



பெரியார் பல்கலைக்கழகம், சேலம்

PERIYAR UNIVERSITY

SALEM – 636 011, TAMIL NADU

NAAC A++ Grade – State University – NIRF Rank 59, NIRF Innovation Band 11-50

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GUIDELINES for the

Directorate of University-Industry Collaboration of Periyar University (PU-DUIC)

The guidelines to establish University-Industry Collaborative Programmes as a separate entity are outlined as

1. Preamble
2. Objectives
3. Centres under DUIC
 - 3.1 Centre for Industrial Skill Courses and Programmes (CISCOP)
 - 3.2 Centre for Industrial Skill Training and Development (CISTAD)
 - 3.3 Centre for Industrial Research and Consultancy (CIRCON)
 - 3.4 Centre for E-Learning Training and Development (CELTAD)
4. Annexures

The guidelines are detailed as follows

1. Preamble

The Government of Tamil Nadu established Periyar University at Salem in the State of Tamil Nadu on 17th September 1997 as per the provisions of the Periyar University Act, 1997. The University obtained 12(B) and 2(f) status from the University Grants Commission, New Delhi and it was accredited by the NAAC with “A++” Grade in 2021. The University had also secured 59th rank among Indian Universities by MoE - NIRF 2023. University- Industry Collaborative Programmes (UICP) was established at Periyar University in the year 2011 by clustering all off-campus programmes offered from 2005 to 2010 and functioning effectively by linking industrial partners (34 Industrial Partners between 2011 and 2018 and 7 Industrial Partners at present) to offer short-term (minimum 10 days to maximum 2 months), Certificate (6 months), Diploma (1 year), Advanced Diploma (2 years/3 years), UG degree (3 years) and PG Diploma (1 year) and PG degree (2 years) on full time basis. The industrial partners are affiliated to the University as per the norms prescribed by the University under Periyar Institute of Distance Education and offering programmes as per the directives and guidelines of distance education.

By considering the significance of University-Industry interactions at both national and international level to address the skilled human competitiveness, innovation and entrepreneurship, the University-Industry collaborative programmes can be well established as a separate entity at Periyar University as Directorate of University –

industry Collaboration (PU-DUIC) by adopting the **UGC guidelines for establishing University-Industry interlinkage centers in the University (2015) and Skill Hub Initiative of Government of India (PMKVY 3.0)**. Further the working group report (2019) of the UGC on University industry linkage and Framework of Industry-University Linkage in Research of DSIR, Ministry of Science and Technology were also taken into consideration for preparing these guidelines.

2. Objectives of the Directorate of University-Industry Collaboration of Periyar University (PU-DUIC)

The main objectives of the PU-DUIC are to

- Collaborate and affiliate industries to offer Short-term, Certificate, Diploma, Advanced Diploma, PG Diploma, UG and PG Degree programmes as per the national and international needs
- Create skilled manpower for industry requirements at various levels and maintain manpower availability database for the region through various types of training in collaboration with government agencies and industries' associations.
- Initiate research and development as per the emerging requirements of industries and offer consultancy services to the proposed industrial problems.
- Facilitate E-Learning by the way of Creating E-Content, offering Certificate Courses, E-Skill Training Programmes and Faculty Development Programmes through Online Mode.

3. Governance

The PU-DUIC shall be headed by a Nodal Officer duly nominated by the Vice Chancellor. An advisory committee may be constituted under the chairmanship of the Vice Chancellor which will monitor and evaluate the progress of the Centre on quarterly basis. The advisory committee comprising of the following members

S.No.	Composition	Position
1	Chair Person	Vice Chancellor
2	Member	Member of the Syndicate
3	Member	Director, IQAC
4	Member	Three Representatives from MSME i. Manufacturing ii. Services iii. Agriculture
5	Member	Two Academic Experts
6	Member	CISCOP – Nodal Officer
7	Member	CISTAD – Nodal Officer
8	Member	CIRCON – Nodal Officer
9	Member	CELTAD – Nodal Officer
10	Member Secretary	PU-DUIC Director

