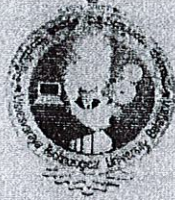


VISVEVARAYA TECHNOLOGICAL UNIVERSITY
Jnana Sangama, Belagavi.



GUIDELINES TO CERTIFICATE COURSE IN
PRINCIPLES OF BUSINESS MANAGEMENT
An Academic Activity Under the
Memorandum of Understanding between VTU and CSJWT



Cobra School for Jungle Warfare and Tactics [CSJWT],
CRPF, Torali, Belagavi.

2019


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Guidelines to Certificate Course in Principles of Business Management

A. Preamble

Commando Battalion for Resolute Action (COBRA) is a specialized unit of Central Reserve Police Force (CRPF) of India proficient in guerrilla tactics and jungle warfare. The Primary and the secondary governing bodies are respectively CRPF and Ministry of Home Affairs, India, New Delhi. COBRA is ranked among one of India's most experienced and successful law enforcement units.

COBRA Battalions are trained to adapt in multitasking skills operations in extreme terrain. The training includes guerrilla warfare, field engineering, tracking of explosives, jungle survival techniques along with ops tactics to fight insurgents. Specialized training programme includes camouflage and jungle warfare, operations planning and execution, physical endurance, map reading, and GPS, intelligence, heli-slithering, heli jump like the parachute regiment. Apart from the foregoing, special intelligence courses have been conducted by premier intelligence agencies to train troops in intelligence gathering.

Trainees of COBRA are trained in the CRPF jungle warfare at Cobra School for Jungle Warfare and Tactics (CSJWT), CRPF, Torali, Belagavi, Karnataka. After 3 months of training in Belgaum, COBRA members are deployed to their respective units to counter-Naxal activities.

In order to enhance the competent management skills that are vital for the trainees, a memorandum of understanding was signed by CSJWT with VTU for an arrangement to teach the course **Principle of Business Management** covering the some of the following topics:

- Communication skills.
- Strong networking skills. Organizational abilities – Planning and organizing.
- Negotiating skills.
- Critical thinking, decision making and problem solving skills.
- Conflict resolution.
- Good Judgment.
- Result orientation: Ability to achieve the target within given time.
- Influencing, leading, and delegating abilities.
- Adaptability – Efficient under pressure, always meet deadlines, and other innovative, best practices and scientific ideas in Disaster Management.

B. Teaching – Learning Process and University Examination

(a) Teaching – Learning Process

(1) The certificate course shall be optional to trainees of COBRA who attend the CRPF Jungle Warfare Institution in Belagavi (Previously, Belgaum).

(2) Teaching – Learning Process shall be effected for 12 hours during the 3 month stay of the trainees at Belagavi.

(3) The certificate programme shall be conducted for all the batches that attends the training.

(4) Lecture classes shall be conducted between 2.30 pm and 4.30 pm on scheduled days or at the convenient hours scheduled by the Commandant, Coordinator, COBRA School for Jungle

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Warfare and Tactics (CSJWT), CRPF, Torali, Belagavi, Karnataka during unavoidable situations.

(5) Since, the trainees are differently qualified educationally, Tenth standard shall be considered as the basic qualification to attend the certification course.

(6) Medium of teaching shall be a mix of English and Hindi.

(7) The course instructor/s shall impart decision-making skills through case studies, assignments, role plays and other methods.

(8) The attendance requirement shall be as per the norms of CSJWT and the eligibility to attend the University examination shall be decided by the Commandant, CSJWT.

(9) The syllabus of the course titled "Principles of Business Management" shall be divided into 10 units.

(10) From each unit of the syllabus, 5 multiple choice type questions shall be set for the final examination conducted by the University.

(11) The question paper having 50 questions shall be a random mix of five questions set under each unit.

(b) University Examination

(1) The University shall conduct an examination at the end of Teaching – Learning process.

(2) The date and time of examination shall be scheduled by CSJWT.

(3) The examination shall be conducted at the premises of CSJWT, under the joint supervision of Commandant, CSJWT and Coordinator, VTU.

(4) The duration of the examination shall be 1.5 hours (90 minutes).

(5) The examination shall be through multiple choice type questions.

(6) The examination shall be conducted for a maximum of 100 marks. The question paper shall have 50 questions, each designed for 02 marks.

(7) Each multiple choice question shall be both in English and Hindi.

