



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**  
Recognition to Skill based Programmes as per Section 112 of MPU Act, 2016  
(Maharashtra Act No. VI of 2017)

**Rules and Regulations for conducting Programmes on  
No Grant Basis**

***Rules and Regulations:***

1. The Short Term Programmes under Skill Based Programmes, will be/conducted under the jurisdiction of Rashtrasant Tukadoji Maharaj Nagpur University.
2. College/Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University/skill education providers and also the experts imparting skill education, may be granted permission to conduct Short Term Skill Programmes approved by the procedure prescribed in the Section 112 of MPU Act, 2016 (Maharashtra Act No. VI of 2017).
3. For Conducting the Program, the College/Institute/skill education providers and also the experts imparting skill education, will have to submit a proposal to the Director, Department of Lifelong Learning and Extension (DLLE) in the prescribed Format. The Application Fee mentioned below and in the direction, which is non-refundable should be deposited through a link provided by the Department.

| Sr. No. | Type of Programme                               | Teaching/Practical/Training Hours | Credits Assigned | Application fee * (Rupees) |
|---------|---|-----------------------------------|------------------|----------------------------|
| 1       | Approval of a Certificate Programme             | 30-100 hrs                        | 2-5 credits      | Rs. 15,000/- Per Programme |
| 2       | Approval of a Diploma Programme                 | 301-450 hrs                       | 20-30 credits    | Rs. 40,000/- Per Programme |
| 3       | Approval of an Advance Diploma Programme        | 601-1200 hrs                      | 40-80 credits    | Rs. 60,000/- Per Programme |
| 4       | Recognition of Skill education provider/experts |                                   |                  | 10,000/-                   |

**\* GST extra @ 18 % will have to be paid along with application fees.**

4. Apart from the colleges, voluntary agencies working in the related field may be given permission to conduct the Short Term Courses under Skill Based Programmes, as per Section 112 of MPU Act, 2016 (Maharashtra Act No. VI of 2017), provided that-

(a) The Institute is Registered under Bombay Public Trust Act, 1950 and Society's Registration Act, 1860

OR

Private skill education providers, other organizations, establishments, and industries which are registered with the Central/State Government.

- (b) The organizations, institutes, establishments, industries and private skill education providers should have to undertake active Agreement/Memorandum of Understanding with the Rashtrasant Tukadoji Maharaj Nagpur University.
- (c) It is the responsibility of the Head of Institution/Competent authority to run the programme. If the programme does not run, then the fees is to be refunded in full to the students and an affidavit to this effect has to be submitted.
- (d) The Institute must be able to provide Class Rooms, Furniture, Library and other relevant Infrastructure related to the programme.
- (e) The Institute should make available the services of qualified staff for teaching from within or outside.
- (f) While submitting the proposal, the Institute shall have to submit **Certificate of Registration, a brief Report of Activities and Financial Status supported with Audited Statement, Balance Sheet, Copy of the Constitution, List of Office bearers and a copy of Resolution for conducting the course.**

5. Examination will be conducted by the Skill Provider in consultation with the DLLE and certificates duly signed by the programme Coordinator (from institute)/Principal/programme Director and Hon'ble Pro-Vice-Chancellor will be awarded to the successful candidates only.
6. Audited accounts, the Report of the programmes along with geo-tagged photographs/screenshots of online classes must be submitted to the DLLE.
7. If the advertisements are published for admissions, it must be mentioned that the given programme is of Board of Lifelong Learning and Extension, Rashtrasant Tukadoji Maharaj Nagpur University and is conducted at your Institute/College. Copy of paper cutting must be sent to the DLLE.

| Type of Programme   | Teaching/Practical/Training Hours  | Duration                  | Credits Assigned     |
|---|--|---------------------------|----------------------|
| <b>Certificate Programme</b><br>(Minimum eligibility: depending on programme requirement)                           | <b>30-100 hrs</b>  | As per institute's policy | <b>2-5 credits</b>   |
| <b>Diploma Programme</b><br>(Minimum eligibility: 10 <sup>th</sup> std. to 10+2 depending on programme requirement) | <b>301-450 hrs</b><br>Depending on programme requirement & following the rules for certificate programme for assigning credits | As per institute's policy | <b>20-30 credits</b> |
| <b>Advanced Diploma Programme</b><br>(Minimum eligibility: depending on programme requirement)                      | <b>601-1200 hrs</b><br>Depending on course requirement & following the rules for certificate programme for assigning credits   | As per institute's policy | <b>40-80 credits</b> |

**\*The Application Form should be accompanied with Hourly Teaching Plan 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 30 hours of Practical / hands on training].**

**Criteria for grant of Grade, Table: B**

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

9. Attendance of the trainees and Lecturers/teaching staff should be maintained properly and should be made available for inspection. All other records should be maintained in hard and soft copy. Copy of the Time Table must be sent in advance to the DLLE. Change in time table (if any) be communicated to the DLLE.
10. **Programme should start from the academic session from which the sanction is given and this sanction is for 5 years only. If, in any circumstances, the programme cannot be started during the academic year from which sanction is given, the same should be *informed to the DLLE in writing, else the approval/sanction will stand cancelled.***
11. The Head of the Institute/Principal of College/Head of the Organization should work as programme Director and the subject expert should be appointed as programme Coordinator.

12. Details of the course syllabi, financial pattern, examination pattern etc. will be as per prospectus for each programme.
13. The fees for each programme will be proposed by the College/skill education providers and also the experts imparting skill education and put it for approval. Board of Deans will be the competent authority to finalize the fees for each programme which can be modified from time to time with justification. 10% of the total fees will have to be deposited with the Department of Lifelong Learning & Extension as Registration Fees per student along with the names of students admitted. This fee is to be deposited through a link provided by the Department within 15 days from the start of the programme.
14. Expenditure to conduct examination will be borne by the Skill Provider as per the Direction.
15. **Expenditure For physical verification visit of experts appointed by RTMNU to be borne by skill provider (TA and Honorarium to the Experts/visiting committee members)the College/Institute/Organization/Agency will have to be borne by the College/ Institute/ Organization/Agency/ skill education providers and also the experts imparting skill education, by depositing requisite amount in the Department as mentioned in point 3.** (Honorarium of Rs. 1000/- for each visiting member and conveyance/TA for local visit Rs. 1000/-, for outside Nagpur city limit up to 150 Km (to & from) Rs. 2000/- and for exceeding 150 Km (to & from) Rs. 2500/- or Rs. 15/- per Km whichever is higher.
16. College/Institute/skill education providers and also the experts imparting skill education must communicate their acceptance within 15 days from the date of sanction stating venue, working hours etc.
17. Inability to conduct the programme should immediately be communicated to the DLLE.
18. The programme should be allowed to run, if minimum no. of students admitted are more than 25% of approved intake.

**DIRECTOR**  
**Dept. of Lifelong Learning & Extension**  
**Rashtrasant Tukadoji Maharaj Nagpur University**  
**Nagpur**

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