Memo No: AdtU/DRA-II/2025-26/02   **Date: 05-08-2025**

Notification

Implementation of Certificate Courses at AdtU- during August -December 2025

This is to inform all concerned that AdtU is introducing several Certificate Courses for the session August -December 2025 to enrich the learning experiences of all categories of students, including Post Graduate (PG), Under Graduate (UG), and Diploma. This is an opportunity for students to undertake Certificate Courses while carrying out their regular studies. There is no additional fee involved in registration and completion of the certificate courses. The "SOP for implementation of certificate courses at AdtU" attached as Annexure I is re-notified for all concerned, along with the list of the courses to be offered at different sessions as Annexure II. The certificate course scheme will provide students to explore another area of interest or expertise while pursuing their degree or diploma programme. It will be an additional complement of the degree/diploma Programme that helps students to acquire a broader range of knowledge and skills, enhancing the learning experiences, which will make the students more versatile.

The registration link to enrol in certificate courses is active from **August 11, 2025, to August 18, 2025**, for the current academic session 2025-26 (Even semester). The selected candidates shall be updated through ERP. The classes shall start from **August 25, 2025**, as per the timetable, which shall be communicated by the concerned course coordinator through ERP or other electronic media.

Interested students may enrol in any courses on fulfilling the prerequisite, if mentioned. For the Certificate courses "**Functional English: A Beginner's Building Blocks**" and "**Digital Proficiency**" have no fixed intakes. Students wishing to enrol in these courses can apply through ERP, and new batches will be formed once a group of 30 students is reached. These two courses can be taken simultaneously for which classes will be scheduled on alternate days. Please note that if the student enrolment number is less than 10 in any certificate course, that course will not be offered in the current session. Re-enrolment in the same certificate courses offered in different sessions is prohibited.

All Deans are requested to ensure extensive publicity of the Notification and SoP through the PCs/Mentors by circulating the same in various student groups. Additionally, the Certificate

Course Coordinators are also requested to ensure smooth implementation and conduct of respective courses.

Issued with due approval of the competent authority.

(Dr. Ruhit Jyoti Konwar)
Deputy Registrar (Academic),
Assam down town University.

Copy for favour of their information to:

1. PA to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/ Placement/Library/T&D)
9. HR Office
10. **Notice Boards/Message Desk (For display)**
11. Office file (for record)

SOP for Implementation of Certificate Courses at AdtU

1. **Introduction**

AdtU continuously strives to excel in teaching and learning and produce capable human resource. The think tank of AdtU has recently decided to enrich the learning experiences of all Post Graduate (PG), Under Graduate (UG) and Diploma students with tagline **_"Limitless Open learning/ Learning Without Limit"_** by giving opportunity to undertake or register for Certificate Courses alongside with their registered Academic degree or diploma programme. Accordingly, the students will be selected on _**First Cum First Basis or merit basis (if applicable)**_ while carrying out their regular studies without paying any additional fee for completion of the certificate courses.

The certificate course scheme will provide student to explore another area of interest or expertise while perusing their degree or Diploma programme. It will be an additional complements of the degree/diploma programme that helps students to acquire a broader range of knowledge and skills enhancing the learning experiences, which will make the students more versatile.

2. **List of Certificate Courses: attached as Annexure.**

3. **Procedure for Selection of Certificate Courses:** All Post Graduate (PG), Under Graduate (UG) and Diploma students shall be eligible to undertake Certificate Courses offered by the university time to time with the following conditions:

i. Students having minimum **CGPA 6 in a 10-point scale** or equivalent in his/her UG degree for PG students and for UG student in previous semesters.

ii. The student must pursue degree in regular mode at AdtU and his/her average attendance in class should not be **less than 75% during** his/her academic years of study at AdtU.

iii. The student fulfilling the criteria will provide **self-nomination through the ERP [with detail credential Name, Enrollment No, Programme of study, Semester, CGPA of the last examinations passed, any other achievement etc.] mentioning the certificate course opted from the drop-down menu.**

iv. Student applicant shall be scrutinized and shortlisted on the basis of the merit (if applicable). The status of the application (Approved/Cancel) shall be updated through the ERP (A-Connect) for selected candidates only.

v. **Students from the same discipline registering certificate courses which are invariably offered by that discipline are prohibited from participation in order to**

avoid content similarity or overlap.

