Center for Collaborative Program, Training and Research
Under Aegis of
Maulana Abul Kalam Azad University of Technology, West Bengal

Main Campus: NH 12, Haringhata, Post Office – Simhat, Police Station - Haringhata, Pin – 741249

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STANDARD OPERATING PROCEDURE
CERTIFICATE/DIPLOMA/POST-GRADUATE DIPLOMA PROGRAMMES
VERSION 1.0

Objectives of CCPTR

- To Promote collaboration with other academic and professional organizations having national/ international reputation in their specific areas of expertise.
- To bestow high quality teaching learning practices and specific professional skill sets to the students.
- To expand the student base of the University.
- To use the pooled resources of the collaborating organizations in a synergistic manner so as to help the University elevate its academic standards.
- To foster quality professional education in West Bengal and enhance employment opportunities.

All the above to be done as per the quality mandate prescribed by differentacademic/statutory/Government bodies for the greater interest of the students.

1.0. Application Procedures:

1.1 CCPTR has developed a Website -**https//: ccptr.makautwb.net** wherein online application formatis given.

1.2 After submission of online application, the University shall require following documents for legalvetting:

1.2.1 **Name of the parent Organization** and name, location and proper address of the Institute for collaborative academic activities. Preference may be given to Educational Trust/Educational Society or Company (under Section-8 /non-profitable) of proven track record in the field of Education, Professional Education, Skill Education etc.

1.2.2 **Name and addresses of Office bearers namely President/Secretary/Directors** of the Trust/Society/Company etc. with brief CV.

1.2.3 **Self-authenticated photocopies of the following documents may be submitted:**

1.2.3.a) **Copy of Registered deeds of Trust/ Society/ Company**

1.2.3.b) Copy of Memorandum of Association (MoA) / Certificate of Incorporation as thecase may be of the Trust/Society /Company (Sec 8)

1.2.3.c) **Copies of Last three years Audit Report by CA Firm / ITR** in the name of theOrganization.

1.2.3.d)   **Copies of PAN, TAN, as applicable.**

1.2.3.e)   **Copies of Title deed of the premises** (sale/gift/lease/rent) and a **site plan earmarkingbuilding, no. and size of class rooms, no. and size of the Laboratories and Workshops, no. of Toilets for students, faculties, Staff etc. (gender specific)) in hard and soft copy** (original need to be verified). In case of lease or rent, minimum5(five) years term is mandatory and the same is to be registered.

1.2.3.f)   Copies of certificates on **Fire, Pollution,** (optional as per type of Program) **supply ofgood quality drinking water** etc. as per requirements and copies of up-to-date property tax receipts and energy bill payment receipts in the name of the Owner.

e) **Copy of the resolution of the Board of Directors** of the Trust/Society/Company regarding the instant proposal.

f) **Copies of documents** from Panchayat /Municipality/DevelopmentAuthority/Municipal Corporation as proof of the acknowledgement of the Organization by the Local body.

1.2.4   For all proposed courses, **employment tie up, agreement with employers/Industry need to be submitted and requisite faculty member having relevant qualification and proven skill is essential.**

1.3   All documents are to be converted into single Pdf file for uploading.

On submission of above information through Mail and hard copies another Form -B will be supplied for submission (by Mail and Hard Copies in respect of the proposed Program)

2.1 Selection Process of New applications:

2.2 The aforesaid documents will be verified with the Original documents either in the office of Registrar, MAKAUT, WB (Law Section)/CCPTR

2.3   CCPTR shall examine form -B and organize physical/ Online verification after intimating readiness in terms of faculty appointment, laboratory developments, Class rooms, Office, Faculty rooms, library and other usual Institute level infrastructure like toilet,power, playground etc.

2.4   The applicant organization is to appear before the selection committee for presenting their proposal with SWOT analysis and employment tie up, break up of fees to be charged. Fees structure approved by the CCPTR is final and applicant organization are not allowed to collect any other fees in the name of developmental, library and laboratory fees.

2.5   The University authority, based on selection committee report, issue approval letter for commencement of the Program in their prescribed/identified premise.

3.1 Roll of the Collaborating Institutions for admission process:

3.2 The potential Collaborating Organization shall publicized the Program under CCPTR banner.

3.3   Create awareness program for mobilization of the Students through appropriate counselling. The Institute must ensure retention of Students after admission. Once the students admitted no fees will be refunded to the organizing Institutes/Students whatsoever be the reasons.

