

**Regulation prescribing Norms for granting recognition to the Institute/ Society/  
College /Non profit company (section 8) as the Recognised Institution for  
Conducting Skill  
& Professional Education Courses (RISPE).**

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**Central Sanskrit University** Act 2020 has provision as per Sec 1.6.(1) (xiii) *to establish, maintain, affiliate, recognize colleges, institutions and such Centres as specialized laboratories or other units for research and instructions as are, in the opinion of the University, necessary for the furtherance of its objects;*

1. The Regulation may be called, "Regulation to provide Norms prescribed for granting recognition to an Institute/ Society / College / Non profit company (section 8) as the Recognised Institution for conducting Skill Education & Professional Education Courses (RISPE)".
2. This Regulation shall come into force with effect from date of its approval by the Executive Council.
3. This shall apply to all Institutes seeking recognition and those already Recognised by the University.

**4. Recognised Institutions for conducting Skill & Professional Education Courses  
Purpose & Regulations:**

- 1) Given the crucial role of education and training many institutions are engaged in the pursuit of education, research and extension of activities. These institutions have also facilitated the interfacing of such education and training with career development, community development, industry and commerce.
- 2) The purpose of these processes is to formalize the alliances and co- operation / co-ordination with these institutions and to further the cause of higher education;
- 3) **The main objectives are:**
  - a) To facilitate the institutions to strengthen their academic pursuits,
  - b) To improve the core competencies of those who pursue these programmes as they are professional courses,
  - c) To bring in the inputs from various sectors like Industries/ NGOS/ Public agencies/ independent organizations / professional bodies to the University,
  - d) To prepare professionals and human resources in the emerging areas not traditionally pursued in the University,

- e) To achieve academic collaboration and integration which helps in ensuring quality and maintaining standards;
  - 4) The University shall accept the applications/proposals for Recognised Institution who wish to offer programmes in skill based specialized studies
  - 5) The proposal of a registered Association / Trust/Company (under section 8) shall be accepted to start an Institute/Society / College whose objective is declared by the Institution.
  - 6) The institution shall admit candidates belonging to SC/ST as per the reservation policy of the University.
  - 7) The Institution shall offer the courses through its centers with the permission of the University only in the territorial jurisdiction of Central Sanskrit University, Delhi.
  - 8) The Recognised Institution shall have functional autonomy in carrying out its routine activities within the frame work laid down by the University.
  - 9) The University will provide recognition to registered Association / Trust/Company (under section 8) an exclusive right for conducting the courses approved by the University.
  - 10) Under this direction the programme will be exclusively conducted under that Society/Section 8 company etc.
- 5) Procedure for recognition of new Institutions are -
- a) The management of a private skill education provider seeking recognition from the University to various degrees, diplomas, advanced. diplomas and certificate courses desirous of entering an agreement with the University for Recognition must apply to the Registrar in the prescribed format.
  - b) Institute / Society/College shall apply to the Registrar of the University, with full information regarding the following matters, namely:
    - i. The constitution and personnel of the management;
    - ii. The academic programs for which recognition is sought;
    - iii. Undisputed ownership and possession of land or details of the rented / leased land / building as specified by the University;
    - iv. Administrative, academic, other infrastructure and sufficient accommodation to meet the immediate academic and other space requirements as specified by the University;
    - v. Adequate civic facilities like water, electricity, ventilation, toilets, sewerage etc.;
    - vi. A library with sufficient books on each subject, reference books. Besides two journals per subject along with facility for students belonging to SC/ST and such other sections as may be specified by the UGC from time to time;

