



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, Delhi-110078

(Affiliation Branch)

Phone No. 011-25302172-74, Email: affiliation@ipu.ac.in

F.No. GGSIPU/DR(Aff.)/2022-23/1005

Dated: 20.09.2022

CIRCULAR

Subject: Approved Guidelines/Procedures for running Diploma and Certificate courses in collaboration with Guru Gobind Singh Indraprastha University.

As per request of some Institutes and on recommendations of an Expert Committee, Hon'ble Vice Chancellor, GGSIP University has been pleased to approve Guidelines/Procedures for running Diploma and Certificate courses in collaboration with Guru Gobind Singh Indraprastha University in desirous institutes. Copy of the Guidelines / Procedures & prescribed format for MoU are enclosed herewith.

Hence, all the desirous Institutes or Society/ Trust/ Company can apply for diploma/ certificate courses as per aforesaid guidelines of the GGSIP University.

(Dr. Abha Vermani)
Dy. Registrar (Affiliation)

Copy to for information:

1. All Deans of USS, GGSIPU
2. COE, GGSIPU
3. JR (Admissions), GGSIPU
4. Head, UITS Cell, GGSIPU - with the request for uploading this circular on the University's website.
5. AR to the Hon'ble Vice Chancellor, GGSIPU
6. AR to the Registrar, GGSIPU

(Bindu Ramachandran)
Asstt. Registrar (Affiliation)

106/c

**The Draft Guidelines/Procedure for running Diploma and Certificate Courses in
collaboration with Guru Gobind Singh Indraprastha University**

1. The desirous institute may apply to Affiliation Branch, Guru Gobind Singh Indraprastha University (GGSIPU) before 30 December or 30 June of every year.
2. The institute will have to submit detailed proposal consisting of the following information/documents :
 - a) Details of the Governing Body (Society/Trust/Company)
 - b) Details of the Institute
 - c) Details of academic infrastructure available with the institute
 - d) Proposed course curriculum
 - e) Proposed eligibility criteria & admission procedure
 - f) Proposed course duration
 - g) Proposed batch strength
 - h) Proposed fee structure
3. A Memorandum of Understanding will be made between GGSIPU and the desirous institute.
4. Scope and Objective of MOU
 - a) To impart comprehensive skills, knowledge and provide training to the students enrolled for the course in collaboration with GGSIPU.
 - b) To develop communication skills and analytical skills of the students relevant to the field for which education shall be imparted.
 - c) To make the students smart, savy and capable of facing people and situations.
 - d) To improve the employability chances of the students after completion of training.
5. Responsibilities of Parties
 - a) Responsibilities of the Institute
 - (i) To provide required infrastructure to run the course.
 - (ii) To facilitate the registration process of students and collection of fee for the course.
 - (iii) To be responsible for designing and conducting an appropriate screening test and/or personal interview for enrolment of the students for the course.

MS *MS* *MS*

- 105/c
- (iv) The institute shall charge the course fee as mutually fixed by the University and the institute and shall transfer 50% of the course fee collected from the students to the University.
 - (v) To design, develop and conduct the course.
 - (vi) To Supply of study materials/courseware to the enrolled students of the course
 - (vii) To bear the expenditure towards preparation and supply of study materials/courseware to the enrolled students of the course.
 - (viii) To provide necessary details about the faculty or instructors to be engaged for the course.
 - (ix) To bear the expenditure on account of honorarium and travelling allowances to the resource persons including the faculty from the University shall be as per rules of University.
 - (x) To use GGSIPU logo in the promotional activities for the course by desirous institute only with prior permission from GGSIPU.

b) Responsibilities of GGSIPU

- (i) The University shall facilitate and bear the responsibilities for all the academic aspects of the course. To this end the University shall prepare the course structure in consultation with the institute.
 - (ii) The University shall nominate two of its officers as the Course Director and the Course Coordinator of the course.
 - (iii) The Course Director and Course Coordinator nominated by the University shall obtain evaluation grades from the institute, compile and collate them. Based on these evaluation grades the University shall prepare the award list and the diploma/certificate for the enrolled students. The diploma/certificate shall bear the monograms of both the University and the institute and shall be issued with the signatures of both, the Director of the Course and representative of the institute.
 - (iv) The Course Director and Course Coordinator shall coordinate with the institute to identify study materials, prepare them and distribute the same amongst the enrolled students.
 - (v) The University shall ensure that the complete syllabus/course curriculum is comprehensively covered with best of expertise on the subject.
 - (vi) The Course Director shall obtain feedback from the enrolled students. The feedback so obtained shall be shared with the institute and any improvement etc. in making the course more relevant and effective, shall be done in consultation with the institute from time to time.
- MS d* *Ch*

104/c

- (vii) To maintain confidentiality of the methodology, course contents, study materials, students' database.
- (viii) To formulate necessary terms and conditions wherever necessary for running the courses as per the norms of GGSIPU.

