

MIC ARTS AND SCIENCE COLLEGE

Internal Quality Assurance Cell (IQAC) Certificate Courses Policy and Procedure

Purpose

The purpose of establishing a framework for career enhancement short-term courses at MIC Arts and Science College is to provide students and staff with valuable opportunities to enhance their skills and knowledge in specialized areas that are directly relevant to their academic and professional development. These short-term courses are designed to supplement the existing curriculum by offering practical skills and knowledge that can be effectively applied in various career fields.

Through the provision of these courses, the college aims to empower students and staff to thrive in their respective fields, equipping them with the tools needed to make meaningful contributions to society. Additionally, these courses serve to foster collaborations with external agencies and industry experts, leading to enhanced networking opportunities and potential partnerships for further growth and development.

SCOPE

The scope of this policy is confined to the conduct of career enhancement short-term courses at **MIC Arts and Science College**. It applies to all individuals involved in the planning, implementation, and evaluation of these courses, including the **Principal, Heads of Departments (HODs)/Programme Coordinators, Certificate Programme Coordinators, Certificate Course Conveners, IQAC Coordinator**, and **students** of the college.

This policy provides comprehensive guidance to ensure that these courses are conducted in an effective, efficient, and systematic manner, in alignment with relevant academic regulations and standards.

Policy Statement on Certificate Courses

MIC Arts and Science College is committed to offering certificate courses that enhance students' job prospects and provide them with additional skills. The college recognizes that many students need to acquire further knowledge and expertise to achieve their career goals. Feedback from employers and alumni highlights that many jobs require supplementary skills beyond formal education. In response, the college provides affordable certificate courses, either free of charge, at a low fee, or with a reasonable fee negotiated with partnering agencies. These courses are designed in accordance with industry needs and encourage fast learners to enroll.

The policy statement on certificate courses at MIC Arts and Science College aims to provide guidance and regulations for the establishment, operation, and management of these programs. The college acknowledges the importance of certificate courses in improving the skills and knowledge of students and professionals. The goal is to offer high-quality, relevant, and affordable certificate programs that meet the needs of the local community and industry.

Key Elements of the Policy Statement on Certificate Courses

1. Establishment of Certificate Courses

The college will introduce certificate courses based on the needs of the local community and industry, ensuring availability of qualified faculty, facilities, and resources. New courses will require approval from the Board of Studies and the Academic Committee.

2. Curriculum Development

The curriculum for each certificate course will be developed by a committee of experts in the relevant field, in consultation with the faculty. It will be regularly reviewed and updated to maintain relevance and align with current industry trends and standards. In some cases, external faculty or firms may be hired to conduct the courses, and the college will negotiate an MoU to protect its interests while also contributing to syllabus and curriculum design.

3. Admission Requirements

Admission to certificate courses will be open to students who meet the minimum qualifications and eligibility criteria set by the college. The admission process will be transparent, fair, and equitable, ensuring that all eligible candidates have equal opportunities to enroll.

4. Course Delivery

The college will ensure that certificate courses are delivered with high standards, meeting the expectations of the college and regulatory bodies. Faculty members will possess the required qualifications, expertise, and experience in the relevant field. Appropriate facilities and resources, including classrooms, laboratories, and equipment, will be provided to support course delivery.

5. Assessment and Evaluation

The college will employ suitable assessment methods, such as assignments, projects, exams, and practical work, to evaluate the learning outcomes of the courses. The assessment process will be fair, objective, and transparent, adhering to the college's and regulatory bodies' guidelines.

6. Certification and Recognition

Students who successfully complete certificate courses will receive certificates, contingent upon meeting all requirements and demonstrating satisfactory performance in assessments. These certificates will be recognized by the college and relevant regulatory bodies, indicating the course title, duration, and learning outcomes. In cases where external agencies are involved, the college will issue joint certificates.

7. Quality Assurance

To maintain high standards, the college will implement a quality assurance system to monitor and evaluate the performance of certificate courses. This system will include student feedback, faculty evaluations, and program reviews. Appropriate actions will be taken to address any issues identified through the quality assurance process.

