UNIVERSITY OF HYDERABAD

UH/DEV/2020/ 118

NOTIFICATION

Sub : Policy for conducting Short-Term Courses, Skill-Based Courses, Workshops, FDP, MDP, etc., - Reg.

Ref : 1. 181st Executive Council (EC:181:2019:5(iii) & EC:181:2019:8(ix) dated 29.6.2019.
   2. Notification No.UH/CE/2020 dated 29.5.2020 of the Controller of Examinations.
   3. Report of Committee No.464/29.7.2020.
   4. Vice-Chancellor's approval dated 29.8.2020.

I am directed to notify the Policy for conducting Short-Term Courses, Skill-based Courses, Workshops, FDP, MDP, etc.

The University has embarked upon an ambitious plan to leverage the Category-I Graded Autonomy (GA) conferred upon by the University Grants Commission (UGC) to propel the University to the next level of Academic Excellence, while adhering to its core values of equity, social justice and affordable higher education for the needy.

The Committee Constituted vide Notification cited 2nd has framed Policy for Conducting Short-Term Courses, Skill-Based Courses, Workshops, FDP, MDP etc., under the Chairmanship of Pro-Vice-Chancellor-I, which were approved by the Vice-Chancellor.

A copy of the approved policy for conduct of short-term courses, skill-based courses, workshops, FDP, MDP, etc., by faculty / staff members of University have been framed as per the enclosed Annexure.

This Policy comes into force with effect from the date of issue of this Notification.

(P. Sardar Singh)
Registrar

To
1. All the Faculty / Staff Members through respective Heads of the Academic / Administrative Units.
2. DR/AR/SO/ PRO/Development Section, F & A
3. OSD/PS to the Vice-Chancellor / PVC-I/PVC-2
4. Webmaster – with a request to place on the University Website.
5. Director CC/CNF – with a request to send to all faculty / staff members by email.

Annexure

UNIVERSITY OF HYDERABAD
Prof. C.R. Rao Road, Gachibowli, Hyderabad, Telangana-500046

POLICY FOR CONDUCT OF SHORT-TERM COURSES, SKILL-BASED COURSES, WORKSHOPS, FDP, MDP, ETC.

INTRODUCTION

University of Hyderabad has launched an ambitious plan to leverage the Category-I Graded Autonomy (GA) conferred upon by the University Grants Commission (UGC) to take the University to the next level of academic excellence, while adhering to its core values of equity, social justice, and affordable higher education for the needy.

In statutory meetings it was resolved that funds under **Student Welfare, Academic and Research Grant (SWARG)** to be created which will be funded by additional revenues to be generated by the University through self-financed skill-based courses, innovative degree programmes, and other collaborative programmes. These new self-financed courses, some of them online, to be developed by the University will address the needs of working professionals and others who will be able to attend classes in the evenings and weekends, without added burden on the hostels and classrooms. In the present scenario, UoH is also seeking ways to raise internal resources, in particular to strengthen SWARG initiative. This fund will go towards enhanced fellowships for PhD students, financial support for students from weaker sections, and for strengthening the skills of students to make them more employable.

Such regular short-courses will complement regular courses taken elsewhere, and in the process, boost human resources and skills across the board. The scope for short-courses should be modular, focused skill development and state-of-the-art training. Professionals can then better identify with the top-class institutes like UoH and the brand-equity of the latter can, well, boost their careers and lead to improved training and development. Members of the public do also need access to talks and seminars for broad-based life-long learning, to better identify with society, and on various novel subjects for a broadening of the mind. Such week-end courses, talks and seminars, that do not insist on prior knowledge would make perfect societal sense.

POLICY

A. General

    a. These self-financed programme are to be offered utilizing UoH's inherent strength, ranking and visibility for delivery of high value content and to create awareness about the current areas required by the society.

    b. These programmes can be conducted on campus/off campus either in face-to-face/online/blended format.

    c. Such programmes under no circumstance should affect the normal assigned teaching/research/administrative duties.

    d. Both academic and non-academic units are allowed to conduct these programmes.

    e. The Policies will be applicable retrospectively for the programmes organized during the COVID-19 lockdown/unlock period.

