

SREENARAYANAGURU OPEN UNIVERSITY

Kollam, Kerala

ABSTRACT

SOU - Academic - Implementation of Regulations for Diploma and Certificate Programmes and Guidelines for Collaboration with Institutions - 2025 - Approved - Orders issued

Aca3 SECTION

UO No.1511/Aca3/1/2025/SOU

Kollam, Dated: 17/09/2025

Ref 1: Item No 2 of the Minutes of the meeting of the Academic Council dtd. 25.06.2025

2: Item No 71.12/2025 of the extract of the minutes of the meeting of the 71st Syndicate dtd 02.09.2025

3: Order of the Hon'ble Vice Chancellor dtd. 12.09.2025

ORDER

The proposal for approval of the Regulations for Diploma and Certificate Programmes and the Guidelines for Collaboration with Institutions for the Conduct of Diploma/Certificate Programmes-2025 was placed before the Academic Council in its meeting held on 25.06.2025. The Academic Council, after due deliberation, approved the above Regulations and Guidelines vide reference (1) above.

Subsequently, the 71st Syndicate, vide reference (2) above, resolved to incorporate a clause regarding repeal procedures in the Regulations for Diploma and Certificate Programmes. The modifications as per the resolution of the Syndicate were duly incorporated and submitted for approval.

Having considered the matter, the Hon'ble Vice Chancellor, vide reference (3) above, has approved the Regulations for Diploma and Certificate Programmes and the Guidelines for Collaboration with Institutions-2025 for the Conduct of Diploma/Certificate Programmes, and accorded sanction for their implementation with effect from September 2025, subject to the norms of the University Grants Commission and other statutory bodies, and reporting to the Academic Council, as annexed.

Orders are issued accordingly.


REGISTRAR

Copy to :

- | | |
|--|---|
| 1. PS to VC/ PVC | 7. IT System Manager |
| 2. PA to Registrar/CE/CC/FO | 8. Coordinators/Assistant Coordinators of Academic Collaborations |
| 3. All the members of the Syndicate | 9. Academic/IT/PRO/CIQA/Front Office Section |
| 4. Finance Officer/Finance Section | 10. File/Stock copy |
| 5. Heads of Schools | |
| 6. Campus Director/Academic Director/Regional Center Directors | |

Prepared by: Medha Rani S, Assistant

Checked by: Robin Xavier, Section Officer

Recommended by: Nowshar K J, Deputy Registrar

Ref File No:ACA3/1/ 06/CCF/SOU/2025

SREENARAYANAGURU OPEN UNIVERSITY

KOLLAM

REGULATIONS FOR

DIPLOMA & CERTIFICATE PROGRAMMES

(Open & Distance Learning (ODL), Online & Hybrid Modes)

SEPTEMBER 2025



Dr. P. A. P.
REGISTRAR
Sreenarayanaguru Open University
Kollam, Kerala - 691 601

SREENARAYANAGURU OPEN UNIVERSITY
DIPLOMA & CERTIFICATE PROGRAMMES

(Open & Distance Learning (ODL), Online & Hybrid Modes)

In exercise of the powers conferred by vide clauses of (i), (ii), (iii) & (iv) of Section (5), and clauses of (i), (ii), (x), (h) & (xxviii) of Section (6) and read with Section (7) of the Sreenarayanaguru Open University (SGOU) Act-2021, and in accordance with the Section-24 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, along with the approval of the Academic Council of SGOU, hereby makes these regulations. These are subject to the provisions of the Sreenarayanaguru Open University Act, Statutes, Ordinances, Regulations etc. issued in the subject from time to time. These regulations shall be applicable for the conduction of various Diploma & Certificate Programmes of the University from time to time, enabling the processes to this effect and subject to the modifications/ changes effected therein.

1. TITLE

- 1.1. These regulations shall be called as Sreenarayanaguru Open University '**Diploma & Certificate Programmes (Open & Distance Learning (ODL), Online & Hybrid Modes) Regulation- 2025**'
- 1.2. These regulations shall apply to all Diploma & Certificate Programmes in Open and Distance Learning/Online/Hybrid mode commencing from January 2025 and until such time the modifications/amendments/repeal effected by the University.

2. VISION

- 2.1. The University envisions the Diploma & Certificate Programmes as means to enhance the access of higher education, training, skill acquisition and upgradation, continuing learning and adult learning to the learners of all categories without the discrimination of any nature- gender, caste, race or any socio-economic considerations- by instituting quality-driven processes and outcomes, so that it fosters the equity and inclusiveness, eventually

contributing to the attainment of sustainable development goals and community empowerment in particular.

- 2.2 In aligning with its vision, the University shall also endeavour devising need-based courses for the Government, Service organisations, NGOs, Industry and other institutions intending to capacity-building of their personnel by utilising the opportunities of distance and online learning modes.

3. PROGRAMME ADMINISTRATION

- 3.1. The Diploma/Certificate Programme shall be offered under the aegis of the School of Vocational Education and Training of the University.
- 3.2. The University may offer a Diploma/Certificate Programme either on its own or in collaboration with other Universities, Government and Quasi-Govt. organisations as well as reputed NGO's and private institutions with established academic credentials for conducting specialised Programmes. The binding guidelines for the collaboration/consultancy (individual and institutions) are annexed to this Regulations.
- 3.3. The introduction of a particular Diploma/Certificate Programme shall be subject to a detailed study detailing the relevance of the proposed Programme and its feasibility/economic viability by an Expert Committee/body duly constituted by the Vice Chancellor. It shall consist of the experts from respective domain/area, concerned Head of School (HoS) and Head of Department (HoD)/Faculty-In-charge and Programme Coordinator.
- 3.4. The Expert Committee shall recommend the requirement of Collaborators, if any, and to stipulate the areas for which the collaboration is required.
- 3.5. Every Programme shall be governed by the respective Programme Manual and the provisions stated therein for its conduct through ODL/Online/ Hybrid modes, subject to the Regulations for Diploma/Certificate Programme of the University.
- 3.6. The Programme Project Report (PPR), based on the feasibility/economic viability study, shall also be prepared by the Expert Committee

constituted for each Programme. The PPR shall be prepared as per the format prescribed by the University.