3.4   The potential Collaborating Organization shall follow the procedure given on the CDP portal before enrollment of the students. The User id and password will be provided by the CCPTR.

3.4.1 Syllabus upload

3.4.2 Upload details of two subject experts with CV

3.4.3 Upload question bank (Minimum 100 MCQs question per module)

3.4.4 Students enrollments through portal

3.4.5 Payment of enrollment fees through CDP portal as per University notification.

3.4.6 Generation of student's enrollment number

3.4.7 Admission of eligible candidates are the sole responsibility of the collaborative institutes.

3.4.8 The candidates must satisfy eligibility criteria as mentioned for each course as per universityguideline. Original marksheets, admit card, Aadhar card etc. are to be verified by the Collaboratingorganization failing which the enrollment of the students will be cancelled. CCPTR shall not be responsible for any mollified information.

3.4.9 Candidates will get admitted under CDP portal of MAKAUT, WB

3.4.10 Collaborative institutes cannot admit candidates more than their approved intake capacity. For any additional demand over approved intake capacity, formal approval from the Registration Section under O/O the Registrar, MAKAUT, WB is necessary.

3.4.11 Admission of foreign students shall follow guidelines in annexure 1.

3.4.12 CCPTR facilitate the applicant organization for smooth implementation.

4.0 ADMINISTRATIVE RESPONSIBILITIES OF THE COLLABORATIVE INSTITUTE(S) :

4.1. Necessary infrastructures including, but not limited to, sufficient number of Class rooms, Faculty rooms, Lab facilities, separate toilets, Computer facilities, Furniture, Wi-fi /network with sufficient bandwidth and as per regulations stipulated by UGC/ MAKAUT must be available in the Institute to run the courses.

4.2. The institute will do their promotional /publicity program well in advance in the social media and University/Institute Portal for asking admission in the Certificate, Diploma and PG Diploma course. All advertisement and promotional materials must be approved by CCPTR.

4.3. Regarding Financial matters, all prescribed fees including the enrollment fees, examination fees etc. as approved by CCPTR, MAKAUT WB, must be payable to MAKAUT, WB. as per notification of the University through CDP Exam portal

4.4. All authenticated documents are to be kept with the Institute and a copy to be submitted to the CCPTR for ready references. Any issue / dispute must be brought to the notice of the CCPTR authorities immediately for necessary action, if any.

4.5. Syllabus proposed on Certificate/Diploma/Post-Graduate Diploma programs are to be approved by the BOS, MAKAUT, WB. At least one external expert from Industry/academia, faculties of the Institutes and representative of CCPTR will be the composition of the BoS. Hon'ble Vice-Chancellor may accord the names of BoS member for any new course.

4.6. One Person from the Collaborative Institute will act as SPOC of the Institute.

4.7. Inclusion or exclusion of any courses will need to be approved well in advance by CCPTR, MAKAUT, WB. through duly laid down procedure

5.0 ACADEMIC RESPONSIBILITIES OF THE COLLABORATIVE INSTITUTE(s)

5.1.   During admission process in Certificate/Diploma/PG Diploma courses, the students need to directly enroll in the portal mentioned above for which login id and password will be provided by the CDP section of COE.

5.2.   lists of Faculty Members, Technical Assistants, Lab Assistants and other staff members against each program are to be submitted to the CCPTR, MAKAUT, WB. before commencement of course in each session. For fresh selection of faculty proper advertisement in print media/website must be given with prior approval of CCPTR. One representative from CCPTR must be involved in faculty selection process.

5.3.   Continuous assessment marks of the students are to be submitted in the portal as per academic calendar strictly. Responsibility to follow notice of CoE Section is assigned to Collaborative Institute(s).

5.4.   Records of all regular online/offline or blending classes and attendance of students are to be kept in records and updated for the verification of CCPTR. CCPTR may verify the attendance of the students as and when required.

5.5.   Records of attendances of Faculty Members, Technical Assistants, Lab Assistants and other staff members are also to be maintained digitally.

5.6.   Routine for the classes of each course is to be displayed in the Institute website with a copy to the CCPTR department.

