



S.I.W.S.

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS
AND**

SMT. THIRUMALAI COLLEGE OF SCIENCE

Plot No. 337, Sewri - Wadala Estate,

Major R. Parameshwaran Marg, Wadala, Mumbai - 400 031

(Affiliated to the University of Mumbai)

ISO 9001 : 2015 Certified

POLICY ON CERTIFICATE COURSES

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PURPOSE

- To establish a framework for conducting **short term certificate courses** by involving teachers and students to enrich the academic delivery
- To enable students to gain knowledge and skills for employability
- To develop leadership and entrepreneurial skills
- To groom students' personality with values and ethics

SCOPE

This policy framework has to be adopted by all stakeholders i.e. Principal, Heads of the Departments, Program coordinators, Certificate course Coordinators/Convenors, IQAC coordinator and the students. The courses are open to all current students of UG and PG programs.

POLICY STATEMENT

1. SIWS College is committed to provide additional short-term certificate courses to students to enhance their career and job prospects. The College acknowledges that students require additional knowledge and expertise to achieve their career goals. The feedback from employers and alumni indicate many jobs require additional skills. The Certificate courses shall be designed in accordance with the needs of the industry.
2. The College shall encourage all learners to enroll in certificate courses. This policy aims at providing students an opportunity to develop their skills and achieve their career goals.
3. The courses shall be affordable to students and the syllabus be designed by the concerned academic faculty in consultation with experts in the field.
4. Each certificate course will be unique and the fees, syllabus and duration of the course may vary. All certificate courses offered by the college should be of minimum 30 hours duration.
5. The College shall maintain a policy that the fees paid for certificate courses will not be reimbursed. In case a student drops the certificate course in between, the amount will be used to give fee concession to eligible students who pursue the course.
6. Selection of eligible students for fee concession will be as per the opinion of Principal, HOD/Course coordinator and the class teacher.
7. External faculty from academic institutions or corporate firms can be hired as per requirement 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 SIWS

college.

RESPONSIBILITIES

The Principal and the Head of the concerned Department has to identify a staff who has to be the co-ordinator or convenor of the Certificate Program.

1. The Principal, HOD/Program coordinator, Certificate course coordinator, Certificate course convener & IQAC coordinator will have a consensus of opinion and decide the amount of fees, no of students to be admitted, syllabus and duration of the course.
2. In case of involvement of external faculty/firm, the Principal, HOD/Program coordinator and IQAC Coordinator shall discuss the matter and arrive at an MoU if needed. MoU should be signed by Principal and External faculty/Representative of firm. The Principal shall be the custodian of the MoU.
3. Principal, IQAC Coordinator, Certificate Course Convenor and HOD/Program 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 in clear terms. Information of the certificate courses can be provided during the induction/orientation program and also put up on the College website.
4. The IQAC Coordinator and Certificate Course Convener should ensure the admission to certificate courses are done fairly, on a first-cum-first serve basis.
5. It is the responsibility of the Certificate course coordinator and HOD to ensure that the course should be completed within the stipulated time. Under no circumstance the examinations of Certificate Course should overlap with the internal and semester end exams of the regular programs of the College.
6. The course co-ordinator/Convenor and the Administrative Office should be responsible for the timely collection of fees.
7. Students are responsible to attend the course and examination and should adhere to the instructions given by the Certificate course coordinator.

PROCEDURE

1. Need and purpose of the certificate course to be discussed and decided in the Department meeting.
2. Principal and the Head of the Department shall appoint a staff as the Coordinator/Convenor of the course
3. The faculty of the department shall prepare the syllabus in consultation with each other. They shall identify external faculty/firm (if necessary) and submit the proposal to the Academic Committee. The proposal has to be approved in the meeting of the Academic Committee, the IQAC and the Principal.
4. The Principal, HOD/Program coordinator, Certificate course coordinator, IQAC Coordinator and Certificate Course Convener shall decide on the fee structure, no of students to be admitted and the general plan of the course (starting date and exam date).
5. Details regarding the course (syllabus, course fee, exam pattern) should be communicated

- to students by display in college website and by releasing brochures/flyers
6. Applications shall be received online. List of students admitted to be published in Department notice board and communicated to students.
 7. Students to fill up the admission form, duly signed by Parent / Guardian and have to remit the full fees at College administration office.
 8. All stakeholders shall adhere to the policy of Certificate Courses. The students shall be apprised of the mode of examination and dates of examination and clearing the exam shall be mandatory for all students to make them eligible for the certificates. Certificates to be issued to eligible students who complete all the requirements of the course within the stipulated time.

DOCUMENT CONTROL

1. Approval of syllabus should be recorded in Academic Committee minutes;
2. Certificate Program coordinator should be the custodian of following documents
 - a) Syllabus;
 - b) List of students enrolled;
 - c) Students' attendance;
 - d) Exam details;
 - e) List of students who have completed the certificate course;
 - f) Copies of issued certificates

The outcome of the program is that the students be made eligible for internships and employment in this competitive world. Their personality will have a positive change and they will emerge more confident. The course Co-ordinators shall communicate to the placement cell and help students to know about various job opportunities and placements.
