



**Rashtrasant Tukadoji Maharaj Nagpur
University, Nagpur
Department of Lifelong Learning & Extension
Rules and Regulations for conducting Courses Under
Jeevan Shikshan Abhiyan**

(Skill Based & Need Based Courses) on No Grant Basis

1. The Short Term Certificate Courses under Jeevan Shikshan Abhiyan shall be conducted under the jurisdiction of Rashtrasant Tukadoji Maharaj Nagpur University.
2. The College/Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University/private skill provider/organization shall be granted permission to conduct Short Term Certificate Courses approved by the Department of Lifelong Learning & Extension (DLLE) under Jeevan Shikshan Abhiyan.
3. For conducting the courses, the college/Institute shall have to submit a proposal to the Director (DLLE) in the prescribed format.
4. The Colleges/institute/organization may also formulate their own 'Need Based' Courses under Jeevan Shikshan Abhiyan. The syllabi may be prepared by the College/institute/organization on their own by involving subject experts and the benefits of these courses can be extended to the interested individuals.
5. The proposal submitted by the college will be scrutinized and recommended for approval (if in line) by the committee of experts constituted by the Director, DLLE.
6. The Institute/college shall make available services of qualified and trained faculty members/experts for teaching either from their institute or from the Industry/Institute/Organization.
7. Proposals received from the colleges/Institutes will be submitted to the Board of Lifelong Learning & Extension and Hon'ble Vice-Chancellor shall approve the proposal.
8. The fees for each course will be proposed by the College for approval. Board of Lifelong Learning & Extension will be the final authority to finalize the fees for each course which can be modified from time to time with justification. 10% of the total fees will be deposited with the Department of Lifelong Learning & Extension as Registration Fees per student along with

the names of students admitted.

A Proposal fee of Rs. 1000/- + 18% Extra GST for each Certificate Course will be deposited through the link along with the proposal in the Department of Lifelong Learning & Extension, Rashtrasant Tukadoji Maharaj Nagpur University.

9. Amount should be deposited with the Department as student fees share within 15 days from the date of commencement of the course through the link provided by the DLLE.
10. The intake capacity of candidates will be decided by the Board of Lifelong Learning & Extension.
11. Colleges/institute/organization should maintain an account of the fees collected from the students and the expenditure incurred throughout the period of the course.
12. Course should be started within a month from the date of issue of sanction letter, otherwise the sanction will be treated as cancelled. If the College cannot start the course within one month, the same should be informed to the Director, DLLE office with proper justification.
13. Immediately after the course is over, the audited accounts along with the report including geotagged photo/ screenshots of the course should be submitted to this Department.
14. If college/institute/organization runs the course, Principal should nominate a Course Coordinator from amongst the staff members. While appointing the Course Coordinator knowledge and experience etc. should be considered for the relevant course to be conducted under Jeevan Shikshan Abhiyan.
15. Rules and Regulations set by the Board of LLE should be strictly followed.
16. Examination will be conducted by the colleges under the supervision of the Course Director and shall be informed to the office of DLLE at least 7 days in advance.
17. Copy of the Time Table must be submitted in advance to the Department.
18. For conducting practical's, all the required equipment's and other necessary material should be provided to the students by colleges/institute/organization.
19. Proper attendance of registered students should be maintained by the Colleges/institute/organization. A register for guest lectures should also be maintained.

20. The Duration and Total fees for these courses may not exceed the following limits.

Table A	Total hours of teaching/training*	Max. duration (should not exceed 24 weeks)	No. of Credits	Max. Fees per student*
Certificate Course (Duration may vary depending on number of hours perweek, as per institute's policy)	15 hours	15 Weeks (1 hr./week)	1	1000/-
	30 hours	15 Weeks (2 hr./week)	2	1000/-
	45 hours	15 Weeks (3 hr./week)	3	1500/-

* The institute needs to justify the fees with all the reasons and evidences thereof, if it exceeds the fees mentioned above.

* **The Application Form should be accompanied with Hourly Teaching Plan with content to justify the teaching hours and duration of course [For calculation of the credits], 1 credit will be equivalent to 15 hours of teaching (theory or tutorial) OR 30 hours of Practical / hands on training].**

Criteria of grant of Grade (Table B)

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	upto 45	Pass
8	F	0	< 45	Fail
9	AB	0	-	Absent

21. Certificates duly signed by Principal the Director, Department of LLE of the concerned college will be awarded to the successful candidates only.

Director
Dept. of Lifelong Learning & Extension
Rashtrasant Tukadoji Maharaj Nagpur
University, Nagpur