vi. **No additional fee to be paid by the students for enrolling and completion of any certificate courses under this scheme.**

vii. The class timing is preferably 4:30-6:30 PM and detail schedule of the classes shall be reflected in the ERP.

viii. The Course coordinator (s) shall made appropriate schedule of classes which shall be made available for all the stakeholders. To complete the scheduled 15 topics of the courses there is a provision for conducting classes twice in a week (if necessary) and regarding this the students will be communicated before scheduled classes.

ix. This certificate course shall be a type of conventional Audit Course. Once the student get registered in these courses they have to satisfactorily pass (Passing marks 50%) in the courses.

x. **No registered student shall be allowed to continue the courses if the student fails to attend two consecutive classes without prior approval from the competent authority.**

xi. The student should be regular in class attendance. Under unavoidable circumstances if any student is unable to attend a scheduled class, the prior information should be communicated with the class teacher.

xii. Floating of the certificate courses will be reviewed periodically (Semester wise) by the competent authority and addition or deletion (if any) of the courses shall be made accordingly.

xiii. The course coordinators have to keep all records related to the certificate courses similar to AdtU regular courses running under various programmes.

xiv. The examination pattern shall be as per the AdtU examination regulation implemented for the batches 2023-24 academic session onwards. *As the courses shall be run in the practical mode, the examination will be as per the regulation of Practical examination of AdtU.* However, the Controller of Examination has to ensure the declaration of the results of the certificate courses prior to the declaration of the regular courses.

<center>End</center>

List of Certificate Courses to be offered at different semesters

Sl No	Broad Area of the course	Name of the Courses	Level of the Courses	Prerequisite to enroll	Offered in the academic session	Course Duration (Hr)	Allowed Intake	Course offered by	Name of the Courses Coordinator
1	Catering Technology / Food Production	Chinese Cuisine	Chinese Cuisine Basic	Nil	Odd	30	30	FCM	Dr. Bhola Chourasia
2			Chinese Cuisine : Dimsum	Nil	Even	30	30	FCM	Dr. Bhola Chourasia
3			Chinese Cuisine : Noodles & Rice	Nil	Even	30	30	FCM	Dr. Bhola Chourasia
4			Chinese Cuisine : Rolls and Manchurian	Nil	Odd	30	30	FCM	Dr. Bhola Chourasia
5		Regional Cuisines of India	Regional Cuisines of India - Basic	Nil	Odd	30	30	FCM	Dr. Bhola Chourasia
6			Regional Cuisines of India : Mughlai Cuisine of India	Nil	Even	30	30	FCM	Dr. Bhola Chourasia
7			Regional Cuisines of India : Assamese Cuisine	Nil	Even	30	30	FCM	Dr. Bhola Chourasia
8			Regional Cuisines of India : South Indian Cuisine	Nil	Odd	30	30	FCM	Dr. Bhola Chourasia
9		Art of Bakery & Confectionary	Art of Bakery & Confectionary – Basic	Nil	Odd	30	30	FCM	Dr. Bhola Chourasia
10			Art of Bakery & Confectionary - Baking and Pastry Arts	Nil	Even	30	30	FCM	Dr. Bhola Chourasia
11			Art of Bakery & Confectionary - Puddings & Mousse	Nil	Even	30	30	FCM	Dr. Bhola Chourasia
12			Art of Bakery & Confectionary - Desserts	Nil	Odd	30	30	FCM	Dr. Bhola Chourasia
13		Data Analysis using SPSS (Statistical Package for Social Sciences)	Data Analysis using SPSS Level I	Nil	Odd and Even	30	30	FoS	Dr. Manash P Kashyup
14			Data Analysis using SPSS Level II	Level I Pass	As applicable	30	30	FoS	Dr. Manash P Kashyup
15			Data Analysis using SPSS Level III	Level II Pass	As applicable	30	30	FoS	Dr. Manash P Kashyup