Ch *Dr* *MS*

103/C

DRAFT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is signed between (hereinafter called as) and Guru Gobind Singh Indraprastha University, New Delhi (hereinafter as GGSIPU).

That the institute

That GGSIPU is the first University established in 1998 by Govt. of NCT of Delhi under provisions of Guru Gobind Singh Indraprastha University Act, 1998 read with its Amendment in 1999. The University is recognized by University Grants Commission (UGC), India under Section 12B of the UGC Act. It is a teaching and affiliating University with the explicit objective of facilitating and promoting studies, research and extension work in emerging areas of higher education with focus on professional education, for example engineering, technology, law, management studies, medicine, pharmacy, nursing, education, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.

Whereas both the parties agree to collaborate for understanding Diploma/Certificate course in

The duration of the Course shall be for month for students covering the curriculum mutually set for the course.

Both the parties to this Memorandum agree that they will jointly and in collaboration with each other conduct diploma/certificate course in To this end both the parties agree to render their part of respective responsibilities as follows.

Responsibilities of the Institute

- (i) To provide required infrastructure to run the course.
- (ii) To facilitate the registration process of students and collection of fee for the course.
- (iii) To be responsible for designing and conducting an appropriate screening test and/or personal interview for enrolment of the students for the course.
- (iv) The institute shall charge the course fee as mutually fixed by the University and the institute and shall transfer 50% of the course fee collected from the students to the University.
- (v) To design, develop and conduct the course.
- (vi) To supply of study materials/courseware to the enrolled students of the course.
- (vii) To bear the expenditure towards preparation and supply of study materials/courseware to the enrolled students of the course.

- 102/c
- (viii) To provide necessary details about the faculty or instructors to be engaged for the course.
 - (ix) To bear the expenditure on account of honorarium and travelling allowances to the resource persons including the faculty from the University shall be as per rules of University.
 - (x) To use GGSIPU logo in the promotional activities for the course by desirous institute only with prior permission from GGSIPU.

Responsibilities of GGSIPU

- (i) The University shall facilitate and bear the responsibilities for all the academic aspects of the course. To this end the University shall prepare the course structure in consultation with the institute.
- (ii) The University shall nominate two of its officers as the Course Director and the Course Coordinator of the course.
- (iii) The Course Director and Course Coordinator nominated by the University shall obtain evaluation grades from the institute, compile and collate them. Based on these evaluation grades the University shall prepare the award list and the diploma/certificate for the enrolled students. The diploma/certificate shall bear the monograms of both the University and the institute and shall be issued with the signatures of both, the Director of the Course and representative of the institute.
- (iv) The Course Director and Course Coordinator shall coordinate with the institute to identify study materials, prepare them and distribute the same amongst the enrolled students.
- (v) The University shall ensure that the complete syllabus/course curriculum is comprehensively covered with best of expertise on the subject.
- (vi) The Course Director shall obtain feedback from the enrolled students. The feedback so obtained shall be shared with the institute and any improvement etc. in making the course more relevant and effective, shall be done in consultation with the institute from time to time.
- (vii) To maintain confidentiality of the methodology, course contents, study materials, students' database.
- (viii) To formulate necessary terms and conditions wherever necessary for running the courses as per the norms of GGSIPU.

10/1/2

General Terms

- (i) The MOU is initially for a period of year and may be extended beyond with mutual consent of both the parties.
- (ii) This MOU may be terminated by either party after giving 30 days advance notice of its intention to terminate the MOU. However, notwithstanding the termination of the obligations in respect of all activities which might have already been undertaken prior to termination or the on-going ones.
- (iii) Each party shall have their responsibility to obtain necessary approvals within their organizational set up as per their respective rules to perform their respective responsibilities under this memorandum.
- (iv) Any dispute arising in pursuance of this MOU and program implementation under it shall be settled amicably in the spirit of cooperative, adjustment and mutual respect.

(.....)
Authorized Signatory

(Guru Gobind Singh Indraprastha University)
Authorized Signatory