C. Class Declaration

Based on the performance in the University examination, the candidates shall be reckoned to have passed in

(i) First Class, if the marks secured is equal to or greater than 60 % of the maximum marks.

(ii) Second Class, if the marks secured is equal to or greater than 36 % but less than 60 % of the maximum marks.

(iii) Those who secure less than 36 % of the maximum marks shall again appear for the examination to earn a Class, during the subsequent examination conducted by the University.

[To be read along with serial numbers (iv) and (v) of D. Award of Certificate]

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D. Award of Certificate

- (i) The Certificate shall be designed to have the emblem of VTU and insignia of COBRA along with the name and address of VTU and CSJWT.
- (ii) The title of certificate issued shall be in the name of Certificate Course in Principles of Business Management.
- (iii) The certificate shall indicate the class in case students have secured First or Second Class.
- (iv) In case of candidates who have secured marks less than 36 % of maximum marks and those who were absent for the University examination because of various reasons, certificate shall be issued stating that they attended the "Certificate Course in Principles of Business Management."
- (v) In case, the candidates under (iv) wish to complete the examination to secure a Class, they shall be permitted to appear for the examination. However, they have to surrender the certificate received before for the new one.

E. Convocation

The certificate shall be distributed to every candidate who attended the certificate course on the Convocation Day arranged by CSJWT at their cost.

F. Obligations of VTU and CSJWT

(a) VTU

- (i) The University shall design the syllabus for the certificate course.
- (ii) The University shall assign the teaching work to the University Faculty.
- (iii) Study materials and printed handouts in form of soft and hard copies shall be given to all the candidates attending course.
- (iv) The University shall share the program information brochure comprising detailed day-wise lesson/session plan, program faculty along with a soft copy of the cases/readings to the course participants.
- (v) The University shall nominate a Faculty to coordinate all the course activities with CSJWT.
- (vi) The course instructor shall conduct quizzes, assignments and open book test/s to make the Teaching - Learning process more effective.

(b) CSJWT

- (i) CSJWT shall provide all the infrastructure facilities to conduct classes at premises of COBRA School for Jungle Warfare & Tactics, Torali.
- (ii) CSJWT shall arrange the necessary to and fro transport facility for the faculty of VTU from the University campus.
- (iii) The Commandant, COBRA School for Jungle Warfare and Tactics [CSJWT], CRPF shall coordinate all the course activities with VTU.
- (iv) CSJWT shall notify the calendar of events covering the instructional days, timings, and University examination.
- (v) Share the details of course participants and their profile in advance to the VTU coordinator.
- (vi) The CSJWT shall make available the copy of feedback obtained from the course participants' regarding the concerned faculty and the course.

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- (vii) The remuneration payable to faculty shall be as per the norms of CSJWT.
- (viii) The fee structure shall be as per the MOU executed.




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INSTITUTION OF A CERTIFICATE COURSE IN
PRINCIPLES OF BUSINESS MANAGEMENT -
GUIDELINE, SCHEME AND SYLLABUS OF THE
PROGRAMME

Office of the Inspector General of Police, Cobra School of Jungle Warfare and Tactics CRPF, Torali, Belagavi, vide letter dated 25-5-2019, has proposed to institute a "Certificate Course in Principles of Business Management" and requested for association/tie-up with VTU to award MBA/PG Diploma/Certification for Gazetted and subordinate officers of Cobra Forces. The Guidelines, Scheme of Teaching and Examination and Syllabus have been framed accordingly.

The same were discussed and deliberated in the Joint Boards of Studies meeting held on 19th August 2019. The suggestions offered by JBOS have been incorporated in the Guidelines, Scheme and Syllabus of the said programme. Same are placed before the Executive Council for consideration and approval.

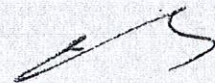
The subject was placed before the Academic Senate and the recommendations of the Academic Senate will be placed on the table.

Resolution No.2.2.2

The Executive Council resolved to accept the recommendations of the Academic Senate which recommended for the institution of Certificate Course in Principles of Business Management, as proposed by the Cobra School of Jungle Warfare and Tactics CRPF, Torali, Belagavi. Further, the Executive Council resolved to accept the recommendations of the Academic Senate to approve Guidelines, Scheme and Syllabus of the said programme as placed in the meeting.

Minutes of 148th Meeting of the Executive Council held on 14-10-2019.....S.O.::.....

