Rules & Regulations
of
Diploma/PG Diploma Courses at CCAE

Centre for Continuing and Adult Education (CCAE)
Vidyasagar University
Midnapore 721102
West Bengal, India

_____

1. PREAMBLE

These Regulations shall be known as UNIVERSITY REGULATIONS RELATING TO **THE CENTRE FOR CONTINUING AND ADULT EDUCATION (CCAE) DIPLOMA & PG DIPLOMA COURSES.** All the Courses offered by CCAE are open to all but specially for working personnel of Government/Bank/NGO/Media Houses, Teachers and students of different levels in different institutions.

2. AUTHORITY

In exercise of the powers conferred upon it by Section 21 (XIX) Vidyasagar University Act, 1981 read with the up to date amendments, the appropriate Authority approves the following regulations namely: as VIDYASAGAR UNIVERSITY REGULATIONS RELATING TO **CCAE DIPLOMA & PG DIPLOMA COURSES.**

3. DATE OF EFFECT

These Regulations shall come into effect from the academic year 2021-2022 and shall have prospective effect.

4. APPLICABILITY

UNIVERSITY REGULATIONS RELATING TO **CCAE DIPLOMA & PG DIPLOMA COURSES** shall be applicable only to full time courses. Full-time program is that program where the participants attended a minimum of the classes held in the course concerned.

5. ADMISSION PROCEDURE

Admissions in different Diploma & PG Diploma courses are made strictly on the number of approved seats and on "FIRST COME FIRST SERVE" basis within the given time frame. Course eligibility will be as per approval by the University Authority. Application Form will be available in the University Website and also in CCAE Office or the institute/organization concerned. Maximum age for admission is up to 70 years.

6. FEES: As notified or approved by the University Authority from time to time as Application Fees and Course Fees only. No other fees in any form will be collected.

7. SUBMISSION OF COURSE PROPOSAL

Different departments of the university or any reputed organizations/institute from outside can place a course proposal with details as per the following format

Course Name	Eligibility	Duration & (Days/Week) & (Hours/Day)	Intake	Tentative Starting Time	Fees	Course Coordinator(s) with Cell No and E-Mail ID

to the office of the Director, CCAE. If viable the course coordinator(s) will be communicated after following extant processes. CCAE will monitor all approved courses. In case of any deviation from the rules and regulation, CCAE can withdraw approval of courses, even midway. The course coordinator with his/her contact details must submit the proposal duly forwarded by the HOD or Head of the Institution/Organization to the Director, CCAE The course proposal format may be as below.

The course proposal along with Course Structure (ANNEXURE-A), Syllabus and tentative budget regarding utilization of the 60% of course fees must reach to the Office of the Director, CCAE at least 3 months before the commencement of the said course.

8. DURATION

Diploma courses must be of 1 Year (2 Semesters) duration and PG Diploma must be of 2 Years (4 Semesters) or more.

9. GENERAL INSTRUCTIONS

a. Time Table, Course Details (Syllabus), Course Structure (ANNEXURE-A), List of Resource Persons, List of Supporting Staff (duly approved by HOD/TIC or Head of the institute/organization) must be submitted to the Director, CCAE for necessary approval before commencement of the courses. Director, CCAE will issue appointment letters to each approved resource person as well as the course coordinator(s).

b. Course fees and application fees will not be refunded to any admitted candidate if the Centre/Institute runs the course; otherwise FULL fees (Application fees & Course Fees) will be refunded accordingly. For discontinued or unsuccessful candidate of a particular course, there will be no refund of fees nor admission is transferable to any other courses under CCAE, VU

c. Each Participant will receive Certificate jointly signed by the Director, CCAE and Course Coordinator(s), after successful completion of the course

d. For the institute/organization running Diploma & PG Diploma Courses under CCAE will submit a list of participants along with proof of payment of Application Fees (in Full) and 40% of Course Fees. The Fees can be submitted by NEFT/RTGS in the designated Bank Account of CCAE or by Demand Draft in favor of "CCAE, Vidyasagar University" payable at Midnapore or bank deposited cash challan to the office of CCAE before the commencement of the Course.

