



राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ

(सेंट्रल प्रोविडेंसेस शासन, शिक्षण विभागाची अधिसूचना क्रमांक ११३, दिनांक १ ऑगस्ट, १९२३ द्वारा स्थापित व महाराष्ट्र विद्यापीठ अधिनियम क. ६, २०१७ द्वारा संचालित विद्यापीठ)

## आजीवन अध्ययन व विस्तार विभाग

गुरु नानक भवन, अंबाडारी तळणमार्ग, विद्यापीठ परिसर, नागपूर- ४४००३३

डॉ. निशिकांत राऊत, (संचालक)

ग्रामाध्यक्षी क. १४२२८०३७६८

### परिपत्रक

आअवि/ ३३७ / २४

दिनांक : ०६.०९.२०२४

प्रति,

१. विद्यापीठ शैक्षणिक सर्व मा. विभागप्रमुख,  
राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर
२. विद्यापीठ संचालित व संलग्नित महाविद्यालयांचे मा. प्राचार्य व संचालक,  
राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर
३. विद्यापीठाच्या कार्यक्षेत्रांतर्गत येणाऱ्या सर्व  
Private Skill Education Provider संस्थास

विषय : विभागाद्वारे चालविण्यात येणाऱ्या Recognition to Skill based Programmes as per Section 112 of MPU Act, 2016 (Maharashtra Act No. VI of 2017) अंतर्गत चालविले जाणाऱ्या अभ्यासक्रमांतर्गत Recognition of Skill Education provider/experts या करिता संस्थेद्वारे मार्गदर्शिकेनुसार कार्यवाही घेण्याबाबत.

महोदय/महोदया,

विद्यापीठातील आजीवन अध्ययन व विस्तार विभागाद्वारे चालविण्यात येणाऱ्या Recognition to Skill based Programmes as per Section 112 of MPU Act, 2016 (Maharashtra Act No. VI of 2017) अंतर्गत विविध अभ्यासक्रम चालविले जातात. ज्या खाजगी कौशल्य शिक्षण प्रदाता परिसंस्थेस विषतज्ञांची निवड करावयाची आहे त्या संस्थेला आजीवन अध्ययन व विस्तार विभागास प्रस्ताव सादर करणे आवश्यक आहे. खाजगी कौशल्य शिक्षण प्रदाता परिसंस्थेस विषतज्ञांना अधिकृत मान्यता प्रदान करण्यासाठी कार्यवाही घेण्याकरिता मार्गदर्शिका तयार करण्यात आलेली असून मार्गदर्शिका ही विभागाच्या वेबपेजवर व विद्यापीठाच्या वेबसाईटवर अपलोड करण्यात आलेली आहे.

तरी आपण विभागाद्वारे/महाविद्यालयांद्वारे/Private Skill Education Provider संस्थांनी मार्गदर्शिकेप्रमाणे आवश्यक ती कार्यवाही घ्यावी.

*(Signature)*  
संचालक

(निशिकांत राऊत)

**RULES AND REGULATIONS FOR THE PROCEDURE OF RECOGNIZING  
EXPERTS IN PRIVATE SKILL EDUCATION PROVIDING INSTITUTES**

**०१. खाजगी कौशल्य शिक्षण प्रदाता परिसंस्था विभागास प्रस्ताव सादर करेल.**

ज्या खाजगी कौशल्य शिक्षण प्रदाता परिसंस्थेस विषयतज्ञांची निवड करायची आहे ती संस्था आजीवन अध्ययन व विस्तार विभागास प्रस्ताव सादर करेल. अभ्यासक्रमानुसार शैक्षणिक अर्हता, कौशल्य, गुणवत्ता याची रीतसर माहिती व विश्लेषण सदर परिसंस्थेद्वारे करण्यात येईल.