- vii. The staff (teaching and non-teaching) temporary / permanent, visiting and honorary, with their qualifications and other relevant details;
  - viii. The provisions made for capital expenditure on buildings, equipment and for the continued maintenance and efficient working of the institution;
  - ix. A duly constituted managing body.
- c) After receiving the new proposals- All the documents required for Recognised Institution (Recognised Institution for Conducting Skill & Professional Education Courses) will be scrutinised by the committee constituted by the Hon'ble Vice chancellor.
6. While granting Recognition, Central Sanskrit University may set any type of conditions. But fulfillment of following conditions shall be mandatory: -
- (i) The Managing Committee of the institution shall have one representative of Central Sanskrit University as its member, after granting of Recognition.
  - (ii) Privately managed institution should necessarily be registered under the Societies Registration Act./ Institute/ Society / College / Non profit Company Without prior permission of Central Sanskrit University, courses of studies either of the Central Sanskrit University or of any other organization shall not be conducted.
  - (iii) It will be mandatory for the Recognised institutions to comply with all rules and regulations, prescribed by the Central Sanskrit University for conduct of examinations. Examinations will be conducted by the Central Sanskrit University in prescribed centers as notified from time to time.
  - (iv) This Recognition can be withdrawn at any time if the CSU is not satisfied with the performance/working of the institution as per the terms and conditions prescribed from time to time by the Central Sanskrit University. Therefore, requested to kindly ensure that institution is functioning in accordance with the syllabi of the CSU and strictly following all rules, regulations & instructions, failing with the recognition granted will be withdrawn/cancelled and CSU shall not be liable for any consequences thereof. The CSU reserves the right for inspecting your institution at any time and withdraw recognition even during the academic session if the institution's activities/functioning found against the guidelines applicable to the institutions Recognised to Central Sanskrit University, Delhi.
  - (v) Inspection of the Recognised institutions can be done at any time by the Central Sanskrit University, if situation so warrants, and specifics thereof may be placed before the Academic Council for reconsideration.
  - (vi) Recognition of any institution can be cancelled at any time by the Vice-Chancellor of Central Sanskrit University, if he/she ascertains that prescribed conditions of the Central Sanskrit University are not complied with. Such cancellation will be placed before the Academic Council for consideration.

- (vii) In case of any doubt/controversy, decision of the Vice-Chancellor, Central Sanskrit University shall be final and binding, subject to concurrence by the Academic Council.
  - (viii) Recognition to an institution does not imply granting of any financial assistance by the Central Sanskrit University.
  - (ix) Reservation policies of the Government of India will be compulsorily followed for administration and admission.
  - (x) It will be mandatory to get the accounts of the institution audited every year and send it to the Central Sanskrit University.
  - (xi) It will be mandatory to pay local accommodation, travel expenses and honorarium by the school/college/research institute
- 7) Terms and conditions for recognition for Recongnised Institution for Conducting Skill & Professional Education Courses: -
- i. The Institute/ Society / College / Non profit Company will have to pay the Recognition fees as decided by the University from time to time as per the Fee Notification.
  - ii. Fees structure will be decided by the University. The Institute/Society/College will have to pay the fees on per student basis to the University as per the applicable Fees Notification.
  - a) **Period of Recognition:** - Once the recognition is accorded and it will continue till such recognition shall be withdrawn in case the institution does not abide by the terms of the University as may be informed from time to time. However, Recongnised Institution for Conducting Skill & Professional Education Courses Centers should take permission from the University to start the new batch every year.
  - b) **Curriculum:-** The Institution shall take necessary steps to update the course at regular intervals and ensure the quality of the course so as to maintain the requirement of the industry.
  - c) **Infrastructure:** - The complete infrastructure and other facilities for the conduct of course(s) provided by the Institute/Society/College shall be as per the norms set by the University at all the centres of the Recongnised Institution. The Recongnised Institution once approved can open their multiple centres of the recongnised institution within the jurisdiction of University only with the permission of University. The Recongnised Institution can apply to the University for opening their centres. Each centre needs to be approved by the University for the Institution before starting the programmes.

