



# Gujarat Technological University

## DHAROHAR: GTU-CENTRE FOR INDIAN KNOWLEDGE SYSTEM

### Policy Document for offering Short-term Certificate Courses/ Programs under Dharohar

1.	<b>Type of courses/programs</b> The short term certificate courses or programs which focus on Indian ideologies, Indian ethos, Indian history, Indian ideas, Indian philosophy, Indian languages & literatures, Indian science & technology, Indian society, Indian arts, Indian life science etc. and any such course/program that aims to provide deep insights of typical Indian tradition to the society.
2.	<b>Proposer of courses/programs</b> GTU PG schools, GTU constituent college, GTU affiliated colleges, college affiliated to any public/private university, charity/public trust, NGO or non-profit organization, any other Government / Private university can be the proposer of course/program and submit the proposal to Dharohar to start the course/program.  The proposal is to be prepared by the course coordinator in the Course/Program Proposal Format available on the GTU website. Kindly visit homepage of Dharohar.
3.	<b>Approval / Rejection Process</b> The received proposal under Dharohar is primarily scrutinized by coordinators of Dharohar. If found viable, then it is forwarded to the competent authorities/committee of GTU for final scrutiny. The competent authorities/committee of GTU anonymously decides whether to run the proposed course/program under Dharohar or not. The decision of the proposal will be conveyed to the proposer by coordinators of Dharohar.
4.	<b>Course/Program fees</b> Course/Program fees will be decided by proposer. Fees should be nominal to get the sufficient number of participants for the offered course. The fees is to be collected by the proposer from the participants.
5.	<b>Sharing of course/program fees between GTU and Proposer</b> (a) If the proposer is having the required resources, infrastructure, resource person then there will be 30%:70% (GTU: Proposer) sharing of course/program fees per registered participant. 30% of course/program fees per participant has to be deposited in GTU by the proposer. (b) If the proposer is GTU PG school/constituent college and there is knowledge partner to provide necessary support to run the course then there will be 20%:

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	<p>10%: 70% (GTU: GTU PG school/constituent college: knowledge partner) sharing of course/program fees per registered participant.</p> <p>(c) If GTU invites resource person (s), TA and/or honorarium will be paid as per prevailing GTU norms.</p>
6.	<p><b>Utilization from GTU share of course/program fees</b></p> <p>The fund generated through GTU share of course/program fees may be utilized in the promotional activities of the courses / programs under Dharohar, development of e-content for the courses under Dharohar, conducting conferences /seminars/webinars/workshops of Dharohar centre, attending conferences / seminars / events of Indian Knowledge System and preparing the display items for branding of Dharohar centre, contingency expenses etc.</p>
7.	<p><b>Time limit for depositing fees at GTU</b></p> <p>The proposer has to deposit the course/program fees in GTU account by online mode as mentioned in point (5) within 3 days from the last date for admission.</p>
8.	<p><b>Course/Program Details</b></p> <p>Announcement of course/program details will be uploaded on GTU (Dharohar) website. The proposer has to put this GTU link containing course details on Application/registration form of candidates.</p>
9.	<p><b>Venue of Course/Program</b></p> <p>In case of offline mode, theory/practical/tutorial classes shall be managed by proposer.</p> <p>The course/program can also be offered in online mode and all required IT infrastructure to run the course has to be managed by the proposer.</p>
10.	<p><b>Certification</b></p> <ul style="list-style-type: none"> <li>Participants having 80% attendance and 60% passing marks in test will only be eligible for certificates. GTU will issue the certificates only to the participants whose fees have been deposited in the GTU account.</li> <li>Certificates will be signed by course/program coordinator, Dharohar coordinator and Hon'ble Vice Chancellor, GTU.</li> <li>Certificates will only be issued to the eligible participants when GTU receives all required documents as per given checklist to the university.</li> </ul>
11.	<p><b>Report of Attendance</b></p> <p>Regular physical presence (in case of offline mode) and regular joining (in case of online mode) of registered participants in course/program is required. The proposer has to send proof of participants' presence along with assignment/test details etc. to coordinators of Dharohar.</p>
12.	<p><b>Evaluation Scheme</b></p> <p>The proposer has to send evaluation scheme to coordinators of Dharohar along-with proposal. Result of participants (marks/grades) signed and stamped by concerned authorities from proposer are to be confidentially sent to the coordinators of Dharohar.</p>
13.	<p><b>Performance Audit and Feedback by GTU</b></p> <p>Post-completion of course/program, performance audit will be done by GTU. Feedback from registered participants will be also taken by GTU.</p>

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14.	<b>Remuneration to Course Coordinator</b> Course/program coordinator of proposer is eligible for remuneration from proposer's share of course/program fees as decided by the proposer. This remuneration will be equally divided if co-coordinator is also there.
15.	<b>Time Period to Run the Approved Course</b> <ul style="list-style-type: none"> <li>• Course approved by university can only be run for one cycle.</li> <li>• GTU reserves the right to extend / cancel the course for next cycle and proposer cannot claim for running the course under Dharohar in case of cancellation.</li> </ul>
16.	<b>Duration to Send Proposal to University</b> GTU invites proposals as per below mentioned time slot - <ul style="list-style-type: none"> <li>• January - June (for Courses to be run during July - December)</li> <li>• July - December (for Courses to be run during January - June)</li> </ul>
17.	<b>Checklist of Document Submission (in proper file with tagging):</b> <ul style="list-style-type: none"> <li>• Attendance Proof</li> <li>• Question Paper</li> <li>• Marks / grades obtained by the candidate</li> <li>• Photographs of the online / offline classes</li> <li>• Total Fees received by the proposer (Proof)</li> <li>• Amount to be submitted to GTU (Proof)</li> <li>• Course Material provided to the participants (Soft Copy)</li> <li>• List of Registered participants</li> <li>• List of participants who have successfully completed the course</li> <li>• Utilization Certificate (with sign and stamp)</li> </ul> <p><u>(All submitted documents must have sign and stamp of Course Coordinator &amp; Head of the Institution)</u></p>

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