



SNDT Women's University



SNDTWU-CHEटना चेतना

Centre for **H**olistic **E**ducation, **T**raining and **N**ovel **A**dvancements

SNDTWU-CHEटना policy and logo is approved by Management Council of
SNDT Women's University in the meeting held on 19/01/2023
(Resolution of Agenda Item No-20, dated 19/01/2023)

SNDT Women's University, Mumbai

Foreword



I am delighted to present the SNDTWU-CHETNA function policy on developing a pool of need-based, value-based, skill-based capacity-building add-on courses in collaboration with local, national, and international institutions and make them available to students under one umbrella.

SNDT Women's University, Mumbai is one of the frontrunners in adopting novel educational trends. The National Education Policy (NEP 2020) is a thoughtfully planned guiding document introduced to change the face of education in India. For the effective implementation of the National Education Policy 2020 as well as to meet the needs of the 21st century, SNDT Women's University has established the Centre for Holistic Education, Training and Novel Advancements (SNDTWU-CHETNA). It will provide courses and programs to build character through human and constitutional values and also, develop life skills, employability skills, and 21st-century skills required for the betterment of society, the environment, and the whole ecosystem. The center will develop a culture of collaboration with greater autonomy, flexibility, access, and choice for the holistic development of learners and novel advancement in research, curriculum, teaching-learning, assessment, educational resources, and community outreach. SNDT-CHETNA has been established to provide facilities to students for their holistic development through a variety of short-term courses.

I congratulate Principal Nalini Patil, Director of CHETNA, Professor Sachin Deore, Coordinator of CHETNA, and all campus coordinators who have worked tirelessly to conceptualize and compile this policy document.

I hope the add-on course developers, course host institutes, and other local, national, and international institutions/NGOs/freelancers will find the SNDTWU-CHETNA function policy helpful to guide them toward add-on course development and its effective deployment.

Professor. Ujwala Chakradeo
Vice Chancellor, SNDTWU

Preface



Education plays a vital role in shaping the future of our society. It cultivates individuals who have the potential to bring innovative solutions to the problems that our world is facing today. With this in mind, we at SNDT Women's University believe that nurturing the intrinsic capabilities of students is crucial to sustainable development. The integration of knowledge, unity, and integrity must be at the core of the educational system for students to develop their full potential.

Our vision is to create an environment where every student has the opportunity to nurture their intrinsic capabilities. We believe that every individual has a unique set of skills, talents, and abilities, which, when harnessed suitably, can empower them to lead fulfilling lives. We strive to create an environment that fosters creativity, curiosity, and collaboration, where students can learn from each other and from the world around them.

Our mission is to provide a conducive environment for the development of capacities of students in an integrated manner, leading to a sustainable future. We aim to achieve this by providing students with access to a diverse range of opportunities and resources that enable them to hone their skills and develop new ones. Additionally, we focus on instilling values such as honesty, responsibility, and respect for others to build strong and ethical individuals who can contribute to society's growth positively.

We believe that the integration of academic, social, and emotional learning is key to developing well-rounded individuals who can contribute significantly to society. By nurturing the intrinsic capabilities of our students, we hope to create individuals who are confident, curious, and have the drive to make a positive difference in the world.

We are committed to this vision and mission and will work tirelessly to ensure that every student receives the best possible skill development education at the Centre for Holistic Education, Training and Novel Advancements.

Dr. Nalini Patil

Director, SNDTWU-CHETNA

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Introduction

A quality education should prepare an individual to face the challenges of the world. Learning is no longer just about the acquisition of facts and knowledge; it needs to be applied to real-world situations with an understanding of consequences outside the learning environment. An education system that encompasses a well-rounded, balanced education is one that produces active and productive global citizens who are globally-aware and engaged 21st century citizens. For this to occur, students need opportunities to develop not just the knowledge, but the skills, mindset, and moral standards required for a successful professional and personal life. This mission calls for the provision of a holistic education; one concerned with the growth of a student's intellectual, emotional, social, physical, artistic, creative and spiritual potentials, and which is in tune with each child's unique needs and expertise. It actively engages students in the teaching and learning process, encouraging personal growth and collective responsibility.