16	IT and Software Application		Data Analysis using SPSS Level IV	Level III Pass	As applicable	30	30	FoS	Dr. Manash P Kashyup
17		Excel	Excel- Level I: Excel Fundamentals	Nil	Odd and Even	30	30	FoCT	Dr. Aniruddha Deka
18			Excel -Level II: Advanced Excel Proficiency	Level I Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
19			Excel -Level III: Excel Mastery	Level II Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
20		AI Tools Application	AI Tools Application Level I (Foundations)	Nil	Odd and Even	30	30	FoCT	Dr. Aniruddha Deka
21			AI Tools Application Level II (Professional)	Level I Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
22			AI Tools Application Level III (Master)	Level II Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
23		Digital Media And Branding	Digital Media And Branding- Level I : Fundamentals	Nil	Odd and even	30	30	FoCT	Dr. Aniruddha Deka
24			Digital Media And Branding- Level II: Advanced Digital Media and Branding	Level I Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
25			Digital Media And Branding -Level III: Mastering Digital Media and Strategic Branding	Level II Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
26		Coding	Coding- Level I: Python Programming	Nil	Odd and even	30	30	FoCT	Dr. Aniruddha Deka
27			Coding- Level II: Python for Data Science	Level I Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
28			Coding- Level III: Exploratory Data Analysis using Python	Level II Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
29			Coding- Level IV: Web and Mobile Programing Technologies	Level III Pass	As applicable	30	30	FoCT	Dr. Aniruddha Deka
30		Graphic Design	Graphic Design -Level I: Fundamentals of Graphic	Nil	Odd and even	30	30	FoE	Dr. Manash Jyoti Borah

		Design (Photoshop & Page Maker)						
31		Graphic Design -Level II: Interactive Computer Graphic (FIGMA, AUTODESK, REBELLE)	Level I Pass	As applicable	30	30	FoE	Dr. Manash Jyoti Borah
32		Graphic Design -Level III: Advanced Graphic Design Using AI and 3D (MAYA, BELENDER, CAD)	Level II Pass	As applicable	30	30	FoE	Dr. Manash Jyoti Borah
33	Accountancy	Accounting & Tally Level I	Nil	Odd and even	30	30	FCM	On hold
34		Accounting & Tally Level II	Level I Pass	As applicable	30	30	FCM	On hold
35	Accounting & Tally	Accounting & Tally Level III	Level II Pass	As applicable	30	30	FCM	On hold
36		Film Appreciation Level-I : Basic	Nil	Odd and even	30	30	FHSS	Mr. Utpal Dutta
37		Film Appreciation Level-II: Basics of Film Making	Level I Pass	As applicable	30	30	FHSS	Mr. Utpal Dutta
38	Film Appreciation	Film Appreciation Level-III: Basics of Screenplay Writing	Level II Pass	As applicable	30	30	FHSS	Mr. Utpal Dutta
39		Film Appreciation Level-IV: Film Direction	Level III Pass	As applicable	30	30	FHSS	Mr. Utpal Dutta
40	Acting and Film Appreciation	Contemporary Acting-Level I: Basic	Nil	Odd and even	30	30	FHSS	Ms. Pankhi Kashyap
41		Contemporary Acting-Level II: Cinematic Acting	Level I Pass	As applicable	30	30	FHSS	Ms. Pankhi Kashyap
42		Contemporary Acting-Level III: Advanced Acting Technique (Stanislavsky Method, Chekhov's Method)	Level II Pass	As applicable	30	30	FHSS	Ms. Pankhi Kashyap
43	Acting	Contemporary Acting-Level IV: Professional Acting	Level III Pass	As applicable	30	30	FHSS	Ms. Pankhi Kashyap
44	Comprehensive Communication Program	Content Writing -Level I: Beginners	Nil	Odd and even	30	30	FHSS	Dr. Sagarika M Das
45	Content Writing	Content Writing -Level II: Advanced	Level I Pass	As applicable	30	30	FHSS	Dr. Sagarika M Das