**०२. आजीवन अध्ययन व विस्तार विभागाद्वारे प्रस्तावावर कार्यवाही घेणे.**

खाजगी कौशल्य शिक्षण प्रदाता परिसंस्थेतील विषयतज्ञांला अधिकृत मान्यता प्रदान करण्यासाठी त्यांची शैक्षणिक कौशल्य अर्हता ठरविणे गरजेचे आहे. अभ्यासक्रमावर आधारित शैक्षणिक कौशल्य गुणवत्ता विषयतज्ञांकडे असणे अत्यंत आवश्यक आहे. आजीवन अध्ययन व विस्तार विभागाद्वारे अभ्यासक्रमाशी संबंधित अधिष्ठाता विषयतज्ञांची निवड करण्याकरिता निवड समिती (Expert Recognition Committee) गठीत करण्यास व प्रस्तावित शैक्षणिक अर्हतेवर चर्चा करून मान्यता प्रदान करण्यास प्रस्ताव सादर करतील. संबंधित अधिष्ठाता यांच्याद्वारे निवड समिती व कौशल्य आधारित अभ्यासक्रमानुसार विषयतज्ञांची शैक्षणिक अर्हता ठरविली जाईल. निवड समितीचे गठन खालीलप्रमाणे राहील.

१. निवड समितीचे अध्यक्ष मा. कुलगुरू नामित करतील.

२. अभ्यासक्रमानुसार तीन (०३) विषयतज्ञ राहतील व त्यापैकी दोन (०२) विषयतज्ञ उपस्थित राहणे अनिवार्य असेल.

३. निवड समितीचे सदस्य-सचिव म्हणून आजीवन अध्ययन व विस्तार विभागाचे संचालक कार्य पाहतील. संचालकांच्या अनुपस्थितीत आजीवन अध्ययन व विस्तार विभागाचे सहाय्यक संचालक कार्य पार पाडेल.

**०३. विषयतज्ञांच्या निवड प्रक्रियेवर कार्यवाही घेणे.**

संबंधित खाजगी कौशल्य शिक्षण प्रदाता परिसंस्थेत निवड प्रक्रिया सुरु करण्यासाठी आजीवन अध्ययन व विस्तार विभागाद्वारे कळविण्यात येईल. त्यानुसार खाजगी कौशल्य शिक्षण प्रदाता परिसंस्था मान्यताप्राप्त अभ्यासक्रमांच्या विषयतज्ञांना मान्यता देण्याकरिता प्रस्ताव/ स्वेच्छापत्रे (EOI)

मागवतील. सदर विषयतज्ञांचे प्रस्ताव स्थायी, अस्थायी, किंवा कंत्राटी अश्या कुठल्या स्वरूपाचे असेल हे त्यात स्पष्ट नमूद असणे आवश्यक आहे. प्राप्त अर्जाची छाननी व पडताळणी संबंधित परिसंस्थेद्वारे केल्या जाईल व पात्र उमेदवारांची यादी संस्थेच्या वेबसाईट वर व नोटीस बोर्डावर प्रकाशित करून पात्र उमेदवारांना मुलाखतीस बोलवतील.

#### ०४. विषयतज्ञांच्या निवड प्रक्रियेकरिता मुलाखती व कार्यवाही घेणे.

उमेदवारांच्या मुलाखतींचे आयोजन संस्थेद्वारे करण्यात येईल. मुलाखतीकरिता गठीत केलेल्या Expert Recognition Committee (ERC) च्या मार्फत विषयतज्ञांची मुलाखत घेतली जाईल. अभ्यासक्रमांस आवश्यक असलेल्या कौशल्य शिक्षण, उद्योग व विद्याविषय इ. यावर आधारित मुलाखत असेल. समितीचे अध्यक्ष यांनी निश्चित केलेल्या अंतिम विषयतज्ञांची यादी व मुलाखतीचा अंतिम अहवाल बंद लिफाफ्यात संबंधित संस्थेद्वारे आजीवन अध्ययन व विस्तार विभागास सादर करेल.

#### ०५. मा. कुलगुरू महोदयांच्या मान्यतेस्तव प्रस्ताव सादर करणे.

आजीवन अध्ययन व विस्तार विभागास प्राप्त झालेल्या निवड प्रक्रीयेचा अहवाल व निवड झालेल्या विषयतज्ञांची यादी निवड समितीच्या शिफारसीनंतर मा. कुलगुरू महोदयांच्या मान्यतेस्तव सादर केल्या जाईल.

