

**KERALA UNIVERSITY OF DIGITAL SCIENCES  
INNOVATION AND TECHNOLOGY**

**University Policy and Regulation on the Conduct of  
Executive Education and Continuing Education Programs**

**REVISED 2025-26**

## 1. Introduction

One of the distinct objectives of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT), is to act as a catalyst in enabling responsible digital transformation in various sectors affecting the economy and society at large. A prime requirement for achieving this objective is to act as a powerhouse producing a large number of high-quality talent in a short span of time in the emerging areas of digital technologies and their applications. As against the normal skilling programs of the earlier industrial world, the skills required to excel in the emerging world require a substantial research base and application prowess and could be offered only by an institution with deep roots in research and strong expertise in outreach activities. The new-age universities and skilling centres are proving to be ineffective as they lack the depth of research for their trainers and ecosystem demanded by the new-age workforce. Massive online courses offered by well-known international universities targeted at creating skills in new world technologies are gaining currency. As a progressive university being set up primarily to advance the knowledge ecosystem in the state and to provide leadership for Kerala in emerging technologies, it is natural that this forms an important agenda for Digital University Kerala .

To operationalize the same, it is envisaged that Digital University Kerala will set up a **Centre for Executive Education and Continuing Studies (CEECS)**, focusing on skilling and re-learning programs and offering various continuing education programs for facilitating the development of new-age talent. This entity will draw heavily upon the research powers of the university, its schools, and research centres and provide the right blend of knowledge and skills required for shaping future talent. This entity will have its operational autonomy and governance. It could work under the broader ambit of the university, where in university recognizes and endorses the programs offered by the entity as per its statutes and rules. The Centre may be provided with a high level of operational flexibility and allowed enough space to innovate on program delivery, content, and evaluation.

## II. Centre for Executive Education and Continuing Studies (CEECS)

A regular faculty member of the university, designated as the Chair/Professor-in-Charge, will be responsible for the operations of CEECS. An executive committee will guide the activities of CEECS with members as detailed below:

1. Dean (Academic)- Chair of the Executive Committee
2. Chair/Professor-in-Charge of CEECS
3. Chairs/representatives of the Schools of the University
4. Registrar of the University or his/her representative

5. Librarian /Head Knowledge centre
6. Head of Digital Learning Programs

### **Primary functions of CEECS are**

1. Performs all the administrative activities needed to support the conduct of executive and continuing education programs.
2. Prepares and provides standard, legally vetted templates for the relevant documents such as Program Proposal Template, Quality Assurance Framework, Program Feedback collection form, Program Completion Certificate, Program Completion Report (including program feedback report) and/or legal documents such as Memorandum of Understanding(MoU), Non-Disclosure Agreement (NDA), Master Services Agreement (MSA), Statement of Work(SoW), data and IPR access/ownership related agreements, any other legal documents made between the university and collaborators, if any.
3. Collaborate with different stakeholders, receive/process program proposals and publish CEECS training calendar every six months.
4. Interfaces with external agencies/professional service providers to offer legal, financial, IP-related, and any other compliance-related services for the conduct of executive and continuing education programs.
5. Act as the representative body of the university for resolving any internal/external/compliance-related issues/conflicts arising in the conduct of executive and continuing education programs.
6. Collects and maintains authentic data on the various executive and continuing education programs the schools/centres undertake and provides regular analytics reports to university administration for strategic decision-making.
7. The Registrar will be the signatory representing the UNIVERSITY in all the agreements/contracts made with any CLIENT for the execution of any executive education program or continuing education program.

The UNIVERSITY will provide adequate staffing to CEECS for its operations.

### **III. Definition and Scope of Executive Education and Continuing Education Programs of Digital University Kerala**

- a. Digital University Kerala's executive education and continuing education programs aim to broaden the outlook and strengthen the technical and managerial skills of practicing technologists, academicians, and industry personnel across the country to prepare them for changing roles in the fast-changing technology world. Participants also obtain valuable insights from

extensive interaction with various schools/centres of Digital University Kerala and faculty on research and development of multiple technology solutions and their applicability in the new global context. It helps to acquire concentrated, unique and interdisciplinary knowledge. Students can deepen their professional networks through peer-to-peer interactions in these programs, thus advancing their career skills and prospects.

