

# Ordinance of Governing Short Term Certificate Courses



**2017-2018**

*Prepared by*  
**ACADEMIC INTERACTION CELL OF I.Q.A.C.**



**Govt. Kamla Raja Girls Post Graduate Autonomous College**

*(Affiliated to Jiwaji University, Gwalior)*

**Kampoo, Gwalior (Madhya Pradesh) INDIA**

**Telephone : 0751- 2625495, 0751 – 2438173, Fax : 0751 – 2438173**

**e-mail : [krgc@rediffmail.com](mailto:krgc@rediffmail.com) Website : [www.krgcgwalior.org](http://www.krgcgwalior.org)**

# Govt. Kamla Raja Girls Post Graduate Autonomous College

## INTERNAL QUALITY ASSURANCE CELL

**Dr. Prabha Mehta**

Principal and Chairman, IQAC

**Prof. Sanjay Swarnkar**

Director, IQAC

**Prof. I. B. Singh**

External Expert (Administration)

**Prof. J. L. Mewafarosh**

External Expert (Educationist)

**Mr. Avinash Mishra**

External Expert (Industrialist)

**Dr. B. M. Kulshreshtha**

Faculty Representative, Science Faculty

**Dr. Meena Shrivastava**

Faculty Representative, Social Science Faculty

**Dr. Rajrani Sharma**

Faculty Representative, Arts Faculty

**Dr. Harish Agarwal**

Faculty Representative, Commerce Faculty

**Dr. P. K. Bansal**

Faculty Member

**Prof. K. Ratnam**

Faculty Member

**Dr. R.K. Dubey**

Faculty Member

**Dr. R. C. Upadhyay**  
Controller of Examination

**Dr. Sonia Singh**  
Incharge, Employment & Career Counseling Cell

**Ms. Jagdish Kaur**  
Librarian

**Mr. Manohar Katariya**  
Sport Officer

**Ms. Ashna Khan**  
Student Representative

## **ACADEMIC INTERACTION CELL OF IQAC**

**Prof. Pratima Jain**  
Convener

## **SHORT TERM COURSE COORDINATION CELL**

**Prof. Kumar Ratnam**  
**Prof. Sadhna Pandey**  
**Dr. Charu Katare**  
**Dr. Smita Sahastrabudhe**  
**Dr. Charu Chitra**

# INDEX

Content No.	Page
1. Abbreviation	1
2. Introduction	1
i. Vision	1
ii. Mission	1
iii. Objectives	1
3. Guidelines for Departments to start SVCC / SSCC	2
4. Structure of the Central Coordination Committee	2
5. Ordinances governing SVCC /SSCC	2
i. General Provision	2
ii. Eligibility	4
iii. Intake Capacity	4
iv. Reservation Policy	4
v. Fee Structure	4
vi. Admission Procedure	5
vii. Conduct of the Course	5
viii. Attendance Rules	5
ix. Scheme of Examination and Evaluation Process	6
x. Script and Duration of Examination	7
xi. Evaluation Pattern	8
xii. Financial Management	8
(a). Sources of Funds	8
(b). Remuneration	8
(c). Equipments/ Consumable Items	9
(d). Stationary and Contingency	9
6. Proforma / Forms	
i. Proforma for the Departments	10,
11	
ii. Application Form for Admission	12

**Ordinance  
Governing STCC  
Short Term  
Vocational/Skill Based Certificate  
Courses**

---



## **1. Abbreviation**

SVCC – Short Term Vocational Certificate Course

SSCC – Short Term Skill Based Certificate Course

BOS – Board of Studies

HOD – Head of the Department

## **2. Introduction**

Vocational and Skill Based Courses are certain disciplines which enable individuals to acquire skills which are traditionally non-academic and totally related to a specific trade, occupation or vocation.

