CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

# CERTIFICATE COURSES- POLICY AND PROCEDURE

## QUALITY POLICY

Area : Student Support

# CERTIFICATE COURSES-POLICY AND PROCEDURE

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## POLICY

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| Area: Student Support | POLICY NO: 101/2020 | Document Owner: Principal | |
| **Title: Certificate Courses** | Issued on: | Revised on: | Pages: 3 |

## PURPOSE

To establish a framework to conduct career enhancement short term courses at Christ College (Autonomous), Irinjalakuda.

## SCOPE

This policy applies to Principal, HODs/Programme coordinators, Certificate Programme coordinators, Certificate Course convener, IQAC coordinator and students of Christ College

## POLICY STATEMENT

1. Christ College Autonomous is committed to provide additional courses to students to enhance their career and job prospects. College acknowledges that students may require additional knowledge and expertise to achieve their career goals. Feedback from employers and alumni indicate many jobs require additional skills. Certificate courses are designed in accordance with the industry needs.
2. College encourages its fast learners to enrol in to certificate courses. This policy provides students an opportunity to develop their skills and achieve their career.
3. Care will be taken to make the courses affordable to students. College understands that each certificate course is unique, and the fees, syllabus and duration of the course may vary. All certificate courses offered by Christ College should be of minimum 30 hours duration.
4. It is the policy of the College that the fee paid for certificate courses will never be reimbursed. In case if a student drops the certificate course in between, the amount will be used to give fee concession to eligible students who pursue the course. Selection of eligible students for fee concession will be as per the opinion of Principal, HOD/Programme coordinator and Class teacher.
5. For some certificate courses, external faculties/firms are to be hired to conduct the certificate courses. In such cases Principal, HOD/Programme coordinator & IQAC coordinator should discuss with external faculty/firm and may arrive at a Memorandum of Understanding (MoU) safeguarding the interests of Christ College.
6. Any additional revenue generated will be distributed between Certificate Programme coordinator, College Management and concerned department as per the agreement arrived at prior to the start of the course.

## RESPONSIBILITIES

1. HOD/Programme coordinator should identify a staff to be the Certificate Programme coordinator.
2. Principal at the start of the academic year nominates a staff as Certificate Course Convener.
3. HOD/Programme coordinator, Certificate Programme coordinator, Certificate course convener & IQAC coordinator will decide the amount of fees, no of students to be admitted, syllabus and duration of the course.
4. In case of involvement of external faculty/firm; it is the duty of Principal, HOD/Programme coordinator and IQAC Coordinator to discuss the matter and arrive at an MoU if needed. MoU should be signed by Principal and External faculty/Representative of firm. Principal should be the custodian of the MoU.
5. Principal, IQAC Coordinator, Certificate Course Convener and HOD/Programme coordinator should inform the students about the need and purpose of Certificate courses. Fees, Syllabi and duration of the course should be informed to students clearly. Student induction programmes for fresh students and College website can be used for sharing information on Certificate courses
6. The IQAC Coordinator and Certificate Course Convener should ensure the admission to certificate courses are done fairly in accordance with a first come first serve basis.
7. It is the responsibility of the Certificate Programme coordinator and HOD to ensure that the course should be completed within the stipulated time. In no case the examinations of Certificate Course should overlap with the internal & semester exams of the College.
8. Principal along with Administrative Office should be responsible for the timely collection of fees.
9. Students are responsible to attend the course and examination and should adhere to the instructions given by the Certificate Programme coordinator.
10. Principal, HOD/Programme coordinator/ Certificate Programme coordinator and IQAC Coordinator should decide the distribution of additional revenue generated if any.

## PROCEDURE

1. Need and purpose of the certificate course to be discussed and decided in the Department meeting.
2. HOD/Programme coordinator appoints a staff as Coordinator of the course
3. Coordinator prepares the syllabus, identifies external faculty/firm (if necessary) and submit to HOD/Programme coordinator which may be approved in the Department meeting.
4. HOD/Programme coordinator, Certificate Programme coordinator, IQAC Coordinator and Certificate Course Convener approves the fee structure, no of students to be admitted and general plan of the course (starting date and exam date).

5. Principal, HOD/Programme coordinator, Certificate Programme coordinator and IQAC Coordinator decides the distribution of additional revenue.
6. Details regarding the course (syllabus, course fee, exam pattern) are communicated to students by display in college website and releasing brochures.
7. Applications are received online. List of students (pre admitted) admitted are published in Department notice board and communicated to students.
8. Students fill up the admission form, duly signed by Parent / Guardian and remits the first installment of fees at College administration office.
9. The course starts adhering to the policy of Certificate Courses. Exams are conducted. Certificates are issued to eligible students.

## DOCUMENT CONTROL

1. Approval of syllabus should be recorded in Department minutes; which should be later approved by Board of Studies.
2. Certificate Programme coordinator should be the custodian of following documents a) syllabus, b) list of students enrolled, c) student attendance, d) exam details, e) mark lists and f) list of students eligible for certificate g) copies of issued certificates

## FEEDBACK

Christ College staff and students may provide feedback about this document by emailing iqac@christcollegeijk.edu.in

## APPROVAL AND REVIEW DETAILS

| **Approval and Review** | **Details** |
|---|---|
| Approval Authority | Governing Council |
| Administrator | Principal |
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