- b. These executive and continuing education programs can be offered in the niche areas of expertise available in Digital University Kerala across various schools and centres and/or in collaboration with reputed national/international Institutions/Universities/Companies.
- c. Executive and continuing education programs are designed to hone the skills of technocrats, executives, and organizations and are not part of the university's regular academic/degree-granting programs.
- d. This policy does not apply to the independent Centres of Excellence programs under the university.
- e. Executive and continuing education programs offered by the university need to be structured and executed in alignment with the university's overall objectives and its academic and research-related activities.
- f.

#### **IV. Programs Types and Scope**

The various executive education and continuing education programs of the university can be broadly categorized as follows:

1. Diploma/Post-Graduate Diploma programs: These are long-duration programs (at least six months) aimed at imparting technical/managerial education to students/working professionals in a specific area of technology/techno-management/management. Admission to such programs must be made through an appropriately designed selection procedure. These programs must be designed and delivered with academic rigor on content, pedagogy, program execution, and evaluation as mandated by Digital University Kerala's prevalent academic culture and policies. These programs may be designed with Academic Credits as per the prevailing policies of Digital University Kerala/Government. Any such approvals/decisions in this direction will be governed by the academic council and/or the Board of Governors of the university. Such certificates may be issued by the Schools/Centres of the university as per the prevailing policies of Digital University Kerala.
2. EEP - Executive Education Programs: Short-duration programs (less than six months) aimed at strengthening and augmenting the

technical/managerial skills of working professionals. These programs can be technology-oriented, technology management, or management development programs(MDP). EEP programs may be designed as professional Certification programs and any activity in this connection will be governed by the prevalent academic, research, and governance policies of Digital University Kerala.

- 3.FDP – Faculty Development Programs: These are short-duration (less than six months) programs aimed at imparting academic/research- related content in technology/techno-management/management areas for faculty members of academic institutions.
4. Seminars/Conclaves/Workshops
5. Conferences

The various categories of programs mentioned above may be offered with the expertise of Digital University Kerala and/or in collaboration with any other national/international institutions of repute as

1. Open Programs

Open Programs are offered based on faculty research and expertise across various schools and draw participants from different organizations, Governments, or industries. This consists of both short and long-duration programs scheduled on a regular timeframe. These programs will have a fixed academic calendar /schedule and will be announced yearly.

2. Custom Programs

Custom programs offered by the university are designed/customized to meet the specific needs of organizations or Departments, Industries or Laboratories as per their request. For custom programs, the university will work very closely with the stakeholder organization/Department or industry and design the program accordingly.

3. Collaborative Programs

These programs are conducted in collaboration with reputed national/international Institutions/Universities/Companies.

4. Project-based Training

Project-based Training and Workshops will be offered based on the project requirements. Project-based training can be conducted, On campus, On-site, and in Virtual mode.

1. The mode of delivery of the programs may be

- 1) Programs offered at the premises owned/operated by Digital University Kerala or hired by Digital University Kerala

2. Virtual Learning Programs (eEEP, eEDP, eMDP)

Virtual learning programs are offered by the university through its integrated virtual learning platform and supplemented by on-campus sessions (if required). The virtual learning program will be designed and offered as e-Executive education, e-Management Development program, e-Executive development program etc.

3. Blended Learning Programs

The university offers blended learning programs through its integrated virtual learning platform and supplemented by on-campus sessions.

4. On-site Training programs

Schools/Centres can conduct on-site training programs based on the demand of any organization with minimum required participants. In such training programs, apart from the regular program fee, the additional charge towards travel and other logistics costs may be charged from the respective sponsors.

5. Open MOOC-based program (Massive Open Online Courses)

Schools and Centres can design and offer open MOOC-based programs for a global audience. These MOOC courses are aimed at large-scale interactive participation and open access via the web. These courses may be offered free, and the certification fee can be charged if the participants require certification from the university.

## **V. Process Management and Responsibilities**

Programs may be initiated by any faculty/staff member of the university either due to own academic/research interest or in response to requests/enquiries received from the CLIENT directly to the UNIVERSITY or by discussion between the CLIENT and any staff member of a School/Centre the UNIVERSITY. Any executive or continuing education program offered by the university will have a Program Chair, and only regular faculty/staff members of the university will be allowed to assume this role. In the case of a program offered in collaboration with another institution or university, a program co-chair is allowed and the name of the program co-chair (if any) has to be approved by the Chair of CEECS. Any program will have at most two program chairs/co-chairs.