These Courses are primarily designed in such a way that they impart a through application based study. With diversification in various fields, the Industry requires more and more skilled people. As the Govt. Kamla Raja Post Graduate (Autonomous) College, Gwalior is devoted to not only all round development of its students but is worried for their employment / self-employment in various fields. With huge demand of skilled people the College has decided to start Short Term Vocational and Skill Based Certificate Courses from Session 2016-2017.

### **i. Vision :**

To be the premier source for Education, Workforce Training and Economic Development.

### **ii. Mission :**

The Mission of Govt. KRG PG (Auto.) College is to provide innovative educational environments, opportunities and experiences that enable our students to grow, thrive and prosper. We are determined –

- To translate our vision into action plans.
- To provide employable knowledge and skills and facilitate upgrading of skills.
- We are committed to provide excellent educational atmosphere and academic ambience conducive for higher learning for girls.
- To promote all round development of girls through fostering knowledge and skill.

### **iii. Objectives :**

1. To develop the awareness of application based study among Students.
2. To educate the learners about skills required to be absorbed in Industry and Trade and enabling our students to emerge as Successful Women.
3. To upgrade the employable knowledge and skills.
4. To educate the Students about managerial skill.

### **3. Guidelines for Departments to start SVCC / SSCC**

Proposals from the various departments of the College which intend to start SVCC or SSCC are invited.

Complete proposal must be comprised of –

- i. Title of the Course to be started
- ii. Duration of the Course
- iii. Nature of the Course whether run independently or in any collaboration
- iv. Preamble
- v. Detailed Course Content in prescribed format (duly divided into Units and total number of lectures)
- vi. Syllabi must be approved from BOSs of respective departments
- vii. Panel of Resource Persons as well as panel of Examiners

#### **4. Structure of the Central Coordination Committee**

Central Coordination Cell essentially be constructed as –

- i. Patron of the Committee (Principal)
- ii. Nodal Officer (Academic Secretary)
- iii. Coordinator
- iv. Co-Coordinator
- v. Course Coordinators
- vi. Members (Four to five)
- vii. Controller of Examinations

#### **5. Ordinances governing SVCC /SSCC**

##### **i. General Provisions :**

1. The program of study leading to Certificate Programs of six months, three months, two months and one month duration shall be basically for graduate / post graduate students. The program shall have the status of Add-on Vocational /Skill Based certificate programs under Career Oriented Courses.
2. The Program of study leading to Certificate Programs shall have to be conducted in the Department of Studies in the evening /morning hours or during any such duration which would be appropriate.
3. The admission to Certificate Programs shall be dealt with by the college. The last date for the receipt of the application form shall be fixed by the Principal of the college.
4. The candidates seeking admission will have to apply on a prescribed format available on the fees window for payment of prescribed fee.



5. The candidates may be required to pay the processing fee as directed by the Coordination Committee from time to time. No Application Form shall be considered for admission unless it is completed in all respects including attested copies of the photographs of the candidates containing her signature thereon and all necessary documents are attached thereto, such as attested copies of mark-sheets of all the examinations passed.
6. The provisional admission to the Program shall be made in order of merit.
7. The completed Application Forms for registration with documents required under ordinance at above point 6 and 7 shall be sent to the Controller of Examinations.
8. Provisional admission cannot be claimed by any applicant as a matter of right. The provisional admission or readmission of an applicant shall be entirely at the discretion of the Coordination Committee which may refuse to admit any candidate without assigning any reason thereof.
9. Provisional admission will be made strictly on combined merit and availability of seats.
10. The candidate granted provisional admission shall deposit fee within the period prescribed by the Coordination Committee failing which the admission shall stand cancelled.
11. Provisional admission of a candidate is liable to be cancelled at any time:
  - a. If it is detected that there is something against the candidate which would have prevented her from being admitted to the Program.

- b. If the candidate is found at a later stage to have provided any false information, and /or if she has been punished for an act of gross misconduct, indiscipline or an act involving moral turpitude.

## **ii. Eligibility**

- a. The candidate seeking admission to Certificate Programs must be pursuing Graduation /Post Graduation Degree in another Department of the College.
- b. Candidates other than i) may also be considered on availability of seats.

