

**ORDINANCE FOR EMPLOYABILITY
ENHANCEMENT CERTIFICATE
COURSES AND POST GRADUATE
DIPLOMA PROGRAMS**



MAHARSHI DAYANAND UNIVERSITY

ROHTAK (HARYANA)

ORDINANCE FOR EMPLOYABILITY ENHANCEMENT CERTIFICATE COURSES AND POST GRADUATE DIPLOMA PROGRAMS

This regulation of Maharshi Dayanand University, Rohtak shall apply to employability enhancement certificate courses and post graduate diploma programs. The ordinance shall be applicable from 2023-24. All courses prescribed for the programs shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The architecture of the programs and course contents shall be designed in a manner that suits offline/ Online/ Blended modes.

This ordinance is applicable to:

1. **Certificate courses**, having short duration, enable students to improve their knowledge, skills and competencies in the domain of employment enhancement, value addition, life and social skills, facilitate students in showcasing their knowledge and abilities to a prospective employer and help them become eligible for more scholarships, or simply provide them with something to display on their coffee table. Value Addition Courses for Co-curricular and community engagement activities i.e. Sports/NCC/NSS/YRC/University Outreach Program etc., may be offered as per the policy of the University.
2. **Post Graduate Diploma programs** are aimed to address the emerging areas of knowledge having innovative and interdisciplinary nature which may subsequently be developed into full-fledged master degree programs in accordance with NEP – 2020 guidelines.

1.0. Definition of keywords

Course:

Course refers to a paper having specified credits mentioning its learning objectives and learning outcomes. A course may be designed comprising credits for lectures/ tutorials/laboratory work/field work/outreach activities/project work/internship/ vocational training etc. or combination thereof.

Credit:

Credit is the weightage given to each course of the study. It is the numerical value assigned to a course according to the contact hours required to teach the prescribed syllabi of the program.

As per prescribed UGC standards: 1 credit = 15 hours of lectures

Mechanism for Computation of Work-load:

The following mechanism shall be adopted for computation of work-load:

- (a) 1 Credit = 1 Theory period of one hour duration/week/semester;
- (b) 1 Credit: 1 Tutorial period of one hour duration/week/semester;
- (c) 1 Credit: 1 Practical period of two hours duration/week/semester;
- (d) 1 Credit: Internship of 30 hours per semester.

The marks distribution according to the credit hours is 25 marks per credit.

Discipline Specific Course (DSC):

Discipline specific course is the discipline or subject of main focus in which the diploma will be awarded.

Skill Enhancement Course (SEC):

Skill Enhancement Course aims to promote skills pertaining to a particular field of study, impart practical skills, hands-on training, soft skills, etc., in order to enhance the student's employability.

Value Added Course (VAC):

Value Added Course aims to add the knowledge of the learner beyond academic disciplines.

Internship:

Internship is a course to develop a professional ability through an appropriate learning. The duration of Internship is of 120 hours for 4 credits during summer vacation.

Semester/Academic Year

A semester comprises of atleast 15 weeks of study within 90 working days (excluding the time spent for the conduct of final examination of each semester) and an academic year is divided into two semesters.

Academic Bank of Credit (ABC)

Academic Bank of credit is an academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student's mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning. ABC will digitally store the academic credits earned by students from HEIs registered with ABC for awarding degrees / diplomas / certificates taking into account credits earned by the students.

Credit Point

It is the product of the grade point and the number of credits for a course.

Grade Point

It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade

It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Semester Grade Point Average (SGPA)

The SGPA is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Cumulative Grade Point Average (CGPA)

The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

2.0. Components of course/program of study

The following types of courses/activities may be used to build program of study. Each of them will require specific number of hours of teaching/guidance/practicum/laboratory/studio/workshop activities, field-based learning/projects, internships and community engagement and service.

Lecture courses: Courses involving lectures relating to a field or discipline by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.

Tutorial courses: Courses involving problem-solving and discussions relating to a field or discipline under the guidance of qualified personnel in a field of learning, work/vocation, or professional practice.

