

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART - ONE

Thursday, the 26th October, 2017

DIRECTION

No. : 41/2017

Date : 25/ 10 /2017

Subject:

Examinations leading to the Certificate Courses in -Retail Sales Associate, Cashier, Food and Beverage Service, Housekeeping, Desk Top Publishing, Tally, Textile Quality Inspection, Textile Weaving, Textile Spinning, Chemical Processing, and Soil Testing, Direction 2017.

Whereas, Adult, Continuing Education and Extension Services Board was constituted in the University under provision of 39 of the Maharashtra Universities Act-1994,

AND

Whereas, the nomenclature of the said Board has been changed as “Lifelong Learning and Extension Board” under the provision of section 45 of the Maharashtra Public Universities Act-2016,

AND

Whereas, the University has instituted the Department of Lifelong Learning and Extension in the University under the provision of section 45 of the Maharashtra Public Universities Act-2016, and the Notification of the State Government,

AND

Whereas, the University ought to have implemented the objects determined under the provision of section 45 of the Maharashtra Public Universities Act-2016,

AND

Whereas, the Academic Council in its meeting held on 13.7.2016 has resolved to accept the procedure and duration of the course for conducting the Certificate courses in the Department./Institute/Colleges and NGOs of the University area,

AND

Whereas, the Management Council in its meeting held on 30.7.2016 has approved the procedure and other recommendations of the Academic Council, to start the said certificate courses at Department/Institute/Colleges and NGOs of the University area, from the session 2017-2018,

AND

Whereas, the Board of Lifelong Learning and Extension of the University in its meeting held on 26.12.2016 has resolved to introduce the 11 Certificate Courses of three months duration in the University/Institute/affiliated colleges/NGOs, to availing the facility of Lifelong Learning to the students,

AND

Whereas, the Board of Lifelong Learning and Extension of the University in its meeting held on 26.12.2016 has approved the Fees structure, Scheme of Examinations, Syllabi and other provisions of the 11 certificate courses,

AND

Whereas, the Notification has published by the University vide Notification No. 2/2017, dated-2/2/2017 regarding the procedure for conduct of the courses, Fees and other details,

AND

Whereas, the Board of Lifelong Learning and Extension in its meeting held on 6.4.2017 has resolved to accept the proposals received from 22 colleges to conduct the said certificate courses,

AND

Whereas, Scheme of examinations, Syllabi and other details need to be provided to the students and concerned colleges,

AND

Whereas, this matter is required to be regulated by the Ordinance,

AND

Whereas, making an Ordinance in this respect is time consuming process,

AND

Whereas, the said Certificate courses has to be conducted during the session 2017-18, hence it is necessary to issue the direction in this respect.

Now, therefore, I Dr. M.G. Chandekar, Vice-Chancellor, Sant Gadge Baba Amravati University in exercise of powers conferred upon me under sub-section (8) of Section 12 of the Maharashtra Public Universities Act-2016 do hereby direct as under-

1. This Direction may be called "Examinations leading to the Certificate courses in- i) Retail Sales Associate, ii) Cashier, iii) Food and Beverage Service, iv) Housekeeping, v) Desk Top Publishing, vi) Tally, vii) Textile Quality Inspection, viii) Textile Weaving, ix) Textile Spinning, x) Chemical Processing, and xi) Soil Testing (Three months -Self Financing Basis Course), Direction 2017".
2. This Direction shall come into force w.e.f. the Academic Session 2017-2018.
3. The duration of each Certificate course shall be three months.
4. These certificate courses shall be conducted by the Department/Institute/Colleges and NGOs of the University area, and respective examinations shall be conducted by the Department of Lifelong Learning & Extension of the University.
5. Admission intake for each certificate courses shall not exceed 60 (Sixty).
6. The examinations leading to the Certificate courses in- i) Retail Sales Associate, ii) Cashier, iii) Food and Beverage Service, iv) Housekeeping, v) Desk Top Publishing, vi) Tally, vii) Textile Quality Inspection, viii) Textile Weaving, ix) Textile Spinning, x) Chemical Processing, and xi) Soil Testing shall be held at the end of the duration of course at concerned Department/Institute/Affiliated college, and on such dates as may be appointed by the Department of Lifelong Learning and Extension. Supplementary examination shall not be conducted for the failures of any certificate course.
7. Subject to the compliance with the provisions of this direction, and of any other Ordinances in force from time to time, an applicant for admission to the said certificate examination shall have to comply with the conditions mentioned in Column No. 3 of the following table.

