



BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ



પરિપત્ર

વિષય: પી.એમ.ઉષા (P.M.USHA) યોજના અંતર્ગત સોફ્ટ કોમ્પોનન્ટ અન્વયે “Developing Online Courses” બાબત.

ઉપરોક્ત વિષય અન્વયે ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે રાજ્ય સરકારશ્રી ધ્વારા પીએમ ઉષા (PM USHA) યોજના અંતર્ગત સોફ્ટ કોમ્પોનન્ટ “Developing Online Courses” અન્વયે અત્રેની યુનિવર્સિટીની માન્યતા ધરાવતા પ્રાધ્યાપકશ્રીઓ પોતાના કોર્સીસ રજુ રાખવા ઈચ્છતા હોઈ તેઓશ્રી દ્વારા જરૂરી વિગતો (અધ્યાપકશ્રીનું નામ, અધ્યાપકશ્રીનું કોલેજનું નામ, ઓનલાઈન કોર્સનું નામ, Schedule of Online lecture recording (Date/ Time/ Topic) & Syllabus of Course) સાથે તા.૧૭/૦૧/૨૦૨૬ સુધીમાં હાર્ડકોપીમાં PM-USHA Nodal Officer, Bhakta Kavi Narsinh Mehta University, Khadiya, Junagadh-362263 તેમજ PDF કોપી pmusha@bknmu.edu.in ખાતે મોકલી આપવાનું રહેશે.

Developing Online Courses ની વિગતો

- ૬૦ મિનીટ રેકોર્ડિંગનાં અધ્યાપકશ્રીને રૂ. ૨૫૦૦/- ચુકવવામાં આવશે.
- લેકચરનું રેકોર્ડિંગ અત્રેની યુનિવર્સિટી ખાતે કરવામાં આવશે.

બીડાણ: SoP for Offering Non-Credit Skill-Based Online Courses.


Registrar
Bhakta Kavi Narsinh Mehta
University, Junagadh

ક્રમાંક : બીકેએનએમયુ/PM-USHA/033/2026

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, ગવર્મેન્ટ પોલીટેકનીક કેમ્પસ,
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ, ખડીયા, જૂનાગઢ,
તા.07/01/2026

પ્રતિ, ભક્ત કવિ નરસિંહ મહેતા યુનિ. સંલગ્ન તમામ સરકારી, અનુદાનિત કોલેજો તેમજ સ્વનિર્ભર કોલેજોનાં આચાર્યશ્રીઓ તરફ

નકલ સાદર રવાના :

૧. માનનીય કુલપતિશ્રી/કુલસચિવશ્રીનાં અંગત સચિવશ્રી
૨. આઈ.ટી. સેલ તરફ વેબસાઈટ ઉપર પ્રસિદ્ધ કરવા સારું.....



સરકારી પોલિટેકનિક કેમ્પસ,
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ, ખડીયા,
જૂનાગઢ - ૩૬૨૨૬૩, ગુજરાત (ભારત),

Government Polytechnic Campus,
Bhakta Kavi Narsinh Mehta University Road
Khadiya, Junagadh - 362263 (Gujarat)



SoP for Offering Non-Credit Skill-Based Online Courses Bhakta Kavi Narsinh Mehta University

1. Introduction

The National Education Policy (NEP) 2020 emphasizes making education more holistic, flexible, and effective through the integration of general (academic) and vocational education, while ensuring both vertical and horizontal mobility for learners. In alignment with this objective, **Bhakta Kavi Narsinh Mehta University**, Junagadh is developing and recording non-credit, skill-based online courses to enhance students' employability and practical competencies. This Standard Operating Procedure (SoP) outlines the essential criteria and processes for the development and recording of these Skill-Based Online Courses. As envisioned by NEP 2020, these guidelines aim to transform higher education by aligning learning with the demands of the contemporary workforce, equipping students with relevant skills, and fostering a culture of lifelong learning. These online courses are being developed with the financial assistance of PM-USHA scheme to strengthen university.