- 3.7. A Programme Manual incorporating curriculum, Programme structure, syllabi, credit framework, assessment and evaluation methods etc. shall be prepared by an Expert Committee constituted by the Vice Chancellor.
- 3.8. The University shall appoint the Programme Coordinator and Assistant Coordinator for each program, who shall be responsible for effective Programme administration and management.
- 3.9. The components of the delivery of Diploma/Certificate programmes shall consist of: 1). Self-Learning Material (SLM) prepared as per the University Guidelines to this effect; 2). Academic counselling for theory and practical courses as applicable and; 3). Industry exposure/Internship as applicable.
- 3.10. In the event of the University considering to offer any programme listed under the 'prohibited domains' as per Clause (z) of Regulation-2 & Regulation-24 of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, it shall do so after obtaining the necessary approval of the concerned statutory or regulatory body (UGC, AICTE, Higher Education Councils, MCI).
- 3.11. The medium of instruction (Malayalam/English/any other language) shall be decided as per the Programme type, target group and expected Programme outcomes.
- 3.12. In addition to its own resources, the University may utilize the service of External Consultants including collaborating institutions, for the successful conduct of the specialised Programmes.
- 3.13. The University shall, under no circumstances, be responsible for any lapse on the part of the Learners, unintended or otherwise, in fulfilling the requirements necessary for the award of Diploma/ Certificate.
- 3.14. Upon the fulfilment of all the pre-requisites for commencing a specific academic programme, the matter shall be placed before the Syndicate of the University to take a final decision in this regard.

4. PROGRAMME MANUAL

It is a comprehensive document, aims at providing a clear roadmap for the conduct of a specific academic programme. The structure of the Manual shall inter alia have the following main components:

- 4.1. **General Information:** Programme Title; Objectives & expected outcomes; Duration; Admission eligibility; Process of admission etc.
- 4.2. **Conduct of the Programme:** The Manual shall detail the modalities and procedures for the conduct of the proposed programme including the requirement of collaboration, if any.
- 4.3. **Curriculum Structure:** Course Breakdown (Term/Semester-wise List of courses offered, course codes, credit hours, and prerequisites); Core Courses; Elective Courses; Laboratory/Practical Work etc., as applicable to a particular programme.
- 4.4. **Programme Descriptions:** Detailed Syllabus; Course-wise Learning Outcomes etc.
- 4.5. **Eligibility for Admission:** Details of minimum programme-specific eligibility and related requirements including education and experience.
- 4.6. **Online Admission Procedure:** Description of a stage-by-stage procedure for online admission (Sample screen-shot sample of every page for ease of understanding).
- 4.7. **Assessment Methods:** Continuous Internal Assessment weightage and mode of assessment (e.g., quizzes, assignments, presentations, laboratory reports); End Term/ End Semester Examination (format and weightage of final exams); Grading System.
- 4.8. **Practical Training/Internship:** Industry Collaboration; Internship Duration; Internship Objectives as applicable to a particular programme.
- 4.9. **Learner Support Services:** Academic Advising (guiding students in selecting courses); Counselling Services; Library Facilities and other services.
- 4.10. **Quality Assurance and Review:** Programme Evaluation; Feedback Mechanism.
- 4.11. **Important Considerations:** Alignment with Industry Needs; Outcome-based and Competency-Based Learning; Continuous Improvement.

5. SYLLABI & INSTRUCTION METHODS

- 5.1 Detailed scheme and syllabi for each Diploma & Certificate Programme shall be devised by an Expert Committee constituted as per 'Clause-3.3' of this Regulation with the focus on the development requirements of the State of Kerala/Nation.

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- 5.2 The Syllabi shall provide the objectives, outcomes, number of courses, allotment of credit per course, total hours for Theory & Practical, assignments, fieldwork, project report, method of evaluation etc. as specified in the PPR.
- 5.3 Block-wise instructional/contact/counselling hours and reference materials are to be mentioned against each block.
- 5.4 The Curriculum and Syllabi for each course shall be subject to the approval of the competent bodies and authorities of the University.
- 5.5 The syllabi for any course shall normally be modified/updated once every three years. However, innovative elective courses may be included as and when needed, on the recommendations of the respective Board of School of Studies/Academic Council and approvals by the University.
- 5.6 Instruction methods shall be Programme-specific and based on the nature and laid-down objectives of each Programme.
- 5.7 The Syllabi of each course shall be prepared unit-wise & block-wise. The Programme-specific, Course-specific and institutional attribute-specific outcomes shall be stated in the syllabi of all courses including laboratory-based courses.
- 5.8 The approach is Learner-centric, and Outcome Based Education (OBE) that focuses on measuring learners' performance through outcomes.
- 5.9 The Instruction methods shall be enabling in nature that facilitate and promote self-study by means of participatory and experiential learning, counselling sessions, seminars, discussions, demonstrations and laboratory learning, educational audio-visual tools, case studies, field studies and the likes.
- 5.10 For career-oriented Programmes, greater emphasis shall be accorded to practical training. The University will ensure quantum, quality and credibility of organisations where the Learner would undergo practical training.
- 5.11 A diligent mechanism shall be instituted to engage with collaborating institutions, NGOs etc., who would accept the Learners admitted by the University and allow them to participate in their professional/service activities as necessitated by the Programme.