Practicum or Laboratory work: A course requiring students to participate in a project or practical or lab activity that applies previously learned/studied principles/theory related to the chosen field of learning, work/vocation, or professional practice under the supervision of an expert or qualified individual in the field of learning, work/vocation or professional practice.

Seminar: A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared

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experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.

Internship: A course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations. Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.

Studio activities: Studio activities involve the engagement of students in creative or artistic activities. Every student is engaged in performing a creative activity to obtain a specific outcome. Studio-based activities involve visual- or aesthetic focused experiential work.

Field practice/projects: Courses requiring students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity.

Community engagement and service: Courses requiring students to participate in field-based learning/projects generally under the supervision of an expert of the given external entity. The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems.

3.0 Course/Program Structure

3.1 Employability Enhancement Certificate Courses

These certificate courses shall be of short duration ranging from 2 to 4 credits. Below is an example of distribution of 4 credits in Lecture / Tutorial / Practical:

L (Lectures)	T (Tutorials)	P (Practical)	Internal Marks	External Marks
4	0	0	30 (Theory)	70 (Theory)
3	1	0	30 (Theory)	70 (Theory)
2	2	0	30 (Theory)	70 (Theory)
3	0	1	25 (Theory) 5 (Practical)	50 (Theory) 20 (Practical)
2	0	2	15 (Theory) 15 (Practical)	35 (Theory) 35 (Practical)
1	0	3	5 (Theory) 25 (Practical)	20 (Theory) 50 (Practical)
0	0	4	30 (Practical)	70 (Practical)

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3.2 Structure of PG Diploma Program

Semester	Discipline-Specific Courses (DSC)	Skill Enhancement Courses (SEC) / Internship	Value-Added Courses (VAC)	Total Credits
I	DSC 1 @ 4 credits	SEC1 @4 credits	VAC1 @2 credits	22
	DSC 2 @ 4 credits			
	DSC 3 @ 4 credits			
	DSC 4 @ 4 credits			
II	DSC 5 @ 4 credits	Internship @4 credits	VAC2 @2 credits	22
	DSC 6 @ 4 credits			
	DSC 7 @ 4 credits			
	DSC8 @ 4 credits			
				44

The template for preparing the syllabus for a course is attached at **Annexure “A”**.

3.3 Issuance of Certificate

Students who are declared to have qualified all the course work as prescribed for concerned Certificate/Diploma Program will be awarded relevant certificate.

3.4 Maximum Duration to complete Certificate Course/Diploma Program

Duration of Certificate Course/Diploma Program + Two years.

4.0. Course Curriculum, Syllabus and Pedagogical Practices

The course curriculum and syllabus of every Certificate Course and Diploma Program shall be developed by the concerned Board of Studies (BOS) and be implemented after obtaining approval of the Academic Council. The course content and structure of Discipline Specific Courses (DSC) may vary from discipline to discipline depending upon the learning requirement of the program. However, the total credit to be earned for award of diploma shall be 44 credits. The concerned BOS may decide the mode of delivery of course i.e. offline/online/blended.

Pedagogical Practices

Effective learning requires an appropriate curriculum, an apt pedagogy, continuous formative assessment and adequate student support. The intention is to contextualize curriculum through meaningful pedagogical practices, which determine learning experiences directly influencing learning outcomes. Active, cooperative, collaborative and experiential learning pedagogies are some of the examples. The use of technology in creating a learning environment that connects learners with content, peers and instructors all through the learning process, respecting learners' pace is the need of the hour.

- a) Classroom processes must encourage rigorous thinking, reading and writing, debate, discussion, peer learning and self-learning.

