

# **Annexure-1**

## **Guidelines to apply for Short Term Courses under GTU-Centre for Continuing Education (GTU-CCE)**

1. **Who can run the courses?**

PG schools managed by GTU, any GTU affiliated college, any college/institute affiliated to any public university, any charity/public trust, any NGO or any non-profit organization can send proposal to GTU-CCE for starting the course.

2. **Format for Proposal Application (Annexure-2)**

The proposal (in format available in Annexure-2) can be sent to GTU-CCE for technical or non-technical course i.e. course related to engineering, pharmacy, management, yoga, music, sports, regional language etc.

3. **Fees and sharing of fees**

Course fees will be decided by an institute who sends proposal. There will be 70%:30% (Propose: GTU) sharing of course fees per registered candidate. 30% of course fees per candidate have to deposit in GTU by proposing institute. GTU will issue the Certificates to the candidates whose fees has been deposited in GTU account.

4. **Time limit for depositing fees at GTU**

The proposer institute has to deposit the course fees in GTU account by online mode as mentioned in point (3) within 3 days from the last date for admission.

5. **Course Details**

Announcement of course details will be uploaded on GTU website. An institute has to put this GTU link containing course details on Application/registration form of candidates.

6. **Start/End of the Courses:**

The proposer necessarily has to invite GTU officials/GTU-CCE Advisory Committee members at inaugural and valedictory functions by institute.

7. **Venue of Courses**

Theory/practical/tutorial classes shall be managed by proposing institute as mentioned in proposal application.

8. **Certification**

GTU will issue certificate to eligible candidates recommended by institute. Certificates will be signed by course coordinator, GTU-CCE coordinator and Registrar-GTU.

9. **Report of Attendance**

Regular physical presence of registered candidate in course is required at institute. The institute has to send proof of candidates' presence along with assignment/test detail etc. to GTU-CCE.

10. **Surprise Checking by GTU**  
GTU will send representatives/ GTU-CCE Advisory Committee members for surprise visit during course time in institute.
11. **Evaluation Scheme**  
An institute has to send candidates' evaluation scheme to GTU along-with proposal. Result of candidates (marks/grades) signed and stamped by concerned authorities of an institute are to be confidentially sent in GTU.
12. **Performance audit and Feedback by GTU**  
Post-completion of course, performance audit will be done by GTU. Feedback from registered candidates will be also taken by GTU.
13. **Remuneration to Co-ordinator**  
Course co-ordinator from institute is eligible for remuneration from institute share of registration fees.
14. **Scope for Placement**  
Proposer has to provide detail of placement opportunities and industry tie-up specific to the proposed course.
15. **Infrastructure**  
Detail of infrastructure, equipment, machines, hardware, software, toolkits, laboratories etc. required for the proposed course is to be mentioned in proposal.
16. **Resource Person**  
The resource person must be having practical experience specific to the proposed course.
17. **Presentation and Justification of Proposal**  
The co-ordinator and resource person will be called by GTU to remain present and justify the course proposal during scrutiny.
18. **Theory and Practical**  
The syllabus of a course should clearly show the bifurcation of theory and practical hours for topics.

\*\*\*\*\*