Suppose the UNIVERSITY directly receives the inquiry for a program. In that case, the School/Centre and the Program Chair will be identified based on the expertise, and existing commitments, of the Chair and/or Executive Committee of CEECS. In the event of a CLIENT approaching any faculty/staff member of a school/centre for a program, the Program Chair (identified by the Chair of the school/centre in consultation with the concerned staff member and the CLIENT) can request CEECS (with the recommendation from the Chair of the school/centre) to initiate the process for offering the program as

per the prevailing norms/guidelines outlined by CEECS.

1. The Program Chair(s) can choose the proper faculty to handle the sessions for each program. The program can be any regular faculty or visiting faculty of the university or an expert from industry or outside organization. The members from the research labs and technical staff members from various development labs of the university can also be considered program faculty based on their expertise or session requirements.
2. The program chair will coordinate with his/her school/centre, the client(if applicable), and CEECS in all administrative matters and handle all communications as the primary point of contact.
3. The Program Chair(s) should prepare and submit a detailed program proposal along with other necessary documents (for collaborative programs, sponsored programs, etc) such as a Memorandum of Understanding(MoU), Non-Disclosure Agreement(NDA), Master Services Agreement(MSA), Statement of Work(SoW), relevant data and IPR access/ownership related agreements and any other legal documents in the standard templates made available by the CEECS, with a recommendation from the Chair of his/her school, to the Chair, CEECS at least 60 days before the commencement of the program for the approval and initiation of the process. If any custom document not covered under the standard templates provided by CEECS, is required for executing the program, the Program Chair, should raise such requests through the Chair of his/her school/centre to the Chair, CCE for the necessary action.
4. Depending on the complexity and resource requirement, the Programme Chair/School/Center has the right to fix the fee for the program. However, the fee for the program should be reasonable and aligned with the overall fee structure of other programs of the university.
5. The Program Chair can choose the proper faculty to handle the sessions for each program. The program can be any regular faculty or visiting faculty of the university or an expert from industry or outside organization. The members from the research labs and technical staff members from various development labs of the university can also be considered program faculty based on their expertise or session requirements.
6. The honorarium for the program faculty and supporting staff may be decided by the program chair(s) in consultation with CEECS and per the university's prevailing norms.
7. CEECS office verifies the compliance aspects, Chair of CEECS in consultation with the executive committee, approves the proposal and initiates the program execution process. CEECS office communicates this information to the Program Chair(s) and the CLIENT (if applicable). The Program Chair (s) takes over the responsibility of executing the program in coordination with the CLIENT (if applicable). The CEECS is responsible for providing the required administrative

support, including marketing support.

8. CEECS starts to work with the program chair(s) to prepare and communicate the necessary marketing materials(if required). The cost incurred should be accommodated in the program budget.
9. As per the terms outlined in the Program Proposal and the prevailing norms of the UNIVERSITY, CEECS will work with Digital University Kerala administration to collect the fee involved from the Participants/CLIENT, and any payments required in connection with the conduct of the program.
10. The CEECS office will inform the program chair(s) about the number of participants registered at least 14 days before the commencement of the program.
11. On completion of a program, the program chair(s) should collect the program feedback report from the participants in the template provided by the CEECS.
12. On completion of a program, the Program Chair(s) should submit a program completion certificate (from the CLIENT, if it is a sponsored program) and a report on the conduct of the program (including a program feedback report) to CEECS with the recommendation from the Chair of his/her school/centre. CEECS will work with the Digital University Kerala administration to transfer payments due to the Program Chairs(s) and the team within 60 days after submission of the program completion certificate and program completion report, as per the prevailing processes and norms of the UNIVERSITY.
13. Program Postponement/Cancellation :
  1. The program chair(s) may decide to postpone/cancel a program at least ten days before the commencement of the program and communicate the same to Chair CEECS, if inadequate participation is observed. All the stockholders of the program should be informed by the Chair(s) of the program on any such postponement/cancellation, at least 7 days before the commencement of the programme. In the event of program cancellation, the refund process for the already paid fee must be initiated by the CEECS. It should be communicated to the relevant stakeholders at least three days before the commencement of the program.
  2. A program may be postponed due to natural calamities, rail/air strikes, or the illness of the Programme Director/faculty Coordinator. In such cases, the postponement request has to be forwarded to the Chair, CEECS at least a day in advance. When a program is postponed, it is the responsibility of the program chairs(s)) and CEECS to ensure that all the relevant stakeholders are informed of the postponement.
14. The roles and responsibilities of the various stakeholders can be summarized in the following table:

