

ADD ON / CERTIFICATE COURSE POLICY AND PROCEDURE



DARRANG COLLEGE
TEZPUR-784001, ASSAM



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DARRANG COLLEGE

স্থাপিত
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Add on/Certificate Course in Policy and Procedure

Document Owner: Principal, Darrang College

Area: Students support and progression

Issued on: 06-02-2022

Purpose: To make a framework to conduct career enrichment Short Term programs in Darrang College, Tezpur.

Scope: This policy applies to Principal, HODs, Programme Coordinators, Certificate Course Coordinators, Add on Course Coordinators, Add on/Certificate Course convener, IQAC Coordinator and the students of Darrang College.

Policy Statement:

1. Darrang College Tezpur is committed to provide quality education along with additional Short term courses like Certificate course and Add on course to enhance the career and job prospects of the students. It is seen that students required additional qualification or expertise knowledge to achieve their career goals. Hence the certificate courses along with add on courses are designed to meet the need of the present time to make the students competent with additional skill.
2. The college provides the scope to the students to get extra benefit by enrolling themselves into these courses. This definitely will make them more creative as well as innovative.
3. The college will make these courses affordable to the students. According to the need of the syllabus the fees structure may vary and the certificate courses offered by the college will be of minimum 30 hours durations (Theory and Practical).
4. The college has made a policy not to reimburse the fees once paid for the Certificate/ Add on courses. In case a student drops the Certificate/Add on courses in between then the amount will be used for some useful purpose like giving fees concession to the students.
5. For some Certificate/Add on courses external faculties are to be hired to conduct some of the classes. Field trips if necessary for the course will also be conducted. For such matters Principal, HOD, Programme Coordinator and IQAC Coordinator will discuss the matter and take decisions.
6. Any additional revenue generated will be used for the benefit of the students.

Responsibilities:

1. HOD will appoint a faculty to be the Certificate Course Coordinator for the concerned Department.
2. Principal will nominate a staff as Certificate Course Convener in the beginning of the academic year.
3. Principal, HOD, Certificate Course Coordinator, Certificate Course Convener and IQAC Coordinator will decide the amount of fees, number of students to be admitted and duration of the course. The syllabus will also be approved by them.
4. If needed Principal, HOD, Certificate Course Convener and IQAC Coordinator will decide on

signing an Mou to get the service of external faculties/bodies. MoU should be signed by the Principal and External faculty and Principal will be the custodian.

5. Principal, IQAC Coordinator, Certificate Course Convener should inform the students about the need and purpose of Certificate/Add on courses. Students should also be informed about the fees syllabus and the duration of the course through proper notification beforehand.
6. The IQAC Coordinator and Certificate Course Convener will ensure the admission to Certificate/Add on courses are done fairly on first come first serve basis.
7. The Certificate Course Coordinator and HOD will take the responsibilities for completion of the courses within the stipulated time. The examination of Certificate/Add on courses should not overlap with the internal and semester exams of the college.
8. Principal/College authorities will be responsible of the timely collection of fees.
9. Students are to attend the course an examination regularly and should abide by the rules and instructions issued by the Certificate Course Coordinator.
10. Principal, HOD, Certificate Course Coordinator, Certificate Course Convener and IQAC Coordinator would decide the utilization of additional revenue generated if any.

Approval and review details:

Approval and review details	Details
Approval Authority	Academic Council
Administrator	Principal
Approved on	6-02-2022
Next Review Date	6-02-2025

Procedure:

1. Need and purpose Certificate/Add on courses is to be discussed and decided in the HOD meeting/Department meeting.
2. HOD of the concerned department will appoint a Certificate Course Coordinator.
3. Certificate Course Coordinator will prepare the syllabus and select external experts to give the inputs in syllabus framing which will be approved in the department meeting.
4. Accordingly Principal, HOD, Certificate Course Coordinator, Certificate Course Convener and IQAC Coordinator will decide and approve fees structure, number of students to be enrolled in the courses.
5. Proper notification regarding filling up of Application Form, Starting Date, Time, Syllabus, Course fees, Courses Credits will be done through College website and notice boards.
6. Principal, HOD, Certificate Course Coordinator, Certificate Course Convener and IQAC Coordinator will decide the utilization of additional revenue.
7. Duly-Signed Application will be received online and list of selected students will be notified in the Department Notice board. The student will deposit the fee at college administrative office.
8. The course will start adhering to the Policy of Certificate/Add on courses. Examinations will be

conducted/Assignments will be given and certificates will be issued to the eligible students after the completion of the course.

Document Control:

1. Approval of the syllabus should be recorded in the minutes of the Department meeting which should be approved by the Academic Council of the College.
2. Certificate Course Coordinator will be the custodian of the following documents:
 - a. Syllabus
 - b. List of the students enrolled
 - c. Student attendance
 - d. Evaluation details (Examination/Assignment)
 - e. Mark Sheet
 - f. List of the Eligible Students to get Certificate
 - g. Records of the issued certificate



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