## **iii. Intake Capacity**

The intake to the Certificate Courses shall be 30 with minimum of 10 students.

The intake capacity can be increased or decreased under special condition with the permission of the Principal.

## **iv. Reservation Policy**

The reservation in admission shall be as per State Government rules.

## **v. Fee Structure**

### **a. Application Form and Registration**

Application form can be obtained free of cost from the STCC. At the time of admission the registration fees Rs.100/- shall be deposited alongwith admission fees at fees counter through online transfer.

**b. Admission Fee or Fee per Course**

- Fee for the Six Months' Vocational Certificate Course- Rs.2000/- (Two Thousand only)
- Fee for the Three Months' Vocational Certificate Course- Rs.1500/- (One Thousand Five Hundred only)
- Fee for the Two Months' Skill Based Certificate Course- Rs.1200/- (One Thousand Two Hundred only)
- Fee for the One Months' Skill Based Certificate Course- Rs.1000/- (One Thousand only)

To be deposited in one installment. In addition, the students shall be required to pay usual fees prescribed by the College.

The candidates will have to deposit the prescribed fee at the time of provisional admission. The fee is to be paid either through DD drawn in favor of, 'Principal, Govt. KRG PG (Auto.) College, Gwalior' or by depositing online to the College account. Students are required to keep receipt with them and to deposit a copy of the same to the concerning department and also to the Central Coordination Cell.

**c. Examination Fee**

The Candidates have to deposit examination fee and fill examination forms. The examination fee for SVCC is Rs. 500.00 (Rs. Five hundred only) and for SSCC is Rs. 200.00 (Rs. Two hundred only)

## **vi. Admission Procedure :**

The candidate seeking admission in any of the add-on course, has to apply in a prescribed form, which will be available on fees window.

1. Admission to Career Oriented Vocational / Skill Based Certificate Programs shall be made in order of merit.
2. The admission process may be reviewed as per need from time to time. Applicants must fully satisfy themselves about their eligibility before filling the application forms for the program.
3. Provisional admission will be offered to the candidates in order of merit as mentioned above including reserved category seats as per their position in the Merit List and the availability of seat in the program on the date of admission.
4. On unavailability of candidates claiming for reservation, seats shall be converted into general seats.
5. In case any provisionally selected candidate fails to deposit the fee by the last date prescribed, her provisional admission shall be  
  
cancelled and the seat thus falling vacant shall be offered to the next candidate in order of merit.
6. Waitlisted candidate will be offered admission strictly on the basis of ranking provided there is a vacancy in the Program.

## **vii. Conduct of the Course :**

1. To qualify the Career Oriented Vocational / Skill Based Certificate Programs, the candidate must earn the prescribed number of credits as contained in the Course structure / syllabus detailed herein after.
2. The students shall be permitted to simultaneously pursue any one of the certificate program at a time along with their regular degree program.

## **viii. Attendance Rules :**

- a. A student is required to have full i.e. 100% attendance and condonation up to 25% can be considered for specific cogent reasons. The cogent reasons for condonation are given below:
  - i. Participation in NCC/NSS Camps duly supported by certificate.
  - ii. Participation in University or College Team Games or Interstate or Inter-University tournaments, duly supported by certificate.
  - iii. Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Coordinator of the Course.
  - iv. University Deputation for Youth Festival duly certified by the Dean.
  - v. Prolonged illness duly certified by the Medical Officer or the Superintendent, Registered Medical Practitioner, provided such certificate is submitted to the Coordinator of the Course.

vi. No relaxation beyond 25% shall be considered in any case.

- b. The attendance of a newly admitted candidate shall be counted from the date of her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However in case of promotion after declaration of results of supplementary examination (if any), the attendance will be counted from the date of admission in the respective case.

