



હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી

NAAC B (2.21) State University

પો.બો.નં.-૨૧, યુનિવર્સિટી રોડ, પાટણ (ઉ.ગુ.) ૩૮૪૨૬૫
ફોન: (૦૨૭૬૬) ૨૨૨૭૪૫, ૨૩૦૫૨૮, ૨૩૦૭૪૩, ૨૩૩૬૪૮
Email : regi@ngu.ac.in

ફેક્સ : (૦૨૭૬૬) ૨૩૧૮૧૭

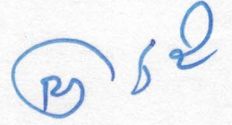
Website : www.ngu.ac.in

પરિપત્ર નં.-૧૫૮/૨૦૨૪

વિષય: સર્ટીફિકેટ કોર્સની સ્ટાન્ડર્ડ ઓપરેટિંગ પ્રોસિજર (S.O.P.) અંગે.

આ યુનિવર્સિટીના અનુસ્નાતક વિભાગોના વડાશ્રીઓ, સંલગ્ન કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, રાષ્ટ્રીય શિક્ષણ નીતિ-૨૦૨૦ અંતર્ગત UGCની Guideline મુજબ Introduction of Short-Term Skill Development Course in Higher Educational Institute (HEIS)-2023 મુજબ આ યુનિવર્સિટીની બોર્ડ ઓફ મેનેજમેન્ટની તારીખ: ૨૮/૦૬/૨૦૨૪ની સભાના ઠરાવ નં.-૩.૧૧૮.૨૩ થી સામેલ પરિશિષ્ટ પ્રમાણેની સ્ટાન્ડર્ડ ઓપરેટિંગ પ્રોસિજર (S.O.P.) મંજૂર કરેલ છે. જે સંબંધિત સર્વેની જાણ સારૂ.

બિડાણ: ઉપર મુજબ


કુલસચિવ

નં-એકે/અસ/૨૦૨૪/૨૦૨૪

તારીખ: ૨૫/૦૭/૨૦૨૪

પ્રતિ,

૧. અનુસ્નાતક વિભાગના વડાશ્રીઓ, હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ.
૨. આ યુનિવર્સિટી સંલગ્ન કોલેજોના આચાર્યશ્રીઓ તરફ.

નકલ રવાના:-

૧. ડીનશ્રી, તમામ વિદ્યાશાખા તરફ.
૨. કો-ઓર્ડીનેટરશ્રી રાષ્ટ્રીય શિક્ષણ નીતિ-૨૦૨૦, હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ.
૩. પરીક્ષા નિયામકશ્રી, હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ. (કાર્યવાહી સારૂ)
૪. ગ્રંથપાલશ્રી, હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ. (વિદ્યાર્થીઓના ઉપયોગ સારૂ રેકર્ડ ફાઇલ અર્થે)
૫. માન.કુલપતિશ્રી/કુલસચિવશ્રીનું કાર્યાલય હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી પાટણ.
૬. સિસ્ટમ એનાલીસ્ટશ્રી, કોમ્પ્યુટર (રીઝલ્ટ સેન્ટર) હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ. (વેબસાઇટ પર મુકવા સારૂ)
૭. પ્રવેશ પ્ર-શાખા, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ
૮. મહેકમ શાખા, હેમ.ઉ.ગુ.યુનિવર્સિટી, પાટણ. (૨ નકલ)

SOP (Standard Operating Procedure) for Skill Based Certificate Courses of 2 Credits offered by Hemchandracharya North Gujarat University-2024

1. Introduction

As per the National Education Policy-2020 and the Guidelines for the Introduction of Short-Term Skill Development Courses in Higher Educational Institutes (HEIs) – 2023, skill based short term certificate courses can attract students of higher education that enables them to add extra credits to their regular courses by pursuing separate skill based co-courses. Apart from that, such skill based short term certificate courses can attract other citizens of the society who want to learn extra skills for their personal as well as professional development. Various emerging technical/multi-disciplinary courses/ life skills can be carried out by the students as well as citizens to gain knowledge and skills.

2. Objectives:

- To enable learners to acquire additional skills along with the regular learning programmes.
- To enhance learner's career opportunities through practical application of skills learnt.
- To offer Skill based and knowledge based programmes.
- To enable learners update their pre learnt skills.

