



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)
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Ref. No :	TMU/R.O./2025-26/Adm/46	Date:	20.11.2025
SOP No :	34.0	Issued By:	Joint Registrar
Total Pages :	05	Approved By:	Vice Chancellor

Standard Operating Procedure (SOP) **Short-Term Value-Added Courses**

Teerthanker Mahaveer University (TMU) is committed to promoting academic excellence, skill development, and holistic learning among students and faculty members. In alignment with the University's vision to promote lifelong learning and professional competence, Short-Term Value-Added Courses are designed to provide value-added learning opportunities during the summer or winter break/at any other point in time round the year for students. These courses aim to bridge the gap between theoretical knowledge and practical applications, enhance employability, and promote interdisciplinary learning beyond the regular curriculum.

1. Objectives

Objectives of the Short-Term Value-Added Courses are:

- To provide students and faculty with opportunities for skill enhancement and professional development.
- To promote interdisciplinary learning and exposure to emerging technologies and trends.
- To encourage innovation, creativity, and entrepreneurship among participants.
- To utilize summer/winter vacation productively for academic and professional advancement.
- To support the University's mission of holistic education aligned with the National Education Policy (NEP) 2020.

2. Scope and Applicability

This SOP applies to:

- All Colleges of TMU offering undergraduate, postgraduate, and doctoral programs.
- Faculty members/Department/College proposing, coordinating, or delivering Short-Term Value-Added Courses.
- Students, research scholars, and external participants registered under the course.

3. Types of Courses

Short-Term Value-Added Courses may include but are not limited to:

- **Skill-Based Training Programs**
- **Value-Added and Certification Courses**
- **Entrepreneurship & Innovation Workshops**
- **Research Methodology and Publication Training**
- **Professional Development Courses** (communication, soft skills, management, leadership)
- **Bridge/Remedial Courses** for academically weak students

4. Course Duration and Structure

- **Duration:** Minimum **1 week** (20 hours of Lectures/Lab) and maximum **4 weeks** (60 hours of Lectures/Lab).
- **Mode:** **Offline / Online / Hybrid** as per course design and feasibility.
- **Evaluation:** Continuous assessment through assignments, presentations, Quizzes.
- **Certificate:** A certificate shall be issued upon successful completion of the course with minimum attendance criteria of 75%.

5. General Instructions

- i. Each department shall identify and propose Short-Term Value-Added Courses one month prior to the scheduled dates (Annexure-I).
- ii. Proposals should include **course title, objectives, course outcomes, course contents, duration, target group, resource persons, budget and brochure** by course coordinator.
- iii. All proposals must be approved by the **Dean/Principal** and submitted to the **Hon'ble Vice Chancellor** for final approval through **Dean-Academics**.
- iv. Registration shall be open to TMU students, alumni, and external participants.
- v. Attendance must be strictly recorded, and digital records maintained by the Course Coordinator.
- vi. Feedback from participants must be collected for quality assurance.
- vii. The course coordinator shall monitor and evaluate the effectiveness of all conducted courses.
- viii. The certificate format shall be standardized and approved by the **Hon'ble Vice Chancellor** through **Dean-Academics**.
- ix. All promotional materials (posters, brochures) must carry the TMU logo.

6. Minimum Enrollment Requirement

- A minimum of 10 students is required to conduct any Short-Term Value-Added Course.

7. Registration Fees

Registration fee per student shall be as under:

S. No.	Course Duration	Registration fee per student
1	One-week Course	Rs 1000/-
2	Two-week Course	Rs 2000/-
3	Three-week Course	Rs 3000/-
4	Four-week Course	Rs 4000/-

8. Honorarium for Faculty and Supporting Staff

The proposed revenue sharing model between University, Course Coordinator/Subject Matter Expert(s) and supporting staff is 75:20:05.

9. Roles and Responsibilities

a. Course Coordinator

- Prepare and submit the course proposal.
- Coordinate scheduling, resource allocation, and communication with participants.
- Ensure proper documentation of attendance, evaluation, feedback, and completion certificates.

b. Dean/Principal

- Approve and oversee course design, delivery, and quality.
- Facilitate academic support to the course coordinator.
- Ensure transparent provisions for handling of registration fees & honorarium payments.

c. Dean- Academics

- Review and recommended course proposals for approval from Hon'ble Vice Chancellor.
- Monitor outcomes and suggest improvements for future offerings.
- Ensure transparent handling of registration fees and honorarium payments.

10. Expected Outcomes

After successful implementation of the Short-Term Value-Added Courses:

1. Students acquire additional technical and professional skills beyond curriculum requirements.
2. Enhanced employability and preparedness according to industry requirements.

3. Improved academic and research culture within the University.
4. Contribution to TMU's institutional reputation for quality education and innovation.

11. Documentation and Reporting

- Each course coordinator shall submit a **Course Completion Report** to the Dean-Academics, including:
 - Course summary and schedule
 - Details of Registration Fee
 - Participant list and attendance record
 - Feedback analysis
 - Photographs and evidence of conduct
 - Financial utilization statement

12. Certification and Recognition

- Certificates will be issued by the concerned Principal/Dean of the College.
- Outstanding participants and coordinators may be recognized by the College.

Annexures enclosed : Annexure - 1



Dr. Vaibhav Rastogi
(Joint Registrar)

Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

Proposal for Short-Term Value-Added Courses

1. Title of the Course:
2. Type of Course:
3. Duration (Date): From..... To.....
4. Number of Hours: Hrs.
5. Mode of Delivery: Online ☐ Offline ☐ Hybrid ☐
6. Fee per Student:
7. Expected Number of Students' Registrations:
8. Course Objectives:

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9. Course Contents:

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10. Expected Outcomes:

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11. Name of Course Coordinator:
12. Proposed Subject Expert(s):
 1.
 2.
13. Proposed Supporting/Technical Staff:

Signature of Course Coordinator

Signature of Principal/Dean