Providing a secure environment in which students can explore their intrinsic potential is essential in the delivery of holistic education. By providing this we can enlighten the students to innate skills, letting them dedicate time to areas in which they are truly passionate. The advantages of this can be felt throughout the person's life as they gain a self-actualisation that installs confidence and self-worth.

Education doesn't have to be boring, it can be a rich, experiential journey of discovery and expression, where all students and teachers grow together. It should be an inquiry-driven, interdisciplinary and integrated experience that takes into consideration all aspects of child development. In holistic education, there are no deficits in learners, only differences. The NEP 2020 describes the aim of holistic and multidisciplinary education as 'development of all capacities of human beings -intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner'.

What is SNDTWU-CHETNA?

The Centre for Holistic Education, Training and Novel Advancements (SNDTWU-CHETNA) is a center established by SNDTWU to develop and create a pool of need-based, Value-based, skill-based capacity-building add-on courses in collaboration with local, national, and international institutions. It will provide courses and programs to build character through human and constitutional values also, develop life skills, employability skills, and 21st-century skills that are required for betterment of the society, environment and the whole ecosystem. The center aims to act as a bridge between our past; the culture and the technological and social advancements in the future by introducing programs based on our culture and heritage for a sustainable future. The center aims to provide an environment to enhance the creativity of students by providing novel and unusual programs. The name 'SNDTWU-CHETNA' means 'Consciousness' which is the very essence of life.

Vision

Nurture the intrinsic capabilities of students through Unity and integrity of all knowledge

Mission

Provide a conducive environment for development of capacities of students in an integrated manner for the sustainable future of humanity.

Objectives

- Introduce integrated and engaging programs through national-international collaborations
- Initiate innovations through creative combinations of disciplines
- Cultivate in students, the curiosity, the skills and the knowledge for lifelong success
- Develop in students, the integrity and the commitment for the growth of a sustainable society
- Equip the students with values and skills for personal and professional excellence
- Facilitate the flexibility in curriculum, teaching learning and hands-on training
- Attract, develop and retain talented faculty, staff and students

SNDTWU-CHETNA Logo:

The contemporary and stylised logo of CHETNA is inspired from the sacred Lotus of a thousand petals, 'the Sahasrara padma' which represents the Crown Chakra, the symbol of consciousness and wisdom. As a symbol of strength, resilience, and rebirth, the Lotus in CHETNA logo indicates women empowerment by building their strength and resilience through holistic education. It depicts the rebirth of our ancient culture and traditions through education and training. The pink colour of lotus

symbolises the femininity. The hand is an embodiment of help and protection and the blue colour creates a sense of security while showing loyalty and professionalism.

'चेतना' चे अर्थपूर्ण व आकर्षक बोधचिन्ह हे योगशास्त्रातील सहस्रदलकमळ अथवा सहस्रार चक्राच्या संकल्पनेवरून तयार केले आहे. हे सहस्रार चक्र हे मानवाच्या चैतन्यमय जाणिवावस्थेचे अथवा विवेकपूर्ण प्रज्ञेचे प्रतीक आहे. या बोधचिन्हातील कमळ हे एकात्मिक शिक्षणातून होणारे स्त्री चे पुनरुत्थान व सबलीकरण दर्शविते. तसेच या प्रतीकातून आपली उज्वल प्राचीन संस्कृती आणि परंपरा यांचे शिक्षण व प्रशिक्षण यांच्या माध्यमातून पुनरुज्जीवन व्यक्त करते. या कमलपुष्पाचा गुलाबी रंग हा स्त्रीत्व दर्शक आहे. त्यातील हात हा साहाय्य आणि संरक्षण दर्शवितो. तर निळा रंग हा व्यवसायिकता आणि एकनिष्ठता प्रकट करताना सुरक्षेचा भाव निर्माण करतो.

Let Learning Woman be enlightened with vigour and vitality. Let her intelligence, manners and treasure of knowledge be enriched with live spirit. May her body, mind, speech and actions be vibrant with vitality.

