



GUJARAT AYURVED UNIVERSITY

UNIVERSITY SCHOOL OF CONTINUING EDUCATION IN AYURVEDA

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Regulations for recognition of organizations as Collaboration for educational and other activities of USCE under PUBLIC & STUDENT DOMAIN, the regulations will be called as UoC Regulation in the abbreviated form.

Aims and objectives

Collegiate education and training are specific to a field either specific or general, and it gives basic knowledge of all the subjects and minimum practical exposure, one has to undergo intense training for further skill development. Many a times, the area of interest may not be the area of training, and in the course of life, many interesting topics may come across, but one's basic education may hinder from getting a formal training in the area of interest. Public domain activities of USCE aim at informal training and skill development in public health field, especially keeping Ayurveda and allied health sciences in mind, Antenatal care, Baby care, Health and happiness of the family with life style and nutrition management, home remedy for common illnesses etc. are some areas of public interest. Preparing one's own beauty kit with natural and safe substances is the interest of all women folk! Understanding the importance of public health initiatives, a large number of funding agencies including governmental and Non-government organizations have started funding this field in more liberal manner, aiming at exploiting this opportunity along with development of practical skills and latest technical developments.

The University School of Continuing Education in Ayurved (USCE) has initiated such programs (Gruha Ayurveda) and initial efforts have given successful results, due to this USCE is receiving formal and informal requests from several quarters for offering different such short term practically oriented bridge courses. Taking this requirement in to consideration, USCE is planning to recognize the interested institutions and NGO's to conduct the courses prepared by U.S.C.E. and/or approve the courses proposed by collaborating institutes, under the umbrella of USCE, if found suitable, for which the following UoC regulations are framed.

UoC regulation: 01 -

Organizations eligible for recognition as 'Collaborating Organizations of USCE' under Public and Student domains of activities of USCE:

1. Recognized Ayurveda Colleges.
2. Ayurvedic Research Institutes.
3. Recognized state and central Schools.

4. CCRAS units functioning in different parts of the country.
5. Well-known Ayurvedic hospitals- run by registered trusts.
6. NGO's registered under any State /Central Act engaged in research activities.
7. Govt Sectors like CHC, PHC etc.
8. NGO's and other organizations involved in social welfare activities.
9. Any Institution or Organization
10. Yoga Institutes or Centres
11. Naturopathy Institutes or Centres
12. Traditional Medicines Centres
13. Renowned Healing and Health Centres

UoC regulation: 02 -

Documents required to be submitted

1. A certified copy of the Memorandum of Association, Rules, Regulations of the applicant organization.
2. A certified copy of the relevant certificate issued under the relevant Act where it has been registered.
3. Areas of activities in which the organization is active, list of different activities conducted in the previous year.
4. Annual Report of previous year with Audited Statement of Accounts.
5. Other details as mentioned in the application format.

UoC regulation: 03 -

Terms and conditions for recognition

1. Application shall be submitted in the prescribed proforma.
2. Proper accounting should be maintained and shall reflect in the Annual Report of the Organization.
3. Brief summary of the achievements of the organization shall be submitted to the University. This should also include work report/statistical data, awards and prizes received, publications etc.
4. The organization will also confirm to such other conditions for recognition stipulated by the specific sub-committee appointed for the purpose.
5. The recognition would be valid till the courses are conducted without a break of 1 year.
6. There would be no renewal of recognition, if collaborative organization fails to conduct any course in 1 year period, the recognition automatically gets cancelled, in such case a fresh application to be made for recognition.
7. The USCE, Gujarat Ayurved University, Jamnagar reserves the right to accord recognition or to revoke recognition without assigning any reason.
8. The organization should provide declaration that it would abide by the terms and conditions set by the USCE from time to time in this regard.
9. All the USCE Collaborative organizations shall submit their annual report to USCE, Gujarat Ayurved University within 15 days of completion of the year, academic year of the university will be the end point of an academic year for USCE.