2. Purpose:

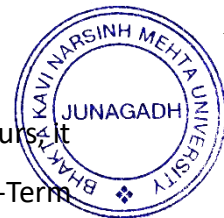
To guide and support the faculty members of the PG Departments of Bhakta Kavi Narsinh Mehta University and its affiliated colleges in the development and delivery of skill-based, non-credit online courses designed to enhance students' employability and professional competencies, without affecting the structure or requirements of the formal UG/PG curriculum.

3. Eligibility:

- Any faculty members of Post Graduate Departments of Bhakta Kavi Narsinh Mehta University or its affiliated under graduate colleges who is expert in the relevant subject matter.
- Courses should focus exclusively on skill enhancement and industry-relevant competencies.
- No credit will be awarded; these courses are separate from degree pathways.

4. Course Design and Approval:

- Courses must be detailed one with clear learning outcomes, curriculum, expected competencies, and delivery methodology.



- Duration to be short term, ranges from 1 hour to 30 hrs. If the course is of 30 hours, it will be offered as certificate course. If it is less than 30 hours, it will be a Short-Term Course.
- Interactive components such as video lectures, quizzes, assignments, and discussion forums must be included.
- The Academic Council or designated committee must approve all proposed courses to ensure quality standards.

5. Technical Requirements:

- Courses to be hosted on the university's learning management system (LMS) or recognized digital platforms.
- Ensure technical efficiency, accessibility, and learner engagement through the effective use of multimedia resources and online learning tools
- Selected Faculty will be invited at BKNMU for recording purpose at your convenient date and time, but recording of all online lectures should be completed on or before 10th March, 2026.
- The faculty member who is delivering the lecture is responsible for plagiarised contents.
- The University owns the course.
- The University has right on how the course is used, shared, modified, or published.
- No faculty member or other person can sell, share, upload, distribute, or reuse the course materials without the University's permission.
- The University holds all the rights for the videos, PPTs, scripts, assessments, and any content created for the course.
- Any revenue generated from these courses shall belong to the University.

6. Student Participation:

- Anyone who has passed the 10+2/Senior Secondary Examination or its equivalent are eligible for admission in any skill based online course.
- Certification of participation or skill attainment may be provided; no institutional academic credit will be given to course.
- Any assessment conducted shall be formative in nature and aimed solely at enhancing learning.



7. Quality Assurance and Monitoring:

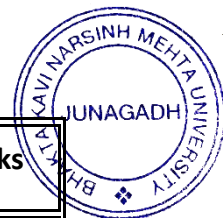
- The syllabus of these courses should be approved by the Board of Multidisciplinary subjects/Academic Council/Board of Management.
- Periodic review of courses should be carried out.
- Maintain a repository of courses and analytics for ongoing improvement.

8. Financial Assistance:

- Honorarium of Rs.2500/- per one hour recording.
- Actual Travelling expenses
- Accommodation, if required.

9. Criteria for selection of the Course

- 1) The course must support the goals of NEP 2020—skill development, employability, flexibility, and lifelong learning.
- 2) It should align with BKNMU's strategic priorities and academic strengths.
- 3) The skill should be in demand among students, job markets, or industries.
- 4) Courses should focus on practical, employable, or emerging skills (e.g., digital skills, communication, entrepreneurship etc).
- 5) The content must not duplicate or heavily overlap with existing UG/PG syllabus.
- 6) Duration and complexity should be manageable for online delivery.
- 7) Learning outcomes should be clear, measurable, and skill-focused.
- 8) The course should enhance students' employability, professional competence, or personal skill development.
- 9) It should benefit a broad range of learners, not just a very narrow audience.
- 10) Well-defined course modules.
- 11) Assessment must be formative only like quizzes, short tasks, practice exercises, self-check questions, MCQs etc.
- 12) Course should be original, free from copyright issues.
- 13) It must not have politically sensitive, religiously controversial, or ethically problematic contents.
- 14) Content must be suitable for online, self-paced learning.
- 15) The course must be organized into coherent modules or units with a logical sequence, ensuring ease of understanding and self-paced learning.
- 16) One can divide lectures(recording) into small modules like 10/15 minutes etc.