B. Approval Process/Competent Authority

    a. Programmes where Certification is required, should be duly discussed/deliberated and agreed upon in the Departmental Committee/School Board and other Statutory Bodies as applicable [like FDPs etc].

    b. Deans of Academic Units, Directors of the Independent Centre, REGISTRAR, FO, CE, CC/CNF, Librarian, IQAC of their units are Authorized Signatories and empowered to endorse proposal to run these self-financed programmes of their unit.

    c. Proposal has to be approved by the Authorized Signatories based on its relevance, innovativeness and viability.

    d. Proposal are to be submitted in prescribed format with clear expenditure budget details.

C. Proposal Guidelines/Format

    a. It is desirable that more than 50% of the experts for the programme should be drawn from UoH internal pool of resource persons. Alumni are also to be encouraged as resource persons.

    b. Programmes can be delivered face-to-face or online (synchronous and asynchronous) or in blended mode.

    c. Programmes are to be held at a time and venue without interfering with Central Time Table (CTT) nor space required for normal semester teaching of UoH.

    d. Programmes can be jointly conducted in specialised skills of more than 3 month duration with well-established Institutes/Organisations, based on infrastructure, resources, lab available there. There will be joint coordinator for such programmes. Following guidelines are mandated:

        i. Minimum 20% of the Revenue should be assured for the University.

        ii. Agreement to be signed, clearly specifying the role/responsibility of the each.

        iii. Can be organized within or outside the University campus.

        iv. All arrangements to be made by external organization.

    e. Candidates admitted to be based on some relevant eligibility criteria and experience (case to case), to form a balanced homogeneous group for effective delivery of the lectures in a programmes.

    f. The programmes should be planned for a minimum duration of 3 hrs.

g. It is suggested that there should not be any ceiling on the number of lectures to be handled by any of the resource person.

h. Programme to be deferred/closed if the projected viability falls below the expected targets.

i. Structure for the Proposal
    i. Category: Name of the Programme
    ii. Theme
    iii. Target Audience: A short note on relevance
    iv. Type:
        1. Certificate of Attendance
        2. Certificate of Participation
        3. Certification of Achievement
    v. Schedule
    vi. Eligibility Criteria [+ Experience, if any]
    vii. Resource persons [Internal/External]
    viii. Budget Details
    ix. Special Requirement [if any]

D. Coordinator Guidelines/Benefits

a. Coordinator/Co-Coordinator of the programme should have distinction to attract participants.

b. The Coordinator/Co-Coordinator will be eligible for the Coordinators Honorarium and also the Resource Persons Honorarium.

c. Under no circumstances the Coordinator/Co-Coordinator should impede on their duties and responsibilities to the University, i.e., affect the normal teaching/research/administrative duties.

d. Faculty will get due recognition for providing such specialized services needed in all areas of faculty promotion in terms of API score.

e. % of time that can be devoted to such activity may be limited to one day/quarter of month during office hours or by applying necessary leaves due, except duty leave. However, to be permitted during weekends and after office-hours.

f. Coordinator/Co-Coordinator's honorarium will be deposited into Faculty Professional Development Funds (FPDF).

g. The total aggregated honorarium (Not including FPDF, but includes honorarium for lectures) of the Coordinator/Co-Coordinator (as Resource persons), in a year, for undertaking such self-financed programmes to be limited to 30% of their annual gross salary. NOTE: If over 30% of the gross salary then distribution is 70:30 and if above 100% of annual gross salary then distribution is 50:50 (between Faculty:University). **This is inline and will be subject to the revision of the Consultancy Guidelines of UoH.**