- b) The emphasis is on critical thinking and challenge to current subject orthodoxy and develops innovative solutions. Curricular content must be presented in ways that invite questions, not as a body of ready knowledge to be assimilated or reproduced. Faculty should be facilitators of questioning and not authorities on expertise.
- c) Classroom pedagogy should focus on the 'how' of things, i.e. applying theory and ideas. All courses, including social sciences and humanities, should design projects and practicums to enable students to get relevant hands-on experiences.
- d) Learning must be situated in the Indian context to ensure no sense of alienation from their context, country and culture.
- e) Classroom processes must address issues of inclusion and diversity since students are likely to be from diverse cultural, linguistic, socio-economic and intellectual backgrounds.
- f) Cooperative and peer-supported activities must be part of empowering students to take charge of their own learning.
- g) Faculty will have the freedom to identify and use the pedagogical approach best suited to a particular course and student.
- h) Pedagogies like PBL (Problem/Project Based Learning) and Service Learning be brought into practice as part of the curriculum. Experiential learning in an internship with a specified number of credits is to be made mandatory.
- i) UGC suggests implementing Blended Mode (BL) as a new mode of teaching-learning in higher education. BL is not a mere mix of online and face-to-face mode, but it refers to an well-planned combination of meaningful a activities in both modes. The blend demands consideration of several factors, mainly focusing on learning outcomes and the learner- centered instructional environment.

5.0. Learning assessment

A variety of assessment methods that are appropriate to a given discipline/subject area and a program of study will be used to assess progress towards the course/program learning outcomes. Priority will be accorded to formative and summative assessment. Evaluation will be based on continuous assessment, in which sessional and the terminal examinations will contribute to the final grade. Sessionals will consist of class tests, mid-semester examination(s), homework assignments, class presentations etc., as determined by the concerned Board of Studies.

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5.1. Examination and Internal Assessment

The internal assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively. For practical examination also, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of internal assessment to be awarded by concerned faculty member(s) of the department.

- a. Internal Assessment shall be done on the basis of student’s class attendance, submission of assignments, seminar presentations and performance at the two compulsory sessional tests to be conducted in a semester.
- b. First Internal Assessment Test shall be held around the sixth week of the semester for the syllabi covered till then. Second Internal Assessment Test shall be held around the twelfth week for the syllabi covered between seventh and twelfth week. Third Internal Assessment Test, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week. However, the best scores in any two sessional tests shall be counted.
- c. The Internal Assessment for theory shall consist of the following components with marks indicated against each:

Credit Hours	4	3	2	1												
Total Marks	100	75	50	25												
Criteria																
Attendance	5	5	5	5												
<table border="1"> <thead> <tr> <th>% of attendance</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Below 65</td> <td>0</td> </tr> <tr> <td>65 to < 70</td> <td>2</td> </tr> <tr> <td>70 to < 75</td> <td>3</td> </tr> <tr> <td>75 to < 80</td> <td>4</td> </tr> <tr> <td>80 and above</td> <td>5</td> </tr> </tbody> </table>	% of attendance	Marks	Below 65	0	65 to < 70	2	70 to < 75	3	75 to < 80	4	80 and above	5				
% of attendance	Marks															
Below 65	0															
65 to < 70	2															
70 to < 75	3															
75 to < 80	4															
80 and above	5															
Assignments/Seminars Presentations	5	5	-	-												
Sessional Examination	20	15	10	-												
Total	30	25	15	5												

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- d. The Internal Assessment for practical shall consist of the following components with marks indicated against each:

Credit Hours	4	3	2	1												
Total Marks	100	75	50	25												
Criteria	100	75	50	25												
Attendance	5	5	5	5												
<table border="1"> <thead> <tr> <th>% of attendance</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Below 65</td> <td>0</td> </tr> <tr> <td>65 to < 70</td> <td>2</td> </tr> <tr> <td>70 to < 75</td> <td>3</td> </tr> <tr> <td>75 to < 80</td> <td>4</td> </tr> <tr> <td>80 and above</td> <td>5</td> </tr> </tbody> </table>	% of attendance	Marks	Below 65	0	65 to < 70	2	70 to < 75	3	75 to < 80	4	80 and above	5				
% of attendance	Marks															
Below 65	0															
65 to < 70	2															
70 to < 75	3															
75 to < 80	4															
80 and above	5															
Practical Assignments/ Practical File	25	20	10	-												
Total	30	25	15	5												