विद्याध्ययन करणारी स्त्री हि चेतना शक्तीने अथवा चैतन्याने सुशिक्षित अथवा सुसंस्कृत होवो. तिची बुद्धी, वृत्ती आणि ज्ञानसमृद्धी चैतन्ययुक्त असो. तिच्या शरीरात, मनात, वाणीत आणि कर्मात चैतन्याचा संचार असो.

Scope of SNDTWU-CHETNA

The Centre for Holistic Education, Training and Novel Advancements (SNDTWU-CHETNA) will provide greater **Autonomy, Flexibility, Access, and Opportunity for Choice** to the students. The primary areas of contribution of SNDTWU-CHETNA shall be as follows:

1. SNDTWU-CHETNA will develop and offer Value-based or Skill based, Novel, Multidisciplinary, Add-on credit courses, as per the local, national, and international needs.
2. SNDTWU-CHETNA will Identify the contemporary areas of learning, and accordingly develop the Add-on, Short-term credit and noncredit Multidisciplinary courses in collaboration with reputed local, national and international Institutes/organizations/Industries and well-known experts.
3. Chetana will create the Pool of Value-based or Skill based, Novel, Multidisciplinary, Add-on short-term Capability Enhancement credit and noncredit courses through local, national, and international collaboration.
4. SNDTWU-CHETNA will annually list the Value-based or Skill based, Novel, Multidisciplinary, Add-on short-term Capability Enhancement credit courses that are offered by UGC, AICTE, CEC, IGNOU, IIMB NCERT, NIOS, NITTTT, NPTEL through the SWAYAM, for all students of the University.
5. Capacity building of university faculty through workshops, training, and short-term courses to create Value-based or Skill based, Novel, Multidisciplinary, Add-on, Short-term Capability Enhancement credit and noncredit courses as per local, national, and global needs.
6. Conduct research on holistic development, flexible learner-centered pedagogy, and Multidisciplinary courses.

Specialisations

The Centre for Holistic Education, Training and Novel Advancements (SNDTWU-CHETNA) provides specialisation in the following nine areas of education. There are various certificate and degree courses offered in each specialisation.

1. Cultural Education

- Indology: the study of Indian history, literature, philosophy, and culture.

- Foreign Culture
- Music
- Art
- Dance
- Literature (Ved, Ramayan, Mahabharat, Upnishad etc.),
- Architecture
- Astronomy
- Yoga & Ayurveda

2. Language

- Languages, Translation and Interpretation
- Indian Languages
- Revival of endangered languages
- Foreign Languages

3. Multidisciplinary courses

- Philosophy, Theatre, Mathematics, Statistics, Pure and Applied Sciences, Sociology,
- Economics, Sports
- Integrated courses with combination of various disciplines
- Integration of humanities and arts with Science, Technology, Engineering and
- Mathematics (STEM)
- Commerce and Management
- Any such courses that don't fit in other specialisations

4. Life skills Education

- Value-based education will include the development of humanistic, ethical,
- Constitutional, and universal human values of truth (satya), righteous conduct (dharma),
- peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values,
- life-skills
- 21st century skills
- Programs in community service
- Yoga and meditation

5. Teaching Learning & Pedagogy

- Teaching Methodologies
- Teacher Education for different disciplines like Management, Architecture, engineering, medical etc.
- Curriculum Development

6. Research

- Research Methodology
- Action Research to applied research
- Research softwares (SPSS, MaxQDA etc.)
- Bridge Courses

7. Technology

- ICT
- Coding
- Robotics
- Online Course Development (MOOC etc.)
- Photography, Videography
- App Development
- Teaching Aids development
- Evaluation Methods

8. Environment Education

- Eco-tourism
- Biodiversity
- Wildlife conservation
- Disaster Management
- Sustainable development
- Water and soil conservation

9. Community Outreach

- Community Organisation and Development
- Social Policy and Planning
- Social Entrepreneurship

- Career Opportunities in Social Sector
- Corporate Social Responsibility
- Gerontology
- NGO Registration, Management & Administration
- Women and Gender Development
- Community Health
- Community Literacy: Education, Financial, Digital, Political
- Rural and Urban Development
- Family and Child Welfare
- Gifted person / differently able

The areas of specialisation are identified depending upon the requirement of the current era, subject to be modified with additions or deletions from time to time.