E. Budget Details:
To cover in-house Resource Persons, Outside Resource Persons, Logistics (travel & stay) for outside Resources persons, Additional e-teaching material like Case Studies/Printed Notes etc, following components are recommended that provides details of all the expenditure to be budgeted subject to the viability of the self-financed programmes:

a. Budget Templates **[Annexure-1]**

        i. Face-to-Face
       ii. Online
             1. Synchronous
             2. Asynchronous

b. Viability Model:
   i. Viability of the programme is defined as:
      $R = F \times N = E + S$
   ii. For $E:S::50:50$ then $R = 2E$
   iii. For $E:S::60:40$ then $R = 1.67E$
   iv. For $E:S::70:30$ then $R = 1.43E$
   v. For $E:S::80:20$ then $R = 1.25E$
   vi. General Model for $E:S::W_E:W_S$, then $R = (W_E + W_S)E/W_E$

   where:
   > R: Revenue
   > F: Fee
   > N: Number of Candidates admitted
   > E: Expenditure
   > S: Surplus

c. Minimum number of participants for the programme to be worked out based on the proportions discussed earlier (i.e. 50:50 or 60:40 or 70: 30 etc)
d. Sharing model based on type of programme have to be strictly complied with. Expenditure (E): Surplus (S) model will vary from 80:20, 70:30, 60:40 or 50:50, depending on the duration, number of students, fee structure etc.
e. Minimum prescribed norms are to be complied with, for expenditure under various Heads, while preparing Budget Details.
f. Each lecture is assumed to be for an hour duration.
g. Maximum Honorarium payable to a resource person is the following, subject to the viability model of the programme:
   i. Internal resource person: up to Rs 7,500 for a lecture/hour.
   ii. External resource person: up to Rs 10,000 for a lecture/hour.
h. All University resources are to be charged, for example: photocopying, phone, venue costs, Internet as per bandwidth utilization, etc.
i. Honorarium for the Research scholar/ Non-teaching staff etc., who assisted the Coordinator to be factored @ Rs 500 per hour under the expenditure budget head.
j. Taxes as applicable should be included under expenditure budget.

F. **Distribution Model:** It is suggested that the Surplus (S) after meeting Expenditure (E) from the Revenue (R) [Generated], the Distribution Model (in percentages) will be the following:
   a. University Corpus (UC) [40%]. [As approved by FC/EC].
   b. Student Welfare Academic and Research Grant (SWARG) [20%]. [As approved by FC/EC].
   c. School's Academic Development Fund (SADF) [20%]. 50% of SADF will be shared with FPDF as per EC resolution. Share of SADF should also record the affiliation of the Coordinator to the Academic Unit so that the shared SADF funds are utilized only by that Academic Unit.

d. Creation of a funds for a self-supporting new coordinating centre, envisage for future [20%].

G. **Certification modes:** For self-financed programmes, after successful completion of the requirements mandated for such a proposed a programme, following two types of completion transcripts/documents are recommended:

    a. Certificate program typically indicates attendance or completion of a course or series of courses with a specific focus. They are open to newcomers and experienced professionals alike. The result demonstrates delivery of content at the end of a specific period of time. It can be of two types:

        i. <u>Certificate of Attendance:</u> is an official document proving the attendance of a person in a lecture class(es) duration of a 1/2 day or for a few days. This type of certificate does not provide proof of learning, that is, no knowledge is assessed before such a certificate is issued.

        ii. <u>Certificate of Participation:</u> is an official document providing proof of learning, as we assess the knowledge gained towards the end of the event before such a certificate is issued. It is a special acknowledgement award certificate for participation in short-course/Skill-based course of a week or 2 weeks duration, graded as Excellent, V Good, Good etc, where a small presentation is to be made towards the end of the programme.

    b. <u>Certification of Achievement:</u> Certification is more valuable and recognized achievement which can have a validity period say 2-3 years. Certification is a credential that one earns to show that they have specific skills or knowledge. Certification includes an experience and education component and requires passing an exam. It is suggested that an awardee be allowed to put letters after his or her name (UHCP® for being certified as a University of Hyderabad Certified Professional). <u>In addition, certification requires re-certification, which ensures that practitioners stay current in their field through continuing education.</u> To be eligible for certification following is suggested assessment process:

        i. Continuous Assessment: Weekly Test to include Short quiz, take home short project/problems, Lab test [where applicable]

        ii. Final Offline/Online Test

        iii. Weightages {60:40]

        iv. Award Percentage/Grade [A, B, C and F], including rank.