4. Centres under DUIC

To accomplish the above objectives, it is proposed to establish the following Centres

- 3.1 Centre for Industrial Skill Courses and Programmes (CISCOP)
- 3.2 Centre for Industrial Skill Training and Development (CISTAD)
- 3.3 Centre for Industrial Research and Consultancy (CIRCON)
- 3.4 Centre for E-Learning Training and Development (CELTAD)

4.1 Centre for Industrial Skill Courses and Programmes (CISCOP)

The CISCOP is being established to impart new-age skills and technical knowledge required for the industries. This Centre will bridge the skill gap prevailing in the industrial sector. Appropriate sector skill councils of NSDC will be linked to integrate skill-based courses in various programmes wherever possible. The functions/role of the CISCOP are described below.

4.1.1 University Industry Linkage Mechanism

Any Industrial Units / Institutions with potential for offering skill based programmes to their own employees (Upskilling / Reskilling) or to the public (as employable skill) can collaborate with the PU-DUIC provided they fulfil the following conditions.

1. Industrial Units alone (or) Industrial units with Institutions (like, Manufacturing / Trade and Finance / Computer and Information Science / Health Care / Hotel and Travel and other sectors) located anywhere in the state and having required facilities to run unique and industry needed skill programmes.
2. AICTE approved Stand Alone Institutions having adequate academic and physical resources to run the unique and industry needed skill programmes
3. Industrial Units running at multiple locations across the state can collaborate to offer the programmes through PU-DUIC only in the districts under Periyar University jurisdiction (Salem, Namakkal, Dharmapuri and Krishnagiri) through its units located in the districts under university jurisdiction.

The Industrial Units / Institutions which are fulfilling the above conditions shall be collaborated with the University by signing an MoU/ MoA specifically framed with financial commitments approved by the statutory bodies of the University. The role of the University and the Industrial partner shall be defined with terms and conditions as clauses in MoU by considering the UGC-UIL guidelines (2015) for the establishment of CISCOP.

a) Affiliation Norms

- i. A well-established Industrial Units alone/ Industrial units with Institution /AICTE approved Stand Alone Institutions with at least 3 years of its existence having adequate academic and physical resources can affiliate with Periyar University as per the rules and regulations in force issued by UGC and Tamil Nadu State Government.

- ii. Any of the technical institute without an industrial unit would like to sign an MoU with the University under CISCOP should have an approval from the AICTE/relevant bodies.
- iii. The affiliated industrial partners shall be permitted to offer PG programmes only after acquiring an experience of minimum three years in offering UG Degree Programmes of same discipline. Further this shall be finalized by the Advisory committee
- iv. The institutions already affiliated under UICP shall continue to offer programmes by renewing their MoU and adopting the revised guidelines of the CISCOP from the academic year 2022-23.
- v. The application format for institution/Industries affiliation is enclosed as annexure I.
- vi. Based on the application with the prescribed fee, internal scrutiny committee will evaluate the suitability of the application.
- vii. The eligible institutions/industries will be inspected by a commission after paying the appropriate fees to ascertain the physical and human resources availability and recommends to the affiliation committee for its approval.
- viii. It is the responsibility of the institute / industry concerned to arrange qualified professionals for teaching / training.
- ix. The approved institutions/industries will remit the affiliation fee and other relevant fees prescribed by the University to offer the approved programmes.
- x. The fee prescribed for affiliation process is depicted in Annexure II.
- xi. Each affiliated institute / industry shall remit refundable deposit of Rs.2 Lakh to the University and the interest earned from the deposit will be utilized by the University to conduct sensitization, capacity building and faculty development programmes.

b) Regulations to Offer Programmes

i. Curriculum Framework and Syllabus

A unique curriculum has to be framed with detailed syllabus for various programmes to be offered under CISCOP by addressing the local, national and international needs, imparting skills, integrating NSDC QPs (Qualification Packs) if required and generating employability and entrepreneurship through separate Board of Studies (BoS) for the respective sector with the approval of the Statutory Bodies.

