kottayam-686560

- Phone: Office - 0481 2733292, 8078786798, Programme Associate-9497331331, Website: www.dasp.mgu.ac.in

Email - dasp@mgu.ac.in

Inviting applications from Affiliated colleges including Autonomous colleges of Mahatma Gandhi University for being the Academic Partner of DASP to offer skill-based short-term programmes and FYUGP Courses for the academic year 2025-2026 and 2026-2027.

The Directorate for Applied Short-term Programmes (DASP), Mahatma Gandhi University ,established in 2018 has been conducting various type of skill development programmes at the level of Certificate, Post-Graduate Certificate, Diploma, Post-Graduate Diploma and appreciation programmes under diverse areas useful for the student community in tune with the demands of the society. The DASP offers programmes in regular, part-time, hybrid and online modes as suitable for the programme and to achieve its outcome. Since its inception, the University aims to extend the maximum benefits of short-term programmes in addition to their regular UG/PG programme to the entire student community. Hence the Directorate for Applied Short-term Programmes (DASP) now invites Application from affiliated colleges including autonomous colleges under Mahatma Gandhi University to become academic partners which wish to offer skill development programmes in association with DASP during the academic year 2025-2026 and 2026-2027 at the level of Certificate, Post-Graduate Certificate, Diploma, Post- Graduate Diploma, Training programmes and Courses under FYUGP

- Those Institutions with a proven academic and training track record and infrastructure facilities can apply.

- 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).

- FYUGP courses comprise 3 to 4 credits for Minor, Skill Enhancement Course (SEC), Value Added Course (VAC), and Multi-Disciplinary Course (MDC).

- Academic Partners can offer different type of Programmes through online, regular, hybrid and part-time mode as per the Programme Project Report submitted and approved for each programme.

- Admission to the short-term programmes and FYUGP Courses offered by empanelled academic partners will be done by DASP through a Common Online Admission System.

- Scheme and syllabus of short-term programmes and FYUGP Courses which colleges intend to conduct should be submitted for the approval of academic council through DASP as per the guidelines of Mahatma Gandhi University.

- The college should submit in advance, a panel of resource Persons/teachers (for handling both theory and practical sessions) with complete details including supporting documents for the approval of the University.

- The Teaching, Learning and Training Processes will be imparted by the Approved Academic Partners with the help of the Learning Management System (LMS) provided by the DASP and the 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 partners to offer short-term programmes and FYUGP Courses shall depend upon the fulfillment of all the conditions for the satisfactory establishment and conduct of proposed programmes of study.

- Those selected institutions shall enter into a MoU with the University
- Colleges that had applied for partnership vide notification No. 133669/DASP-2/2022 dated 31.08.2022 shall apply again in accordance with new guidelines.

- For more details, please refer to the detailed guidelines attached.

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 .... (One month from notification)

Details and format of Application is attached herewith. For details regarding FYUGP courses please

visit https://cap.mgu.ac.in/mguugp/

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

https://forms.gle/TUZ37REmM7st1e5g6

The colleges should submit the required documents mentioned in the Appendices as hard copy/soft copy and the Google form filled.

Dr.BISMI GOPALAKRISHNAN

Registrar

DIRECTORATE FOR APPLIED SHORT-TERM PROGRAMMES (DASP)

MAHATMA GANDHI UNIVERSITY

EMPANELMENT OF APPROVED ACADEMIC PARTNERS

Priyadarsini Hills,

Kottayam,

Kerala,

India – 686560

dasp@mgu.ac.in

0481-2733292

1. INTRODUCTION

Academic Partner

Directorate for Applied Short-term Programmes (DASP) is planning to establish academic partnership with colleges affiliated to Mahatma Gandhi University to offer short-term skill development programmes and FYUGP courses. The academic partners should ensure adequate class rooms, laboratory facilities, library and other infrastructure required to offer the skill development programmes. Skilled academic professionals with expertise in the areas of programmes to offer the programme is mandatory.

1.1   The Directorate for Applied Short-term Programmes (DASP) invites application from Affiliated colleges and Autonomous colleges of Mahatma Gandhi University for being the Academic Partner of DASP to offer short-term programmes like certificate, Post Graduate Certificate, Diploma and Postgraduate Diploma programmes and Courses for FYUGP students through offline and online modes in association with DASP.

1.2   The interested institutions have to submit the application as per the proforma attached as annexures. The Prospective Academic Partners are also required to submit a detailed Programme Project Report for each programme 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. There will be no further chance to complete the programme.

1.5   There will be a committee comprising the Director, Syndicate members, subject experts, etc., to inspect the academic and infrastructure requirements at the college for being the Academic partner. The committee will conduct inspections following the guidelines issued by the university, and the final selection will be based on the recommendations of the committee. The authority to grant permission will be the Syndicate.

1.6   The permission to offer a short-term programme shall depend upon the fulfillment of all the conditions for the satisfactory establishment and maintenance of proposed programmes of study.

1.7   The college shall ensure the suitability and adequacy of the classroom, libraries, laboratories and equipment required to offer the Programme as per the directions of the university.

1.8   The College shall maintain following registers and records.
- o   A register of Admissions and Withdrawals.
- o   A register of attendance.
- o   A register of marks obtained by each student at the internal examination.

1.9   The College shall appoint a Centre co-ordinator for co-ordinating the academic activities of different short-term programmes offered by the College. Centre coordinator shall also be the Point of Contact for the activities related to the programmes associated with the DASP.

1.10   There shall be a programme co-ordinator for each programme to co-ordinate a programme as per the academic calendar issued by DASP and work as a facilitator for the smooth implementation of the programme.

