

(90)

IV BOM - Decision NO. 4-8

Ord. A**

Ordinance for the Certificate and Diploma Course of study

In exercise of the powers conferred under section 46(a) of the Haridev Joshi University of Journalism and Mass Communication, Jaipur Act 2019 (Act. No. 11 of 2019), the Board of Management of the University hereby makes following Ordinance relating to *the Certificate and Diploma Course of Study (Introduction of new courses, procedure of approval and specification of the minimal requirement)* which shall come into force from its date of notification.

Section -A Introduction of New Courses

1. Vice-Chancellor, Deans of the Faculties, Head of the Department and Director of Centre should engage in informal discussions with Faculty members and experts to keep on exploring the new prospective certificate or diploma course.
2. The Vice-Chancellor on his own can issue an order to get a draft note prepared by the committee constituted for the purpose which must involve a few internal or external experts in the discipline or allied discipline. Which will prepare and submit a brief note about the need, importance and scope of such course for consideration and decision by the Vice-Chancellor.
3. The Dean of Faculty or Head of the Department or Director of the Centre that desires to institute a new Certificate or Diploma or Advance Diploma or Post Graduate Diploma program must submit a brief note about the need, importance and scope of such course to the Vice-Chancellor in the writing through the Dean of concerned faculty.
4. The last date for the brief note submission by the Committee or Department or Centre shall be August 31 of the current academic session for the launch from the next academic session. Under exceptional cases the Vice-Chancellor may extend the last date or permit consideration of proposal submitted after the last date.
5. The Vice-Chancellor after considering the brief notes submitted for new certificate or diploma courses, as thinks fit, shall accept or reject, same in principle. If accepted in principle, the Vice-Chancellor shall direct the Department/Centre or the Committee Constituted for the purpose to prepare the full proposal for consideration of the Academic Council and the Board of Management.
6. The last date for the full proposal submission shall be Nov. 30 of the current academic session for launch from the next academic session. Under exceptional cases the Vice-Chancellor may extend the date or permit consideration of proposal submitted after the last date too.

Section - B: Program Proposals and Syllabus

7. All program proposals should have the following elements:
 - 7.1 Appropriateness:
 - (i) Description, scope and purpose of the program
 - (ii) Appropriateness to University Mission and Strategic Plan
 - 7.2 Need:
 - (i) Need as suggested by the Employment trends.
 - (ii) Demand for the program among current and prospective students
 - (iii) Uniqueness of the program
 - (iv) Enrollment projections

7.3 Academic Integrity:

- (i) Program goals and expected learning outcome.
- (ii) Eligibility for Admission with or without recognition of prior learning.
- (iii) Prerequisite for the program, if any.
- (iv) Program structure (Number of Semesters/ Semester wise Components, Compulsory and Elective Components, credit type and value assigned to each component, comparison with other similar programs in the University or other university, standards addressed if any,)
- (v) Detailed Syllabus of each component shall specify (i) prerequisite, (ii) co-requisite if any, (iii) target audience, (iv) content of the course/ topics to be covered, (v) instructional methods to be employed, (vi) essential learning experience, (vii) credit types and credit values, (viii) text resources, suggested reference books and e-resources, (ix) scheme of continuous assessment, (x) scheme of end of semester examination, (xi) learning outcome of the component, (xii) components common with other programs, (xiii) faculty qualification and (xiv) course calendar.

7.4 Resource sufficiency and requirement of additional resources before launch.

7.5 Five-year budget projection and financial viability of the course.

7.6 Prospective Impact on Student Achievements and Progression.

7.7 Any other important aspect as deemed fit.

- 8 A certificate/diploma program can be run by the university either as a (i) regular program supported by the Government funding under a department or centre for which faculty positions has been sanctioned or likely to be sanctioned, or (ii) a self-financing program where the operational expenses and remuneration paid to adjunct faculty, guest faculty shall be met out from the tuition fee prescribed for the course under Self-Financing-Scheme (SFS).
- 9 Certificate program shall involve the duration of one semester. It shall have credits more than or equal to the minimum credits as specified in the Choice Based Credit Regulations.
- 10 Diploma/ Advance Diploma/ Post Graduate Diploma program shall involve duration of two semesters. It shall have credits more than or equal to minimum credits as specified for two semesters courses in the Choice Based Credit System Ordinances/Regulations.
- 11 The committee if so, wish may publish the Draft and invite suggestion and comments from all. Comments received within a week of such publications shall be considered and revision be made or not made as deemed fit.

