

**Bharathiar University, Coimbatore-641 046,
Tamil Nadu, India.**

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BHARATHIAR UNIVERSITY, COIMBATORE

REVISED GUIDELINES AND REGULATIONS OF BU- COMMUNITY COLLEGE CONSULTANCY CENTRE-2020-21

The Bharathiar University launched the Community College System in April 2007 and institutionalized the same as a statutory institution, named, Bharathiar University-Community College Consultancy Centre (BU-CCCC).

Community college is considered to be an alternative system of Education initiated during 1995 in South India. The Vision of the Community College is to empower the disadvantaged and the underprivileged people. By imparting appropriate skills through various programmes they will be made gainfully employed. The major aim is to restore the denied right to education of the unreached to help them earn their livelihood. It focuses on promoting job oriented, work related, skills-based and life coping education. It mainly concentrates on the people from marginalized groups and backward communities and women.

The Government of Tamil Nadu through its order No.163, HE (K2) Dept. dt. 22.5.2008 and other orders and letters have time and again encouraged initiating the Community college system in Tamil Nadu. Similarly, this system of education has also been included in the X and the XI Five Year Plans by the Ministry of Human Resources Development, Government of India, New Delhi.

THE ESTABLISHMENT OF COMMUNITY COLLEGE:

BU-CCCC is authorized to give approval to the new community colleges as per the norms. The establishment of the Community Colleges shall be preceded by an extensive analysis on the need and availability of the employment opportunities of the local area and also of the social needs of the community. The Community College can be envisaged as a multi- campus reality and through this system the skill-based education will be made possible to the people.

An organization which is non-commercial, non-profit making and service-minded shall be accorded the approval sign a Memorandum of Understanding (MOU) with the Bharathiar University to establish a Community Colleges (Please refer the general guidelines). Normally the approval will be given to the community college within Tamil Nadu. However, approval will also be considered for established Trusts / Institutions/Organisations who are serving the community in other states also. A Community College should be run only by Registered Societies/ Trusts/Institutions/organizations rooted in community based activities and educational service that have public interest and service mindedness at heart. These agencies should have credibility and reputation in distinguished service to the society and particularly to the people of the locality with a minimum period of five years of proven service. This agency shall submit the Trust Deed copy and/or other related documents along with the application for verification by the legal department of the university.

The agency intending to establish the Community College must submit evidence of tie-up with Industries and other organizations with the employment potential where internship and hands-on experience will be provided to the University at the time of application itself.

BU-CCCC- OBJECTIVES

- To ensure accessibility, flexibility in curriculum and teaching methodology, cost effectiveness and equal opportunity to marginalized sections of the population
- To make higher education relevant to the learner and the community
- To integrate relevant skills into the higher education system
- To provide skill-based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity
- To collaborate with industrial, commercial and service sector of the local area and responding to the social needs and issues of the local community,
- To provide internship and job placement within the local area, promotion of self-employment and small business development, declaration of competence and eligibility for employment.

THE CURRICULUM OF THE COMMUNITY COLLEGE

In order to rope in the disadvantaged persons, the Community College System foresees accessibility, flexibility in curriculum and teaching methodology, cost effectiveness and equal opportunity in collaboration with industrial, commercial and service sector of the local area. The objective of the community college is to respond to the social needs and issues of the local community, internship and job placement within the local area, promotion of self-employment and small business development, declaration of competence and eligibility for employment. Hence, the curriculum of the Community College should include four distinct parts like life skills, work skills, internship and preparation for employment.

In view of this unique character, the Community College system shall develop an autonomous and independent structure. Autonomy would help the process of modernization, improve standards of education, design new curricula, new courses, and evolve methods of teaching, learning and evaluation, frame specific rules for admission and prescribe own courses of study. Hence, the Community College system is contemplated to be self-financed keeping in mind the target groups and the suggestion of the Government.

GENERAL GUIDELINES

The Bharathiar University prescribes the following specific conditions to attain the approval for establishing a Community College.