5.7.   The evaluation of performance of each student, based on written/online exam and assessment including practical/Lab examination/Internship/project must be conducted by the Institute as per approved Curriculum by the University (MAKAUT). Documents are to be kept ready for making available to the University as and when required.

5.8.   The teaching learning process needs to be very robust with emphasis on co-learning, blended learning and above all learner-centric approach should be practiced. Mere completion of the syllabus is not desirable and such practice is strongly discouraged. If necessary, a personalized approach including extra classes is to be adopted including tutorial/assignment etc.

5.9. Marks distribution to be followed should be as per University's directives /norms.

5.10.   After conclusion of each semester, there would be end semester examinations as per norms/ regulation of the University. All students who have participated in all semester activities and attended at least 75% of classes would be eligible for appearing in the end semester examinations, to be implemented through the process of filling up Examination Forms as per directives given by the office of the COE.

5.11.   All End/Final Semester Examination would be conducted by the University. Centre for examinations will be informed by the office of COE.

5.12.   Assessment and processing of results would be done by the University and results would be published for all eligible students.

5.13.   Details of the passed-out students, their placement records, location of jobs, salary offered and other relevant details are to be recorded and copies of such records are to be provided to the CCPTR department.

5.14.   The pass percentage for students appearing in the exam shall be atleast 50% and accordingly the Certificate will be issued to successful candidates only.

5.15. The unsuccessful candidates are to be appeared through entire engagement of examination process in the next academic year. The maximum two chances will be allowed for getting certificate of the University.

5.16. University would implement different academic improvement processes/program through online/offline mode in the interest of quality of education and students. Collaborative Institute would have to implement all such processes. This includes, but is not limited to, Learning Management System (LMS), ERP system through online software solutions and any other mechanism as deemed appropriate by the University authorities. The proportionate cost for deploying these systems would have to be borne by the Collaborative Institute. The Collaborative Institution would be given full access to these solutions to derive maximum academic benefit out of them.

6.1 Operational Process:

6.2 CCPTR shall process the applications received through aforesaid website and facilitate vetting through the Registrar's office (Law section)

6.3 The new proposals, after duly vetted by law section, will be placed before the Vice-Chancellor through the Office of the Registrar

6.4 With in Principal clearance of the new applications, the matter will be placed before the selection committee for appraisal of the academic matters in line with the University.

6.5 The selected applications will get approval letters indicating intake capacity, course fees etc for initiating admission process.

6.6 The CCPTR will collect share of the course fees (20%) on behalf of the University through Demand draft and deposit to the Office of the Finance Officer.

6.7 CCPTR also follow up academic processes including uploading of continuous assessment marks on the CDP portal as per the guidance of COE and academic calendar. In case of any failure, penalty fees @ Rs. 1000/- per students will be charged within 7 days of the prescribed last date. Further failure beyond the said period penalty fees @ 2500/- per students will be charged. In case at least 3 CA marks is not uploaded for each candidate, COE section may not allow to appear in end semester examination. Monitoring of teaching learning process will be conducted by the CCPTR and under qualified faculty member will not be allowed to take classes as faculty.

6.8 for any exigencies CCPTR will notified in its Website

The University representative/s would be fully empowered to carry out surprise visit/s to the Collaborative Institute at any point of time to check whether the academic, administrative and financial protocols laid down by the University are being followed in letter and spirit. The representative/s would suggest remedial measures in case Non-Compliance (NC) of expected practices are noted. The Collaborative Institute must ensure compliance within the time frame stipulated by the University failing which the collaboration would stand cancelled and other steps would be followed as per SOP and administrative decision of the Appropriate Authority.

7.0 Guideline on syllabus structure and minimum hours of study.

7.1. Course Tenure

Certificate   – 3/6 months
Diploma   – 12/18 months
PG Diploma   – 12/18/24 months

Generally, all diploma/PG diploma courses are after graduation unless there is any notification for entry qualification.

7.2. Eligibility

Certificate	– Class 10 + 2/Graduate
Diploma	– Class 10 + 2/Graduate
PG Diploma	– Masters/Graduate

7.3. Modules and Minimum Hours of Study

Course	Duration in months	Module	Min Study Hours
Certificate	6	3	120
Diploma	12	6	240
PG Diploma	12/18/24	6/9/12	240/360/480

Study Hour Range = 40 Hrs to 60 Hrs per Module

Detail syllabus structure is given in Website of MAKAUT, WB

7.4. Academic Session

There will be two sessions each year starting in first working day of January and first working day of July with prior approval from the University. No institutes will be allowed to start courses in any other period of the year.