#### ०६. मा. कुलगुरू महोदयांच्या आदेशानुसार मान्यतापत्र निर्गमित करणे.

मा. कुलगुरू महोदयांच्या मान्यतेनंतर संबंधित विषयतज्ञांना संस्थेच्या नावासह मान्यता पत्र आजीवन अध्ययन व विस्तार विभागाच्या संचालकाच्या सहीनिशी निर्गमित करण्यात येईल.



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**  
Recognition to Skill based Programmes as per Section 112 of MPU Act, 2016  
(Maharashtra Act No. VI of 2017)

**Rules and Regulations for conducting Programmes on  
No Grant Basis**

**Rules and Regulations:**

1. The Short Term Programmes under Skill Based Programmes, will be/conducted under the jurisdiction of Rashtrasant Tukadoji Maharaj Nagpur University.
2. College/Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University/skill education providers and also the experts imparting skill education, may be granted permission to conduct Short Term Skill Programmes approved by the procedure prescribed in the Section 112 of MPU Act, 2016 (Maharashtra Act No. VI of 2017).
3. For Conducting the Program, the College/Institute/skill education providers and also the experts imparting skill education, will have to submit a proposal to the Director, Department of Lifelong Learning and Extension (DLLE) in the prescribed Format. The Application Fee mentioned below and in the direction, which is non-refundable should be deposited by UPI/RTGS/NEFT in favor of the Director, Department of Lifelong Learning and Extension. (**Account Details:** DEPT OF LIFELONG LEARNING & EXTN RTMNU, **A/c No. 876220110000073, IFSC: BKID0008762, BANK OF INDIA, RTM NAGPUR UNIVERSITY BRANCH, NAGPUR-440033**).

Sr. No.	Type of Programme	Teaching/Practical/Training Hours	Credits Assigned	Application fee * (Rupees)
1	Approval of a Certificate Programme	30-100 hrs	2-5 credits	Rs. 15,000/- Per Programme
2	Approval of a Diploma Programme	301-450 hrs	20-30 credits	Rs. 40,000/- Per Programme
3	Approval of an Advance Diploma Programme	601-1200 hrs	40-80 credits	Rs. 60,000/- Per Programme
4	Recognition of Skill education provider/experts			10,000/-

**\* GST extra @ 18 % will have to be paid along with application fees.**

4. Apart from the colleges, voluntary agencies working in the related field may be given permission to conduct the Short Term Courses under Skill Based Programmes, as per Section 112 of MPU Act, 2016 (Maharashtra Act No. VI of 2017), provided that-
  - (a) The Institute is Registered under Bombay Public Trust Act, 1950 and Society's Registration Act, 1860
  - OR
  - Private skill education providers, other organizations, establishments, and industries which are registered with the Central/State Government.
  - (b) The organizations, institutes, establishments, industries and private skill education providers should have to undertake active Agreement/Memorandum of Understanding with the Rashtrasant Tukadoji Maharaj Nagpur University.
  - (c) It is the responsibility of the Head of Institution/Competent authority to run the programme. If the programme does not run, then the fees is to be refunded in full to the students and an affidavit to this effect has to be submitted.
  - (d) The Institute must be able to provide Class Rooms, Furniture, Library and other relevant Infrastructure related to the programme.
  - (e) The Institute should make available the services of qualified staff for teaching from within or outside.
  - (f) While submitting the proposal, the Institute shall have to submit **Certificate of Registration, a brief Report of Activities and Financial Status supported with Audited Statement, Balance Sheet, Copy of the Constitution, List of Office bearers and a copy of Resolution for conducting the course.**

5. Examination will be conducted by the Skill Provider in consultation with the DLLE and certificates duly signed by the programme Coordinator (from institute)/Principal/programme Director and Hon'ble Pro-Vice-Chancellor which will be awarded to the successful candidates only.
6. Audited accounts, the Report of the programmes along with geo-tagged photographs/screenshots of online classes must be submitted to DLLE.
7. If the advertisements are published for admissions, it must be mentioned that the given programme is of Board of Lifelong Learning and Extension, Rashtrasant Tukadoji Maharaj Nagpur University and is conducted at your Institute/College. Copy of paper cutting must be sent to this DLLE.