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6. PROGRAMME PLAN, CREDIT REQUIREMENTS & COUNSELLING HOURS

- 6.1** The Diploma & Certificate Programmes are devised in general keeping in view a progressive approach to enable the Learner for further education/ learning and obtaining higher certification.
- 6.2** Total credit requirement to qualify for Diploma and Certificate Programmes could vary depending on the type of a specific Programme, details of which shall be furnished in the respective Programme Manual.
- 6.3** Programme Duration & minimum credit requirement are as under:

Programme	Min. Duration	Credit requirement*	Time limit to complete Programme
Diploma	06 months to 01 year	Min. 24 credits	04 years
Certificate	03 months to 06 months	Min. 12 credits	01 to 02 years**
*: Credit weightage could vary depending on the type of the Programme as determined by the Expert Committee (Clause-3.6); Whereas, the Programmes with more practical learning components to have higher weightage; ** : Max. time limit for completion of 03 months and 06 months programme shall be 01 year and 02 years respectively.			

- 6.4** For delivery of Diploma & Certificate Programmes under Distance/Online/ODL, Hybrid mode, following Credit Norms shall be adopted:

Credit values	Size of SLMs Range (Blocks to be divided in to Units)	Self-learning, Counselling & Practical sessions as applicable	No. of counselling session-Theory*	Total study hrs. for Learner
02 credits	6-10 units	60 hrs.	6 hrs.	60 hrs.
04 credits	14-20 units	120 hrs.	12 hrs.	120 hrs.
06 credits	20-28 units	180 hrs.	18 hrs.	180 hrs.
08 credits	30-34 units	240 hrs.	24 hrs.	240 hrs.
*: 10% of total study hours				

- 6.5 Minimum Attendance:** UGC-DEB Regulation 2020, Part IV, Clause 15(3) ii, states: "For Open and Distance Learning mode, the learner has minimum attendance of 75% in the Programme specific Personal Contact Programme (excluding counselling) and lab component of each of the Programmes; and detailed attendance records have been maintained by

Learner Support Centre/ Regional Centre/ Higher Educational Institution". The same shall be the eligibility for attending end-Term/end-Semester examinations.

- 6.6** The Learner Support Centre/Regional Centre/Higher Educational Institution/Collaborating Institution shall maintain proper attendance records/registers for counselling, practical/lab sessions, fieldwork etc. as prescribed in the curriculum framework.

7. CREDIT TRANSFER PROVISIONS

- 7.1.** The Diploma & Certificate Programmes are designed to suffice a progressive approach/framework to enable the Learners for pursuing higher learning and/or qualifications including the Degree.
- 7.2.** The Learners holding Plus-2/equivalency certificate or higher qualification may be eligible to register with Academic Bank of Credits (ABC) virtual/digital portal, which they may do so immediately after the admission. It can also help easy and faster transfer of credits digitally when necessary.
- 7.3.** Awarding of skill credits for industry experience (pre-learning) may be considered subject to the provisions on the same, if any, in the Programme Manual.
- 7.4.** In case of special skill certification programmes, 10th or equivalent qualification can be considered on a need basis.

8. NUMBER OF BATCHES & SEATS/INTAKE IN A SEMESTER/YEAR

- 8.1** In general, there shall be no restrictions or limit in terms of the number of Learners to be admitted in a particular session for a Programme.
- 8.2** However, for the effective conduct of a Programme, the University may fix a maximum limit of Learners per batch if necessary.

9. ADMISSION ELIGIBILITY & TARGET GROUP

- 9.1.** There shall be no restriction of age for seeking admission to the Diploma & Certificate Programmes.
- 9.2.** The Diploma Programme of the University shall be open to all categories of Learners with a basic qualification (10+2 in general or

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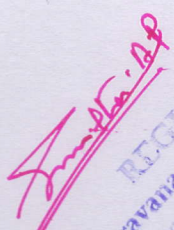
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equivalency certificate) and interested in knowledge and skill upgrading and continuing education.

- 9.3. The minimum qualification, however, for a particular Certificate Programme shall be determined by the Expert Committee (Clause 3.6) based on the defined objectives, outcomes and intended target groups.
- 9.4. The Programme Manual devised for each Programme shall specify the minimum eligibility and conditions needed for admission.
- 9.5. The Target group shall consist of Learners who are:
- ❑ Pursuing a regular Programme at a Higher Education Institution (HEI) or at Higher Secondary Level.
 - ❑ Engaged in any employment and seeking up-skilling/re-skilling
 - ❑ Seeking employment and intends to acquire additional certifications/skills
 - ❑ Continuing learning & Adult learning etc.

10. PROCEDURE FOR ADMISSION

- 10.1 Admission policy, eligibility, admission procedure etc. shall be in accordance with the decisions on the same by the University from time to time.
- 10.2 The admission to a Diploma & Certificate shall be held twice in a cycle of January & July months every year and the students may obtain admission in accordance. However, special batches can be started on demand basis at any time as may be required.
- 10.3 The University shall notify the admission for the Programme in advance through the website, Newspapers, Social Media platforms etc. Wide publicity shall be given for the notification to reach out to maximum potential learners.
- 10.4 The Learners seeking admission to the Diploma & Certificate shall apply online through the Learner's portal of the University (<https://erp.sgou.ac.in/login-candidate>). The Programme Manual will have detailed procedure specified in it for online admission.
- 10.5 The reservation rules prescribed by the Government for admission to various education Programmes will be applicable to these Programme also.