## **ix. Scheme of Examination and Evaluation Process**

### **Credit Scheme for the Vocational Certificate Programs**

Candidates perusing 6 months Vocational Certificate Course shall have to earn 20 credits, 12 for theory papers and 8 for practical's /visits while perusing 3 months Vocational Certificate Course shall have to earn 10 credits, 6 for theory papers and 4 for practical/visits.

Candidates perusing Skill Based certificate programs shall be awarded Grades.

### **Examination System**

Each theory/ practical/ seminar/ field work/project/ dissertation in Vocational Certificate Course shall be of 100marks. For evaluation, the overall structure of the distribution of marks in a course shall be such that 30 marks are allotted to various assessments during the course, while 70 marks shall be allotted for the end semester examinations.

### **Sessionals/Internals :**

- Internals / Assignments/ semester reports/ quiz / any other suitable mode in each paper shall carry 30 marks, of which 20 marks will be for class tests / mode and 10 marks for attendance and regularity.
- The Course report(s) and/or assignment(s) shall be submitted by the students to the teachers concerned, by a date fixed by the Coordinator of

the Course. After valuation of the report(s) and/or assignment(s), the teacher concerned shall submit the result to the Coordinator of the Course, who shall forward the same to the Controller of Examinations.

- The marks obtained in report(s) and/or assignment(s) will be displayed on the notice board.
- Where candidate fails to take examination in any one or more papers or having taken the examination, has, but failed to secure the minimum pass marks in any one or more papers or in the aggregate, her marks in the class tests, semester reports and/or assignments will be carried forward to the subsequent examination.

### **End Course Examination and evaluation of Vocational Certificate Course**

- The question papers shall be set and the answer-scripts shall be evaluated by the teachers of the concerned courses. If there are more than one teacher teaching the course, the question paper shall ordinarily be set and evaluated by a teacher of the group, appointed by the Board of Examiners.
- The End Course examination answer-scripts shall be shown to the students after evaluation by the concerned teachers within 7 days of the last examination for the Course on demand and payment of prescribed fee.
- In case of any objection by a student in the evaluation, the same shall be looked after by a panel of two senior faculty members, to be nominated by the Controller, whose decision shall be final.

## **Vocational Certificate Programs (Scheme) :**

### **Course Structure**

**Course A, Duration – 6 Months**

**Code -**

Paper I – Title of Paper

Paper II – Title of Paper

Internals / Sessional / CCE/ Seminar / Field Work/ Project /Dissertation

Practical / Training

### **Mode and Distribution of Marks**

<b>PAPER NO.</b>	<b>THEORY</b>	<b>INTERNALS</b>	<b>TOTAL</b>
Paper I	70	30	100
Paper-II	70	30	100
Dissertation /Project Report / Practical			100

---

Total Marks = 300

No. of Seats – 30

Fee of the Program – Rs. 2000/-

-----

Time for theory papers : 03 hrs.

Time for internals : 01 hrs.



**Course B, Duration –3Months****Code -**

Paper – Title of the Paper

Internals / Sessional / CCE/ Seminar / Field Work/ Project /Dissertation

Practical / Training

**Mode and Distribution of Marks**

<b>PAPER</b>	<b>THEORY</b>	<b>INTERNALS</b>	<b>TOTAL</b>
Paper	70	30	100
Dissertation /Project Report / Practical			100
			<hr/>
Total Marks =			200

No. of Seats – 30

Fee of the Program – Rs. 1500/-

-----

Time for theory papers : 03 hrs.

Time for internals : 01 hrs.

## **Skill Based Certificate Programs (Scheme) :**

### **Course Structure**

**Course C, Duration –2Months**

**Code -**

### **Mode and Distribution of Marks**

#### **Mode Marks**

Internal I	30
Internal II	30
Assignment/ Report	40
(Preparation -15, Presentation -15 and Viva -10)	<hr/>
Total Marks	100

No. of Seats – 30

Fee of the Program – Rs. 1200/-

-----

### **Course Structure**

**Course D, Duration –1Month**

**Code -**

### **Mode and Distribution of Marks**

#### **Mode Marks**

Internal/ CCE	30
Assignment/ Report	70
(Preparation -25, Presentation -25 and Viva -20)	<hr/>
Total Marks=	100

No. of Seats – 30

Fee of the Program – Rs. 1000/-

Time for theory papers : 03 hrs.