e. The institute/organization running Diploma & PG Diploma Courses under CCAE will organize one Valedictory Program at the institute/organization for the distribution of Certificates to all the successful participants of the course. All the participants must give a presentation (5 minute) at the end of the program. Representative(s) from the University may visit the presentation program. Institute/organization may also organize the presentation and valedictory program at the university premises after completion of the course with prior approval of the Director, CCAE

f. For Diploma & PG Diploma Courses running in the University, Course Coordinator(s) need to submit a tentative budget of the 60% of the Course Fees before commencement of the course. This amount will be utilized to incur Advertisement cost, Examination & Evaluation, Certificate Preparation & Printing, Remuneration/TA and all other expenses to run the course.

g. Course Coordinator(s) of the Vidyasagar University must submit the Expenditure Details with all supporting documents (Remuneration/TA bills, Food etc) within 7 working Days from the date of the completion of the Course to claim reimbursements of all expenditures in time. No advance amount is permitted.

h. Course Coordinator must submit one page report regarding completion of the course and the consolidated score sheet of the participants to the Director, CCAE within 7 working Days from the date of the completion of the Course. Each Coordinator(s) will be awarded one Certificate of Appreciation from the Director, CCAE after successful completion of the course.

i. For Diploma & PG Diploma Courses running in the University, CCAE will take the initiative for wide publication as well as admission of the students. CCAE will only support all logistics and administrative requirements. For the CCAE courses running in other institute/organization approved course list will be published in the University Website. Admission and other matters will be executed by the concerned institute/organization solely.

10. ACADEMIC LOAD & EVALUATION

a. Assessment of participants is compulsory in Semester system for Diploma & PG Diploma courses. Assessment for Diploma/PG Diploma must be done through a written examination and/or project presentation/oral examination. For PG Diploma project presentation is

compulsory. One Examination Cell is to be formed as in ANNEXURE-B. Examination Cell will do all the necessaries of Examination like formation of BOS, paper setting, moderation, notification of examination time table, form fill up, invigilation and evaluation with proper documentations. Course Coordinator(s) must submit a copy of consolidated score sheet duly signed by the course coordinator(s) and HOD/TIC or Head of the Institution/Organization to the Director, CCAE.

b. One unique key termed as Enrollment Number will be created for each student in Diploma and the Enrollment Number will be used to identify the student in future.

c. For Diploma & PG Diploma Courses, candidates will get maximum two chances (including 1st appearance) to clear examination/evaluation and there will be no provision for review of evaluated papers or Self inspection of submitted papers.

d. 75% attendance in a Semester shall be mandatory for appearing at a particular Semester Examination concerned.

e. The total marks for the Semester Courses in different Diploma/PG Diploma Programmes shall be as follows:

· In laboratory based Science Subject: 500 Marks for 1 Year. The ratio of theory and experiment shall be 2:1. Any paper will be either Theory or Practical and not mixing both.

· In Arts/ Humanities/Commerce Subjects: 500 Marks for 1 Year

The total load shall be uniformly distributed among all the Semesters.

f. All theory and experimental papers shall have 50(20% Internal & 80% Written) marks which shall be known as a Course. The evaluation of the students shall be a continuous process and shall be based on their performances in short tests / tutorial / presentation / attendance / assignment performance and the end Semester Examination.

g. The qualifying marks for each course shall be 30% and a student shall have to qualify in all the semesters to qualify for the Programme

h. A student will be promoted to the next semester automatically but back papers shall have to be cleared through a special examination to be conducted within TWO weeks of the publication of the end semester results.

i. Result: First Div. (60%), Second Div. (40%), Pass (30%), Fail (<30%)

If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Hon'ble Vice Chancellor in that respect shall be final and binding.

ANNEXURE-A

Semester wise Course Structure

Semester-XX								
Sl No	Paper Code	Paper Name	Contact Hours			Marks		
			L	T	P	Internal	Written	Total

ANNEXURE-B

To conduct written examination for a Diploma/PG Diploma one Examination Cell for the Course will be formed consisting at least Four Members. HOD/TIC or Head of the institution/ organization will be the Chairman and Course coordinator will be secretary of the Examination Cell. Two or more subject experts will be selected by the Chairman. Examination Cell will monitor the Examination Process and maintain the sanctity and solemnity to conduct the Examination smoothly. Members of the Examination Cell and BOS must be approved by the Director, CCAE well in advance. Any dispute regarding examination, the decision of the Director, CCAE in that respect shall be final.

NB: For PG Diploma Courses, the necessary amendments will be incorporated in time.