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- 10.6** A Learner is permitted to pursue a Diploma/Certificate Programme along with a UG/PG programme or two Diploma/Certificate programmes simultaneously..
- 10.7** After the admission, if a Learner is found not fulfilling any of the requirements as stipulated for a Programme and thus ineligible, the University reserves the right to cancel such case(s) and that shall be binding to all concerned.

11. PROCEDURE FOR RE-ADMISSION

- 11.1.** In the event of a learner failing to complete the course within stipulated time-limit as at '6.3' of this Regulations, the Learner may seek re-admission by fulfilling the relevant formalities and after remitting the requisite fees.
- 11.2.** The Learner may, with the applicable fee, apply to the University for transfer of credits earned under the previous enrolment.
- 11.3.** Credit transfer may be allowed subject to the rules in force at the time of readmission.
- 11.4.** Request for Credit transfer will be considered only if the Learner is already registered with the Academic Bank of Credits (ABC) and secured the credits earned in his/her ABC account.
- 11.5.** If the Self Learning Material (SLM) is a revised/modified at the time of seeking re-admission, the Learner may collect the revised SLM from the University after paying the requisite fees.

12. LEARNER SUPPORT CENTRES & SERVICES

- 12.1.** The University shall notify the Learner Support Centres (LSC) for each of its Diploma & Certificate Programmes as per the policies and procedures approved by the University from time to time.
- 12.2.** A Learner can choose his/her LSC from the Notified Centres at the time of online application or after the admission as advised by the University.
- 12.3.** Once allotted, requests for change in LSC will not be considered under normal circumstances. However, the University reserves its right to effect any changes in the LSC allotted to the Learner(s).


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- 12.4.** In cases where the University offers a specialised Programme in the collaboration mode with the support of an external institution, and in such places where counselling and practical sessions are planned, such an Institution shall act as LSC for the said Programme, and it shall remain unchangeable unless otherwise decided.
- 12.5.** The University shall have well defined provisions for Learner Support Services as per the policies and procedures as defined in the Learner Support Service Manual of the University.
- 12.6.** Functioning of the designated LSCs shall be under the direct and regular monitoring of the University by its Head Quarters and through the Regional Centres (RCs).

13. ASSESSMENT & EVALUATION

- 13.1** The University shall have well-defined strategies of assessment and evaluation as approved by its competent authorities.
- 13.2** Learners shall be evaluated both by Continuous Internal Evaluation (CIE) and End-term Examination (ETE)/End-Semester Examination (ESE).
- 13.3** Continuous Internal Evaluation carries 30% marks, and the End-Term/End-Semester Examination carries 70% marks unless otherwise specified in the curriculum.
- 13.4** Components of CIE (assignment/test paper/project/internship/Lab/ Practical hours etc.) & ETE/ESE shall be in accordance with the curriculum of the Programme concerned.
- 13.5** The Learners who completed a course but could not write the end-Term/end-Semester examination shall be awarded "I" Grade (Clause 14.1), provided they meet other eligibility criteria. They shall re-register for examination and appear for the end-Term/end-Semester examination at the next opportunity and earn requisite credits. Such candidates need not apply again for Programme registration.
- 13.6** Permission for a Learner to appear for the end-Term/end-Semester Examination is subject to the following conditions:
- Hold a valid Registration to the programme and apply for examination by the due date.
 - Fulfilled continuous internal evaluation (CIE) requirement as needed for the courses by the due date.

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- iii. Minimum time to pursue the courses as per the provision of the Programme is completed.
- iv. Minimum attendance as per 'Clause 6.5' is fulfilled.
- v. Examination fee is remitted for all the courses for which the learner is appearing for the examination as per the notification.
- vi. Learners who do not meet above eligibility criteria are awarded an 'F' grade (Clause 14.1).
- vii. The learners with a 'F' grade shall register for the courses again during the normal admission cycle in which the programme is offered.
- viii. A Learner who does not register for all the courses listed in the curriculum for a term/semester shall not be eligible to enrol for the next higher semester (Where applicable).

13.7 Credits for the programme are deemed to be earned only on getting at least a pass Grade 'P' or better in the composite evaluation (Clause 14.1).

13.8 An aggregate of 'P' Grade or better (after CIE and ETE/ESE put together) and minimum of 30% marks in end-Term/end-Semester Examination is required in each course for a pass.

13.9 Letter Grade 'F' will be awarded to the learner for a course if either the marks for the end-Term/end-Semester Examination (ETE/ESE) is below 30% or the overall mark [CIE + ETE/ESE] is below P grade (Clause 14.1).

13.10 Learners who received F grade in an end-Term/end-Semester Examination shall have to appear for the next end-Term/end-Semester Examination and earn requisite credits (Clause 14.1).

13.11 There is no provision for improvement in CIE marks and the marks obtained during the course work shall remain unchanged.

13.12 Learners can apply for the photocopies of end-Term/end-Semester Examination answer scripts, wherever applicable. In such cases, application for photocopies/ scrutiny/revaluation should be submitted within 30 days of publication of results. The fee to this effect shall be as decided by the University.

13.13 Grading shall be derived on the basis of the overall percentage of marks obtained by the Learner in a Programme, as given in 'Section-14.1' below. The Grade Card shall contain the grades of such courses the Learner has registered for.

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13.14 The Grade-card shall contain the grade of all registered courses, End-Term/End-Semester Grade Point Average (EGPA/SGPA) and Cumulative Grade Point Average (CGPA).