<b><i>Role/Decision/Action</i></b>	<b><i>Responsibility</i></b>
Design, Manage the development and administration of programs, including: <ul style="list-style-type: none"> <li>• Program design, content development</li> <li>• Fee setting;</li> <li>• Course management system, LMS</li> <li>• MOOCS content development</li> <li>• Quality assurance</li> </ul>	<i>Head of Schools/Centres and ProgramChairs(s)</i>
Program Approval	<i>Chair, CEECS and the Executive Coommittee</i>
Promotion and branding	<i>Program Chairs(s), CEECS Office, Digital University Kerala Business Development</i>
Online Registration and enrolment management, maintaining online participants' records	<i>CEECS Office</i>
Issuing certificates of completion	<i>CEECS Office, Program Chairs(s) Chair – CEECS</i>
Executive and Contenting Education Program Calendar	<i>Chair, CEECS, Program Chair(s)</i>
Infrastructure Management, Logistics, Food, and Accommodation arrangement	<i>CEECS office, Digital University Kerala Administration</i>
Technology Support, MOOC Based program Support, System Support for Virtual Learning Programs, LMS, Communication etc.	<i>Chair, School/Centre, Digital University Kerala Tech Support Team, CEECS Office</i>

15. The following documents should be maintained by the school/centre/Program Chair(s)/CEECS and produced to the UNIVERSITY administration as and when required.

#### **Documents to be maintained by School/Centre/Principal Consultant**

- a) Attendance Records: Attendance record of the faculty/Consultant(s)/ supporting staff and candidates during the program execution period.

- b) Copy of academic/non-academic materials shared with any stakeholder of the program.
- c) Documents related to any evaluations made during the execution of the program.
- d) Completed program feedback forms from the participants.
- e) Consumable and Non-Consumable Register: Register for recording hire/purchase of all equipment, materials, all consumables, non- consumables items, etc., and its utilization.
- f) Travel Record Register: To record details of all expenditures incurred on travel.
- g) Correspondence File: For all correspondence since initiation.
- h) A copy of the Completion certificate and program completion report (including program feedback report).
- i) Copy of Agreement/Contract File: To maintain a complete record of all agreements, contracts, drawings, and documents that may constitute legal requirements.
- j) Any Other Document: Any other document as per the requirement of the client/ nature of the program etc. shall also be maintained by the School/Centre/Program Chair(s).

**Documents to be maintained by CCE**

- a) Copy of the Program Proposal, Completion Certificate, and Program Completion Report
- b) Agreement/Contract File: To maintain a complete record of all agreements, contracts, drawings, and documents that may constitute legal requirements.
- c) Audited records of all the financial transactions done in connection with the conduct of the programs.

**VI. Budgetary Norms and Distribution of Payment to Program Execution Team**

The norms for the calculation of various percentages for the distribution of the total revenue received from the executive and continuing education programs in each category will be as follows:

1. Category I : Diploma/Post-Graduate Diploma programs
2. Category II : EEP - Executive Education Programs
3. Category III: FDP – Faculty Development Programs
4. Category IV: Seminars/Conclaves/Workshops
5. Category V : Conferences

Category	Executive Education/ Continuing Education Program				
	I	II	III	IV	V
Gross Amount	G	G	G	G	G
GST	T	T	T	T	T
Total Amount	N = G-T	N=G-T	N = G-T	N=G-T	N=G-T
CEECS Share	5%N	5%N	5%N	5%N	5%N
Staff Welfare Fund	5%N	5%N	5%N	5%N	5%N
University Overhead	10%N	10%N	10%N	10%N	10%N
Cost* Involved in Executing the Program	80%N	80%N	80%N	80%N	80%N
Actual Expenses	E	E	E	E	E
Savings (S)	C-E	C-E	C-E	C-E	C-E
Program Chair(s) Share	5%S	5%S	5%S	5%S	10%S
CEECS Share	20%S	30%S	20%S	25%S	20%S
Department/Centre Share	35%S	25%S	35%S	30%S	30%S
University Share	40%S	40%S	40%S	40%S	40%S
<p>* The honorarium for all team members executing the program should be included in the cost calculations.</p> <p>* All procurements/purchases made for the program including marketing costs should be included in the cost calculations.</p> <p>* Cost for using any university infrastructure (if applicable), can be included in the cost calculations.</p>					

**VII. GENERAL RULES RELATED TO THE CONDUCT OF EXECUTIVE  
AND CONTINUING EDUCATION PROGRAMS OF Digital University Kerala**