Sr. No.	Criteria	Marks
1	Alignment with NEP 2020 goals (skill development, employability, lifelong learning)	10
2	Alignment with BKNMU's strategic priorities and academic strengths	10
3	Relevance and market demand of the proposed skill	10
4	Focus on practical, employable, or emerging skills	10
5	Appropriate duration and manageable complexity for online delivery	10
6	Clear, measurable, and skill-oriented learning outcomes	10
7	Contribution to students' employability and professional competence	10
8	Well-defined and coherent course modules	10
9	Formative assessment plan (quizzes, practice tasks, MCQs, etc.)	10
10	Suitability for online, self-paced learning	10
	Total	100

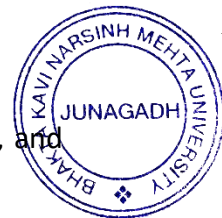
10. Certification:

After completion of the course recording, a certificate from PM-USHA Project Monitoring Unit, Bhakta Kavi Narsinh Mehta University, Junagadh will be given to the concern faculty member.

11. Focus Areas

The interested faculty member may consider the following suggestive focused areas for offering short-term skill development courses.

- 1) Artificial Intelligence, and machine learning,
- 2) Artificial Intelligence, and Robotics
- 3) Virtual Reality, Augmented Reality and Extended Reality
- 4) Cyber Security and Digital Forensics
- 5) Digital Humanities
- 6) MS Office
- 7) Mobile Communication, Mobile Repairing and Basics
- 8) Digital Marketing
- 9) Health and Wellness



- 10) Financial Technology (FinTech) - courses in digital payments, digital currencies, and financial regulations
- 11) Fashion Technology, Fashion design, stitching, etc.
- 12) Yogic Sciences
- 13) Soft skills
- 14) Basics of start-ups and Entrepreneurship – leadership, project planning, management, Event Management, marketing, financing, and entrepreneurship, etc.
- 15) IKS
- 16) Effective Business Communication
- 17) Email & Virtual Communication Etiquette
- 18) Presentation Skills for Professionals
- 19) Soft Skills for Workplace Success
- 20) English for Professional Writing
- 21) Public Speaking & Confidence Building
- 22) Photography Fundamentals
- 23) Introduction to Research Methodology (5–10 hours)
- 24) Basic Statistical Techniques using Excel / SPSS
- 25) Research Methodology
- 26) Resume Writing & Interview Skills
- 27) Stress Management
- 28) Flower Arrangement
- 29) Miniature Gardening in Limited Space
- 30) Beauty Parlour
- 31) E-Commerce
- 32) Climate Change: Solutions
- 33) Data Science & Analytics
- 34) Machine Learning / Artificial Intelligence (ML/AI)
- 35) Cybersecurity
- 36) Bioinformatics / Biotechnology-related Online Courses



Letterhead of the Department/College
Application for Development of Skill-Based Online Course

To
The Nodal Officer
PM-USHA Project Monitoring Unit
Bhakta Kavi Narsinh Mehta University,
Junagadh

Subject: Application for Development of Skill-Based Online Course

Dear Sir,

I, [Name of Faculty Member], working as [Designation] in the [Department Name/College Name] at Bhakta Kavi Narsinh Mehta University / its affiliated college, wish to apply for developing a non-credit, skill-based online course under the University's initiative for enhancing employability and professional skills of students funded by PM-USHA.

Course Details:

1. **Proposed Course Title:**
2. **Duration in Hours:**
3. **Title of the Course:**
4. **Skill Focus:**
5. **Brief Course Description:** [Provide 5-6 lines about the course content]
6. **Learning Outcomes:** [List key outcomes in terms of skills gained]
7. **Assessment Methodology:**
8. **Areas for Placement Opportunities:**
9. **Whether syllabus attached:**

I hereby confirm that:

- The course content will be **original** and free from copyright issues.
- The course will be structured into **short modules** suitable for online delivery.
- Any assessment conducted will be **formative only** for learning enhancement.
- I will adhere to guidelines prescribed by the University for recording and delivery of online courses.
- I will complete the course before the end of 10th March, 2026.
- Any revenue generated from the course shall belong exclusively to Bhakta Kavi Narsinh Mehta University.

I kindly request the University to consider my application and provide necessary approval and support for the development and recording of this course.

Thanking you,

Yours sincerely,

[Signature]

Enclosure:

- Detailed syllabus of the Course