Time for internals : 01 hrs.

## **x. Script and Duration of Examinations**

- Except for languages every candidate shall answer questions in English / Hindi language in the examination in all the subjects.
- Each individual paper shall be of three hour duration and practical's, if any, shall also be of three hour duration.

## **xi. Evaluation Pattern**

### **(A) Point Scale for Grading**

<b>Grades</b>	<b>Grade Points</b>
O (Outstanding)	10
A++ (Excellent)	9
A+ (Very Good)	8
B++ (Good)	7
B+ (Above Average)	6
C+ (average)	5
C (Pass)	4
F (Fail)	0
Ab (Absent)	0

**The F grade** denotes poor performance, i.e., failing in the course. A student has to appear at subsequent examination(s).

### **(B) Measurement of the student's performance in the program**

The performance of a student in six months and three months course will be measured by SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average), respectively, which will be calculated as given below:

$$(S_i) = \sum(C_i \times G_i) / \sum C_i$$

where,  $S_i$ =SGPA  $C_i$  = Number of credits assigned for the course and  $G_i$ =Grade Points scored by a student in  $i^{th}$  Course.

$$CGPA = \sum(C_i \times S_i) / \sum C_i$$

Where  $S_i$  is the SGPA of the  $i^{th}$  Course and  $C_i$  is the total number of credits in that Course.

## **xii. Financial Management**

### **a. Sources of Funds**

Coordinators are required first to give tentative Budget for the Course to be held. The money allocated to concerning department shall be the total fee deposited by students of the Course excluding registration fees.

### **b. Remuneration**

Remuneration for Invited Lecture shall be Rs. 500/- (Rs. Five hundred only) Along with TA /Convince and DA as per rules while for faculty with doctoral degree shall be Rs. 250/- (Rs. Two hundred fifty only) and those without doctoral degree shall be Rs. 150/- (Rs. One hundred fifty only).

### **c. Equipments /Consumable Items**

Equipments /Consumable Items can be purchased by the parent department following MP Govt. Purchase Rules if they are having sufficient funds generated by the fee deposition.

### **d. Stationary and Contingency**

Departments may allocate some fund from the main funds generated for this purpose.

## **6. Proforma /Forms**

- i. Proforma for the Departments**
- ii. Application form**

# Govt. Kamla Raja Girls Post Graduate Autonomous College, Gwalior (M.P.)

## Form for submitting Proposals for Sponsored/Self-financed/Short-Term Course/ Workshop/ Seminar/Conference/Symposium/Lecture Series

1. **Title:** \_\_\_\_\_
2. **Name of the Organizer(s):** \_\_\_\_\_
3. **Proposed Period(s) : From:** \_\_\_\_\_ **To:** \_\_\_\_\_
4. **Objective** : \_\_\_\_\_  
\_\_\_\_\_
5. **Likely number of participants:** \_\_\_\_\_
6. **Financial Sources:** i) **Registration Fee:** a) Teachers \_\_\_\_\_ b) Personnel from Industries \_\_\_\_\_  
c) R&D Organizations \_\_\_\_\_ d) Research Scholars \_\_\_\_\_  
ii) **Funding Agency (ies)** \_\_\_\_\_  
iii) **Any other:** Auto.Grant/Janbhagidari/Self-Financed \_\_\_\_\_
7. **Number of rooms required in Visitors' Hostel:** \_\_\_\_\_
8. **For Lecture Requirements:**