The age limit, eligibility criteria for admission and medium of instruction for various programmes shall be prescribed by the Board of Studies concerned. The curricular framework describing the credits, duration and hours of learning is provided below.

S.No.	Name of the Course/Programme	Total Credits	Hours of Learning	Duration
1	Short-Term Courses	15	225	3 months
2	Certificate Programmes	30	450	6 months
3	Diploma Programmes	60	900	One year
4	Advanced Diploma Programmes	120	1800	Two Years
5	PG Diploma Programmes	60	900	One year
6	UG Degree Programmes	180	2700	Three years
7	PG Degree Programmes	120	1800	Two years

Note: The credit should be distributed for theory and practical as 40:60 and in alliance with the NSQF guidelines.

Board of Studies for each course/programme comprises of the following members.

S.No.	Composition	Position
1	Chair Person	Academician nominated by Vice Chancellor
2	Member	Academic Experts
3	Member	Industrial Experts
4	Member	Representative from institution/industry concerned
5	Member	Job-role Representative
6	Member Secretary	CISCOP – Nodal Officer

The concerned institution/industry offering the courses/programmes has to propose curriculum and syllabi to the Board of Studies for discussion and finalization. The finalized curriculum and syllabi shall be offered after the approval by the Statutory Bodies of the University. The format for proposing the curriculum and the syllabi are enclosed as Annexure III.

ii. Fee Structure

The fee structure shall be prescribed for respective programmes indicating the percentage of share between the University and Institutions with industrial units/Industrial Units alone/AICTE approved Standalone Institutions and its mode of operation and management. The course/programme fee has to be fixed in accordance with the nature of the skill component involved and shall be explicitly drafted in the MoU/MoA signed between the institution concerned and Periyar University. The examination fee and other fee related to the issue of certificates should be paid separately to the Controller of Examinations. Further, if any fees related to the assessment of NSDC QPs shall be paid to the concerned sector skill councils through CISCOP.

iii. Admission Process

The eligibility prescribed by the respective Board of Studies of Periyar University has to be followed for the students to be admitted under CISCOP. Relaxation in the eligibility criteria should not be entertained. The affiliated institute / industry shall take sufficient measures to promote the courses/programmes for admission. All applicants for the respective courses/programmes have to apply through online portal of the Periyar

University by remitting the prescribed application fee. The University shall verify the eligibility conditions of applied candidates and eligible applications will be forwarded to the concerned institute / industry for further process.

The University reserves the right to cancel the admissions if any violations / malpractices found in the due course. No industry / institute is permitted to admit the students beyond the strength sanctioned by the University.

iv. Teaching-Learning Process

Institutes/Industries are fully responsible for the teaching-learning process of the approved courses/programmes by following the recommendations of BoS concerned. The learning materials shall be made available to the learners by the institutes/industries. The teaching learning process will be monitored through periodic visits by nominated members from the University.

v. Evaluation and Certification

A separate division shall be established in the Controller of Examinations to execute the evaluation and certification process for CISCOP. The aligned NSDC QPs are assessed by the concerned sector skill council and the statement of marks shall be issued by both the University and sector skill council. The common evaluation pattern followed in programmes offered by University Departments shall be adopted for all courses/programmes under CISCOP. The passing minimum for each course shall be in accordance with the criteria in force for the courses under programmes offered by the University Departments.

vi. Quality Assurance Mechanism

The advisory committee shall frame generic policy for quality assurance in association with the IQAC of the Periyar University which ensures the demand ratio of 1:3 or more, effective teaching-learning process, examination reforms, globally demanded career prospective certification mechanism for the approved and affiliated programmes under CISCOP.

vii. Grievance Redressal Mechanism

The grievances raised by the affiliated institute/industry and other stakeholders including faculty and students shall be redressed through a specific grievance redressal committee constituted by the University in compliance with UGC guidelines for the grievance redressal mechanism. Any disputes arise in the implementation of this guideline between the University and Industry is subject to the Salem jurisdiction.

viii. Linkages with NSDC

The CISCOP shall link with concerned sector skill council of NSDC as per the QPs adopted in concerned programmes to impart specific skills and its certification.