14. GRADE, GRADE POINTS & PASSING OF COURSES

14.1 The Grade awarded upon completion of evaluation shall be as under:

Grade and Grade Points		
Letter Grade	Grade Point (GP)	% of Total Marks obtained
O (Outstanding)	10	95% and above
A+ (Excellent)	9	80% and above but less than 95%
A (Very Good)	8	70% and above but less than 80%
B+ (Good)	7	60% and above but less than 70%
B (Above average)	6	50% and above but less than 60%
C (Average)	5	40% and above but less than 50%
P (Pass)	4	35% and above but less than 40%. Having 30% or above for ESE is a necessary and sufficient condition for a pass.
F (Fail)	0	Below 35% (CIE + ETE/ESE) or Below 30 % for ETE/ESE
I	0	Could not register for the end-Term/end-Semester examination but fulfils the eligibility criteria or cancellation of the examination.
Ab	0	Absent
FE	0	Failed due to non-fulfillment of eligibility criteria
Equivalent percentage mark shall be = $10 * CGPA$		
Note: CIE: Continuous Internal Evaluation; ETE- end-Term examination; ESE- end- end-Semester examination		

14.2 Grade Point Average: EGPA/SGPA is derived from the sum of credit points of all courses in a semester divided by total credits obtained in the concerned Term/Semester. The Cumulative Grade Point Average (CGPA) for a Programme is derived by way of dividing the sum of credit points

accrued in all Terms/semesters by total credit requirement of the said Programme.

15. AWARD OF DIPLOMA & CERTIFICATE

15.1 A learner will be eligible for the award of the Diploma/Certificate on satisfying the following requirements:

- i. Fulfilled all the curriculum requirements within the stipulated duration of the Programme.
- ii. Earned minimum credit requirement for the award as specified in the Programme Manual.
- iii. Earned requisite activity points, if any to be acquired from field work/extension activities etc. as per the University guidelines.
- iv. No pending dues or disciplinary actions against the Learner.

15.2 Competent Authority of the University as decided therein shall issue the Diploma/Certificate to the duly qualified and eligible Learners.

16. CANCELLATION OF EXAMINATION

16.1. Learners who have already appeared in an examination may be permitted to approach the University for its cancellation subject to a written application submitted within 05 days from the last date of examination. It should be noted that, in such cases, the examination fee paid at the time of registration will not be refunded.

16.2. Grade of "I" shall be awarded to the learners in the event of their cancelling the examination.

17. BREAK OF STUDY

17.1 A learner is permitted to avail of a break in the study within the maximum duration permitted for a particular programme under following circumstances:

- i. An accident or any serious illness needing prolonged hospitalization and rest.
- ii. Learners would like to initiate a start-up venture/develop a product.
- iii. Any personal reasons that necessitated a break of study.

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- 17.2 In Case of Illness:** Learner shall submit all relevant medical reports along with the recommendation of the doctor treating him/her, citing definite reasons for break of the study and duration of break.
- 17.3 In case of sub-clause ii & iii above:** Learner shall convince the University on the genuineness of the case by providing credible proof/evidence.
- 17.4** The learner shall upload the request with all relevant documents to the University portal for the approval sufficiently in advance.
- 17.5** The learner is permitted to avail of the break of study with the prior approval of the University, failing which, such absences shall be treated as unauthorised and such case will not be entertained later.
- 17.6** Such Learners shall have to re-join on the first working day of the same Term/semester against which the break of study had been availed.

18. PROGRAMME FEES

- 18.1.** The fees payable for each Programme (Diploma/Certificate) shall be determined and approved by the Syndicate of the University from time to time in accordance with the rules and regulations of the University.
- 18.2.** Learners for Diploma & Certificate Programmes shall not be eligible for any fee concession unless notified by the University.
- 18.3. Refund Policy:** The refund of the fees remitted shall not be admissible after the commencement of the classes. Further, the refund shall be governed by the Rules of the University to this effect from time to time.

19. ACT OF VIOLATION, MISCONDUCT Etc.

- 19.1** Any act of violation like non-observance of University directions, indiscipline, misbehavior, unfair practices in examinations etc. by the Learners, faculty members, staff, institution, management or any other source shall be viewed very seriously.
- 19.2** It is the legal responsibility of the Examination Centre In-charge and the College Management/LSC to ensure that the examinations are conducted strictly as specified in the respective Manuals and adhering to the rules and directions of the University.
- 19.3** Malpractices in examinations, if any, are observed or reported by an

official employed by the University, faculty member, invigilator or any other responsible official shall be immediately forwarded to the University by the Examination Centre In-charge.

- 19.4** In case of violations/offenses, the University shall conduct a preliminary enquiry, including a chance to the Learner to explain his/her case. The matter is then forwarded to the Controller of Examinations (CoE), along with preliminary enquiry report and related documentary evidence. CoE may decide the course of action on the issue as per the prescribed norms in the University Examination Manual.

20. REMOVAL OF DIFFICULTIES

- 20.1** The difficulties, if any, arising in the implementation of these regulations shall be removed through suitable orders of the Vice Chancellor of the University, subject to reporting of the modifications/amendments to the Syndicate/Academic Council as the case may be.
- 20.2** The University reserves the right to amend/modify these regulations fully or partially as and when required and subject the approval of the respective statutory authorities & bodies of the University.

21. CLAUSE ON TERMINATION OF PROGRAMME

The University reserves the right to withdraw, suspend, or terminate any Certificate or Diploma programme, or revoke agreements or collaborations related thereto, if it is found that the continuation of such programme adversely affects, or is likely to affect, the goodwill, academic standards, or overall reputation and scope of the University. In such cases, appropriate measures shall be taken to safeguard the interests of the learners enrolled, in accordance with the prevailing rules and regulations of the University.