1. Any executive or continuing education program is expected to produce a minimum surplus of 10% of the gross income. On the recommendation of the Chair, CEECS, the executive committee of CEECS may relax this norm for new and innovative programs.
2. A program chair(s) is expected to contribute at least ten percent of the program's academic content to claim the payment/honorarium mentioned in the above section of this document.
3. If the program is conducted outside of the Digital University Kerala campus or on-site, the Program Chair has to be present for the entire duration of the program
4. Any engagements of the UNIVERSITY staff in executive or continuing education programs should not affect their primary duties and responsibilities to the UNIVERSITY.
5. Any of the explicit or implicit terms/actions involved in the conduct of executive or continuing education programs should not adversely impact the UNIVERSITY's academic, research, business, official and administrative activities.
6. The time spent by UNIVERSITY staff on the executive or continuing education programs and related assignments shall be limited by the relevant regulations of the UNIVERSITY.
7. Outstation travel for the conduct of executive or continuing education program assignments will be undertaken with the prior approval of the competent authorities as per the UNIVERSITY norms. All these expenses incurred will be met out of the concerned program funds.
8. The permissible level of engagement of external organizations/resources in the execution of any program is limited to a maximum of 50%.
9. If the Chair of a program leaves the university or proceeds on leave or not available for some reason (exigency / critical illness /death), the school/centre on the recommendation of the Chair of the Program(if he/she is available) will appoint a new Chair for the program in consultation with CCE and CLIENT (if applicable). The new Chair of the program will also give the undertaking to complete the program with the available funds and period to the school/centre and CEECS.
10. All purchases/procurements for the conduct of the programs shall be made as per the norms prevailing in the UNIVERSITY. In case of equipment that is to be carried outside the university, the same should be insured.
11. If any of the Program Chair(s) or team members wishes to donate part or whole of their remuneration to the UNIVERSITY, the same will be permissible; in this case, it will be counted towards his annual work points (refer to statutes and other relevant documents).

12. Any executive training or continuing education program is normally expected to be closed soon after the completion date as stipulated in the original proposal unless an extension has been sought and granted by Chair CEECS. The completion certificate should be taken from the client (if applicable) on their letterhead by the Chair of the program.
13. In case any legal dispute arises between the Program Chair(s) and the client (if applicable) such that the Program Chair(s) are in any way, held responsible for making good the losses incurred by the client, such liability will be restricted to a maximum limit which will be calculated as follows: Maximum Liability = The total contracted amount (excluding Service Tax) charged for the program – the expenditure/liabilities on the program. It is in the interest of the Program Chair(s) to bring this fact to the notice of the clients well in advance. The expenditure/liabilities as determined by the UNIVERSITY will be calculated as the expenditure/liability until the date the client informs the Program Chairs(s) in writing to stop work on the program or till the end of the program for completed programs. The expenditure will also include the remuneration paid to the supporting staff of the university. The expenditure on this account may be charged from the school/centre. Submission of the requisite report itself in such cases shall constitute the Utilization Certificate / final bill.
14. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee (duly approved by Vice-Chancellor through Chair, CEECS) against the Program Chair(s) or the associated staff in connection with the conduct of any program, the Vice Chancellor, on the recommendation of Chair, CEECS may prohibit the concerned person to take part in any new programs either as Chair or the associated staff, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases, the concerned person will be expected to complete their obligations in the ongoing program(s) with which he/she is connected in order that the ongoing programs and obligations to the client do not suffer.
15. Unless explicitly stated in the contractual agreements, the clients cannot use the University name or the fact that they are affiliated with the university in a manner that (i) suggests that the university approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the university has performed research or issued research findings when it has not done so, or misleadingly states the results of university research for projects/other business requirements or (iii) may be interpreted to communicate the official position of the university on any issue of public interest.
16. Any disagreement within the University arising at any stage of a program will be resolved in consultation with Chair, CEECS and the Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project. In case of any dispute arising at any stage of training program between program chairs(s) and

the client(s), the program chair(s) will be responsible for settlement of the dispute. The arbitration power shall lie with Registrar, KUDSIT in case of any dispute and the decision taken by the Vice-Chancellor shall be final.

17. The decisions on any other matters not covered under this policy or any required amendments needed on this policy will be made by the Chair, CEECS, in consultation with the executive committee and with the necessary administrative approvals from the UNIVERSITY administration.
18. Any major amendments to this policy require approval from the UNIVERSITY's Board of Governors.