- e. The HOD/Director shall display the internal assessment awards of each course on the notice board of the Department/Institute/Centre atleast fifteen days before the commencement of the end semester examinations to give an opportunity to the students to make representation, if any regarding the dispute of sessional marks within two days of notification which shall be addressed by a three member appellate committee constituted by the concerned HOD/Director. The appellate committee shall submit its recommendation within three days and the corrective measures if any based on the recommendation of the committee shall be taken by the HOD/Director within next three days.
- f. The HOD/Director shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment/presentation/seminar and attendance in the classes to the Controller of Examinations as per the following schedule: (i) The Internal Assessment/Sessional marks should be supplied by the Heads of the Departments/Directors/Principals of the Colleges invariably within 20 days after the commencement of the examination. (ii) Thereafter, a late fee @ Rs.100/ per student per subject shall be levied upon the Department/ College/ Institute upto 10 days from the expiry of 20 days of the commencement of the examinations. This penalty/late fee shall not be charged from the student by the Department/College/Institute. (iii) If still, internal assessment/sessional marks are not supplied by the Department/College/institute, then the result of the candidate(s) shall be declared by proportionating the marks of concerned

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- theory/practical paper in which he/she has been declared as pass. Marks of candidates having reappear shall not be proportionate in this case.
- g. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
 - h. The end semester examination for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June on such dates as may be notified by the Controller of Examinations.
 - i. The examination schedule containing the dates of receipt of examination forms with and without late fee, shall be notified by the Controller of Examinations from time to time.
 - j. Students failing in one or more courses of end semester examinations will be entitled to clear them during the regular semester examinations of courses to be held in subsequent years.
 - k. The examination fee to be paid by the candidate for each semester shall be as prescribed by the University from time to time.
 - l. Every student shall be examined in the courses as prescribed in the syllabus and scheme of examination approved by the Academic Council from time to time. The fail/re-appear candidates will appear in the exam as per the syllabus applicable to regular students at that time.
 - m. The HOD/Director shall preserve the records pertaining to internal assessment awards for verification, if needed, by the University up to three months from the date of declaration of the semester examination results.
 - n. The candidate shall be allowed to appear in the examination if he/she fulfils the following requirements: -
 - i. Bears a good character
 - ii. Has been on the rolls of the Department/College/Institution during the semester.
 - iii. Has attended not less than 65% of lectures delivered in theory as well as practicals. Relaxation in shortage of lectures up to 20% will be allowed by the Head of the Department/Principal of the College/institute on the following grounds: (i) Self-illness; (ii) Illness/death of parents, brother, sister or any other close family member; (iii) Any other reason beyond the control of the student to the satisfaction of the HOD/Director/Principal.

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- o. The minimum percentage of marks to pass the examination in each semester shall be:
- (i) 40% in each theory paper
 - (ii) 40% in each practical examination.
 - (iii) 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).
- p. The grace marks will be allowed as per University rules.
- q. **Letter Grades and Grade Points:** The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the program of study. University may also mention marks obtained in each course and a weighted average of marks based on marks obtained in all the semesters taken together for the benefit of students.

Marks (%)	Letter Grade	Grade Point
> 90	O(outstanding)	10
> 75 to 90	A+(Excellent)	9
> 65 to 75	A(Very good)	8
> 55 to 65	B+(Good)	7
> 50 to 55	B(Above average)	6
> 40 to 50	C(Average)	5
40	P (Pass)	4
Less than 40	F(Fail)	0
	Ab(Absent)	0

r. **Computation of SGPA and CGPA**

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a semester and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

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Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (CreditxGrade)
I	Course 1	3	A	8	3X8= 24
I	Course 2	4	B+	7	4X7= 28
I	Course 3	3	B	6	3X6= 18
I	Course 4	3	O	10	3X 10 =30
I	Course 5	3	C	5	3X5= 15
I	Course 6	4	B	6	4X6= 24
		20			139
SGPA					139/20=6.95

The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student in all the semesters of a program, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

Example for Computation of CGPA

Semester 1	Semester 2
Credit:22 SGPA:6.9	Credit:22 SGPA:7.8
CGPA = 7.35 (22 x 6.9 + 22 x 7.8)/44	

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

5.2. Setting of Question Papers and Evaluation

- a. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and/or External ordinarily) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization/area of interest.
- b. In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners recommended by the concerned Board of Studies. In case of unavailability of external examiners due to unavoidable circumstances, the Controller of Examinations may allow the conduct of practical

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examination by the internal examiners so that the conduct of examination and declaration of results is not delayed.