C.W.:



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is executed at Belagavi on this **01st day of August 2019 BETWEEN Visveswaraya Technological University 'Jnana Sangama' Belagavi represented by Registrar Hereinafter referred to as the "First Party"** (Which expression shall where the context requires or admits mean and include its successors, legal representatives, administrators and assigns)

AND

Cobra School for Jungle Warfare and Tactics [CSJWT] CRPF Torali, Belagavi, Central Reserve Police Force Belagavi represented by its Inspector General of police (Hereinafter referred to as the Second Party which expression shall, unless repugnant or opposed to the context thereof, mean and include its successors in business, representatives and assigns etc.).

WHEREAS the First Party is the technological university and management studies established by the Government of Karnataka in Belagavi

AND WHEREAS Cobra School for Jungle Warfare and Tactics [CSJWT] CRPF Torali, Belagavi Karnataka is a Central Government Organization functioning under Ministry of Home Affairs, Govt. of India, established in April 2014.

1 VTU and CRPF hereby agree to conduct a MBA / Executive PG Diploma / Certificate Programme in Business Management (henceforth referred as

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PBM) for the officers/subordinate officer/men of CRPF. The certificate programme is designed to provide inputs to CRPF officers in dealing with dynamic and complex problems in managing internal security. The programme aims to impart managerial decision-making skills to CRPF officers/subordinate officer/men through case studies, assignments, role plays and other andragogical tools for the smooth conduct of the program.

- 2 Both parties shall designate the required staff / Programme Coordinator/s for PBM who would act as the points of contact between the two organizations.
- 3 The following shall be the scope of services of VTU Belgaum
 - (a) The Institute shall conduct PBM for the officers/subordinate officer/men of CRPF. The mode of conduct of the program is part-time.
 - (b) The Institute will design the courseware for the program. The soft copy/printed handouts/study materials/cases will be given to the program participants. The Institute will share the program information brochure comprising detailed day-wise session plan, program faculty along with a soft copy of the cases/readings with the program participants.
 - (c) The Institute will evaluate the program participants on through quizzes, assignments, tests or examinations.



- (d) The Institute will issue a course completion certificate to the program participants. It will be titled as 'Certificate in Business Management' mentioning the course duration.
- (e) The Institute will share the participants' feedback with the concerned faculty.
- (f) Duration of the course shall be 12 weeks regular course to be conducted at CSJWT Belagavi. The frequency of such courses will be two to three in one year.
- (g) The strength of the students for the course shall be as under:
1. For Executive PG Diploma course 30-40 officers in one course.
 2. For certificate course 200 personnel (approx) in one course.
- (h) The fee structure shall be as under:
- a. Fee :- For Executive PG Diploma- Rs. 5000/- Per/head
:- For certificate course- Rs. 2000/- Per/head
:-Fee will be deposited directly in bank account of VTU, Belagavi.
- (i) Share the details of participants and their profile in advance.
- (j) Arrange the In-campus visits for teaching staff of VTU Belgaum to CSJWT camp as per program itinerary. CSJWT will make available its infrastructure facilities including Classrooms, Lecture/Seminar Halls, Hostels, accommodation, Mess facilities to the program faculty of VTU Belagavi.


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4. Both parties agree that for each assignment of work to be undertaken by the parties under this MoU, the extent of services by each party have been agreed upon by mutual consent.
5. That neither party shall assign or transfer its rights and obligations herein to any other third party without the prior written consent of other party.
6. That both the parties agree not to withdraw from the MoU during the progress of the program, without the written consent of the other.
7. That in the event of disputes between the parties, the same shall be resolved amicably. Any further non-resolution of dispute shall be settled through the mutual consent of the Vice Chancellor , VTU Belagavi and competently authority of CRPF.
8. Modifications: This Memorandum of Understanding may only be modified or amended by a written document executed by a duly authorized person on behalf of the party against whom any such amendment or modifications is sought to be enforced.
9. Term: It is agreed between the parties that the MoU will be in effect for the program duration, with a provision to review the contents of the MOU, if required, and make necessary modifications as deemed appropriate by both parties to this agreement.
10. That the parties hereto may further agree to extend the tenure of this MoU for further subsequent periods as deemed appropriate by both of them.



11. That this MOU is executed in duplicate and one copy will remain with each of the party.

IN WITNESS WHEREOF the parties have subscribed their respective signatures on this MOU on the day and the day herein above mentioned.

Visveswaraya Technological University
(First Party)

Inspector General of police
Central Reserve Police Force, Belagavi
(Second Party)

corrected and approved

Ashok

Ashok S. Angad
Advocate Belagavi

1/8/2019.


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