46		Public Speaking	Public Speaking	Nil	Odd and even	30	30	CLPPD	Mr. Ranit Chowdhury
47	Life Saving Support	Advanced Cardiac Life Support	Advanced Cardiac Life Support	Nil	As applicable	30	30	FPMS	Mr. Udita Pran Barman
48	Performing Arts	Kuchipudi Dance	Kuchipudi Dance Level I: Fundamentals -Part I	Nil	Odd and even	30	30	FHSS	Dr. Sangita Boro
49			Kuchipudi Dance Level II: Fundamentals -Part II	Level I Pass	As applicable	30	30	FHSS	Dr. Sangita Boro
50			Kuchipudi Dance Level III: Intricacies -Part 1	Level II Pass	As applicable	30	30	FHSS	Dr. Sangita Boro
51			Kuchipudi Dance Level IV: Intricacies -Part II	Level III Pass	As applicable	30	30	FHSS	Dr. Sangita Boro
52			Kuchipudi Dance Level V: Advanced -Part I	Level IV Pass	As applicable	30	30	FHSS	Dr. Sangita Boro
53			Kuchipudi Dance Level VI: Advanced -Part II	Level V Pass	As applicable	30	30	FHSS	Dr. Sangita Boro
54		Satriya Dance	Satriya Dance	Nil	Odd and even	30	30	FHSS	Ms. Pankhi Kashyap
55		Khol	Khol	Nil	Odd and even	30	30	FHSS	Ms. Pankhi Kashyap
56		Percussion Tabla	Percussion Tabla	Nil	Odd and even	30	30	FHSS	Mr. Deepjyoti Teron
57	Psychological Health and Wellness	Psychological First AID	Psychological First AID	Nil	Odd and even	30	30	FHSS	Dr. Manjusha Deka Saikia
58		Gatekeeper Training for Suicide Prevention	Gatekeeper Training for Suicide Prevention	Nil	Odd and even	30	30	FHSS	Ms. Bandana Deuri
59		Mental Health & Well-being	Mental Health & Well-being	Nil	Odd and even	30	30	FHSS	Ms. Nabanita Hazarika
60	**English**	**English**	**Functional English: A Beginner's Building Blocks**	**Nil**	**Odd and even**	**30**	**Open**	**FHSS**	**Dr. Dimple Choudhury**
61	**Digital Proficiency**	**Digital Proficiency**	**Digital Proficiency**	**Nil**	**Odd and even**	**30**	**Open**	**FoCT**	**Dr. Aniruddha Deka**
62		Beekeeping	Beekeeping Level I: Basics beekeeping & bee products	Nil	Odd and Even	30	30	FoS	Dr. Seydur Rahman

63	Apiculture		Beekeeping level II: Scientific Methods of Beekeeping Techniques, Economics and Marketing	Nil	As applicable	30	30	FoS	Dr. Seydur Rahman
64	Forensic Science	Crime Scene Technology	Forensic Crime Scene Investigation Level I	Nil	Odd and Even	30	30	FoS	Dr. Debasis Bora
65			Forensic Crime Scene Investigation Level II	Level I Pass	As applicable	30	30	FoS	Dr. Debasis Bora
66		Fingerprint Technology	Fingerprint & other impression- Level I	Nil	Odd and Even	30	30	FoS	Dr. Debasis Bora
67			Fingerprint & other impression- Level II	Level I Pass	As applicable	30	30	FoS	Dr. Debasis Bora
68		Questioned Document	Questioned Document Level I: Handwriting analysis	Nil	Odd and Even	30	30	FoS	Dr. Debasis Bora
69			Questioned Document Level II: Security Document and Ink Analysis	Level I Pass	As applicable	30	30	FoS	Dr. Debasis Bora
70	Food Science	Food Preservation	Techniques of Food Preservation	Nil	Odd and Even	30	30	FoS	Dr Radali Duarah and Dr Daisy Sharma
71	Sales Management	Sales Management	Sales Management	Nil	Odd and Even	30	30	FCM	Ms Winee Saikia
72	Fashion & Beautician	Make-Up	Make-Up	Nil	Odd and Even	30	30		TBD
73	Digital Content Creation		Digital Content Creation	Nil	Odd and Even	30	30		TBD
74	Physical Education and Sports	Handball	Handball	Nil	Odd and Even	30	30	FPAR	Mr. Mriganka Deka
75		Volleyball	Volleyball	Nil	Odd and Even	30	30		Mr. Mriganka Deka
76		Football	Football	Nil	Odd and Even	30	30		Mr. Mriganka Deka
77		Basket Ball	Basket Ball	Nil	Odd and Even	30	30		Mr. Mriganka Deka
78		Badminton	Badminton	Nil	Odd and Even	30	30		Mr. Mriganka Deka
79		Table Tennis	Table Tennis	Nil	Odd and Even	30	30		Mr. Mriganka Deka
80		Arm Wrestling	Arm Wrestling	Nil	Odd and Even	30	30		Mr. Amit Deka/ Mr. Mriganka Deka
81	CAD	Autocad	Autocad	Nil	Odd and Even	30	30	FoE	Dr. Manash Jyoti Borah

81		Advanced Autocad	Advanced Autocad	Nil	Odd and Even	30	30	FoE	Dr. Manash Jyoti Borah
82	Yoga	Yoga	Yoga	Nil	Odd and Even	30	30		Ms. Lakhimi Gogoi

End