Responsibilities

1. HOD/Programme Coordinator
 - Identify a staff member to serve as the Certificate Programme Coordinator.
2. Principal
 - Nominate a staff member as the Certificate Course Convener at the start of the academic year.
 - Initiate the formation of a Board of Studies (BOS) for each department.
 - Oversee the signing of an MoU (if needed) when external faculty or firms are involved in the course. The Principal should be the custodian of the MoU.
3. Board of Studies (BOS)
 - Decide the course fee, number of students to be admitted, syllabus, and duration of the certificate course.
4. Involvement of External Faculty/Firm
 - If external faculty or firms are involved, the Principal, HOD/Programme Coordinator, and IQAC Coordinator must discuss the details and form an MoU, which must be approved by the BOS for syllabus approval and sanction. The MoU will be signed by the Principal and the External Faculty/Representative.
5. Communication with Students
 - The Principal, IQAC Coordinator, Certificate Course Convener, and HOD/Programme Coordinator should inform students about the objectives and benefits of the certificate courses.
 - Information about course fees, syllabus, and duration should be clearly communicated to students through induction programs and the college website.
6. Admission Process
 - The IQAC Coordinator and Certificate Course Convener should ensure that admissions to certificate courses are conducted fairly on a first-come-first-serve basis.
7. Course Completion and Exam Schedule
 - The Certificate Programme Coordinator and HOD/Programme Coordinator are responsible for ensuring that the course is completed within the stipulated time.
 - The Certificate Course Examinations should not overlap with internal or semester exams at the college.
8. Application Process
 - Students interested in enrolling for the certificate course can obtain the application form from the department office or the college website.
 - The completed application form, along with the course fee, should be submitted to the department office within the specified time frame.

9. Evaluation

- The Certificate Programme Coordinator, in consultation with the HOD/Programme Coordinator, will conduct the evaluation for the certificate course.

10. Certification

- Students who successfully complete the certificate course will be awarded a certificate from the college.

11. Feedback and Continuous Improvement

- The IQAC Coordinator, through the Academic Committee, is responsible for collecting feedback from students and faculty regarding the conduct of the certificate course.
- This feedback will be used to improve the quality of future certificate courses.

12. Grievance Redressal

- Any issues or grievances related to the certificate course can be addressed to the Principal, HOD/Programme Coordinator, or IQAC Coordinator for redressal.

13. Policy Review

- This policy will be reviewed periodically and updated as necessary to ensure its continued relevance and effectiveness.

Approval and Review Details

The process for approving and reviewing courses at MIC Arts and Science College involves several key steps, which may vary depending on the type of course being offered. Below are the outlined steps:

1. Proposal Submission

- A faculty member or department may submit a proposal for a new course or for revisions to an existing course. The proposal should include a detailed course description, learning objectives, syllabus, and any other relevant information.

2. Review by Academic Committee

- The proposal is first reviewed by the Academic Committee, which may suggest revisions or approve the proposal. The committee will also consider factors such as course scheduling, faculty availability, and resource requirements.

3. Review by Board of Studies (BOS)

- If the proposal is submitted to the Board of Studies (BOS), it undergoes a thorough review and approval process. The BOS may include faculty members, external experts, student representatives, and administrators.
- The committee will consider factors such as alignment with institutional goals, student demand, and potential impact on existing courses. The BOS has the final authority to approve or reject the proposal.

4. Approval by Administration

- Once the proposal is approved by the BOS, it is forwarded to the administration for final approval. The administration will evaluate the proposal based on budgetary constraints, resource allocation, and accreditation requirements.

5. Course Implementation

- After receiving final approval, the course can be added to the course catalog and scheduled for the upcoming academic term. The concerned department will be responsible for implementing the course according to the approved syllabus and materials.

6. Periodic Review

- Courses will be periodically reviewed to ensure they continue to meet the established learning objectives and align with institutional goals. This review may involve student evaluations, peer reviews, and other forms of assessment.
- If a course is found to be ineffective or outdated, it may be revised, updated, or removed from the course catalog.

Feedback

Feedback will be solicited from stakeholders to ensure continuous improvement of policies and procedures. Stakeholders can provide their suggestions and comments via email at iqac.micascollege@gmail.com. It is crucial to regularly monitor this email address and respond to feedback in a timely and appropriate manner.

Document Control

1. Approval and Documentation

- The approval of the syllabus should be recorded in the Department Minutes, which must then be approved by the Board of Studies.

2. Custodian of Documents

- The Certificate Programme Coordinator will be the custodian of the following documents:
 - Syllabus
 - List of Students Enrolled
 - Student Attendance Records
 - Examination Details
 - Mark Lists
 - List of Students Eligible for Certification
 - Copies of Issued Certificates

3. Review and Updates

- All documents related to the certificate program, including the syllabus, should be regularly reviewed and updated as needed.
 - Any changes to the syllabus or other program documents should be approved by the Board of Studies and recorded in the Department Minutes.
4. Control and Distribution of Documents
- The Certificate Programme Coordinator is responsible for maintaining strict control over the distribution of program documents. These should only be made available to authorized personnel.
 - All program documents, including the syllabus and attendance records, should be kept in a secure location to prevent unauthorized access.
5. Confidentiality of Sensitive Information
- Mark lists and other sensitive student information should be kept confidential and should not be shared with anyone outside of the program administration without appropriate authorization.
6. Record Maintenance
- The Certificate Programme Coordinator should maintain accurate and up-to-date records of:
 - Student Attendance
 - Examination Results
 - Eligibility for Certification
 - These records should be made available to the Board of Studies as needed.
7. Issuance of Certificates
- Certificates should only be issued to students who have met all program requirements. The Certificate Programme Coordinator should ensure that all necessary documentation is completed before issuing certificates.
8. Retention of Documents
- All program documents, including student records and certificates, should be retained for a minimum of five years, in accordance with departmental policies and procedures.

