Draft

Rules & Regulations of Certificate Courses at CCAE

Centre for Continuing and Adult Education (CCAE)
Vidyasagar University
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Centre for Continuing and Adult Education (CCAE)
Vidyasagar University
REGULATIONS RELATING TO CCAE CERTIFICATE COURSES

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1. PREAMBLE

These Regulations shall be known as UNIVERSITY REGULATIONS RELATING TO **CENTRE FOR CONTINUING AND ADULT EDUCATION (CCAE) CERTIFICATE 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 CERTIFICATE COURSES.**

3. DATE OF EFFECT

These Regulations shall come into effect from the academic year 2019-2020 and shall have prospective effect.

4. APPLICABILITY

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

5. ADMISSION PROCEDURE

Admissions to different courses are made strictly on the number of approved seats on "FIRST COME FIRST SERVE" basis within the given time frame. Course eligibility and age bar will be as decided by the University Authority on case to case basis. Admission will be made through offline mode only. Application Form will be available in the University Website and also in CCAE Office or the institute concerned.

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 few details (in the following format) like Course Fees, Eligibility, Intake, Duration etc to the office of the Director, CCAE. If viable the course coordinator(s) will be communicated after obtaining due approval from the Hon'ble Vice Chancellor. CCAE will monitor all approved courses. The course coordinator with his/her contact details must submit the proposal duly signed by the HOD or Head of the Institution/Organization to the Director, CCAE at least 3 months before the commencement of the said course. The course proposal format may be as below.

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

8. DURATION

Certificate courses may be of 1 week to 6 months duration. On special cases duration may be in days also.

9. GENERAL INSTRUCTIONS

a. Time Table, Course Details (Syllabus), Resource Persons List must be approved by the Director, CCAE 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 will be refunded accordingly.

c. There will be No Examination for Certificate Courses but each Participant will receive Certificate duly signed by the Director, CCAE and Course Coordinator(s) after successful completion of the course. Course coordinator(s) will submit participants list well in advance (at least THREE days before completion of the course) for issuing certificates.

d. For the institute/organization running Certificate Courses under CCAE will submit the participants list along with Application Fees(in Full) and 40% of Course Fees by Demand Draft in favor of "CCAE, Vidyasagar University" payable at Midnapore or bank deposited cash challan to the office of CCAE on the very 1st day of the commencement of the Course.

e. The institute/organization running Certificate 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 Certificate Courses running in the University, there will be an Application Fees. Course Coordinator(s) need to submit a tentative budget within 60% of the Course Fees before commencement of the course. This amount will be utilized to incur Advertisement cost, Certificate Printing and Preparation cost, Remuneration/TA and all other expenses to run the course.

g. University Course Coordinator(s) must submit the actual 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 all expenditures in time. No advance amount is permitted.

h. Course Coordinator must submit a one page report regarding completion of the course to the Director, CCAE within 7 working Days from the date of the completion of the Course.

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Each Coordinator(s) will get one Certificate of Appreciation from the Director, CCAE after successful completion of the course.

i. For Certificate 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 others will be executed by the concerned institute/organization solely.

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.

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