7.5. Examinations

There will be two exam period between 15th of June to 30th of June and 15th of December to 31st of December as notified by the Controller of Examinations MAKAUT, WB. The University will conduct only the END COURSE EXAMINATION till further notice.

7.6 Syllabus Format

Collaborative institutes are allowed only to follow University approved syllabi passed in Board of Studies of the University.

Syllabus will be in the format given below (sample format is for a 12 month course and may be adjusted/modified for various tenures). Credit based learning processes are to be adopted with Credit Bank Facilities for students in due course of time.

8.0 FINANCE

8.1: Protocol

i. For Certificate/Diploma/PG Diploma program, Registration/Enrolment fee, Assessment fees/Exam fees shall be directly paid through CDP Portal.

ii. Fees for PG Diploma, Diploma and Certificate courses are to collected only as approved fee structure by CCPTR, MAKAUT, WB. and any change in fees or extra fees claimed by the institute in any circumstances are not allowed.

8.2 : Enrollment Fees

All students will pay their enrollment fees of Rs. 500/- only. The enrollment fees of all students enrolled in the course will be collected by the collaborative institute and deposited with MAKAUT, WB. through CDP Portal till further notice.

8.3 : Course Fees

Course Fees will be collected by Collaborative Institutes and 20 % of total Course fees will be deposited with MAKAUT, WB. in form of Demand Draft in the name of 'MAKAUT, WB.', payable at Kolkata within 90 days of commencement of course till further notice.

8.4 : Examination Fees

All students will pay their exam fees. Date of payment of such fees will be notified by the CCPTR department prior to examination. The assessment fees of all students enrolled in the course will be collected by the collaborative institute and deposited with MAKAUT, WB. through CDP Portal till further notice.

9.1 : Compliance

9.2 Any non-compliance of the Standard Operating Procedure (SOP) may lead to cancellation of collaboration between collaborating institutions with the University.

9.3 : Reconciliation

The Collaborative institution would arrange to keep a copy of the receipt of the fees deposited by the students allotted to them in order to easily reconcile their operational fund from the university.

9.4 : Statutory Implication

Any missing points would me provided as addendum as they may come across during operations and queries come across in due course of time.

Any dispute arising not recorded in the SOP, will be treated in accordance with the normal financial regulations/principles /governing conduct/procedure of the university and decision taken by the appropriate authority of the University would be final and binding to the partner institutions.

Certificate/Diploma/PG Diploma (TITLE)

COURSE OUTCOME

On completion of the course, students will be able to:

PC1: Develop/Apply ……………

PC2: Develop/Apply ……………

PC3: Develop/Apply ……………

PC4: Develop/Apply ……………

PC5: Develop/Apply ……………

PC6: Develop/Apply ……………

ELIGIBILITY -

DURATION OF COURSE - (in months)

COURSE CONTENT (TITLE) ::

Module1 :

Module2 :

Module 3 :

Module 4 :

Module 5 :

Module 6 :

Sl. No.	Module Title	Theory Hrs.	Practical Hrs. (If applicable)	Total Hrs.
Module 1		hours	hours	hours
Module 2		hours	hours	hours
Module 3		hours	hours	hours

Module 4		hours	hours	hours
Module 5		hours	hours	hours
Module 6		hours	hours	hours
TOTAL HOURS – In Hrs. Total theory hours – In Hrs. Total practical hours – In Hrs.				

MODULE NUMBER - TITLE (Hours) [To be filled for all Modules]**
Theory (Hours)
1. Content
Hrs.
2. Content
Hrs.
3. Content
Hrs.
5. Content
Hrs.
6. Content
Hrs.
7. Content
Hrs.
8. Content
Hrs.
Practical (Hours)
9. Content
Hrs.
10. Content
Hrs.
11. Content
Hrs.

LEARNING OUTCOME

1. (Knowledge)

2. (Comprehension)

3. (Application)

4. (Analysis)

5. (Synthesis)

6. (Evaluation)