TABLE

Sr. No.	Certificate Course in	Conditions for admission to the examination
1	2	3
1	Retail Sales Associate	i) Obtained S.S.C. Exam. of Maharashtra State Secondary and Higher Secondary Education Board, or of any other Statutory Board recognized as an equivalent thereto by the University. ii) Prosecuted a regular full time course of study for not less than three months in a Department /Institute / Colleges recognized for the purpose by the University.
2	Cashier	
3	Food and Beverage Service	
4	Housekeeping	
5	Desk Top Publishing	
6	Tally	
7	Textile Quality Inspection	
8	Textile Weaving	
9	Textile Spinning	
10	Chemical Processing	

11	Soil Testing	<p>i) Obtained H.S.S.C. Exam. of Maharashtra State Secondary and Higher Secondary Education Board, or of any other Statutory Board recognized as an equivalent thereto by the University.</p> <p>ii) Prosecuted a regular full time course of study for not less than three months in a Department /Institute / Colleges recognized for the purpose by the University.</p>
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8. The duration of each certificate course shall be of three months, and admission for all courses shall be done in the academic session of each year. Admission to the course shall be done by the Head of the Department/Institute/College, and NGOs concerned.

Provided, if the Head Department/Institute/College, and NGOs is satisfied that teaching hours of the said course is not completed, then late admission to the said course shall be permissible.

9. Teaching of the each course should be conducted as indicated in the Appendices A,B,C &D respectively. Minimum two hour teaching of the theory and or practical on each working day shall be compulsory.
10. 75% attendance separately at theory lectures and practical's of each course shall be compulsory for admission to the examination.
11. Total marks for theory and practical examinations of each course shall be 100 taken together. These 100 marks shall be divided into 80 & 20 marks for theory and practical examinations respectively.
12. The theory examination of each course shall be conducted by the Dept. of Lifelong Learning and Extension, Sant Gadge Baba Amravati University by online or offline system.
13. The practical examination of each course shall be conducted by External and Internal Examiners at Department/Institute/College, and NGOs concerned.
14. The external examiners for practical examination shall be from the amongst persons available in the local city excluding a person of the Department/Institute/college/Industries concerned. Head of the Department/Institute/college/NGOs his/her nominee shall be an internal examiner. If any person in the city is not available to act as external examiner, the person from outside of the city shall be called as an external examiner.
15. Theory paper for the examination in each course shall be set in English/Marathi/Hindi language.
16. Medium for class room instructions of each course shall be either English or Marathi or Hindi.

Provided answers to the questions by an examinee shall be written either in English or Marathi or Hindi.

17. Subject to the fulfillment of the provision for securing minimum pass marks in theory and practical examinations, an examinee obtaining less than 50 marks out of total 100 marks shall be declared failed in the said certificate examination, and other examinees securing the marks appropriate to the level as mentioned below shall be placed in a grade mentioned against each level of marks.

i)	80 marks and above	-	O
ii)	70 and above marks but less than 80	-	A
iii)	60 and above marks but less than 70	-	B
iv)	50 and above marks but less than 60	-	C

18. If a candidate fails to appear for an examination due to short attendance, he/she shall have to take re-admission to the said course.

19. Failures at the main examinations shall be permitted for re-admission to the examination, as an Ex –Student, to be conducted in next examination with fresh examination fees.
20. Admission Fee, Theory Examination Fee, Practical Examination Fee, and Course Fee for all these courses shall be as mentioned below:-
- | | | |
|------------------------------------------------|----|-----------|
| i) Registration Fee for each Course | -- | Rs.100/ |
| ii) Theory Examination Fee for each Course | -- | Rs.100/ |
| iii) Practical Examination Fee for each Course | -- | Rs.150/ |
| iv) Course Fee shall be as mentioned below :- | | |
| a) Retail Sales Associate | -- | Rs.2000/- |
| b) Cashier | -- | Rs.2000/- |
| c) Food and Beverage Service | -- | Rs.2000/- |
| d) Housekeeping | -- | Rs.2000/- |
| e) Desk Top Publishing | -- | Rs.2000/- |
| f) Tally | -- | Rs.2000/- |
| g) Textile Quality Inspection | -- | Rs.3000/- |
| h) Textile Weaving | -- | Rs.3000/- |
| i) Textile Spinning | -- | Rs.3000/- |
| j) Chemical Processing | -- | Rs.3000/- |
| k) Soil Testing | -- | Rs.2000/- |
21. The Scheme of Examination and teaching for each course shall be as provided under the Appendices-A,B,C,D and E, appended with this direction.
22. Subject to compliance of securing minimum pass marks in theory or practical examinations, an examinee shall be eligible for the exemption.
23. The scope of subject for each course shall be as prescribed under the syllabi.
24. An examinee admitted to the examination of anyone course shall also be allowed to appear at anyone examination leading to the degree/diploma simultaneously.
25. An examinee shall not be eligible for securing grace marks to secure a grade or higher grade, if any, in the examination.
26. The statement of marks showing grade secured by an examinee or mentioning fail to an examinee in each course shall be issued under the signature of Director, Department of Lifelong Learning and Extension .
27. A successful examinee shall receive a Certificate mentioning the grade secured by him/her, in the prescribed format signed by the Director, Department of Lifelong Learning and Extension.