- c. The pattern of Question Papers for End-Semester theory examinations shall be as under:

Question 1: Answer to Question no. 1 shall be compulsory	Short answer type questions from all units
Question 2 and 3	Two questions from Unit-I and the student should answer one question
Question 4 and 5	Two questions from Unit-II and the student should answer one question
Question 6 and 7	Two questions from Unit-III and the student should answer one question
Question 8 and 9	Two questions from Unit-IV and the student should answer one question

All the questions shall carry equal marks

5.3. Improvement of Grades: For improvement of grades, a student shall have to apply on the prescribed form available on the University Website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

- i. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed for completion of the Program. Only improved marks (higher score) will be taken into account.
- ii. A student improving the Division/grade shall not be considered for award of Gold Medal/Rank Certificate.

6.0. Removal of the Name of a Student from the Program: .

- a. The name of a student remaining absent for 15 consecutive days (excluding Sunday/Holiday) after the start or during the academic session without any notice shall be struck off from the rolls of the Department/ Institute. A fine of Rs.20/- per lecture/day shall be charged on account of remaining absent from the classes.
- b. Re-admission may be allowed on payment of Rs. 2000/- alongwith required fine within 15 days with the permission of the Dean Academic Affairs. If a student fails to report within this time limit, the seat will be declared vacant and will be filled according to University rules. In respect of an applicant seeking re-admission, his/her

previous record shall be carefully scrutinized and the decision of the Dean Academic Affairs in this regard shall be final.

- c. Re-admission may be allowed by the Dean Academic Affairs only once on the recommendations of the concerned HOD/Director on payment of prescribed re-admission fee and fine as applicable. However, while giving his/her specific recommendations, the concerned Head of the Department/Director must ensure that the student will fulfill the minimum requirement of attendance for appearing in the examinations as per Ordinance.

6.1. For Detained Student:

A student, who had been detained in semester end examination on account of shortage of attendance, will not be promoted to the next semester till he/she completes the requirements as mentioned (i) and (ii) below in the preceding semester:

- (i) he/she seeks re-admission within the prescribed date in the relevant semester in the next academic session.
- (ii) his/her conduct has been satisfactory; and he/she shows sufficient cause to the satisfaction for not having put in the requisite percentage of attendance.
- (ii). However, such students will have to pay fee being charged for that semester. If such a student had been detained in 1st semester of a program, he/she may be readmitted next year without competing with the other students seeking admission to the 1st semester. Supernumerary seat(s) be created for readmitting such student(s) in the corresponding semester.

7.0 Credit Transfer through Academic Bank of Credits (ABC):

- a. The University shall provide the facility of Academic Bank of Credits in consonance with UGC (Establishment and Operationalization of Academic Bank of Credits (ABC) Scheme in Higher Education) Regulations, 2021, as amended from time to time.
- b. Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique ABC ID.
- c. Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a Certificate/Diploma/Degree, for varying duration as specified in the Ordinance subject to a maximum duration of 7 years.
- d. Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank

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Account and cannot be reused for the award of any other formal academic qualifications.

- e. A student can take the courses of any other university subject to equivalence of the DSC courses and availability of seats, adopting due administrative process and formal consent of the University/Universities through the Equivalence Committee(s).

8.0. Power to Remove Difficulties:

If any difficulty arises in giving effect to the provisions of this Ordinance, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Statutory bodies of the University.

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Annexure "A".

Name of the Department/Centre/Institute.....

Name of the Course.....

Semester

Course Code		Course Credits	(L: T: P:)
Max. Marks		Time of end term examination	3 Hours

Note: Examiner will set nine questions in total. Answer to question no. 1 shall be compulsory comprising questions from all four units and remaining eight questions shall be set by taking two questions from each unit. The students have to attempt five questions in total, first being compulsory and selecting one from each unit.

Learning Objectives:

- 1.
- 2.
- 3.
- 4.
- 5.

Learning Outcomes:

- 1.
- 2.
- 3.
- 4.
- 5.

Unit - I

Unit – II

Unit – III

Unit – IV

Suggested Readings:

- 1.
- 2.
- 3.
- 4.
- 5.