- d) **Advertisement and Media Publicity:** - The Media Publicity if any shall be the responsibility of the Institute / Society / College / Pathashala after the recognition letter from the University.
- e) **Appointment of Teaching and Non-Teaching Staff:** - It will be solely the responsibility of Institute / Society / College to appoint the necessary qualified teaching and non-teaching staff and pay them the salaries as decided mutually by the employees and the authorities of the Institute / Society / College. The University will have no role and participation or responsibility for the financial and administrative relation between the employee and the authorities of Institute / Society / College.
- f) **Admission: -**
- i. The admission of the students should be done by the Institute / Society/College strictly as per the eligibility criteria stipulated by the University. The admission will remain provisional till the list along with necessary documents sent by the Institute / Society / College giving details of educational qualifications of admitted candidates is approved by the University.
  - ii. The entire process of admission will be online.
  - iii. The Institute / Society / College shall follow the Academic Calendar of the University available on the University website. working days: -Minimum days of effective teaching in the academic year (as per the UGC rules) will be obligatory for Institute / Society / College as per the particular syllabus of the course decided by the University.
- g) **Conduct of Examination, Declaration of Result and Award of Degree:** The Institute / Society / College shall conduct the examinations as per directions of the University.
- i. Examinations will be conducted at the institute or exam centers as decided by the University.
  - ii. The Recognised institution private education provider shall conduct examination / assessment, declare results and recommend to the University for Award of certificate, diploma, advanced diploma and degree for all the programmes.
  - iii. Setting of Question Papers will be done by the expert panel of academicians approved/ appointed by the University as per recommendation made by the Institute. The evaluation of answer sheets will be done by the University; the institute will recommend evaluators at remuneration fixed by the University. The medium of instruction will be as decided by the university from time to time.

- iv. The Institute/Society/College shall make its staff available for all examination related work whenever required by the University.
  - v. The moderation of question papers will be done by the University.
  - vi. Issue of Mark Sheets, Degree Certificates and Gazette record, declaration of result and issuance of Degree Certificate will be the responsibility of the University. However, the University may take help from the Institute wherever required.
  - vii. In case, the students demand re-totaling or revaluation, it shall be done as per the University rules, by completing the formalities.
  - viii. The University shall appoint the Officer-in-charge for examination for every examination session.
  - ix. Subject to the fulfillment of all the terms and conditions stipulated in Recognised Institution for Conducting Skill & Professional Education Courses and signed by the institute the University will declare the result and finally award the Degree and the Certificate/ Diploma/ Advanced Diploma and Post Graduate Diploma can be awarded jointly by the Recognised Institute and University Jointly.
- h. Revision/Termination of recognition:** - The recognition has been accorded and will continue till such recognition shall be withdrawn in case the institution does not abide by the terms of the University as may be informed from time to time. However, the Institute / Society / College / Pathashala would be bound to conduct the classes for the courses of the students already enrolled and the University will be bound to conduct examinations and declare the results of the students admitted through Recognised Institution for Conducting Skill & Professional Education Courses.
- i. Litigation:-** Any litigation regarding the course of the University conducted by the Institute/Society/College will be taken care of by the society, including the financial implications. For litigation purposes, New Delhi alone shall be the Jurisdiction. University shall not be responsible and liable for any action. In case of litigation initiated by any student or employee of Institute/ Society/College if the University is made party (Respondent) the expenses of the University also will be borne by the Institute/Society/College. The Institutions Recognised under the Recognised Institution for Conducting Skill & Professional Education Courses category may appeal to the Vice Chancellor for any sort of issues. In case of any discrimination or contradiction, while implementation, the Vice Chancellor is empowered to resolve them at his discretion. The decision taken by the Vice Chancellor shall be final.
- j. MISCELLANEOUS:** Such other conditions that may be necessary and communicated by the University from time to time.

## Criteria for Recognition

### Institution for Conducting Skill & Professional Education Courses

<b>Teaching Faculty</b>	<b>Certificate Program</b>	<b>Diploma Program</b>	<b>Post Graduate Diploma Program</b>
Subject-wise details Of Teachers	One Teacher for each Program	One Teacher for each Program	Two Teacher for each Program
Qualification of Teachers	PG/Acharya in concern subject	PG/Acharya in concern subject	PG/Acharya in concern subject
Intake	100	100	100
No.of Class Rooms	1 room for Each Program and facilities available for online teaching/ for practical lab/room	1 room for Each Program and facilities available for online teaching/ for practical lab/room	1 room for Each Program Course and facilities available for online teaching/ for practical lab/room
Office	1		
Library	1		
Minimum No. of Books	1500 with text books		
Affiliation fee per year	Rs. 5,000/ Per 100 Intake Per Certificate Program	Rs. 7,500/ Per 100 Intake Per Diploma Program	Rs. 10,000/ Per 100 Intake Per PG Diploma Program
Admission/ Examination fee etc.	As notified from time to time by the CSU		
*Processing fee for affiliation (One Time)	Rs. - 30,000/ (Thirty Thousand only)	Rs. - 40,000/ (Fourty Thousand only)	Rs. - 50,000/ (Fifty Thousand only)

