

RE – 8

REGULATION FOR CERTIFICATE AND DIPLOMA COURSES

[Approved by the Executive Council in its 29th meeting held on 01.12.2017

vide resolution No. EC29.5.1 (i)]

(Under Ordinance OC-8)

The Sikkim University offers Certificate and Diploma Courses being administered by respective Departments of the Schools, besides the regular UG, PG, MPhil and PhD courses. A Certificate Course is of one semester's duration (six months) while a Diploma Course is of two Semester's (one year) duration. The Certificate and Diploma courses shall have the status of "Special Courses" of Sikkim University and shall be governed by the general rules of the Special Courses.

1. Eligibility for admission:

- i) Graduate students with 50 percent marks (45 percent for SC/ST/OBC/PWD) are eligible to apply for the course. Selection will be based on merit, that is, on the marks secured in their previous degree. The students shall be permitted to simultaneously pursue any one of the proposed programme at a time along with their regular programme.
- ii) The candidate seeking admission will have to apply on a prescribed format of the University/Department on payment of prescribed fee. No Application Form shall be considered for admission unless it is complete in all respects including attested copies of the photographs of the candidates containing his/her signature thereon and all necessary documents are attached thereto.
- iii) Provisional admission cannot be claimed by any applicant as a matter of right. The provisional admission or readmission of an applicant shall be entirely at the discretion of the Admission Committee, which may refuse to admit any candidate without assigning any reason thereof.
- iv) Provisional admission will be made strictly on combined merit and availability of seats on the date of admission and the mere fact that call letter has been issued shall not entitle a candidate to claim admission.
- v) There shall be an Admission Committee for Certificate/Diploma Programmes admission, constituted under the provisions of Ordinances and consisting of the Dean Students' Welfare or his nominee. Admission shall be made in accordance with these ordinances and the rules made thereunder.
- vi) The admission process may be reviewed as per need from time to time.

2. Intake and Reservation:

The intake to Certificate/Diploma Programmes shall be decided by the concerned department. The reservation in admission shall be as per the Central Government rules.

Reservations: SC Candidates 15 % of the intake
ST Candidates 7.5% of the intake
OBC Candidates 27% of the intake

- a) The candidates seeking admission under the above categories must fulfil the minimum eligibility conditions and qualifying requirements.

- b) The SC/ST/OBC candidates must enclose attested copy of the caste certificate along with their Application Form stating that the candidate belongs to SC/ST/OBC Category.

3. Course of Study:

The syllabus for the course of study will be prescribed from time to time. The Diploma and Certificate Courses shall be of one year duration divided into two semesters and six months, respectively. A student is required to offer compulsory courses of 32 credits in two semesters for Diploma Programmes and 16 credits in one semester for Certificate Programme as per the details given below.

Credit Scheme for the Certificate and Diploma Courses

Certificate Course (Sample Only)

Course Code	Semester	Credits	Marks
CHR 101	Human Rights: Concepts & Theories	04	100
CHR 102	Development of Human Rights	04	100
CHR 103	United Nations & Human Rights	04	100
CHR 104	Human Rights in India	04	100

Diploma Course (Sample Only)

Course Code	Semester I	Credits	Marks
CHR 101	Human Rights: Concepts & Theories	04	100
CHR 102	Development of Human Rights	04	100
CHR 103	United Nations & Human Rights	04	100
CHR 104	Human Rights in India	04	100
Course Code	Semester II	Credits	Marks
CHR 201	Perspectives and Foundations of Human Rights	04	100
CHR 201	Human Rights and Duties in International Perspective	04	100
CHR 203	Socially and Economically Disadvantaged and Human Rights	04	100
CHR 204	Environment and Human Rights	04	100

4. Class Schedule:

Classes for the Certificate/Diploma course shall be conducted in various departments under different Schools in the evening hours or during any such duration which would be appropriate. Teachers from other Social Sciences/Natural Sciences/Language/Professional studies departments/experts from other institutions, as the case may be, shall be invited to deliver the lectures on the topics mentioned in the Units.

5. Duration of the Course:

The Certificate course shall be conducted in the Even/Odd Semester. It is a six months course. The Diploma Course shall be conducted for two semesters – Even and Odd. As such, the course is for one year.

6. Medium of Instruction and Examination:

The medium of instruction and examination shall be in English, except the language departments.

7. Examination System:

Each theory/practical/seminar/field work/project course shall be of 100 marks. For evaluation, the overall structure of the distribution of marks in a course shall be such that 50 marks are allotted to various assessments during the semester, while 50 marks shall be allotted for the end semester examinations.

A. Sessionals:

- i) The assessment (sessionals) in theory courses will comprise of class test, book review and term paper, etc.
- ii) Such class tests, book review and/or term paper in each paper shall carry 50 marks, of which 25 marks will be for class test and 25 marks for book review/ practical assignments/etc and/or 25 marks for term paper. The marks of 2 best are considered out of 3.
- iii) The marks obtained in sessional will be displayed on the notice board.
- iv) Where candidate fails to take examination in any one or more papers or having taken the examination, has, but failed to secure the minimum pass marks in any one or more papers or in the aggregate, his marks in the class tests, book review and/or term paper will be carried forward to the subsequent examination.

B. End Semester Examination and evaluation (for 50 marks):

- i) The question papers shall be set and moderated, and the answer-scripts shall be evaluated by the teachers of the concerned courses. If there is more than one teacher teaching the course, the question paper shall ordinarily be set and evaluated by a teacher of the group.
- ii) Each individual paper shall be of two hour duration and practicals, if any, shall be of three hour duration.

8. Evaluation:

The Certificate and Diploma course shall be evaluated for 400 and 800 marks, respectively of which 50 percent marks are to be for internal evaluation and 50 percent marks shall be for end semester examination. The minimum marks required to pass the examination shall be 45 percent. The aggregate percent of marks secured by the student shall be as per the Examination norms of the University.

9. Attendance:

Candidates are required to attend not less than 2/3rd of the lectures. The Head of the Department may, at his/her discretion, condone the deficiency in

attendance only on compassionate grounds, provided that a representation supported by documentary evidence of the same is to be submitted.

10. Course Fees:

S.No.	Item	Amount in ₹
1.	Admission Fee	300.00
2.	Mark sheet	200.00
3.	Certificate	300.00
4.	Examination Fee	1000.00
5.	Semester Fee	1800.00 (300 x 6)
10.	Registration	200.00
Total		3800.00