- A. (i) The institution/organization, which applies for the approval to establish the Community College to conduct courses / programmes should have been recognized or registered under the Act of Government such as, Societies Act, Registration under the Companies Act, Trade Act, Trust and the Educational institutions/Professional bodies with 5 years of exemplary educational service.
- (ii) Polytechnics and Industries can offer certificate/diploma programme related to their operation
- (iii) Hotels with 100 rooms and restaurants in semi urban / rural & 150 rooms in Municipal Corporation area and 200 rooms with restaurants in cities can start the Community Colleges to offer courses related to the hotel industry

- (iv) Voluntary Organizations (NGOS): Voluntary Organizations, which have already established Community Colleges offering skill development programme with industrial tie-up for providing practical training, can also apply for recognition.
- (v) The non – industrial agencies shall have a strong tie-up with industries, where internship and hands on experience is provided to the students and the evidence of tie-up should be submitted to University along with the application.
- (vi) No Community College other than industries and Hotels shall be given recognition without industrial tie-up.
- B. Resolved that the organization, which applies to establish a community college, should have the approval of appropriate authorities in their respective field.
- C. The institution/organization shall have a Board of Management to monitor the programmes of the Community College, in which a expert from industry should be one of the members. Further, the Coordinator of BU- CCCC/authority nominated by the Registrar, Bharathiar University is authorized to conduct periodical inspection of the approved community college to monitor its functioning.
- D. Any organization interested shall offer any collaborative and innovative programmes directed towards the needs of the community and can also devise and develop new programmes of its interests which will be approved by the Boards of Study convened by the University.
- E. The Community College shall have a permanent/leased building with adequate classrooms for conducting the programmes.
- F. The original Trust deed and building lease deed shall be submitted along with the application for verification by the legal department of the University.
- G. The approved community colleges shall collect fee from the students only that are prescribed by the university.

- H. The Community College shall establish a separate office and a library with relevant books and journals for each of the programmes.
- I. The course material for the Diploma programme concerned shall be prepared and issued to the students by the approved community colleges.
- J. The programmes shall be conducted regularly during week days/week ends
- K. The Community College should provide the prescribed and appropriate instruments and computational facilities to the students for the conduct of the course.
- L. The Community College shall follow the course curriculum approved by the University and the regulations prescribed thereon.
- M. The Community College shall submit the details of industry tie up along with the application.
- N. The Community College shall form a Board of management on which, by default, the industrialist shall be a member.
- O. The Community College shall opt to withdraw the course, if there is no student enrollment for consecutive period of three years.
- P. The University has the right to withdraw the approval of the Community College whenever the University finds any irregularity or violation of conditions in the functioning of the Community College.
- Q. The Community College can apply for increase in the number seats in each approved course; however approval of additional seats will be subject to the availability of infrastructure upon due verification by the authority nominated by the university.

GUIDELINES FOR B.VOC PROGRAMME

- A. Affiliated colleges which plan to offer B.Voc Programme must initially obtain the approval

of the UGC and subsequently apply for affiliation from the Bharathiar University through BU-Community College Consultancy Centre.

- B. B.Voc. Programme will be offered only in the beginning of the academic year (June or July) for a period of three years.
- C. Community college can admit candidates through lateral entry mode to the second year and third year of B.Voc programme for those who have completed the eligible course work in the diploma and advanced diploma respectively.
- D. As per the norm of the UGC and National Skills Qualifications Framework (NSQF) multiple exits of the students will be permitted. The exit of the students will be awarded Diploma certification in the first year; Advanced Diploma certification in the second year and B.Voc Degree in the Third year after successful completion of prescribed qualifying examination.
- E. Institutions needs to have adequate laboratory /workshop facilities for face to face delivery of skills and hands-on practice either owned or arranged through tie-up with the partner industry or any institution recognized by the certification agency.
- F. Institution should develop the curriculum in consultation with industry. The industry representatives should be an integral part of the academic bodies of the university/college. While doing so, they should work towards aligning the skills components of the curriculum with the NOSs developed by the respective Sector Skill Councils.
- G. Institutions should use its regular faculty for the conduct of general education component and also for the skills components, if existing. Additionally, they may hire faculty on contractual basis and guest faculty in the core trades only as per UGC norms
- H. Institution should offer a minimum of 2 skill specializations under the B.Voc. programme.
- I. The suggested credits for each of the years are as follows:

NSQF Level	Skill Component Credits	General Education Credits	Normal Calendar duration	Exit points/Awards
Year 3	36	24	Six Semesters	B.Voc.
Year 2	36	24	Four Semesters	Advanced Diploma
Year 1	36	24	Two Semesters	Diploma
Total	108	72		

- J. The assessment for the general education component will be done by the university as per their prevailing standards and procedures.

- K. The general education component will be adhere to the normal university standards. It should emphasise and offer courses which provide holistic development. However, it should not exceed 40% of the total curriculum.
- L. Adequate emphasis should be given to language and communication skills.
- M. The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.
- N. The curriculum should necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs
- O. The curriculum should also focus on work-readiness skills in each of the three years.
- P. Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.
- Q. Institutions shall apply for additional section for each course by paying Rs.1.75 lakh. However the approval subject to the report submitted by the inspection commission nominated by the university.