Organizational Structure

The University established the Centre for Holistic Education, Training and Novel Advancements (चेटना) to fulfill the duties and responsibilities of the University as per section 5 and sub-sections 7,8,46(f),52,60, 74,75,76 of the University Act 2016.

SNDTWU-SNDTWU-CHEटना will work under the **Board for Lifelong Learning and Extension** to create skilled and learned human power with greater Autonomy, Flexibility, Access, and Opportunity for choice to the students through its various UG, PG degree-level multidisciplinary skills development programmes, and courses.

The Administrative Office of SNDTWU-CHEटना will be located at the Pune Campus of SNDT Women's University.

Committees of SNDTWU-CHEटना

SNDTWU-CHEटना Advisory Committee: A group of reputable academicians and experts in industry identified and nominated by the Vice Chancellor and chaired by the Vice Chancellor with the mandate of identifying the thrust areas of learning for holistic development, examining the

course development proposals, and approving them. The Director of SNDTWU-CHETNA will be the Member Secretary of this committee.

Structure of the SNDTWU-CHETNA Advisory Committee

Vice Chancellor- Chairperson

Pro-Vice Chancellor- Member

Four Deans- Members

Registrar- Member

Finance And Accounts Officer - Member

Director of Examination and Evaluation- Member

Director Of Lifelong Learning and Extension-Member

Four External Expert- Members

Three Representative of Conducted, Affiliated, Autonomous colleges- Members

SNDTWU-CHETNA Coordinator-Member

SNDTWU-CHETNA Director- Member secretary

SNDTWU-CHETNA Finance Committee: SNDTWU-CHETNA finance committee will be responsible to monitor income and expenditure, prepare budget, prepare Income expenditure statement at the end of each financial year.

Structure of SNDTWU-CHETNA Finance Committee

Vice-Chancellor: Chairperson

Pro-Vice chancellor- Member

Finance And Accounts Officer - Member

Director of Lifelong Learning and Extension-Member

Coordinator SNDTWU-CHETNA- Member

SNDTWU-CHETNA Campus Coordinator of respective campus - Members

Director SNDTWU-CHETNA – Member Secretary

SNDTWU-CHETNA Expert Committee: A group of experts (Subject Matter, Pedagogy, Technology) belonging to a reputed educational institution/Industry or a specialist in a given area, who are nominated by the Vice-chancellor with the advice of SNDTWU-CHETNA Director and chaired by the Director SNDTWU-CHETNA. The board will be responsible to review the course proposals and recommend the courses in different categories for approval. The SNDTWU-CHETNA coordinator will be the Member Secretary of this committee.

Structure of SNDTWU-CHETNA Expert Committee

SNDTWU-CHETNA Director: Chairperson

03 Subject Experts: Members (Vice-chancellor will be nominated 3 subject experts with the advice of SNDTWU-CHETNA Director)

Coordinator SNDTWU-CHETNA- Member Secretary

SNDTWU-CHETNA Fee Review Committee: The committee will be responsible to review the proposed course fee structure and accept/approve the same.

Structure of SNDTWU-CHETNA Fee Review Committee

SNDTWU-CHETNA Director: Chairperson

Finance And Accounts Officer: Members

SNDTWU-CHETNA Coordinator: Member

03 Subject Experts: Members (Vice-chancellor will be nominated 3 subject experts with the advice of SNDTWU-CHETNA Director)

SNDTWU-CHETNA Campus Coordinator of respective campus: Member Secretary

Functioning of SNDTWU-CHETNA Fee Review Committee:

- SNDTWU-CHETNA Campus coordinator will forward the proposed course fees structure to SNDTWU-CHETNA Fees Review Committee after the course is approved by Course Review Committee.
- Chief Coordinator will call the meeting of fees review committee twice in the year preferably March-April and Aug- Sept

- SNDTWU-CHETNA Fee Review Committee will review the proposed fees according to the budgetary provisions of the course, if it is justifiable the committee will approve fees structure for the upcoming year.
- If the proposed fee structure is not justifiable It will be sent back with a note of suggestions. After duly justification the fee structure will be approved by SNDTWU-CHETNA Director (subject to post approval of committee).