Annexure-1

SAMPLE BUDGET LINE ITEMS FOR SHORT TERM COURSE (FACE-TO-FACE)

A: HUMAN RESOURCE COSTS			
ITEM DESCRIPTION	UNIT COST	UNITS (Hrs., Days, Nos. etc)	COST IN INR
UoH Faculty One	Rs 3000 – Rs 7,500 per lecture.		
UoH Faculty Two			
Guest Faculty One	Rs 5,000 – Rs 10,000 per lecture.		
Guest Faculty Two			
B: OFFICE RUNNING COSTS			
Office Stationery			
Office Mailing Costs			
Office Photocopying			
Local Transport (preparatory work)			
Internet			
C: COURSE COSTS			
Contact Course Venue costs (Univ. Resource/ Hotel etc)			
Morning / Afternoon Coffee Breaks & Buffet Lunch			
Dinner for participants including Guest Faculty			
AV Rental (projectors, mics, speakers, soft boards etc)			
Decoration of the hall (banners, flowers, etc)			
Participants Accommodation			
Guest Faculty Accommodation			
Guest Faculty Conveyance (Air/ Train/ Bus etc)			
Airport Transfers			
Closing & Awards, Mementoes			
Course Kit, Stationery			
Photocopying			
Incidental Expenses (Attender charges, etc)			
Miscellaneous or Contingencies			
Documentation (Reporting, Photography, Video etc)			
Certificates			
D: ADMINISTRATIVE COSTS			
Finance & Accounts			
Auditing of Accounts			
A+B+C+D GRAND TOTAL + TAXES AS APPLICABLE			

SAMPLE BUDGET LINE ITEMS FOR SHORT TERM COURSE (ONLINE SYNCHRONOUS)

ITEM DESCRIPTION	UNIT COST	UNITS (Hrs., Days, Nos. etc)	COST IN INR
A: HUMAN RESOURCE COSTS			
UoH Faculty One			
UoH Faculty Two			
Guest Faculty One			
Guest Faculty Two			
B: OFFICE RUNNING COSTS			
Office Stationery			
Office Mailing Costs			
Office Photocopying			
Local Transport (preparatory work)			
Internet			
C: COURSE COSTS			
Food for Guest Faculty			
Guest Faculty Accommodation			
Guest Faculty Conveyance (Air/ Train/ Bus etc)			
Airport Transfers			
Certificates			
Course Kit/ Material			
Photocopying			
Incidental Expenses (Attender charges, etc)			
Miscellaneous or Contingencies			
D: LIVE HOSTING			
Webinar/ Video Conferencing Platform			
Conferencing Resources (Pen Tablet etc)			
Multimedia Software			
E: ADMINISTRATIVE COSTS			
Finance & Accounts			
Auditing of Accounts			
A+B+C+D+E GRAND TOTAL + TAXES AS APPLICABLE			

SAMPLE BUDGET LINE ITEMS FOR SHORT TERM COURSE (ONLINE HOSTED [ASYNCHRONOUS])

ITEM DESCRIPTION	UNIT COST	UNITS (Hrs., Days, Nos. etc)	COST IN INR
A: HUMAN RESOURCE COSTS			
UoH Faculty One			
UoH Faculty Two			
Guest Faculty One			
Guest Faculty Two			
B: OFFICE RUNNING COSTS			
Office Stationery			
Office Mailing Costs			
Office Photocopying			
Local Transport (preparatory work)			
Internet			
C: COURSE COSTS			
Food for Guest Faculty			
Guest Faculty Accommodation			
Guest Faculty Conveyance (Air/ Train/ Bus etc)			
Airport Transfers			
Certificates			
Course Kit/ Material			
Photocopying			
Incidental Expenses (Attender charges, etc)			
Miscellaneous or Contingencies			
D: LIVE HOSTING			
Video Recording & Editing of one Module (4 units)			
Course Unit Editing & Proof Reading (4 units)			
Graphics & Whiteboard animation			
Online Course Web Maintenance			
Online Course Web Hosting & Maintenance Charges (One year)			
E: ADMINISTRATIVE COSTS			
Finance & Accounts			
Auditing of Accounts			
A+B+C+D+E GRAND TOTAL + TAXES AS APPLICABLE			