

**GANGADHAR MEHER UNIVERSITY,  
AMRUTA VIHAR, SAMBALPUR**

**GUIDELINES FOR  
VALUE ADDED/ ADD-ON, CERTIFICATE, & DIPLOMA COURSES**

1. Any new value added course/ Add-on course/ Certificate course/ Diploma Course developed by a Department or School should be placed before the Board of studies, and approved by Academic council.
2. The course offered should not be the same as any course listed in the curriculum by the respective programme/ any other programs offered in the University Departments/ Schools.
3. Before designing the syllabus, the feedback from employers, alumni, industry and other stake holders should be analyzed and considered for inclusion as far as suitable / possible.
4. Classes for value added courses/ add-on courses in particular will be conducted during weekends / vacation periods / beyond the regular class hours so as to facilitate the students of University to enroll themselves.
5. A student will be permitted to register for only one value added course in a semester.
6. The student may be allowed to take value added courses/ add-on courses offered by other Departments / Schools after obtaining permission from / forwarded through head of the School.
7. The credits earned by the students of this University through these courses will be reflected in their University Grade Sheet.
8. The students who successfully complete the course shall be issued with grade sheet and certificate duly signed by the authority.
9. A nominal course fee subject to a maximum of Rs. 1000.00 (Rupee One Thousand Only) for Value Added / Add-on course to be decided by the concerned Board of Studies may be collected from the students to run the course smoothly.
10. The course fee for certificate course and Diploma Course shall be decided by their respective Board of Studies, and approved by authority.

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Controller of Examinations  
G.M. University, Sambalpur

**(a) Broad format / design of course:**

<b>Conditions</b>	<b>Value added /Add-on course</b>			<b>Certificate course</b>		<b>Diploma course</b>	
<b>Duration</b>	<b>01 month</b>	<b>03 month</b>		<b>06 months (One Semester)</b>		<b>One Year (Two Semesters)</b>	
<b>Credits</b>	02	04	06 (With Practical / Project)	08	10 (With Practical / Project)	16	20 (with Practical / Project)
<b>Hours of teaching</b>	20 hrs.	40 hrs.	60 hrs.	8hrs.	100 hrs.	160 hrs.	200 hrs
<b>Details of Papers</b>	01 Theory of 50 Marks	02 Theory of 50 Marks each	02 Theory of 50 Marks each + 01 Practical / Project of 50 Marks	02 Theory of 100 Marks each	02 Theory of 100 Marks each + 1 Practical / Project of 50 Marks	02 Theory of 100 Marks each Semester	02 Theory of 100 Marks each + 1 Practical / Project of 50 Marks in each Semester
<b>Total No. of Papers</b>	01	02	03	02	03	04	06
<b>Total Marks</b>	50 Marks	100 Marks	150 Marks	200 Marks	250 Marks	400 Marks	500 Marks
<b>Mark Distribution of Mid Term</b>	10	10 + 10	10 + 10	20 + 20	20 + 20	20 + 20 20 + 20	20 + 20 20 + 20
<b>Mark Distribution of End Term</b>	40	40 + 40	40 + 40 + 50	80 + 80	80 + 80 + 50	80 + 80 80 + 80	80 + 80 + 50 80 + 80 + 50

**(b) Passing Requirements and Grading:**

- (i) The pass marks for value added or any other course shall be 40% of the marks prescribed for the course by taking Mid Term and End Term Together.
- (ii) A candidate unable to secure 40% of marks in a course shall reappear in the next semester / year.
- (iii) Grade letter and credit points shall be awarded as per University guidelines.

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