The above said regulations shall be revised or updated as and when required.

PERIYAR UNIVERSITY
Directorate of University-Industry Collaboration (DUIC)
FEE STRUCTURE

S.No.	Particulars	Fee in Rs.	GST
<u>1</u>	Application fee for affiliation + GST 18%	10000	18%
<u>2</u>	Institution Inspection Commission Fee (Expenses for travel and accommodation for inspection commission members to be paid by the institute/industry) + GST 18%	10000	18%
<u>3</u>	<u>Affiliation fee</u>		
	a. One-time affiliation fee for institution	100000	18%
	b. Initial affiliation fee per programme		
	i. Short-Term Courses	5000	
	ii. Certificate	10000	
	iii. Diploma	15000	
	iv. Advanced Diploma	20000	
	v. PG Diploma	15000	
	vi. UG Degree	20000	
	vii. PG Degree	20000	
	c. Continuance Affiliation fee per programme		
	i. Short-Term Courses	1000	
	ii. Certificate	2000	
	iii. Diploma	3000	
	iv. Advanced Diploma	5000	
	v. PG Diploma	3000	
	vi. UG Degree	5000	
	vii. PG Degree	5000	
<u>4</u>	Collaborative Deposit (Refundable) (Interest accrued from the deposit will be fully utilized by the University)	200000	
<u>5</u>	Name Change Fee	5000	
<u>6</u>	Change of Address — institution inspection Commission Fee (Expenses for travel and accommodation for inspection commission members to be paid by the institute/industry)	10000	
<u>7</u>	Institution affiliation renewal fee for every three years	20000	

4.2 Centre for Industrial Skill Training and Development (CISTAD)

CISTAD focuses on creating job-specific skill-oriented talent pool to improve the productivity, reskilling and upskilling, and extend its responsibility by linking the youth to livelihood through **Skill Knowledge Providers or Training Partners**. The CISTAD offers various types of training programmes to impart the knowledge specific, employability and entrepreneurship skills among the youth and existing human resources in the industrial sector.

The functions and role of CISTAD are described below.

4.2.1 Skill Knowledge Providers or Training Partners

The skill knowledge providers or training partners are industries, corporates/companies, manufacturers, service providers, NGOs, marketers/traders, industrial associations, farmer producing companies, institutes affiliated to PU-DUIC, university departments and affiliated colleges who possess the required physical infrastructure and trained professionals. The skill knowledge providers or training partners shall collaborate with the University by signing an MoU/MoA specifically framed with financial commitments approved by the statutory bodies of the University. The role of the University and the skill knowledge providers or training partners shall be defined with terms and conditions as clauses in MoU/MoA by considering the schemes under NSDC, Ministry of Skill Development and Entrepreneurship and Tamil Nadu Skill Development Corporation.

a) Affiliation Norms

The approved skill knowledge providers or training partners can affiliate with Periyar University by submitting the prescribed application form with necessary enclosures along with undertaking and roadmap to offer industrial skill development trainings for the duration of one day to six months. The application format is enclosed as Annexure IV.