Section – C: Eligibility

- 12 Minimum eligibility for Certificate and Diploma program shall be XII pass from Rajasthan Board of Secondary Education, Ajmer or CBSE or any equivalent Senior Secondary School certificate as approved by RBSE, Ajmer or any such qualification as approved based on recognition of prior learning approved by the Academic Council. Other higher eligibility parameters shall be as specified in the Syllabus as Pre-requisite of the program and these may vary from program to program.
- 13 Minimum eligibility for Post-Graduate Diploma program shall be a Bachelor degree from HJU or Central or State Funded university in India, or a bachelor degree from other University in India or other country subjected to its recognition as equivalent to a Bachelor degree by HJU for admission purpose or other qualification as approved based on recognition of prior learning duly approved by the Academic Council. Other higher eligibility parameters shall be as specified in the Syllabus as Pre-requisite of the program and these may vary from program to program.

- 50
- 92
- 14 Minimum eligibility for Advance Diploma program shall be a Diploma with same title from HJU or qualification as approved based on recognition of prior learning duly approved by the Academic Council. Other higher eligibility parameters shall be as specified in the Syllabus as pre-requisite and these may vary from program to program.

Section – D: Procedure of Approval:

- 15 The full proposal shall be evaluated first by the concerned Dean of Faculty and forwarded to the Vice-Chancellor with his comments. The Vice-Chancellor if wish may seek comments from other persons, he deems fit. The proposal may be sent for revision and resubmission as per observations and comments made by the Vice-Chancellor. The full proposal approved by the Vice-Chancellor shall be included in the agenda of the next meeting of the Academic Council.
- 16 In the meeting of the Academic Council, the brief note prepared by the Dean of the Concerned faculty shall be read by him. Following which members of the Academic Council may be permitted one by one by the Vice-Chancellor. If approved by the majority of the members present the proposal shall be recorded as approved by adoption of the resolution for the launch of the program.
- 17 The recommendation of Academic Council shall be included as Agenda item in the next meeting of the Board of Management.
- 18 The Vice-Chancellor shall make a brief remark about the need, scope and importance of the course in the Board of Management meeting before seeking its approval. The Board shall consider the resolution recommending the launch of new certificate/diploma program or sending it back with observation and comments as deemed fit by the Board.
- 19 A proposal which the Board has referred back to Academic Council shall be put before the Academic Council, which may decide on the matter and forward with clear recommendations to the Board.
- 20 If the Board has some reservation in approving the second time, and Vice-Chancellor still thinks in the favor of the proposal, the proposal shall be sent for the consideration of the Chancellor with recommendation of the Vice-Chancellor. The decision of the Chancellor taken in consultation with Government of Rajasthan shall be final and binding in the matter of launch of a program. Provided that Chancellor cannot consider under this provision on his own unless the Vice-Chancellor request him.
- 21 Last date of approval as above shall be the April 30 of the Current Academic Session for launch from the next Academic Session. Under exceptional cases the Vice-Chancellor may extend the date or permit approval by the Board after the last date too.

Section – E: Commencement of the Diploma/Certificate Program:

- 22 The Full Proposal of the Certificate or Diploma program as approved be notified on the University Website. Subsequent to that application for admission to the Certificate/Diploma Program shall be invited by the University.
- 23 The program shall be launched if the number of applications received for admission to the program is sufficient to ensure minimum 10 students in the program.
- 24 The program shall commence after admitting minimum 10 students in the program.
- 25 The program shall continue or be reviewed every year based on the performance of students in the program for three years in succession. If the Department/Centre recommends its continuation the same shall be decided by the Vice-Chancellor. For closure of a program a resolution for closure shall be adopted by the Academic Council and approved by the Board.