1.11   As part of course registration, students must pay 40% of the course fee to the university when submitting their application. The remaining 60% should be paid to colleges directly to support basic infrastructure and to pay the remuneration of resource persons/trainers.

2.   ADMISSION

2.1   The eligibility criteria for admission for each programme shall be as 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   The students of regular UG/PG programmes can take all the short-term programmes except the Full-time regular mode programmes along with their UG/PG programmes.

3.   OPERATIONAL PROCESS OF THE PROGRAMMES

3.1   The Teaching, Learning and Training Processes will be imparted by the approved Academic Partners as per the approved syllabus. The entire student cycle from entry to exit (including admission, fee collection, examinations, Certificates) will be guided by DASP.

3.2   Mode of Delivery

Academic partners can choose the following modes of programme delivery. The mode of delivery should be specified in the Programme Project Report. The academic partners should get prior approval from the university to change the mode of delivery of an approved programme.

3.2.1 Regular Part-time Programmes

Semester means a term consisting of 140 to160 hours of classroom study, approximately 200 hours of self- learning and a total of 16 credit courses within a period of six months. Classes will be held on Sundays and holidays or in the mornings/ evenings or as a crash course for a stipulated period of days for the regular part time programmes.

3.2.2 Regular full –time programmes

Semester means a term consisting of a minimum of 450 contact hours distributed over six months (18 five- day academic weeks), inclusive of examination days and a total of 30 credit courses.

3.2.3 Hybrid Programmes

Hybrid programmes are those programmes that combine learning both face to face mode in a class room and online mode.

3.2.4 Online Programmes

Online programmes means the Programme of studies which is delivered through online mode (Recorded lectures and /or online live interactive sessions). The online programme shall have the four quadrant approach as per the UGC (Open & Distance Learning Programme and online programmes regulations 2020) programme regulation. A four credit course shall typically have 20 hours of video content and 20 hours of reading material.

4. ACTIVE ENGAGEMENT OF THE LEARNERS

The learner should have a minimum participation 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 a total of 32 credits. The basic qualification for PG Diploma programmes is graduation from a University recognized by UGC.

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5.2 **Diploma Programmes**
The programme is of one year duration (two semesters) comprising 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 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 **FYUGP Courses**

The academic partners can conduct 3,4 credit courses of Minor, SEC, VAC MDC of FYUGP in online/offline mode. The conduct of FYUGP courses offered by the respective colleges shall be   according to the MGU UGP(Hons.) Regulations.

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 internal assessment and practical examinations shall be conducted by the Approved Academic Partner in conformity with the 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 details of the 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).

GPA= Total credit points earned by the student from all the required courses of the programme/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 of Certificate/ Diploma programmes 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
   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

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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 (P.G. 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 Programme.

l) Digitally signed grade cards will be available online and the students can download a copy of the same. The authenticity of the scorecard can be checked on the website.

9. AWARD OF CERTIFICATE of Diploma/ Certificate Programmes

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 a unique identification number along with other details of the student and the Course or Programme and shall be uploaded on the National   Academic Depository.

9.4   FYUGP Courses

The   credits acquired for FYUGP courses will be added to the Academic Bank of Credits.

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 Academic Partners will 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 reason to the affected 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	
2	Address	
3	Telephone	
4	Email	
5	Website	
6	Name,Designation Email and Mobile number of the head of the College	
7	Name, Designation, Email and Mobile number of Centre co-ordinator of the College	
8	Year of Establishment	

Annexure 2

DECLARATION

I,…………………………………..……(name and designation of the head of the College) ………………………………………….., 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 of the Principal

Signature of President

Board of Management/Educational Agency:

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:

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

Signature of the Principal

Signature of President

Board of Management/Educational Agency:

Designation with seal

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FORMAT OF PROGRAMME PROJECT REPORT (PPR)

PROGRAMME PROJECT REPORT (PPR)

for

Name of the Programme

Name of the Centre co-ordinator: ……………………………………..

Name and complete Address of the College

………………………………………………………..

…………………………………………

……………………………

……………….

……………

1.   **OVERVIEW**

(details regarding the Academic Partner and the Programme) (300 Words)

2.   **VISION** *(100 Words)*

3.   **MISSION** *(100 Words)*

4.   **SCOPE OF THE PROGRAMME** *(200 Words)*

5.   **PROGRAMME SPECIFIC OUTCOMES** *(150 Words)*

6.   **PROGRAMME FEE**

7.   **PROGRAMME STRUCTURE**

(Add the required number of semesters in the following table)

Course Code	TitleoftheCourse	Credits	Hours		Total
			Theory	Practical	
FIRST SEMESTER					

13

Total					
					14
SECOND SEMESTER					
Total					

8.   **DURATION OF THE PROGRAMME**

9.   **ELIGIBILITY**

10.   **MODE OF DELIVERY**

11.   **PROGRAMME FEES**

12.   **COMPONENTS FOR INTERNAL ASSESSMENT,PRACTICAL COURSES AND PROJECT/DISSERTATION**

12.1   **Components For Internal Assessment**

Maximum Marks	Components for Internal Assessment			
	Attendance	Internal Examination	Assignment	Total
30				

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12.2 Components For Practical Courses

Maximum Marks	Components for Practical Course			
				Total
100				

12.3 Components For Project/Dissertation

Maximum Marks	Components for Project/Dissertation			
				Total
100				

13.DETAILS OF THE TEACHING FACULTY

14.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	*Name of the Module*	**Hours:**
Module 2	*Name of the Module*	**Hours:**
Module 3	*Name of the Module*	**Hours:**
Module 4	*Name of the Module*	**Hours:**

Text Book(s)	
Reference Books	