Based on the application with the prescribed fee, internal scrutiny committee will evaluate the suitability of the application. The eligible skill knowledge providers or training partners will be inspected by a commission after paying the appropriate fees to ascertain the physical and human resources availability and recommends to the affiliation committee for its approval. It is the responsibility of the skill knowledge providers or training partners concerned to arrange qualified professionals for skill training. The approved skill knowledge providers or training partners will remit the affiliation fee and other relevant fees prescribed by the University to offer the approved training programmes. The empanelment of skill knowledge providers or training partners will be renewed once in three years. The fee prescribed for affiliation process is depicted in Annexure II.

b) Regulations to Offer Trainings and Apprenticeship

i. Training Modules

The specific skill training modules have to be framed by skill knowledge providers or training partners concerned and approved through separate Board of Training (BoT) for CISTAD and updated periodically based on the feedback from the trainees, trainers and other relevant stakeholders. The training can be in the form of workshop, hands-on-training, capacity building, panel discussion, brainstorming sessions, on-the-job training, internship and apprenticeship. There is no age limit and academic eligibility criteria for admission.

S.No.	Type of Trainings	Duration	Total Credits	Hours of Learning
1	Short-term	1- 4 days	No Credit	6 - 24
		5-10 days	1-2	30-60
2	Training of Trainers	7-30 days	1-6	42-180
3	Internship	10 days -3 Months	1-9	60-720
4	Apprenticeship	3 -6 months	4-24	720-1440

Note: *The credit can be calculated based on the hours of training where in one credit is equal to 30 hours of learning.

Board of Training (BoT) comprises of the following members.

S.No.	Composition	Position
1	Chair Person	Academician nominated by Vice Chancellor
2	Member	Two Academic Experts
3	Member	Two Industrial Experts
4	Member	One Representative from Skill Knowledge Provider or Training Partner
5	Member Secretary	CISTAD – Nodal Officer

The concerned skill knowledge providers or training partners offering the training have to propose the training module with detailed structure for implementation to the Board of Training (BoT) for its approval.

ii. Fee Structure

The training fee has to be fixed in accordance with the nature of the skill component involved and shall be explicitly drafted in the MoU/MoA signed between the skill knowledge providers or training partners concerned and Periyar University. The assessment fee and fees related to the issue of certificates should be paid separately to the CISTAD.

iii. Admission Process

The candidates can register for the respective training and apprenticeship through online portal of Periyar University till the start of the session. The maximum number of registrants shall be decided by the skill knowledge providers or training partners.

iv. Teaching-Learning Process

Skill knowledge providers or training partners are fully responsible for the delivery of training modules by following the recommendations of the BoT concerned. The learning materials shall be made available to the learners by the skill knowledge providers or training partners.

ix. Assessment and Certification

The skill knowledge providers or training partners are fully responsible for assessing the impact of training in the presence of University Nominee and the certification shall be provided through CISTAD. A separate division shall be established in the Controller of Examinations to execute the evaluation and certification process for CISTAD.

4.2.2 Quality Assurance Mechanism

The quality of training and apprenticeship will be assessed through feedback mechanism by the University.

4.2.3 Grievance Redressal Mechanism

The grievances raised by the skill knowledge providers or training partners, trainers and trainees shall be redressed through a specific grievance redressal committee constituted by the University for DUIC in compliance with UGC guidelines for the grievance redressal mechanism. Any disputes arise in the implementation of this guideline between the University and skill knowledge providers or training partners is subject to the Salem jurisdiction.

4.2.4 Linkages with Training Schemes

The CISTAD may link with concerned training schemes under various government and non-government agencies to impart specific skills and its certification.

The above said regulations shall be revised or updated as and when required.

CISTAD - FEE STRUCTURE

S.No.	Particulars	Fee in Rs.	GST
1	Application fee for affiliation + GST 18%	1000	18%
2	Institution Inspection Commission Fee (Expenses for travel and accommodation for inspection commission members to be paid by the institute/industry) + GST 18%	5000	18%
3	Training Partnership empanelment fee (per programme)	10000	
4	Caution deposit (Refundable)	100000	18%
5	Assessment and certification fee per registrant (Applicable for credit-based trainings and apprenticeship only)	200	

4.3. Centre for Industrial Research and Consultancy (CIRCON)

CIRCON is the nodal centre for operating industry sponsored research projects and consultancy services. The CIRCON will provide ready to implement solution to the problem statements proposed by the industries/companies/corporates/government agencies/NGOs etc. through research and innovation process. In addition, the CIRCON also provide consultancy services to industries/companies/corporates/government agencies/NGOs etc. in alignment with University consultancy policy by nominating suitable team of consultants. The roles and responsibilities of CIRCON are defined as follows.

