



NIRMALAGIRI COLLEGE

AFFILIATED TO KANNUR UNIVERSITY, RE-ACCREDITED BY NAAC WITH A GRADE

Nirmalagiri, Kuthuparamba, Kannur, Kerala, India 670701

CERTIFICATE COURSES – POLICY AND PROCEDURES

QUALITY POLICY

AREA: STUDENT SUPPORT

CERTIFICATE COURSES-POLICY AND PROCEDURE

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POLICY

Area: Student Support
Title: Certificate Courses

Policy No: 201, dated 18/01/2020
Document Owner: Principal

The blueprint aims at establishing a chassis to conduct career enhancement short term courses at Nirmalagiri College, Kuthuparamba.

SCOPE

This policy applies to Principal, HODs, Certificate Programme coordinators, IQAC coordinator and students of Nirmalagiri College.

POLICY STATEMENT

1. Nirmalagiri College believes in its commitment to ensure additional skills, better career and job opportunities to students by providing additional certificate courses. 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 attempts to make the courses to students free or at very nominal fee. College understands that each certificate course is unique and syllabus and duration of the course may vary. Certificate courses offered by Nirmalagiri College, Kuthuparamba should be of minimum 30 hours duration.
3. For some certificate courses, external faculties/firms are to be hired to conduct the certificate courses. In such cases Principal, HOD/ Certificate Programme coordinator & IQAC coordinator should discuss with external faculty/firm and may arrive at a Memorandum of Understanding (MoU) safeguarding the interests of Nirmalagiri College, Kuthuparamba.

4. 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/Department should identify a staff to be the Certificate Programme coordinator.
2. Board of Studies (BoS) constituted by the department will decide number of students to be admitted, syllabus and duration of the course.
3. In case of involvement of external faculty/firm; it is the duty of Principal, HOD/ Certificate Programme coordinators and IQAC Coordinator to discuss the matter and arrive at a MoU if needed. MoU should be signed by Principal/ Certificate Programme coordinator/ HoD and External faculty/Representative of firm. HoD should be the custodian of the MoU.
4. Principal, IQAC Coordinator, and HOD Certificate Programme coordinators 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
5. The IQAC Coordinator and HoD should ensure the admission to certificate courses are done fairly in accordance with a first come first serve basis.
6. 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.
7. Principal along with Administrative Office should be responsible for the timely collection of fees.
8. Students are responsible to attend the course and examination and should adhere to the instructions given by the Certificate Programme coordinator.

9. Principal, HOD, Certificate Programme coordinator and IQAC Coordinator should decide the distribution of additional revenue generated if any.

PROCEDURE

1. Board of Studies (BoS) is constituted by department as per the order of the Principal and IQAC. BoS consists of senior faculties of the departments/ external expert in related subject from other departments/ colleges/ industrial experts.
2. BoS should be limited to a maximum of 6 members.
3. BoS should be re constituted in every five years / whenever new course is introduced.
4. Need and purpose of the certificate course to be discussed and decided in the BoS Department meeting.
5. HOD / department appoints a staff as Coordinator of the course
6. BoS prepares the syllabus, identifies external faculty/firm (if necessary) and submit to HOD/Programme coordinator which may be approved in the Bos meeting.
7. Principal, HOD, Certificate Programme coordinator and IQAC Coordinator decides the distribution of additional revenue if any.
8. Details regarding the course (syllabus, course fee, exam pattern) are communicated to students by display in college website and releasing brochures.
9. Applicants can approach the respective departments. List of students (pre admitted) admitted are published in Department notice board and communicated to students.
10. The course starts coheres 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 Board of studies minutes.
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
 - d) Feedback

FEED BACK

Nirmalagiri college staff and students may provide feedback about this in a feedback form.

APPROVAL AND REVIEW DETAILS

Approval authority	Governing Body
Administrator	Principal
Approved On	18 th January 2020
Next Review Date	18 th January 2024



Principal
Nirmalagiri College