



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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CERTIFICATE COURSE

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ADD ON COURSE POLICY

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Introduction

Certificate course is a specialized education designed to develop or strengthen specific career skills. Certificate program is considered continuing education in some cases because it builds on your knowledge of a particular career or industry. In other cases, it requires no prior education and can help you learn about a subject, career or industry to pursue related jobs. Add on courses are short-term training programmes that are designed to supplement the core curriculum of a degree program. They provide students with additional skills and knowledge that are relevant to their field of study. Siena College of Professional Studies is committed to provide additional courses to students to enhance their career and job prospects.

Objectives

- To develop additional skills of the students for practical knowledge in various fields.
- To empower the students with knowledge to introduce themselves in practical world.
- To provide the students the opportunity to go beyond their curriculum.
- To facilitate them to extent their interest level in different areas.
- To provide the students the opportunity to complete different certificate courses within the stipulated time period of the regular UG programme.

POLICY STATEMENT

1. Siena College of Professional Studies 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 enroll 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 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.

RESPONSIBILITIES

1. HOD should identify a staff to be the Programme coordinator.
2. HOD, Programme coordinator & IQAC coordinator will decide the amount of fees, number of students to be admitted, syllabus and duration of the course.
3. Principal, IQAC Coordinator, HOD and Programme coordinator should inform the students about the need and purpose of Certificate courses. Fees, Syllabus 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
4. The IQAC Coordinator should ensure the admission to certificate courses are done fairly in accordance with a first come first serve basis.
5. It is the responsibility of the 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.
6. Students are responsible to attend the course and examination and should adhere to the instructions given by the Programme coordinator.

PROCEDURE

1. Need and purpose of the certificate course to be discussed and decided in the Department meeting.
2. HOD appoints a staff as Programme Coordinator of the course
3. Coordinator prepares the syllabus, identifies external faculty/firm (if necessary) and submit to HOD which may be approved in the Department meeting.
4. HOD, Programme coordinator, and IQAC Coordinator 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 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.