Award of Certificates by the College for the Courses Offered

The process for awarding certificates for courses offered by the college is designed to ensure fairness and accuracy. The steps involved in awarding certificates are as follows:

1. Verification of Course Completion
 - The college verifies that the student has successfully completed the required coursework and met the minimum course requirements.
 - This verification includes reviewing attendance records, exam results, and other relevant documentation.

2. Preparation of Certificates

- After verification, the certificate is prepared.
- The certificate typically includes the student's name, the name of the course, and the date of completion.

3. Approval of Certificates

- The certificate is reviewed and approved by the appropriate college officials, such as the Certificate Program Coordinator or the Head of the Department offering the course.

4. Issuance of Certificates

- The approved certificate is issued to the student.
- It may be presented to the student at a formal graduation ceremony or mailed to the student's home address.

5. Document Control

- The Certificate Program Coordinator is responsible for maintaining copies of all certificates issued, along with related documentation such as attendance records and exam results.

Joint Award of Certificates for Courses Run by External Agencies Entered Through MOU

When a college enters into a Memorandum of Understanding (MOU) with an external agency to offer a course, the award of certificates may be a joint effort between the college and the external agency. The specifics of this process will be outlined in the MOU.

1. Course Curriculum and Delivery

- The external agency, in collaboration with the college department, will provide the course curriculum, which must be approved by the Board of Studies (BOS).
- The college will provide the necessary infrastructure and support to run the course.

2. Evaluation and Grading

- Both the college and the external agency may contribute to the evaluation and grading of students.
- The final decision on awarding certificates will be made jointly by the college and the external agency, based on the students' performance.

3. Documentation and Transparency

- The process for awarding joint certificates must be well-documented and transparent. This includes maintaining accurate records of student attendance, examination results, and any other relevant information.

4. Roles and Responsibilities

- The MOU should clearly outline the roles and responsibilities of both the college and the external agency in the joint award of certificates.

5. Regulatory Compliance

- The joint award of certificates must adhere to the regulations set by the governing bodies overseeing the respective courses.
- This ensures that the certificates awarded are valuable and recognized by potential employers and other academic institutions.

Forming a Board of Studies for Certificate Courses in Various Departments

The formation of a Board of Studies (BOS) for certificate courses in various departments involves several key steps:

1. Identify the Departments

- The first step is to identify the departments for which certificate courses will be offered.

2. Select Members

- The next step is to select members for the Board of Studies.
- Members should possess expertise in the subject matter of the certificate courses and be committed to the institution's mission and values.
- The members may include senior faculty members, industry experts, and subject matter specialists.

3. Set Objectives

- Once the members are selected, the objectives of the Board of Studies should be clearly defined.
- These objectives should align with the institution's overall goals and focus on delivering high-quality certificate courses to students.

4. Develop Curriculum

- The Board of Studies will develop the curriculum for the certificate courses, including:
 - Course outlines
 - Learning objectives
 - Assessment methods
 - Course materials

5. Review and Approval

- Once the curriculum is developed, it should be reviewed by the Academic Committee or other relevant bodies for approval.

6. Implementation

- After the curriculum is approved, the Board of Studies will oversee the implementation of the certificate courses.
- This includes:

- Selecting faculty members
- Setting up the course infrastructure
- Monitoring the progress of the courses

7. Evaluation

- The Board of Studies should regularly evaluate the certificate courses to ensure they meet the institution's objectives and standards.
- Evaluation methods include student feedback, faculty input, and other relevant metrics.

8. Continuous Improvement

- Based on the evaluation, the Board of Studies should make recommendations for continuous improvement.
- This could include updating the curriculum, improving assessment methods, or revising course materials.

COMPOSITION OF BOARD OF STUDIES (BOS) FOR CERTIFICATE COURSES

1. Chairperson

- A senior faculty member with expertise in the certificate course subjects, capable of leading and guiding the Board of Studies.

2. Members

- Faculty members from relevant departments with subject expertise and a commitment to the institution's mission.
- **Industry experts** and **subject matter specialists** could also be included for external perspectives.

3. Ex-Officio Member

- A representative from the academic committee or an administrative body, providing guidance on policies and regulations.

4. Student Representative

- A student voice for feedback on the relevance and effectiveness of certificate courses.

5. Alumni Representative

- An alumni with insight into job market requirements and the relevance of courses post-graduation.