4.3.1 Industry Sponsored Research Projects

The implementation procedure for industry sponsored research projects are as follows.

- The CIRCON will invite the problem statements from the industries/companies/corporates/government agencies/NGOs etc. through online portal by paying a processing fee of Rs.500/-
- The submitted problem statements are scrutinized and validated by a specially constituted team of experts by including a member from advisory committee of PU-DUIC. The team of experts may comprise of academicians/scientist in the problem specific domain, member nominated from IIC and Incubation Centre of Periyar University
- The validated problem statements are circulated among the students, scholars and faculty members to submit their valid ideas to solve the problem using the prescribed template
- The best idea is selected by the problem proposer and groomed for pitching
- The project execution team (3-5 members) is formulated in multidisciplinary mode with mentors/facilitators in consultation with problem proposer
- The project management canvas and value proposition of the best idea has to be submitted by the project execution team
- The techno-economic feasibility of the project will be finalized in mutual consultation with problem proposer and the CIRCON will sign an MoU/MoA towards implementation of the project
- The problem proposer is fully responsible for the expenses incurred towards the execution of the project and wherever feasible, contribution from the schemes obtained by the University will also be considered
- The progress of the project will be monitored periodically by the advisory committee as per the duration of project
- The outcome of the project in terms of publications, patents, copyrights, trademarks, product license etc. will be protected through IPR Cell of Periyar University

- If the progress is not satisfactory, the advisory committee has the right to take any remedial measure deemed to be fit
- Any financial and non-financial outcome that accrued through the project will be shared equally between the proposer and the execution team.

4.3.2 Industrial Consultancy Services

CIRCON is responsible for framing the terms and conditions of consultancy as per the nature of the consultancy services sought by the client. The CIRCON will offer knowledge consultancy, technical consultancy and management consultancy to the client. The clients can be industries/companies/corporates/government agencies/NGOs etc. The consultancy services are offered through the following mechanism.

- A consultant pool will be created and updated by CIRCON based on their expertise and willingness
- Clients can seek consultancy services through online portal of CIRCON by paying a processing fee of Rs.500/-
- CIRCON will place the received proposal before the registered consultants specific to the requirement
- The project cost and consultancy plan has to be proposed by the selected consultant(s) to the client for approval
- If approved, consulting process will be initiated by signing an MoU/MoA specifying the components for general expenditure commitment by the client and the fee for consultant which only be shared between the consultant and CIRCON.
- The progress of the consultancy services will be monitored periodically by the advisory committee and if the progress is not satisfactory, the advisory committee has the right to take any remedial measure deemed to be fit.

4.3.3 Grievance Redressal Mechanism

The grievances raised by the stakeholders of the CIRCON shall be redressed through a specific grievance redressal committee constituted by the University for DUIC in compliance with UGC guidelines for the grievance redressal mechanism. Any disputes arise in the implementation of this guideline between the University and Industry is subject to the Salem jurisdiction.

CIRCON - FEE STRUCTURE

Consultancy charges has to be paid as per the MoU/MoA

4.4 Centre for E-Learning Training and Development (CELTAD)

The Center for E-Learning Training and Development (CELTAD) established under Directorate of University – Industry Collaboration of Periyar University (PU-DUIC) is committed to promoting excellence in e-learning through innovative training and development programs, certificate courses, cutting-edge research, and e-content development. PU-DUIC CELTAD's mission is to provide learners and educators with the skills, knowledge, and tools they need to succeed in a rapidly evolving digital landscape.