SUBMISSION OF APPLICATION FORM:

The prescribed Application Form can be downloaded from the University website. The filled-in Application Form shall be submitted to the Coordinator along with the prescribed fee by DD in favour of 'The Registrar, Bharathiar University, Coimbatore'.

The application can be submitted to establish a new community college/offer a new course throughout the year: however the submitted applications will be processed twice a year i.e January and July. The community college can admit students during the start of the academic year and the examination will be conducted at the end of the academic year.

CURRICULUM STRUCTURE

- The qualification to enroll for the Diploma Programme is class **X passed**.

I Diploma Programme (One year)

S.No	Curriculum structure	Number of theory/Practical	Hours of Examination	Marks	Total marks	Credits
1.	Theory	4	3	4 x 100	400	16

2.	Practical	3	3	3 x 100	300	12
3.	Internship/ Apprentice/ Teaching Practice/ Project	1	Report submission/ Viva voce	1 x 100	100	4
			Total		800	32

- Depending upon the nature of course, number of the theory and practical papers will be decided by the Board of Studies concerned.
- Minimum Pass Mark: 40 Marks
- The students should complete the course within 5 years

II Certificate Programme (SIX months)

- The qualification to enroll for the Certificate Programme is class **VIII passed**

S.No	Curriculum structure	Number of theory/Practical	Hours of Examination	Marks	Total marks	Credits
1.	Theory	2	3	2 x 100	200	8
2.	Practical	2	3	2 x 100	200	8
			Total		400	16

- Minimum Pass Mark: 40 Marks
- The students should complete the course within 5 years.

QUALIFICATION FOR THE PRINCIPAL /DIRECTOR & FACULTY

- Principal or Coordinator with Degree/Diploma qualification with minimum of 3 years of Teaching/Industry experience
- Faculty with Diploma / Degree / ITI Certificate based on requirement with teaching/ industry experience.
- Lab Assistant – 1 in each Lab based on requirement.
- Assistant / Data Entry Operator -1.

INFRASTRUCTURE REQUIREMENT

- Office cum Principal and staff room 500 sqft.
- Class rooms per course based on requirement 250 sqft.
- Laboratory per course based on requirement 300 sqft.
- Library 300 sqft.
- Computer Centre (required only for computer related courses) 300 sqft.
- Toilets 300 sqft.

APPROVAL /MOU FEE:

The following is the list of fees prescribed by the University for the Approval of the Community College.

S.No	Particulars		Fee details
1.	Application Fee for the Approval of the Community College		Rs. 5,000/-*
2.	Inspection Fee for the Courses applied		Rs. 15,000/-*
3.	Inspection Fee Whenever the community college applies for new course/renewal of MOU		Rs. 15,000/-*
4.	Approval Fee (one time at the time of Signing MOU)		Rs. 50,000/-*
5.	Fee for Renewal of MOU		Rs. 25,000/-*
6.	Course fee	Certificate Course	Rs.10,000/-/course*
		Diploma Course	Rs.15,000/course*
7.	Recognition Fee (for certificate verification)		Rs. 500/-/student*
	B.Voc/Advanced Diploma Programme		
8.	Application fee for B.Voc /Advanced Diploma programme		Rs. 5000/-/ programme *
9.	B.Voc / Advanced Diploma Programme		Rs. 1,75,000/-/ programme *
10.	Application Registration Fee for Continuance of Provisional Affiliation		Rs.2000/-/ programme*
11.	Application Registration Fee for Permanent Affiliation		Rs.2,000/-/ programme*
12.	Application Registration Fee for Permanent Increase in Intake		Rs.3000/-/ programme*
13.	Fee for Continuance of Provisional Affiliation after 3 years		Rs.25,000/-/ programme *
14.	Fee for Permanent Increase in Intake		Rs.20,000/-/ programme *

***Inclusive of 18% GST (Submit as a separate Demand Draft)**

GUIDELINES & FEE FOR MOU RENEWAL

- MOU can be renewed with a payment of Rs. 15,000/-* as Inspection fee if the application for renewal is received within 3 months after the date of expiry.
- MOU can be renewed with a payment of Rs. 15,000/-* as Inspection fees, and a condonation

fee of Rs. 5000/-* if the application for renewal is received within one year after the date of expiry.

- MOU can be renewed with a payment of Rs. 15,000/-* with a condonation fee of Rs. 5000/-* for each year if the application for renewal is received after a year from the date of expiry.
- The renewal is effective from the date of expiry of MOU in the entire above mentioned clause.

All the above stated fees should be submitted in the form of a Demand Draft drawn, on a Nationalized Bank, in favour of **The Registrar, Bharathiar University** payable at Coimbatore.