

**A. Proforma for Inviting Add-on course proposals for SNTWU-CHEINA recognition and collaboration**

(Please read the SNTWU-CHEINA Policy before filling out the form and submit it to [office@chetna.sndt.ac.in](mailto:office@chetna.sndt.ac.in))

1	Title of the Course	
2	Specialization	
	Credit/Non-Credit Course	<input type="checkbox"/> Yes <input type="checkbox"/> NO      No. of Credits .....
3	Host Institute offering the course	Name : _____ Address- : _____ _____ City: _____ State: _____ PIN: _____ Phone: _____ (STD) _____
4	Details of the SNTWU-CHEINA College Coordinator	
	Name	
	Designation	
	Contact Detail	Mobile No.----- (10 digits) Alternative mobile number if any _____ Landline No. _____ (STD) _____ Email ID: _____
5	Details of the Course Coordinator/ Facilitator	
	Name	
	Designation	
	Contact Detail	Mobile No.----- (10 digits) Alternative mobile number if any _____ Landline No. _____ (STD) _____ Email ID: _____
	Experience in years	
	Nature of appointment	
	University department /Institute /College Associated With	
6	Detailed proposal submitted/ Attached* (Annexure- I)	<input type="checkbox"/> Yes <input type="checkbox"/> NO
7	Detailed course syllabus Attached* (Annexure-II)	<input type="checkbox"/> Yes <input type="checkbox"/> NO
8	Fee structure along with the course budget attached* (Annexure-III)	<input type="checkbox"/> Yes <input type="checkbox"/> NO
9	Payment details of recognition Fee * (Annexure-IV)	<input type="checkbox"/> Yes <input type="checkbox"/> NO

\*Mandatory to be provided with the proposal

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**College seal**

**Sign of Principal**

## Annexure- I

### Detailed course Proposal

(Kindly fill the form as per the instruction given in respective columns and submit it)

Sr. No.	Deliverable	Description	Remarks
1	Course Title		The course title- to give a clear indication of the content
2	Specialization		Refer to SNDTWU-CHETNA 9 Specializations
3	Course Level		UG/PG/ not specify
4	Course Category		Credit/Non-credit certificate
5	Number of credits		As per UGC guidelines 1 Credit for 15 hours of Teaching, if Practical, field visit: 1 Credit is for 30 hours including the formative assessment component. Accordingly, the course coordinator will define learning engagement hours and calculate the credits
6	Course Description	Tell about your course	The description should contain 200 to 250 words
7	Course duration (in weeks)		A 1 to 4 credit (15-60 hours) add-on course is expected to be covered in 3-12 weeks' (4-5 hours per week) duration including the assessment component

8	Preferred Semester		Odd/even/both
9	Rationale for developing this Course		
10	Course Objectives		Define the overall objectives of the complete course including the expected learning outcome of the course.
11	Learning Outcome		Preferably give point-wise the learning outcomes
12	Prerequisites		Student eligibility and basic educational qualification or prior knowledge required for doing the course.
13	Intended Audience		
14	Brief about the Course developer	Name & designation: Teaching experience: Expert specialization: Affiliations	To demonstrate credibility and assert expertise. A brief biography, career highlights, affiliations etc. not to exceed 100 words
15	Assessment and grading Plan		Specify requirements for a successful course completion Assessment plan – the weightage assigned for different elements of the

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## Annexure- II

# Course Syllabus

Course Title:

### COURSE STRUCTURE:

<b>Course Title</b>	
<b>Expected workload</b>	
<b>Host Institute</b>	
<b>Credits</b>	
<b>Language</b>	
<b>Mode of Course delivery</b>	
<b>Level</b>	
<b>Target group profile</b>	
<b>Pre-requisites</b>	
<b>Course Intake</b>	
<b>Fees</b>	
<b>Certification</b>	

### COURSE CONTENT

#### Course Modules and sub-modules:

<b>Module</b>	<b>Title</b>	<b>Hour's week</b>
<b>Module 1</b>		
<b>Learning Outcomes</b>	On completion of this module, the learner will be able to... ✓ ✓ ✓	
<b>Content</b>		
<b>Sub-Module 1</b>		
<b>Sub-Module 2</b>		

<b>Module 2</b>		
<b>Learning Outcomes</b>	On completion of this module, the learner will be able to... ✓ ✓	
<b>Content</b>		
<b>Sub-Module 1</b>		
<b>Sub-Module 2</b>		

(You can add more rows if needed)

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**Annexure-IV**

**Payment details of recognition Fee**

(Not applicable for collaboration proposals)

<b>Name of the payer</b>	
<b>Account no.</b>	
<b>Amount</b>	
<b>Date</b>	
<b>Bank Name</b>	
<b>Transaction reference no.</b>	

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