3. Who can offer the Course?

All departments of Hemchandracharya North Gujarat University and all affiliated colleges having 2 B and 12 F Certificates of UGC having adequate infrastructure and resources can offer such Certificate courses.

4. How to Introduce the Course?

- Any skill oriented programme can be introduced e.g. Life skills, technical skills, vocational skills and the like.
- The course must be of minimum 30 hours of direct contact teaching desired for 2 credit certificate courses. The course will be of two papers each of 100 marks.
- The proposal for the Short Certificate Course must contain clearly the Course Title, Objectives and Scope of the course, Eligibility (Target participants), Credits, Detailed Syllabus, Reference Books, Examination pattern, Details of Resource Persons to invite, Course fees and the date of commencement of the course and duration.
- The justification of course fee with proper analysis of the expenditure is expected to be included in the course proposal only. The course fee would be decided by the university keeping in view of the justification given in the proposal.
- All the rules of the State as well as Central Government for Reservation would be applicable.
- The general rules of the university for admission, examination and discipline would be applicable to these certificate courses.
- The Structure of the Course fees:

20 %	University Processing Fees
20 %	Institute infrastructure utilization
60 %	Resource persons.

1/2



5. Eligibility for the enrolment:

- Any person having passed 10+2 Board Examination and its equivalent examination.
- Enrolment to these Certificate course will be optional for University enrolled students.
- Any student can enrol to only one certificate course in a single academic term.
- Any student of any programme can enrol to any of the skill based certificate courses but not at the cost of the regular programme.
- Students can add extra credits apart from their regular curriculum.
- No institution will make enrolment to such certificate courses mandatory for their students.

6. How to start the Certification Course:

Step-1: Procedure related to Application for the Course Institutions/Departments/ Colleges:

1. Design the Course for minimum 30 hours.
2. Fill Application form (Form-CC-01)
3. Mention following details in Application form:
 - (a) Objectives of the course must be clear
 - (b) Pre-requisite and outcome to be mentioned.
 - (c) Content of the course (Syllabus)
 - (d) Course Type: Theory based, practical based, field based or blended
 - (e) Eligibility criteria for the participants.
 - (f) Exam pattern (MCQ/Online MCQ/Written)
4. Submit the application to University duly forwarded Head of Department/ Principal of the College along with Rs.250/- processing fees per Certificate course

Step-2: Approval Procedure.

- (a) University Academic section will forward to Dean for the opinion.
- (b) Based on the opinion of the Dean, the proposal for the course will be sent to the Academic Council for approval and the Academic Council can grant approval as well rejection for the course.
- (c) Based on Academic Council's consent, the Department/ College will be informed by the University
- (d) On receiving the consent, the Department/ College will schedule the certificate course.

Step-3: Scheduling Certification Course (Form-CC-02)

- (a) On receiving approval from University, the Institution can schedule the certification course date and time
- (b) Fix the hourly time table of the Certification course.
- (c) Decide the Resource persons' names and remuneration to be given on hourly basis.
- (d) Decide the fees structure.
- (e) Start enrollment for the course.
- (f) Prepare the student list enrolled for the certification course
- (g) Fill the Course Scheduling form online/offline filling Form-CC-02 and submit to University.

2/2



- (h) Submit 20% of total fees of enrolled students or Rs.100/- per student whichever is maximum as processing fees to the University along with list of enrolled students enrolled for the certification course through cheque/draft.

Step-4: Commencement of course:

- (a) The course can be Commenced once minimum number of learners are enrolled for the course as per the convenience of the course co-ordinator.
(b) The course co-ordinator is empowered to decide the time table and other required decisions to run the course smoothly and effectively.
(c) Keep the attendance log of the students and resource person for every lecture.

Step-5: Examination:

- (a) Examination of all certificate courses will be conducted twice a year irrespective of the date of commencement of the courses. The fees of examination will be decided by the University.
(b) The Course co-ordinators are required to fill Form-CC-03 using following details:
a. Prepare List of students who completed the course and eligible to appear for examination
b. Submit the list of eligible course participants who are eligible for examination.
c. Submit the exam date and time.
(c) The examination will be conducted at University/ institution/ College Campus. This will be arranged and organized by the University. Course in-charge of the course will be responsible for conducting the examination.
(d) The Course Co-ordinators are empowered to decide the examination pattern that must be clearly mentioned in the course proposal.
(e) There would be no provision for additional exam or re-assessment.