SNDTWU-CHETNA Course Review Committee: A dynamic group of course reviewers belonging to a reputed educational institution/Industry or a specialist in a given area, who are nominated by the Vice-chancellor. The committee will be responsible to review the received course proposals with respect to relevance with SNDTWU-CHETNA mandate, expected course outcomes, content (Syllabus and assessment plan), Pedagogical approach and clarity in course deployment policy.

Structure of the SNDTWU-CHETNA Course Review Committee:

SNDTWU-CHETNA Coordinator: Chairperson

03 Subject Experts: Members (Vice-chancellor will be nominated 3 subject experts with the advice of SNDTWU-CHETNA Director from panel of experts)

SNDTWU-CHETNA Campus Coordinator of respective campus: Member Secretary

Functioning of Course Review Committee

- The Campus Coordinator will send all the course proposals for review to all three experts of the concerned subject after receiving the review report will convene an online meeting of that Course Review Committee for final discussion on the proposals.
- After thorough discussion satisfying course proposals will be sent to the Fee Review Committee to review the proposed fee structure.
- Finally, the proposals which meet both levels satisfactorily will be sent to the Expert Committee for kind consideration.

SNDTWU-CHETNA Office bearers

SNDTWU-CHETNA Director: A person who has been appointed by the Vice-chancellor of the university and shall work directly under the directions and control of the vice-chancellor. She/He shall discharge his functions under the superintendence, direction, and guidance of the Advisory Committee and who will be responsible for the execution of Advisory Committee resolutions and smooth functioning of the center.

SNDTWU-CHETNA Coordinator: A person who has been appointed by the Vice-chancellor of the university and shall work directly under the directions and control of the Director SNDTWU-CHETNA, who will be responsible for the coordination and communication with the Heads, Principals, and Course Coordinators with the help of campus coordinators.

SNDTWU-CHETNA Administrative Coordinator: A person who has been appointed by the Vice-chancellor of the university and shall work directly under the directions and control of the Director SNDTWU-CHETNA, who will be responsible for the administrative coordination in SNDTWU-CHETNA office bearers and staff.

SNDTWU-CHETNA Campus Coordinators: A person/s who has been appointed by the Vice-chancellor at all the campuses of the university and shall work directly under the directions and control of the Director SNDTWU-CHETNA, who will be responsible for the smooth coordination and communication with the Heads, Principals, and Course Coordinators/facilitators as per the guidance of SNDTWU-CHETNA coordinator.

SNDTWU-CHETNA College/Institute Coordinator: A faculty member who has been appointed by the Principal/Director of the host College/Institute for the specific course or courses. The course Coordinator will be responsible for student enrolment, proper implementation of the course, students' progress tracking, and conveying student enrolment and progress data to SNDTWU-CHETNA portal.

SNDTWU-CHETNA Course Director: A Principal/ Director of the course offering institute, who will facilitate students learning through administrative, infrastructural support and supporting the final exam conducted by SNDTWU-CHETNA.

SNDTWU-CHETNA Course Coordinator/Author/facilitator: A faculty member belonging to the course offering institute, who has developed the course, and facilitates students learning through mentoring, teaching, assessment, and supporting the final exam conducted by SNDTWU-CHETNA.

SNDTWU-CHETNA Pool of courses

Courses in SNDTWU-CHETNA Pool will be categorized as follows:

Courses offered by SNDTWU-CHETNA

Add-on credit and noncredit courses that are designed, developed, and offered by the center individually or jointly with another department/institute/ Other State, Central, Deemed & Foreign Universities/other imminent local, national, and international institutes/ Government Institutions/ NGO with the active MOU. For these courses, the center will assess students' learning achievement, issue the credit certificate, and recommend to the university to add these credits to students' ABC.