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Issued by Order of the Vice-Chancellor

Approved and Authenticated



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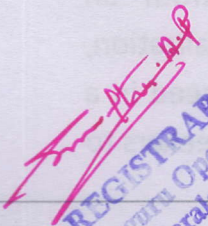
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GUIDELINES FOR

COLLABORATION WITH INSTITUTIONS FOR THE CONDUCT OF DIPLOMA/CERTIFICATE PROGRAMMES (Open & Distance Learning (ODL), Online & Hybrid Modes)

SEPTEMBER 2025


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Guidelines for Collaboration with Institutions for the Conduct of Diploma/Certificate Programmes (Open & Distance Learning (ODL), Online & Hybrid Modes)

In exercise of the powers conferred by vide Chapter 2, Section-5 (i),(iv) & (h), Chapter 4, Section-28, Clause 3(v) and Chapter 2, Section (6), clause (xxiii) of the Sreenarayanaguru Open University (SGOU) Act-2021, and in accordance with section 24 of the UGC (ODL Programmes) Regulations 2020, hereby makes the following Guidelines, which shall be subject to the provisions of the Sreenarayanaguru Open University (SGOU) Act, the statutes, ordinances and regulations issued in this regard from time to time. The main purpose of these Guidelines and subsequent modifications/changes to this effect, if any, shall be to enable the University to pursue collaborative arrangements, wherever necessary, with such Institutions of repute and established academic credentials, experience and expertise for the University to offer Diploma/Certificate in emerging and specialised knowledge/skill domains.

1. TITLE & SCOPE

These Guidelines, titled as *"Collaboration with Institutions for the Conduct of Diploma/Certificate Programmes of the University"*, are framed to engage/appoint academic collaborators, herein after called as 'Collaborators', to assist and enable the University to offer Diploma & Certificate programmes in new and emerging areas in the hybrid mode. The collaborating institution shall be other Universities, Government/Quasi-Govt. organisations, and accredited NGOs and private institutions of repute with established academic credentials, expertise, infrastructure and other requirements as needed to conduct the academic Programme in a specialised domain. The University may determine the types of services that may be availed of from the collaborating Institution depending on the nature of programmes and specific requirements. Collaboration mode may also be utilised for the skill enhancement and job-oriented courses in the U.G and P.G programmes of the University.

2. RATIONALE

The job market is undergoing fast-paced transformations resulting from an ever-evolving technology landscape, industrial processing, production specialization, market dynamics and associated factors and processes. To strive and succeed in a competitive industry and business environment, it is imperative for the job seekers to

have relevant knowledge and skills certification aligning with the new and emerging workplace demand and business scenarios. The employability of the youth and/or those seeking to better the earnings prospects is directly linked to their job-readiness as demanded from time to time. There may also be Learners who wish to seek new knowledge and skills or up-skill/reskill to satisfy their job/intellectual pursuits.

Sreenarayanaguru Open University, Kerala's only open and distance learning institution, resolves to identify the domain-specific skill/knowledge gaps and customise the academic/vocational programmes to address these gaps. The programmes may be tailored in a manner to satisfy specific job/Learner requirements and leading to the award of Diploma or Certificate. Such skill enhancement courses could also be part of the different U.G and P.G programmes of the University. These programmes would also serve the motives of knowledge upgrading, continuing education and adult learning. However, domain-specific expertise and resources including infrastructure are required to conduct specialised programmes. Where it finds deficiency in expertise and resources of its own for such specialised programmes, the University may choose to collaborate with external Institutions of repute having established credentials to assist in offering and/or conducting such programmes. These Guidelines provide a framework for such collaborations.

3. NATURE OF ENGAGEMENT

For these Guidelines, a Collaborator may be defined as such institutions (other Universities, Government/Quasi-Govt. organisations, and accredited NGOs and private institutions), enjoying considerable domain-specific expertise, infrastructure and other requirements as may be sought by the University, and are willing to render those services for the successful conduct of specific Programme(s). Further,

- 3.1 A Collaborator may be engaged for the delivery of specific tasks/course/programme as deemed fit and as determined from time to time.
- 3.2 The University shall determine appropriate modus operandi for the engagement after due consideration of specific requirements.
- 3.3 Engagement shall be subject to due processes and necessary approvals by the University authorities. Such decisions will be communicated to the concerned party(s) in writing, upon which, the engagement is formalised by execution of a deal of agreement.
- 3.4 Engagement shall be made Course/Programme-specific and for a specific time period as decided therein. However, the University reserves its right

to terminate it prematurely at any time if delivery of the agreement provisions are found unsatisfactory/violated.

- 3.5 A Collaborator can be considered for rendering the services for the conduct of more than one Programme at a time if found suitable and appropriate.

4. PROGRAMME GOVERNANCE

The University shall offer the Diploma & Certificate programmes in hybrid-mode and in accordance with its Act, Statutes and Regulations, upon requisite statutory approvals and endorsement/clearances (if applicable) by the regulatory bodies. The overall supervision and monitoring of the conduct of the programme shall vest with the University. Further, the University shall,

- 4.1 Administer the Programmes, and wherever necessary, engage Collaborators and issue the Diploma/Certificates to the Learners following due procedure.
- 4.2 Determine programme-specific requirements for every Diploma/ Certificate programme including the services, if any, to be availed of from the Collaborators. All such details shall form part of the Programme Manual.
- 4.3 Advertise about the launch of Programmes as per the rules of the University, and on an as and when needed basis, and admit the Learners. However, it reserves the right to amend/cancel the advertisement or abandon a Programme if the situation so warrants. In such cases, it is not bound to tender any reasons or explanation.
- 4.4 There shall be a Programme Coordinator & Co-Coordinator for the administration and management of each and every Programme.
- 4.5 The University can engage the services of the qualified and eligible external consultants for the conduct of specific programme(s) as and when required.