Step-6: Results and Certification: (Form-CC-04):

- (a) The passing standard will be minimum 40% of the total marks. The answer-sheets will be assessed at the Institution level.
(b) Submit Attendance list and obtained score by the participants appeared for exam and their score.
(c) Submit obtained score by the candidates.
(d) Remuneration Detail Form: Submit list of resource persons, total hours of lectures taken by the resource persons and total remuneration given to the resource persons with their signature, duly attested by the course-in-charge and- head of Department/ Principal of the college.
(e) University will provide Certificates and Mark-sheets to the Institution within 45 days on receiving the Form-CC-04.

7. Validity of the Course:

- (a) Once the certification title and syllabus is approved as shown in Step-1, the Institution need not apply for the approval for the same course again. The Institution can commence the Certification course anytime again by following the step-2 onwards as shown in SOP.
(b) If the syllabus or title is changed, the institution needs to apply again for the approval.
(c) No Department/ college can be allowed to offer the certificate course having similar title and syllabus offered by the University as part of the curriculum.
(d) The Department or College can introduce more than one certificate courses of different skills with proper justification.

3/2



Proposal Date: _____

From – CC -01
(Certification Course Proposal Form)

Title of Certification Course: _____
Name of Institution: _____
Faculty Name: _____
Name of Course-in-Charge: _____
Course Credit for Proposed Course: _____
Total Course Hours: _____

Objectives of the Course :	
Pre-requisite:	
Expected Outcomes of the Course:	
Course Nature (Theory/Practical/Field based or Blended)	
Eligibility Criteria of Participants:	
Total Maximum Seats allotted for the Course:	
Course Syllabus (In Detail):	
Exam Pattern: (MCQ/Written/Practical/ Blended -	

(Name and signature by Authorized official of the Institution with official seal)

[For Office Use]:

Application Received Date _____ Approved By: _____

Course Code allotted _____ Approval Date: _____

Signature of the University Official: _____

4/7



Date: _____

Form – CC -02
(Certification Course Commencement Form)

Course Code allotted by University	
Course Batch No	
Name of Institution	
Name of Course In-charge and Designation	
Name of Resource Persons:	1. 2. 3. 4.
Scheduled Start Date	
Fees for the Certificate Course:	
Total numbers of Participants:	
Processing Fees Amount (20% of total students fees or Rs 100/- per students whichever is higher)	
D.D No, Bank Details and Date:	
List of Participants:	[Attach as separate sheet/Register online using online CC-02 form)
Submitted by: (Name of Authonty)	

(Signature with official Seal
Of the Institution Head)

[Attach proposed schedule of the course along with resource person name duly signed by Institution Head]

[For Office Use] _____

Received _____ Date: _____ Received

Details: _____

Cheque/Draft

5/7



Date : _____

Farm-CC-03
(Certification Course Exam Schedule Form)

Course	Candle	allutab	
University:			
Course Batch No :			
Name of Institution :			
Name of Course In-charge and Designation :			
Course Start Date :			
Course End Date			
Total Nos. of students completed the Course successfully			
Exam Scheduled Date:			
Exam Time :			
Exam Type:			
MCQ/Practical/Theory/ Berded:			
Total Marks of Exam :			
Name of Exam-charge and Designation :			

(Name and signature of Authorized Head of the Institution with official sea)

(Attach list of parts for the url with resource person names duly signed by Institution Head)



6/2

Date: _____

Form – CC -04
(Certification Course Certification Form)

Course Code allotted by University :	
Course Batch No:	
Name of Department/ College	
Name of Course in Change:	
Name of Exam in Change:	
Exams Conducted on :	
Total Candidates eligible for exams :	
Total Candidates appeared for Exams: [Attach Annex A duly signed by the Course in-charge and Institution Head	
Remuneration Detail Form	[Attach Annex-B duly signed by the Course in-charge and Department Head/ College Principal]

Annex-A: Mention Name of certificate code, Certificate course name, Institution name, exam date, course-in-charge, exam-in-charge and list of students appeared for examination [Students Reg.no, Name and score achieved]

Annex B : Mention Name of certificate code Certificate course name, Institution name, and Details related to remuneration given to resource persons [Name of Resource Persons, total hours of lectures/practical taken, total remuneration paid and signature of the resource persons]

Name and signature by Authorized Head
of the Institution with official sea)

[Office Use only:]



7/7