



SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to the University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956
Vill.-Harindanga, ♦ P.O.-Chaberia, ♦ P.S.-Falta ♦ Dist.-South 24 Parganas,
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Ref. No. :

Date

Policy on Certificate Courses

1. Introduction

This policy document outlines the guidelines for developing and implementing Certificate Courses, Add-on Courses, and Value added Courses at Sadhan Chandra Mahavidyalaya. These courses aim to enhance students' skills, knowledge, and employability by providing additional learning opportunities beyond the regular curriculum.

2. Objectives

The primary objectives of offering Certificate Courses, Add-on Courses, and Value-added Courses are to:

1. Enhance students' employability by imparting industry relevant skills.
2. Provide opportunities for holistic development and personal growth.
3. Foster interdisciplinary learning and innovation.
4. Support lifelong learning and professional development.
5. Align with the institution's vision of academic excellence and societal contribution.

3. Course Development and Approval

Policy:

1. Proposal Submission: Faculty members or departments interested in offering a new course must submit a detailed proposal outlining the course objectives, curriculum, duration, and assessment methods.
2. Review Process: The proposal will be reviewed by a committee comprising the Principal, Heads of Departments, and external experts if necessary.
3. Approval: Upon satisfactory review, the course will be approved by the Academic Council and relevant authorities.
4. Regular Updates: Courses will be periodically reviewed and updated to ensure they remain relevant and aligned with industry standards.

4. Course Types and Structure

Policy:

1. Certificate Courses: Short-term courses focusing on specific skills or knowledge areas. Typically range from 3 to 6 months.
2. Add-on Courses: Additional courses that complement the regular curriculum, often conducted alongside regular classes. Duration varies.
3. Value-added Courses: Courses designed to provide additional value, such as soft skills, ethics, and personal development. Duration varies.
4. Course Structure: Each course will have a defined syllabus, learning outcomes, assessment methods, and certification criteria.

5. Faculty and Resource Allocation

Policy:

1. Qualified Instructors: Courses will be taught by qualified faculty members or industry experts with relevant experience.





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2. Resource Allocation: Adequate resources, including classrooms, laboratories, and learning materials, will be allocated for the courses.
3. Professional Development: Faculty members will be encouraged to participate in professional development programs to enhance their teaching skills and subject knowledge.

6. Admission and Enrollment

Policy:

1. Eligibility Criteria: Clearly define the eligibility criteria for each course, which may include prerequisites, academic background, or work experience.
2. Enrollment Process: Establish a transparent enrollment process, including application submission, screening, and selection.
3. Diversity and Inclusion: Promote diversity and inclusion by ensuring equal opportunities for all students to enroll in the courses.

7. Assessment and Certification

Policy:

1. Assessment Methods: Courses will include various assessment methods, such as quizzes, assignments, projects, and practical exams, to evaluate students' learning outcomes.
2. Certification: Students who successfully complete the course requirements will receive a certificate from the institution, detailing the skills and knowledge acquired.
3. Recognition: Certificates will be recognized by relevant industries and academic institutions to enhance students' employability and academic progression.

8. Quality Assurance

Policy:

1. Internal Quality Assurance: Establish an internal quality assurance mechanism to monitor and evaluate the effectiveness of the courses.
2. Feedback Mechanism: Implement a robust feedback mechanism to collect input from students, faculty, and industry stakeholders.
3. Continuous Improvement: Use feedback and evaluation data to continuously improve course content, delivery methods, and assessment techniques.

9. Roles and Responsibilities

Policy:

1. Principal: Provides overall leadership and ensures alignment with institutional goals.
2. Course Coordinator: Appointed to oversee the development, implementation, and monitoring of each course.
3. Faculty Members: Responsible for designing the curriculum, delivering lectures, and assessing students.
4. Administrative Staff: Supports the enrollment process, maintains records, and facilitates smooth course operations.





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10. Feedback and Improvement

Policy:

1. Student Feedback: Collect feedback from students at the end of each course to evaluate their learning experience and satisfaction.
2. Industry Feedback: Seek input from industry stakeholders to ensure courses remain relevant and aligned with market demands.
3. Review Meetings: Conduct periodic review meetings to discuss feedback, identify areas for improvement, and implement necessary changes.

11. Funding and Financial Support

Policy:

1. Course Fees: Determine course fees based on the duration, resources required, and market standards. Ensure fees are affordable and provide value for money.
2. Financial Aid: Offer financial aid and scholarships to deserving students to promote inclusivity and access to education.
3. External Funding: Seek funding and sponsorship from external organizations, industry partners, and government agencies to support the development and implementation of courses.

12. Conclusion

Sadhan Chandra Mahavidyalaya is committed to providing high quality Certificate Courses, Add-on Courses, and Value-added Courses that enhance students' skills, knowledge, and employability. By adhering to the guidelines outlined in this policy document, the institution aims to create a dynamic and enriching learning environment that prepares students for successful careers and meaningful contributions to society.

Policy approved by Governing Body on: 05/12/2022 (Item No.: 18)

(Dr. Sk. Fazlul Haque)
Principal

Principal
Sadhan Chandra Mahavidyalaya
Harindanga, Falta, South 24 Parganas