5. POWERS OF THE UNIVERSITY

The following powers are accorded to the University:

- 5.1 To take suitable decisions based on the knowledge/skill gap analysis as per the provisions of *Diploma & Certificate Programmes (Open &*

Distance Learning (ODL), Online & Hybrid Modes) Regulation 2025, to offer Diploma and Certificate programmes in specialised areas through hybrid-mode as per the Act, Statutes, Ordinances and Regulations of the University.

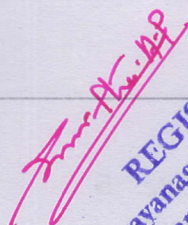
- 5.2 To determine the types of services and assistance as needed to offer a Diploma/Certificate programme in specialised and innovative areas.
- 5.3 To determine the areas of external support and services needed to offer a Diploma/Certificate programme after due consideration of the resources, expertise and infrastructure available with the University.
- 5.4 To decide on engaging the academic Collaborator and the services to be contracted, Duration of contract, Terms of engagement etc.
- 5.5 To determine the quantum of honourarium/remuneration/fees/revenue sharing with the Collaborator for the contracted services in due diligence to codal formalities and procedures specific to the programmes as and when required.
- 5.6 To periodically review the progress in the conduct of the Programme, Visit Collaborator's premises, when and where necessary, Assess Collaborator's delivery performance, Initiate actions deemed appropriate in case of unsatisfactory performance including penalties, termination, etc.
- 5.7 To help the Collaborator, who may require the assistance/support of the University in resolving such issues/challenges that may arise in course of the service delivery.
- 5.8 To decide and act on any such matters and manners as may be necessary for the smooth progress of the Programme and for efficient services delivery by the Collaborator.
- 5.9 To collect the fees and other charges as may be applicable from the Learners through the University payment portal.
- 5.10 To make payment to the Collaborator as per agreed terms & conditions.
- 5.11 To make changes/modifications/amendments in any of the provisions contained in these Guidelines as and when needed and in adherence to the regulatory provisions and codal formalities in effect from time to time.


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6. PROCESS OF SELECTION/EMPANELMENT OF COLLABORATORS

The selection and/or empanelment of Collaborators shall be governed by the requisite codal formalities and shall follow a diligent process as laid-down below:

- 6.1 The Expert Committee duly constituted by the Vice Chancellor shall make recommendations about the requirement of Collaborators, if any, and to stipulate the areas along with requisite services/details for which the collaboration is needed.
- 6.2 The University shall, on identification of the need for a particular Course/Programme and type of certification (Diploma/Certificate), it shall determine the collaboration/consultation requirements to roll out a particular Programme, viz. assistance to develop Self Learning Material (SLM), online instruction, academic counselling, provision of practical learning, conduct of practical examination and evaluation etc.
- 6.3 In cases where an Institution proposes a particular Course/Programme for which it has requisite competence and resources, the Expert Committee may also consider such proposals for collaboration upon the due diligence process including the demand and viability assessment.
- 6.4 It shall stipulate the terms and conditions of engagement of Collaborators covering eligibility and experience, specific areas for which the services are sought, expected level of expertise/know-how, remuneration/honorarium/revenue-sharing, duration of service, fees for the programme etc.
- 6.5 Wherever necessary, the University shall advertise the requirements on its website and other sources as necessary/deemed appropriate. The Institutions may submit the Application/Expression of Interest in the prescribed format.
- 6.6 Evaluation of the Proposal/Applications and an 'institution audit' shall follow a two-stage process as provided below:
 - i. The University shall constitute two committees namely 'Scrutiny-cum-Evaluation Committee' and 'Institution Visit Committee' to evaluate the proposals/applications for collaboration. However, it reserves the right to decide about the need for 'Institution Visit' in the case of the proposals for collaboration with established Universities and Government/Govt.-aided Institutions.
 - ii. The 'Scrutiny-cum-Evaluation Committee' shall undertake an initial scrutiny of the Proposal/Application based on the documents made


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available and evaluate the capabilities of the Applicants. The Committee in its Proceedings shall make specific observations to the effect of suitability of the Applicants for the Course/Programme under reference.

- iii. The 'Institution Visit Committee', after taking due cognizance of the 'Scrutiny-cum-Evaluation Committee' report, shall undertake a detailed onsite assessment of the applicant's credentials in accordance to the specific parameters, and framework following a laid-down procedure.
- iv. The 'Institution Visit Committee' shall make necessary recommendations to the effect of the Applicant's suitability for the Course/Programme under reference and optimization of deliverables and projected outcomes.
- v. In case of more than one Applicant found suitable for the Course/Programme, the University shall maintain an Empanelment List, if considered necessary, for future purposes.

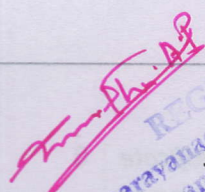
6.7 When a Collaborator is contracted to deliver a specific set of services for a Programme by utilising their experts and institutional resources including the premise, it shall not be entitled to access the resources of the University to deliver those services. However, if the circumstances warrant, the University may consider the written request of the Collaborator and take appropriate decisions on the matter.

Note: The claims are made with supporting documents (Documents, photographs, web-links etc.).

7. ELIGIBILITY OF COLLABORATORS

The collaboration requirements for the programmes may differ, which the University shall indicate in the Proposal/advertisement stage. It is necessary for the Institutions to fulfil those requirements for consideration and to be determined as per the type of programme, expertise needed, capabilities to impart practical training/learning and all such needs. The Applicant shall be:

- 7.1. A duly established Institution with its own premises and an established Office with at least 05 years of experience in the relevant domain.
- 7.2. A Holder of valid registration/approval of the State/Central Government body/relevant statutory body.