These courses will be classified as follows:

1. Campus-level courses (face-to-face courses)
2. Campus-level courses (Blended mode courses)
3. Scheduled Online courses open to all
4. Self-paced courses open to all

Courses recognized by SNDTWU-CHETNA

Add-on credit and noncredit courses that are designed, developed, and hosted by the University department/conducted and affiliated college individually or jointly with another department or institute, that are annually reviewed by SNDTWU-CHETNA subject expert in a given area and

approved by SNDTWU-CHETNA Advisory Committee. Also, the center will conduct a final examination to assess students' learning achievement, issue the credit certificate, and recommend to the university to add these credits to students' ABC.

These courses will be classified as follows:

1. Campus-level courses (face-to-face courses)
2. Campus-level courses (Blended mode courses)
3. Scheduled Online courses open to all
4. Self-paced courses open to all

Non-credit certificate courses approved by SNDTWU-CHETNA

Skill-based noncredit certificate courses that are designed, developed, and hosted by the University department/conducted and affiliated college individually or jointly with another department or institute, that is reviewed by SNDTWU-CHETNA subject expert in a given area and approved by CHETANA Advisory Committee to add this course in SNDTWU-CHETNA Pool of the courses. For this course, the host department/College/Institute will assess students' learning and issue the course completion certificate.

These courses will be classified as follows:

1. Campus-level courses (face-to-face courses)
2. Campus-level courses (Blended mode courses)
3. University Level scheduled Online courses
4. University Level self-paced courses

Courses recommended by SNDTWU-CHETNA

Add-on courses that are offered by UGC, AICTE, CEC, IGNOU, IIMB NCERT, NIOS, NITTR, NPTEL through the SWAYAM or any reputed State, national and international Universities or Institutions, and that is reviewed by SNDTWU-CHETNA subject expert in a given area and approved by CHETANA Advisory Committee to add this course in SNDTWU-CHETNA Pool of the courses for all students of the University. For this course, the SWAYAM or concerned

University/Institute will assess students' learning and issue the credit or course completion certificate. As per the credit transfer policy of SNDTWU university will add these credits to students' ABC.

The functioning of SNDTWU-CHETNA

Process of SNDTWU-CHETNA Course development

Every year the Advisory Committee will Identify the contemporary multidisciplinary thrust areas and the Suitable Course Coordinators for these areas. Course Coordinators will be a regular faculty and Subject Expert belonging to a university department or conducted college. Also, he/she should be a specialist in the identified area. Also, she/he will be entrusted with the task of developing and conducting an online or f2f course in a given area.

Parallely, SNDTWU-CHETNA will call the collaborative course development proposals from a Subject Expert belonging to an affiliated college and other reputed educational institution/Industry or a specialist in the field identified and entrusted with the task of developing an online course in a given area.

Process of adding courses into the SNDTWU-CHETNA Pool of courses

Every year in January-February and June-July, SNDTWU-CHETNA invites course proposals to be added to the SNDTWU-CHETNA Pool of courses to make available for the next semester/ academic year. In March and August course proposals will be reviewed by the course review committee and sent to the Expert committee for a recommendation. After the Expert committee recommendation, the course will be approved by the Advisory Committee and added to the SNDTWU-CHETNA Pool of courses for the upcoming semester/ academic year.

The recognition of the course will be valid for one year only. Course recognition will be renewed after reviewing the course data and students' satisfaction survey.

Course delivery mechanism

Courses offered by SNDTWU-CHETNA: Every year SNDTWU-CHETNA will develop courses on identified trust areas and will be made available in F2F, online and blended (synchronous and asynchronous) mode through LMS. For these courses, Students can enroll themselves through SNDTWU-CHETNA Portal as per the pre-declared enrollment policy of this course and the enrollment rules of the Department of lifelong learning and Extension. After admission confirmation by the SNDTWU-CHETNA Director student will be registered on LMS for the desired course as a learner.

