

CENTRE FOR DISTANCE AND ONLINE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR
(Established by State Legislature Act 17 of 1995)
"A⁺" Grade, NAAC Accredited

NOTIFICATION

The Vice-Chancellor is pleased to approve the following guidelines to start Short-Term Certificate Courses/ Certificate Courses/ Advance Certificate Courses at Centre for Distance and Online Education (CDOE) from the academic year 2026-27 academic session beginning August, 2026 and onwards U/S 11(5) of the Guru Jambheshwar University of Science & Technology, Hisar Act, 1995 in anticipation of approval of the Executive Council :-

1. The key objective of the Short-Term Certificate Course(s)/Certificate Course(s) (which may be seen as value added certificate Course(s) as well) shall consist of transforming the required skills upgradation amongst the students so as to augment the employability index of our admitted students in the university and as well as students from surroundings.
2. The Director, Centre for Distance and Online Education (CDOE) shall monitor the admission process for all Short-Term Certificate Course(s)/Certificate Course(s).
3. The fees shall be received ONLINE and the appropriate bank account shall be provided by the Centre for Distance and Online Education (CDOE), which may be common for all the short-term Certificate Course(s)/Certificate Course(s), so that income detail of individual short-term Certificate Course(s)/Certificate Course(s) may be identified at any time.
4. The eligibility of short-term Certificate Course(s)/Certificate Course(s) shall be decided by the Staff Council/BOS&R of the parent department concerned.
5. The Examination of the Short-term Certificate Course(s)/Certificate Course(s) are to be conducted internally at the level of the Centre for Distance and Online Education (CDOE), Course Co-ordinator and the teacher concerned of the parent department or outside experts. Further, evaluation and declaration of results will be done by the department concerned. The Certificate of Short-term Certificate Course(s)/Certificate Course(s) will be issued to the successful candidate by the Director, Centre for Distance and Online Education (CDOE) and the concerned Course Co-ordinator.
6. There is no limit for no. of student(s)/batches.
7. The duration of online short-term Certificate Course(s)/Certificate Course(s) will be as under :-

Name of the Certificate Course	Duration	Credit(s)
Short-term Certificate Course(s)	upto 3 months	4-6
Certificate Course(s)	upto 6 months	8-10
Advance Certificate Course(s)	upto 9 months	12-16

8. The Short-Term Certificate Course(s), Certificate Course(s), will be awarded to the successful candidates, as per the following grade :-

Marks (%)		Letter Grade Marks (3%)		Marks (%)
80	\geq	A+	\leq	100
70	\geq	A	\leq	79
60	\geq	B+	\leq	69
50	\geq	C	\leq	59

The minimum passing marks for Short-Term Certificate Course(s)/Certificate Course(s) will be 50%.

9. The successful Short-Term Certificate Course(s)/Certificate Course(s) may be repeated N-number of times during the academic session and same process shall be followed for each Course.
10. The academic credits for each Short-Term Certificate Course(s)/Certificate Course(s) shall depend upon the total number of hours spent per week and the same shall be mentioned in the Short-Term Certificate Course(s)/Certificate Course(s) as well.
11. The overall administrative mechanism of the online Short-Term Certificate Course(s)/Certificate Course(s) shall be under the direct supervision of the Director, Centre for Distance and Online Education (CDOE).
12. These guidelines, proposed for the Short-Term Certificate Course(s)/Certificate Course(s) are illustrative in nature, however, the specific process may be outlined by the Centre for Distance and Online Education (CDOE) while submitting the proposal.
13. The proposal may include the following illustrative aspects:
1. Duration of Course : To be decided by the Staff Council & BOS&R of the parent dept.
 2. Eligibility for Admission : To be decided by the Staff Council & BOS&R of the parent dept.
 3. Course Coordinator : To be decided by the Director, CDOE
 4. Supporting Staff : To be decided by the Director, CDOE
 5. Course Structure : To be decided by the Staff Council & BOS&R of the parent dept.
 6. Admission Process : Online
 7. Examination Process : As per the scheme & syllabi (Online)
 8. Students per Batch : To be decided by the CDOE in consultation of the Course Coordinator. There is no limit of No. of seats/intake but the minimum strength of 25 candidates is required for a batch.

9. Selection Process : As per minimum eligibility
10. Courses Fees (Internal) : 25% discount for internal university student/Ward of Regular/ Contractual/ HKRN University Employee
11. Course Fees (External) : Fee is to be decided by CDOE
12. Honorarium to Coordinator: As per existing norms of CDOE
13. Teacher Honorarium : @Rs. 1000/- per hour (Inclusive of all teaching and examination related work like Assignment Preparation and Evaluation, Question Paper Preparation and Evaluation, Project Evaluation, Viva etc.
14. Budget Head Charge : Centre for Distance and Online Education (CDOE)


Director (CDOE)

Endst. No. CDOE-3/2026/ 84-93

Dated: 11/05/2026

Copy of the above is forwarded to the following for information and necessary action:-

1. Dean Academic Affairs, GJUS&T, Hisar.
2. Dean International Affairs, GJUS&T, Hisar
3. Controller of Examinations, GJUS&T, Hisar
4. Director, PDUCIC, GJUS&T, Hisar with the request to upload the same on the University website as well as CDOE website.
5. Joint Director (Audit), GJUS&T, Hisar.
6. DR/AR (Accounts), GJUS&T, Hisar.
7. AR(Academic), GJUS&T, Hisar
8. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar.
9. PA to Registrar (for kind information of the Registrar), GJUS&T, Hisar.
10. O/o Director (CDOE) (for kind information of the Director, Centre for Distance and Online Education), GJUS&T, Hisar.


Secretary (CDOE)
for Director (CDOE)