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- 7.3. Having affiliation/accreditation with any approved University/Institution of Higher Education/ Govt. Body/Skill Development Council or any such body under the Government.
- 7.4. Availability of the infrastructure and other requirements as necessary to optimise the learning outcomes for every programme.
- 7.5. Availability of experienced Faculty and/or Trainers with requisite qualifications and expertise to prepare Self Learning Material (SLM), impart theory and practical learning sessions, conduct online classes, counselling etc. for the notified programme.
- 7.6. The age limit for academic experts/consultants may be kept as 65 years. However, it may be relaxed in such cases where expertise of such persons are considered significant to the Programme.
- 7.7. Laboratory(ies) equipped with the requisite machines/equipment and technology-enabled set-up (including IT) in adequate numbers where practical sessions can be conducted.
- 7.8. At least one class-room equipped with A/V equipment to accommodate at least 50 learners.
- 7.9. Possession of approval, if any, as required from any regulatory bodies such as UGC, AICTE, MCI, Nursing Council of India, Kerala State Technical Education Board or similar bodies.
- 7.10. Since the jurisdictional limit of the University encompasses the entire State of Kerala, the collaborators have to arrange counselling and practical sessions at different places in the State, whenever and where required. In such cases, if required, the facilities will be arranged jointly by the University and collaborator.
- 7.11. Any other course-specific requirements as necessary and specified therein.

8. ROLES & RESPONSIBILITIES OF COLLABORATORS

The institution collaborating with the University and extending services for the conduct of a Course/Programme shall perform the following roles and responsibilities, either in part or otherwise, as decided by the University:

- 8.1 To provide assistance in developing Programme Manual
- 8.2 To provide assistance in developing Self Learning Material (SLM)
- 8.3 To conduct offline/online instruction & Counselling at designated premises in the State of Kerala as and when decided.

- 8.4 Conduct practical training/learning at the designated premise.
- 8.5 Provide support to the Learners and enable the learning process.
- 8.6 Conduct practical examinations at the designated premise as approved by the University.
- 8.7 To provide assistance in evaluation at the designated premise as approved by the University.
- 8.8 Fulfil all requirements, academic and other services, as per the Agreement.
- 8.9 Any other service(s) as may be deemed necessary and as decided.
- 8.10 The agreement shall contain the details of services availed from the Collaborators.

9. PERIOD OF ENGAGEMENT

Depending on the nature and type of Programme, the period of engagement with the Collaborators will vary and such details will be clearly determined for each Programme and notified by the University. On expiry of the agreement, it may be extended for a further period as decided therein on mutually agreeable terms and conditions by executing a fresh Agreement.

10. REMUNERATION/HONORARIUM/REVENUE-SHARING

The remuneration/honorarium/service charge/fees/revenue-sharing etc. as admissible to the Collaborators for each Programme shall be determined in accordance to the specific services under requisition on mutually-agreeable terms and in conformity with the codal formalities. Where the rates are market-driven, it may be determined after following a due procedure and in accordance with the provisions of General Financial Rules. Collaborators shall be eligible for only payment of the contracted amount inclusive of applicable taxes; no additional charges shall be admissible or paid by the University unless otherwise decided.

11. WORKING HOURS

The standard working hours may not be strictly followed, but it is necessary for the Collaborators to adhere to a 'Work Schedule', to be drawn out in consultation with the University, for the contracted services and deliverables. Whereas, for the online classes, counselling, practical learning sessions etc., it is necessary for the Collaborators to maintain an 'Hour-wise Ledger of activities'. The Work Schedule and Ledger of activities shall be subject to scrutiny by the University Authorities.

12. MONITORING & EVALUATION

The University shall periodically monitor the progress in the delivery of services contracted to the Collaborators, conduct physical verifications where necessary and, evaluate the performance against the terms of deliverables. The evaluation process will also constitute the Learner's feedback. Where the services are found unsatisfactory, and where the Collaborators fail to positively address the deficiencies and attempt to improve upon those concerns, the University shall have power to initiate the actions deemed appropriate including premature termination of the Agreement and penalties as decided by the appropriate Authority.

13. AGREEMENT & ITS TERMINATION

Upon finalising the collaboration arrangement, it shall be formalised by an Agreement, stating the modus operandi, time-frame, revenue-sharing formula and other provisions. Further,

- 13.1. Both parties shall resolve to work in tandem with the agreement provisions and to optimise the contractual outcomes and benefits to the Learners.
- 13.2. In the event either of the Party desirous of terminating it prematurely may do so by serving an advance notice of three months.
- 13.3. On its part, the University may terminate the agreement under following circumstances:
 - i. Collaborator is found unable to deliver the assigned tasks/works.
 - ii. Quality of the deliverables are not up to the standards specified by the University.
 - iii. Collaborator fails in timely achievement of the target/milestones as stipulated by the University.
 - iv. Collaborator is found lacking in ethical practices, honesty & integrity.
 - v. if it is found that the continuation of such programme adversely affects, or is likely to affect, the goodwill, academic standards, or overall reputation and scope of the University
 - vi. The University shall reserve the right to terminate the collaboration on the above-mentioned grounds.

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14. PROVISION OF CONTRACTED SERVICES BEYOND AGREEMENT PERIOD

Upon conclusion of an agreement, either on maturity or termination, the collaborating institution shall be liable to extend its support to the Learners who were admitted under the said Agreement, until such time as provided in the Regulations of programme.

15. APPEAL:

The Collaborator(s) may express the grievances, if any, in writing to the University authorities for consideration and appropriate decisions taken therein shall be final and binding.

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Issued by Order of the Vice-Chancellor

Approved and Authenticated**(REGISTRAR)****Sreenarayanaguru Open University**

A handwritten signature in pink ink, likely of the Registrar, is written over a pink diagonal line.