Date : 14/10/2017

Sd/-
(Dr. Murlidhar Chandekar)
Vice-Chancellor,
Sant Gadge Baba Amravati University.

Appendix-A

Scheme of Examination and Teaching Leading to the Certificate Courses in –

- i) Retail Sales Associate,
- ii) Cashier,
- iii) Food and Beverage Service,
- iv) Housekeeping,
- v) Tally.

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of Theory and Practical Examination	Total Teaching Workload for Theory and Practical
	External Exam. Marks	Internal Assessment Marks				
1	2	3	4	5	6	7
Theory	80	20	100	50	3 Hrs.	50 Hrs.
Practical	80	20	100	50	6 Hrs.	100 Hrs.
Total			200	100	-	150 Hrs.

- Notes** :
1. Minimum marks for passing in theory or practical shall be considered for exemption in theory or practical.
 2. Minimum pass marks for theory or practical shall be 50% of the maximum marks allotted to the theory or practical.
 3. Grade shall be awarded to the successful examinee on securing minimum pass marks in theory and practical as provided under para 17 of the Direction.

Appendix-B

Scheme of Examination and Teaching Leading to the Certificate Course in - Desk Top Publishing

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of Theory and Practical Examination	Total Teaching Workload for Theory and Practical
	External Exam. Marks	Internal Assessment Marks				
1	2	3	4	5	6	7
Theory	80	20	100	50	3 Hrs.	258 Hrs.
Practical	80	20	100	50	6 Hrs.	172 Hrs.
Total			200	100	-	430 Hrs.

- Notes** :
1. Minimum marks for passing in theory or practical shall be considered for exemption in theory or practical.
 2. Minimum pass marks for theory or practical shall be 50% of the maximum marks allotted to the theory or practical.
 3. Grade shall be awarded to the successful examinee on securing minimum pass marks in theory and practical as provided under para 17 of the Direction.

Appendix-C

Scheme of Examination and Teaching Leading to the Certificate Courses in

- i) Textile Quality Inspection
- ii) Textile Weaving

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of Theory and Practical Examination	Total Teaching Workload for Theory and Practical
	External Exam. Marks	Internal Assessment Marks				
1	2	3	4	5	6	7
Theory	80	20	100	50	3 Hrs.	92 Hrs.
Practical	80	20	100	50	6 Hrs.	60 Hrs.
Total			200	100	-	152 Hrs.

- Notes** :
1. Minimum marks for passing in theory or practical shall be considered for exemption in theory or practical.
 2. Minimum pass marks for theory or practical shall be 50% of the maximum marks allotted to the theory or practical.
 3. Grade shall be awarded to the successful examinee on securing minimum pass marks in theory and practical as provided under para 17 of the Direction.

Appendix-D

Scheme of Examination and Teaching Leading to the Certificate Courses in

- i) Textile Spinning
- ii) Chemical Processing
- iii) Soil Testing

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of Theory and Practical Examination	Total Teaching Workload for Theory and Practical
	External Exam. Marks	Internal Assessment Marks				
1	2	3	4	5	6	7
Theory	80	20	100	50	3 Hrs.	100 Hrs.
Practical	80	20	100	50	6 Hrs.	50 Hrs.
Total			200	100	-	150 Hrs.

- Notes** :
1. Minimum marks for passing in theory or practical shall be considered for exemption in theory or practical.
 2. Minimum pass marks for theory or practical shall be 50% of the maximum marks allotted to the theory or practical.
 3. Grade shall be awarded to the successful examinee on securing minimum pass marks in theory and practical as provided under para 17 of the Direction.

Appendix-E

Scheme of Internal Marks (Theory) for all Certificate Courses (20 Marks)

Internal Assessment for theory shall be allotted on the base of performance in Unit Test and Classroom Assignments.

Scheme of Internal Marks (Practical) for all Certificate Courses (20 Marks)

Internal Assessment for practical shall be based on followings:-

- | | |
|----------------------|--------------------------|
| i) Field /Site Visit | - 10 Marks |
| ii) Record Book | - 05 Marks |
| iii) Viva-Voce | - <u>05 Marks</u> |
| Total | - <u>20 Marks</u> |