6. External Member

- An expert from outside the institution who can offer an external viewpoint on the course's quality and relevance.
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OBJECTIVES OF THE BOARD OF STUDIES FOR CERTIFICATE COURSES

- Develop and update the curriculum to align with the institution's mission and vision.
- Ensure that courses provide relevant knowledge and skills that prepare students for future careers or studies.
- Maintain academic rigor and adherence to the institution's quality standards.
- Ensure accessibility of courses for a diverse student body, including underprivileged or marginalized groups.
- Regularly evaluate courses to ensure continuous improvement and relevance.
- Adhere to ethical and professional standards in course design and delivery.
- Promote interdisciplinary approaches where applicable to enhance students' learning experience.
- Encourage innovation and experimentation within academic standards.
- Collaborate with industry and educational partners to offer practical learning opportunities.
- Provide training and support to faculty for delivering high-quality courses.

COMPONENTS OF THE CURRICULUM FOR CERTIFICATE COURSES

1. **Course Outline**
 - Overview of topics, subtopics, and session durations.
2. **Learning Objectives**
 - Specific statements defining what students should learn or achieve by course completion.
3. **Course Materials**
 - Recommended textbooks, readings, online resources, and multimedia materials.
4. **Assessment Methods**
 - Types of assessments (e.g., exams, projects), grading criteria, and weighting.
5. **Teaching Methods**
 - Modes of instruction (e.g., lectures, group work, hybrid teaching) tailored to course objectives.
6. **Practical Applications**
 - Hands-on activities for real-world application of knowledge.
7. **Syllabus**
 - Detailed schedule including topics, assignments, and assessments.
8. **Technology Integration**

- Use of online platforms, simulations, and virtual labs to enhance learning.

9. Interdisciplinary Approach

- Integration of multiple disciplines to provide a holistic understanding of subjects.

10. Ethics and Professionalism

- Incorporating ethical principles and professionalism in the subject context.
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REVIEW AND APPROVAL PROCESS

1. Submission and Review

- Curriculum is submitted to the academic committee for initial review.

2. Feedback and Revisions

- Feedback from the academic committee is collected, and the BOS revises the curriculum.

3. Final Approval

- Revised curriculum is resubmitted to the academic committee for final approval.

4. Implementation

- Once approved, the curriculum is implemented in the departments, and faculty are provided necessary resources.
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IMPLEMENTATION STEPS FOR CERTIFICATE COURSES

1. Faculty Selection

- Choose qualified faculty with expertise in the subject.

2. Infrastructure Setup

- Ensure classrooms or labs are equipped with necessary technology and resources.

3. Course Materials Preparation

- Provide textbooks, readings, and online materials in advance.

4. Course Monitoring

- Regularly monitor course delivery and progress, collecting feedback from students and faculty.

5. Faculty Support

- Offer ongoing training to faculty members for effective course delivery.

6. Quality Assurance

- Ensure the course adheres to institutional quality standards and maintains ethical practices.

EVALUATION OF CERTIFICATE COURSES

1. Student Feedback

- Collect anonymous surveys or focus group discussions for student feedback.

2. Faculty Feedback

- Gather insights from faculty on teaching experiences and course delivery challenges.

3. Course Materials Review

- Regularly assess the relevance of course materials, updating them to meet current trends.

4. Assessment Results Analysis

- Evaluate student performance trends to identify areas for improvement.

5. Program Outcome Assessment

- Analyze metrics like graduation rates and job placements to evaluate the program's success.

6. Revisions Based on Feedback

- Make necessary curriculum or teaching adjustments based on collected feedback and analysis.

CONTINUOUS IMPROVEMENT OF CERTIFICATE COURSES

1. Curriculum Updates

- Revise curriculum regularly to incorporate new industry trends or educational methodologies.

2. Assessment Methods Improvement

- Enhance assessment strategies to ensure alignment with learning outcomes.

3. Course Materials Updates

- Revise and update course materials, including textbooks and online resources, for relevance.

4. Teaching Method Enhancement

- Introduce new teaching techniques, technologies, and engagement strategies for better student interaction.

5. Professional Development for Faculty

- Organize ongoing professional development to keep faculty updated on industry and teaching practices.
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MODES OF DELIVERY FOR CERTIFICATE COURSES

1. In-Person Classes

- Traditional face-to-face interaction between students and instructors.

2. Online Classes

- Full course delivery via online platforms, offering flexibility in timing and location.

3. Hybrid Classes

- A mix of in-person and online classes, providing flexibility while maintaining direct interaction.

4. Intensive Workshops

- Short-term, intensive sessions, ideal for concentrated learning experiences.

5. Customized Delivery

- Asynchronous or synchronous delivery tailored to students' schedules and needs.

6. Weekly Schedule (6 Hours)

- Split into 3-hour sessions on weekdays and Saturdays, organized into weekly modules with assessments