Type of Programme	Teaching/Practical/Training Hours	Duration	Credits Assigned
<b>Certificate Programme</b> (Minimum eligibility: depending on programme requirement)	<b>30-100 hrs</b>	As per institute's policy	<b>2-5 credits</b>
<b>Diploma Programme</b> (Minimum eligibility: 10 <sup>th</sup> std. to 10+2 depending on programme requirement)	<b>301-450 hrs</b> Depending on programme requirement & following the rules for certificate programme for assigning credits	As per institute's policy	<b>20-30 credits</b>
<b>Advanced Diploma Programme</b> (Minimum eligibility: depending on programme requirement)	<b>601-1200 hrs</b> Depending on course requirement & following the rules for certificate programme for assigning credits	As per institute's policy	<b>40-80 credits</b>

**\*The Application Form should be accompanied with Hourly Teaching Plan to justify the teaching hours and duration of course [For calculation of the credits, 1 credit will be equivalent to 15 hours of teaching (theory) OR 30 hours of Practical / hands on training].**

**Criteria for grant of Grade, Table: B**

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	<b>O</b>	10	Above 90 upto 100	Outstanding
2	<b>A+</b>	9	Above 80 upto 90	Excellent
3	<b>A</b>	8	Above 70 upto 80	Very Good
4	<b>B+</b>	7	Above 60 upto 70	Good
5	<b>B</b>	6	Above 50 upto 60	Above Average
6	<b>C</b>	5	Above 45 upto 50	Average
7	<b>P</b>	4	Minimum passing upto 45	Pass
8	<b>F</b>	0	Below Minimum Passing	Fail
9	<b>AB</b>	0	Absent	Fail

9. Attendance of the trainees and Lecturers/teaching staff should be maintained properly and should be made available for inspection. All other records should be maintained in hard and soft copy. Copy of the Time Table must be sent in advance to DLLE. Change in time table (if any) be communicated to DLLE.
10. **Programme should start from the academic session from which the sanction is given and this sanction is for 5 years only. If, in any circumstances, the programme cannot be started during the academic year from which sanction is given, the same should be *informed to the DLLE in writing, else the approval/sanction will stand cancelled.***
11. The Head of the Institute/Principal of College/Head of the Organization should work as programme Director and the subject expert should be appointed as programme Coordinator.

12. Details of the course syllabi, financial pattern, examination pattern etc. will be as per prospectus for each programme.
13. The fees for each programme will be proposed by the College/skill education providers and also the experts imparting skill education and put it for approval. Board of Deans will be the competent authority to finalize the fees for each programme which can be modified from time to time with justification. 10% of the total fees will have to be deposited with the Department of Lifelong Learning & Extension as Registration Fees per student along with the names of students admitted. This fee is to be deposited through **UPI/RTGS/NEFT in favor of Director, Dept. of Lifelong Learning & Extension, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur** within 15 days from the start of the programme.
14. Expenditure to conduct examination will be borne by the Skill Provider as per the Direction.
15. **Expenditure For physical verification visit of experts appointed by RTMNU to be born by skill provider (TA and Honorarium to the Experts/visiting committee members) the College/Institute/Organization/Agency will have to be borne by the College/ Institute/ Organization/Agency/ skill education providers and also the experts imparting skill education, by depositing requisite amount in the DLLE by UPI/RTGS/NEFT.** (Honorarium of Rs. 1000/- for each visiting member and conveyance/TA for local visit Rs. 1000/-, for outside Nagpur city limit up to 150 Km (to & fro) Rs. 2000/- and for exceeding 150 Km (to & fro) Rs. 2500/- or Rs. 15/- per Km whichever is higher.
16. College/Institute/skill education providers and also the experts imparting skill education must communicate their acceptance within 15 days from the date of sanction stating venue, working hours etc.
17. Inability to conduct the programme should immediately be communicated to the DLLE.
18. The programme should be allowed to run, if minimum no. of students admitted are more than 25% of approved intake.

**DIRECTOR**  
**Dept. of Lifelong Learning & Extension**  
**Rashtrasant Tukadoji Maharaj Nagpur University**  
**Nagpur**

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