UoC regulation: 04 -

Major pre-conditions to be recognized as Collaboration Center

- 1- The recognition granted to a collaborative center shall come to an end in case of no work is carried out within one year from the date of recognition. In such cases no renewal would be allowed, it will be treated as fresh only.
- 2- The recognition of collaborative center is contingent on the availability of adequate infrastructure as according to the requirement of specific course, which would be determined by a committee appointed by the University.
- 3- The recognized collaborative centers should make adequate provisions in their regular budget to support the educational activities and to provide adequate reference material and basic infrastructure requirements.
- 4- Regarding all collaborative activities of USCE and collaborating institute / organization, all print and publicity materials such as brochures, banners, notices, publicity in media etc. should contain USCE name and logo in prominent place with due recognition.
- 5- The collaborating institute / organization shall take the approval of the appropriate authority in their respective places before publishing or commercially exploiting or patenting any findings or any other vital information generated by USCE activities; further due share of intellectual property rights(IPR) to be given to USCE where ever commercial exploitation is done.

UoC regulation: 05 -

Areas of Educational Activities

All types of educational work related to basic and applied allied sciences of Ayurveda, this would encompass education in public health, health awareness, health care related activities from Ayurveda and allied sciences.

Educational activities in 2 domains viz. Public domain and Students domain and other related areas.

UoC regulation: 06 –

The courses being run or intended to be run shall be provided to U.S.C.E. prior to the commencement for scrutiny and approval of the expert committee and only after the due approval and/or incorporation of the recommendation or amendment or improvisation, the courses shall be approved and implemented.

UoC regulation: 07 -

Eligibility for submitting applications

1. The organizations seeking approval should have adequate infrastructure to undertake the educational projects such as laboratory and library facilities, procedure rooms supported with necessary equipment relevant to the project should be available.
2. Institute/Organization- The Principal Institute/Organization should have some previous experience in the field of the proposed study/activity. Preference will be given to the Organizations/Institutes where preliminary work has been done on the topic substantiated by presentations.

UoC regulation: 08 -

Eligibility criteria for candidates wishing to do course in recognized collaborative centers of USCE:

The eligibility criteria for candidates depend upon the kind of USCE Domain selected out of 5 mentioned above.

UoC regulation: 09 -

Admission

Candidates seeking admission to the different courses shall apply to the concerned collaborative centre of USCE in the prescribed application form. The concerned Institute/Organization would process the application form to determine the eligibility of the candidate in the concerned course and shall be allowed to register by paying the prescribed fee.

The date of the approval of the application shall be the date of registration. The other conditions regarding duration of registration, renewal and other related aspects would be as per the rules and regulations of concerned Institution.

UoC Regulation 10 -

Fee structure

1 - The course fee shall be decided by the recognized collaborating institute / organization, however it should not be less than the fee decided by USCE at its own centre.

2 - While deciding the course fee, the collaborating institute / Organization shall take care of interest of competitiveness of other collaborating institute / organizations of USCE.

3 - 30% of the course fee collected shall be paid to USCE within 5 days of commencement of the course, or completion of the course whichever is earlier.

UoC 11

Conduct of Course, Evaluation and Certification:

1 - The course shall be conducted by the collaborating institute / organization at the place specified.

2 - The collaborating Institute / Organization shall make all required facilities available for smooth and effective conduct of the course.

3 - The collaborating institute / Organization shall prepare the time table, duty and practical schedule etc. and maintain the attendance sheet of participants, 80% of attendance shall be lower sealing limit for declaring successful completion of the course.

4 - A suitable evaluation method may be adopted by the collaborating institute / organization, however the record of the same shall be maintained and preserved by the collaborating institute / organization, the report of the same should be submitted to USCE within one month of completion of the course.

5 - The collaborating institute / organization shall issue the certificate on successful completion of the course to participants, the Head of the institution / organization shall be the signing authority.

6 - The certificate should contain the USCE logo and name displayed prominently. The collaborating institute / organization shall take the approval of draft of certificate from USCE.

7 - **Notification on the Certificate:-** The below mentioned details shall be printed at the bottom of the certificate, in font type 'Times New Roman' and font size '11'.

"This Certificate is intended for knowledge, skill development and capacity building purpose and does not allow the holder to do medical practice".

UoC regulation: 12 -

Withdrawal of approval of Collaborative Centre of USCE:

The approval granted to any Institute/Organization shall stand withdrawn in the following cases:

- a- False information provided in the application format.
- b- No any approved course is conducted by the Institute/Organization within one year from the date of recognition.
- c- No any approved course or activity is conducted by the Institute / Organization for one year period.
- d- When the Institute/Organization fails to submit the USCE part of fee collected i.e. 30% per course and report of each course along with feedback forms within one month of completion of the course.
- e- Failure to follow the requirements as per prescribed norms of USCE.