Policy Document for Add-on/Certificate Course

- ### *Preamble*

St. Joseph's College believes in its commitment to ensure additional skills and better career and job opportunities to students by providing additional certificate courses. The college acknowledges that students may require additional knowledge and expertise to achieve their career goals. Feedback from employers and alumni indicate that many jobs require additional skills.

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1. Certificate courses are designed in accordance with U.G.C norms and industry needs.

2. The college attempts to make the courses free of cost.

3. The college understands that each certificate course is unique, and the syllabus and duration of the course may vary. Certificate courses offered by college are a minimum of 30 hours duration.

4. For some certificate courses, external faculties or firms are to be hired to conduct the certificate courses. In such cases, the principal, HOD, or Certificate Programme coordinator and IQAC coordinator should discuss this with external faculty or firms and may arrive at a Memorandum of Understanding (MoU) safeguarding the interests of our students and college.

5. The HOD or department identifies a staff member to be the certificate Programme coordinator.

6. The Board of Studies (BoS) constituted by the department decides the maximum number of students to be admitted, the syllabus, and the duration of the course.

7. In the case of the involvement of external faculty or firms, it is the duty of the principal, HOD, or Certificate Programme coordinators, and IQAC coordinator to discuss the matter and arrive at an MoU, if needed. MoU should be signed by the principal, certificate programme coordinator, HOD, and external faculty or representative of the firm. HOD is the custodian of the MoU.

8. The principal, IQAC coordinator, HOD and Certificate Programme coordinators inform the students about the need and purpose of certificate courses. The course syllabus and duration should be clearly communicated to students.

9. It is the responsibility of the Certificate Programme Coordinator and HOD to ensure that the course is completed within the stipulated time. In no case the examinations of the course should overlap with the internal and semester exams of the college.

10. Students are responsible for attending the course and examination and should adhere to instructions given by the Certificate Programme coordinator.

11. The attendance of the students participating in the add-on or certificate programme is to be obtained in the prescribed format with the signatures of the students, teacher, course coordinator, and HOD.

12. Students successfully completing add-on courses are given certificates, and copies of the same are documented in the department.

13. The principal, HOD, Certificate Programme Coordinator, and IQAC coordinator decide the distribution of any additional revenue generated.

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1. The Board of Studies (BoS) is constituted by the department as per the order of the principal and IQAC. BoS consists of senior faculties of the departments or external experts in related subjects from other departments, colleges, or industrial experts.

2. The BoS should be limited to a maximum of six members.

3. BoS should be reconstituted every five years or whenever a new course is introduced.

4. The need and purpose of the certificate course are to be discussed and decided in the BoS

5. In the Department meeting the HOD appoints a staff member as coordinator of the course.

5. BoS prepares the syllabus, identifies external faculty or firms (if necessary), and submits it to

6. HOD/Programme Coordinator, which may be approved in the Bos meeting.

7. Details regarding the course (syllabus, course fee, exam pattern) are communicated to students by displaying them on the college website and releasing brochures.

8. The syllabus prepared by BoS is inclusive of the evaluation parameters and they should be abided by for evaluation

9. Certificates are issued to eligible students.

- ***Document Control***

Approval of the syllabus should be recorded in the Board of Studies minutes. The Programme coordinator should be the custodian of the following documents: a) syllabus; b) list of students enrolled; c) student attendance; d) exam details; e) mark lists; f) list of students eligible for certificates; g) copies of issued certificates; h) Feedback;

Time of implantation of this policy is from 01 June, 2019

Authorized Signatory

Principal

St. Joseph's College, Moolamattom