	Expected no. of participants	Date	Time
* Seminar Hall (Lecture Gallery) (capacity 250)	_____	_____	_____
* Conference Hall in Autonomous Block (capacity 40)	_____	_____	_____
* Smart Class Room (Comp. Sc.) (capacity 60)	_____	_____	_____
* Smart Class Room (Bio-Tech.) (capacity 20)	_____	_____	_____
* Smart Class Room (C.C.C.) (capacity 30)	_____	_____	_____
* Smart Class Room (No. 17) (capacity 100)	_____	_____	_____
* Auditorium (capacity 600)	_____	_____	_____

\_\_\_\_\_  
(Signature of the Course/Workshop Coordinator with date)

Forwarded and Recommended

\_\_\_\_\_  
(Head of the Department)

9. **Recommendation of the Academic Secretary**

May please be approved

\_\_\_\_\_  
(Academic Secretary)

APPROVED

PRINCIPAL

# शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

Govt. Kamla Raja Girls Post Graduate Autonomous College, Gwalior (M.P.)

फॉर्म नं.

प्रवेश आवेदन पत्र

प्रवेश कर्मांक

Form No. ....

Application for Admission

Admission

No.

लघु अवधि वोकेशनल/कौशल विकास सर्टिफिकेट पाठ्यक्रम

Short Term Vocational /Skill Based Certificate Course

सत्र 2017-2018

Session- 2017-2018

आवेदक का  
स्व-हस्ताक्षरित  
फोटो  
  
Photo with  
self  
signature

Category: संवर्ग- सही का नि" ान बॉक्स में लगायें: (जो लागू हो)Mark i ☐ e box (whichever is Applicable)

Gen. ☐ S.C. ☐ S.T. ☐ O.B.C. ☐ P.H. ☐ Mino. ☐

सामान्य अनुसूचित जाति अनुसूचित जनजाति अन्य पिछड़ा वर्ग नि: भाक्तजन अल्पसंख्यक

विगत परीक्षा के प्राप्तांक Marks of the last exam

वर्ष Year	कक्षा Class	प्तांक Marks Obtained	पूर्णांक Total	प्रति" त Percentage

प्रवे" ा क .....रसीद क.....  
दिनांक .....रूपये .....  
लिपिक हस्ताक्षर .....

आवेदित सर्टिफिकेट कोर्स का नाम

Name of Applied Certificate Course: .....

अवधि/ Duration .....

जन्मतिथि (अंकों में)/Date of Birth : दिनांक/Date    /Month    /Year

रक्त समूह (Blood Group) .....

आवेदक का पूरा नाम (हिन्दी में)

1. Full Name of Applicant (In Hindi)

आवेदक का पूरा नाम (अंग्रेजी में कैपिटल लेटर्स)

2. Full Name of Applicant (In English)

पिता का नाम एवं व्यवसाय : नाम..... व्यवसाय (भास./अ" ास ).....

3. Father's Name & Occupation : Name.....Occupation (Govt./Non Govt.) .....

माता का पूरा नाम एवं व्यवसाय : नाम..... व्यवसाय (भास./अ" ास.)

4. Mother's Name & Occupation : Name.....Occupation (Govt./Non Govt.) .....

स्थायी पूर्ण पता

5. Full Permanent Address :

.....

मोबा. नं.(Mob- No).....email

ID.....

दिनांक :-----

स्थाना :-----

छात्रा के हस्ताक्षर

Signature of the Student

**Note –**

1. Internal marks shall be distributed as 10 marks for 100% attendance (marks in proportion for attendance), 20 marks for class tests. Class tests may be performed in different modes.
2. 35% marks in each paper shall be required for passing the course.
3. Course can be started with 10 students.
4. There shall be one theory exam and two practical exams for Performing Arts and practical based selected\* vocational courses
5. In Skill Based Certificate Program, the Assignment / Report of the student in the Course will be assessed by two examiners, internal as well as external duly appointed by Coordinator of the Course.

\*Courses proposed from Performing Arts, Home Science Departments

**Prof. Sanjay Swarnkar**  
Director, IQAC

**Dr. Prabha Mehta**  
Principal and Chairman, IQAC