4.4.1 Scope and Objectives

- 1 To provide a platform for sharing best practices, resources, and knowledge in the field of e-learning.
- 2 To create **digital learning materials** as e-content that are engaging, accessible, and aligned with the curriculum and as per the UGC norms.
- 3 To develop and deliver **innovative e-learning courses** that meet the evolving needs of learners.
- 4 To provide **high-quality training and development** opportunities for individuals and organizations in the field of e-learning.
- 5 To assess the impact and effectiveness of e-learning programs and courses and continuously improve them based on feedback and data.

4.4.2 Types of E-Learning related activities under PU-DUIC CELTAD

- I. E-Content Development
- II. Online Certificate Courses
- III. E-Learning related Skill Training Programmes

4.4.2 (I) E-Content Development

The CELTAD - Centre for E-Learning Training and Development is a division responsible for creating, designing, and developing digital learning materials for educational institutions or organizations. The primary goal of CELTAD is to create effective e-learning materials that can be delivered through digital platforms such as Learning Management Systems (LMS), websites, or mobile applications.

The CELTAD division may use a variety of technologies and software tools to create e-learning materials, such as authoring tools, multimedia software, and Learning Management Systems (LMS). They may also utilize various instructional design models and theories to ensure that the content they develop is aligned with the learning objectives and meets the needs of the target audience. The Contents have to be prepared as per the quality standards prescribed by the UGC for E-content Development (Four Quadrant Approach), Quadrant 1 – E-Tutorial (Video and Audio), Quadrant 2 – E-Content (Digital SLM), Quadrant 3 – Discussion Forum and Quadrant 4 – Assessment.

The E-Content development will be based on certain quality parameters like Target Audience, Content to be delivered, Pedagogical considerations, presentation,

technical features and Administrative considerations. The content creator who creates the e-content aligned to the PU-DUIC guidelines, should be able to claim intellectual property on the same, provided the content is originally created. It is proposed to adopt the Creative Common Licensing Protocol so that the content can be freely shared and customised as per local needs.

PU-DUIC Norms to develop E-Content are aligned with the UGC norms for delivery of courses in online mode as given below. (One Credit is given for 30 hours of efforts)

Sl.no	Credit Value of the Course	No. of Weeks	No. of Interactive Session		Hours of Study Materials		Self-Study Hrs. including Assessment	Total Hours of Study based on 30 Hours per credit
			Interactive Live Lectures / Webinars	Discussion forum / Asynchronous Mentoring	E-Tutorials in hours (Video)	E-Content Hours (e-Text)		
1	2 Credits	6 Weeks	6 Hours	12 Hours	10 Hours	10 Hours	22 Hours	60 Hours
2	4 Credits	12 Weeks	12 Hours	24 Hours	20 Hours	20 Hours	44 Hours	120 Hours
3	6 Credits	14 Weeks	14 Hours	28 Hours	30 Hours	30 Hours	66 Hours	180 Hours
4	8 Credits	16 Weeks	16 Hours	32 Hours	40 Hours	40 Hours	88 Hours	240 Hours

An expression of Interest form can be circulated to all the University Departments inviting interested faculty members to create e-content for the subject they are handling / proficient / or having high demand in the industry. An orientation and training programme can be conducted to all the interested faculty members on E-Content development as per the UGC norms for E-Content Development. LMS (Learning Management System) support can be facilitated by the PU-DUIC to upload the developed e-content. Online Certificate courses which require practical or laboratory shall not be allowed to offer through CELTAD, PU-DUIC.

4.4.2 (II) Offering Online Certificate Courses (E-Skill Courses)

The Details of the Certificate Courses offered under CELTAD, PU-DUIC are given below.