Courses recognized by SNDTWU-CHETNA and hosted by other institutions: Courses recognized by SNDTWU-CHETNA and Hosted by other institutions conducted or affiliated by university will be made available as per the pre-declared course policy. Host institute can conduct courses through F2F at the campus level or Blended (F2F and asynchronous) at the campus level or Online Blended (synchronous and asynchronous) Or Self-paced mode. For these courses, Students will be enrolled by the Host institute as per their pre-declared enrollment policy and the enrollment rules of Department of lifelong learning and Extension.

Courses recommended by the SNDTWU-CHETNA: For this type of course students themselves have to register as per the concerned institutions admission policy. Students should complete the course at their own level.

Assessment examination and Certification

Assessment: The courses offered, recognized by SNDTWU-CHETNA will adopt a continuous comprehensive assessment approach and accordingly, 60/40 weightage for formative and summative assessment (60% Formative and 40% summative) will be given.

For successful completion of the course, students have to achieve 50% marks in both types of assessments separately.

Examination: For students who are willing to earn a course completion certificate with credit, an objective type online examination of 10 marks per credit will be conducted by SNDTWU-CHETNA

at the end of the course to award a credit certificate. And those who are willing to earn only a course completion certificate for their host institute will conduct a course end test and send the assessment data to SNDTWU-CHETNA for the certificate.

Certification: For courses offered and Recognized by SNDTWU-CHETNA, SNDTWU-CHETNA will award two types of certificates as per the choice of the students.

1. **Course completion certificate (without credit):** Students who are not willing to appear external exam conducted by SNDTWU-CHETNA to earn a credit certificate, will be awarded a course completion certificate based on their grades or marks that she has earned in the formative assessment task along with the course end summative assessment test conducted by the host institute.
2. **Course completion certificate with credit:** Students who are willing to earn a course completion certificate with credits have to appear in the course end summative external exam that will be conducted by SNDTWU-CHETNA to fulfill the requirements of course completion. Those students who have successfully completed all the requirements of course completion will be awarded a Course completion certificate with credit and will recommend to the university to add their credits to their ABC.

Fee structure of SNDTWU-CHETNA

Courses offered by SNDTWU-CHETNA:

SNDTWU-CHETNA registration fees- 20 per student for SNDTWU Students and 100 for other than SNDTWU learners (One time in degree period).

Course fee-Per Student (As per budgetary provision of the course and Approved by the Fee review committee)

Assessment and evaluation Certification Fee: 50 per Student (Digital certificate)

Courses recognized by SNDTWU-CHETNA:

Course recognition fee for host institute (Reviewing and monitoring the course to maintain the standard of the course) as follows:

Nature of the course	4 Credit Course	2 Credit course	1 Credit course	Noncredit Certificate course
Face to face	4000/- per year	2000/- Per year	1000/- per year	2000/- per year
Blended	4000/- Per year	2000/- Per year	1000/- per year	
Online	4000/- Per year	4000/- Per year	1000/- per year	

SNDTWU-CHETNA registration fees- 20 per student for SNDTWU Students and 100 for other than SNDTWU learners (One time in degree period).

Course fee- Per Student: (As per budgetary provision of the course and Approved by the Fee review committee)

Assessment and evaluation & Certification (Digital certificate) **Fee:** 50 per student (Optional, if candidates opted credit transfer facility)

Courses offered by SNDTWU-CHETNA in collaboration with Local, National, International level Institutes/NGOs/ An expert in a particular field:

SNDTWU-CHETNA registration fees- 20 per student for SNDTWU Students and 100 for other than SNDTWU learners (One time in degree period).

Course fee-Per Student (As per budgetary provision of the course and Approved by the Fee review committee)

Distribution of Fees in both parties will be as follows:

Role		Share % of the Course fee to the First party	Share % of the Course fee to the second party
First party (SNDTWU)	Second Party		
Design, develop, conduct, evaluate and certify courses with your own resources.	Providing expertise in a specific field, providing academic and field-related support to execute a course	80%	20%
Providing academic consultancy to design, development and conduct the course. Conduct final evaluation and issue the certificate.	Design, develop, conduct, course with your own resources.	40%	60%

The share percentage may be changed according to the role of both parties and the terms and conditions of the MOU.