Teaching Faculty	Under Graduate Program		Post Graduate Program	
Subject-wise details Of Teachers	Sanskrit	1	Each Specialization subject	2
	Modern Subjects	1		
	English/Hindi/Regional Language	1		
	Each Specialization subject	2		
Qualification of Teachers	As Per UGC		As Per UGC	
Minimum Student	100		100	
No. of Class Rooms	03 for each Program		02 for each Program	
Office	1			
Library	1			
Minimum No. of Books	10,000 with text books			
Affiliation fee per year	Rs. 20,000/ Per 100 Intake Per UG Program		Rs. 25,000/ Per 100 Intake Per PG Program	
Admission/ Examination fee etc.	As notified from time to time by the CSU			
*Processing fee for affiliation (One Time)	Rs. - 50,000/ (Fifty Thousand only)		Rs. - 1,00,000/ (One lakh only)	



## Application Form for Recognition

### Institution for Conducting Skill & Professional Education Courses (RISPE)

To

The Registrar  
Central Sanskrit University,  
56-57, Institutional Area,  
Janakpuri, New Delhi-110 058.

Subject: - Application Form for Recognition Institution for Conducting Skill & Professional Education Courses (RISPE)

Sir/Madam,

I, \_\_\_\_\_ being the President/Secretary/Principal of the Institution named \_\_\_\_\_, request you to affiliate our institution for teaching of courses of studies prescribed by the Central Sanskrit University, Delhi :-

A Demand Draft amounting to \_\_\_\_\_ in respect of processing fee is attached to this application. Requisite in for motion about our institution is given here under: -

1- Name of Institution/ Organization :

2- Postal Address :

3- E-Mail :

4- Telephone :

5- Website :

6- Date of Establishment :

7- Registration No. (Under Societies Registration Act) :*(Please attached the Document)*

8- Managing Committee :*(Please attached the Document)*

<b>Sr · N o.</b>	<b>Name</b>	<b>Designation</b>
1		
2		
3		
4		
5		
6		
7		

9- Date of Constitution of Present Committee :

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10- Board/ University to Which Resonation earlier (if any) :

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11- Description of Courses for which Resonation is sought :

1-	
2-	
3-	
4-	

12- Details of Study- Teaching and other facilities :

<b>Space Available</b>	<b>Owned / Rented</b>	<b>Number</b>
Principal / Director Room		
Office		
Rooms for Teaching		
Rest Rooms for teacher		
Rest rooms for students		
Library		
Number of books in library		
Reading rooms		
Auditorium (Conference Rooms)		
Any other facility		

**13-Details of Teachers:-*(Please attach the List of Teachers along with their bio-data and Self Attested copies of Certificates)***

<b>S.N.</b>	<b>Teacher's Name</b>	<b>Subject</b>	<b>Qualification</b>	<b>Total Pay</b>

**14- Details of Officers and Staff : -*(Please attach the List of Employees along with their bio-data and Self Attested copies of Certificates)***

<b>Sl.No</b>	<b>Designation</b>	<b>Number</b>	<b>Total Monthly Salary</b>
1	Principal/Director		
2	Clerk (Accountant)		
3	Stenographer/ Assistant		
4	Group (C)/(D)		
5	Other		

**15- Whether Hostel Facility is Available?**

Number of rooms		
Number of Kitchen		
Rest rooms		

16- Details of Bank Account with Deposits : -*(Please attached a First page of Bank Passbook having full details Account)*

Name of The Bank	Account No.	IFSC	Deposit in INR

17- Financial Resources:-*(Please attached Last 3 years Audit Report)*

	Details

18. Annual Income of Previous Year: \_\_\_\_\_

19. Expenditure : \_\_\_\_\_

20. Balance \_\_\_\_\_

21. Other Information Collected:

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22. About the Institution : (in 250 Words)

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