The Proposed Course Particulars			
1	Type of Course	CERTIFICATE COURSE	
2	Nature of Course	E- Skill Courses (Skills that can be learned through Online)	
3	Credit Value of the Course	2 Credits	
4	No. of Weeks	6 Weeks	
5	Total Hours of Study (based on 30 Hours per Credit)	60 Hours	
		a) E-Tutorial (Recorded Video)	10 Hours
		b) E-Text (Self Learning Material)	10 Hours
		c) Interactive Live Lectures / Webinars	06 Hours
		d) Discussion Forum / Mentoring	12 Hours
	e) Self-Study Hours / Assessment	22 Hours	

		Total Hours	60 Hours
6	Mode of Class	Online	
7	Examination	Online (Proctored Examination)	
8	Fee Structure (Includes the Examination and Certificate fee)	a) For University Students / Scholars	Rs. 750
		b) Fee for others	Rs. 1000
9	The application fee has to be made through the payment gateway approved by Periyar University and provided in the online portal of university. In case of fees paid through Demand draft the Demand Draft should be drawn in favor of The Registrar, PU-DUIC payable at Salem.		
10	An expression of Interest form can be circulated to all the University Departments inviting interested faculty members to create e-content for Certificate Courses offered through PU-DUIC CELTAD Division.		
11	An orientation and training programme can be conducted to all the interested faculty members on E-Content development as per the UGC norms for E-Content Development		
12	LMS (Learning Management System) support can be facilitated by the PU-DUIC to upload the developed e-content and to run the Certificate courses		
13	An one-time financial support of Rs. 10,000/- can be provided to the faculty members to create E-Content for entire Certificate course based on 4 Quadrants norms of UGC. The Contents prepared by the faculty members are the property of PU-DUIC.		
14	At Each time the Courses are offered and run with minimum 20 paid admissions concerned faculty member will be acting as the course coordinator and will be paid an honorarium of Rs. 3000/- to look after the running of courses from enrollment till certification each time.		
15	Online Certificate courses which require practical or laboratory shall not be allowed to offer through CELTAD, PU-DUIC		
16	The E-Content development for the certificate courses will be based on certain quality parameters like Target Audience, Content to be delivered, Pedagogical considerations, presentation, technical features and Administrative considerations. The content creator who creates the e-content aligned to the PU-DUIC guidelines, should be able to claim intellectual property on the same, provided the content is originally created. It is proposed to adopt the Creative Common Licensing Protocol so that the content can be freely shared and customised as per local needs.		

4.4.2. (III) E-Learning related Skill Training Programmes

PU-DUIC CELTAD will offer many e-learning related skill training programs to help individuals improve their skills in the e-learning field. Some of the possible areas of training by PU-DUIC CELTAD are given below.

Instructional Design: Instructional design is the process of creating engaging and effective learning experiences. Many e-learning platforms offer instructional design courses that cover topics such as learning theories, instructional design models, and learning assessment.

e-Learning Development: e-Learning development courses teach individuals how to create engaging and interactive e-learning courses. These courses often cover topics such as authoring tools, multimedia development, and course design.

Learning Management Systems: Learning management systems (LMS) are used to deliver, track, and manage e-learning courses. LMS training programs teach individuals how to set up and use an LMS effectively.

Content Creation: Content creation courses focus on creating high-quality, engaging e-learning content. These courses often cover topics such as multimedia development, instructional design, and writing for e-learning.

Gamification: Gamification is the process of adding game-like elements to e-learning courses to make them more engaging. Gamification courses teach individuals how to incorporate gamification techniques into their e-learning courses.

Mobile Learning: With the increase in mobile devices, mobile learning is becoming more popular. Mobile learning courses teach individuals how to create e-learning content that can be accessed on mobile devices.

And, any other programs that help individuals (Students, Researchers, Faculty Members or E-Content developers) to improve their skills in the e-learning field.

Sl.No	Credit Value of the Course	Duration of the Training Programme	Training Programme Fee
1	One day	6 Hours	800 + GST
2	Two Days	12 Hours	1500 + GST
3	Three Days	18 Hours	2100 + GST