



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**Sector-16 C, Dwarka, Delhi-110078**

**(Affiliation Branch)**

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**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)

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**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.

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- (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.
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- (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.

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*Ch*      *Dr*      *MS*