CERTIFICATE COURSES POLICY AND PROCEDURE

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE
INTERNAL QUALITY ASSURANCE CELL
CERTIFICATE COURSES
POLICY AND PROCEDURE

P U R P O S E

The purpose of establishing a framework to conduct career enhancement short-term courses at Kottakkal Farook Arts and Science College is to provide students and staff with opportunities to enhance their skills and knowledge in specific areas that are relevant to their academic and professional development. These short-term courses aim to supplement the existing curriculum and to provide practical skills and knowledge that can be applied in various career fields. By offering such courses, the college seeks to equip students and staff with the necessary skills and knowledge to thrive in their respective fields and contribute positively to society. Additionally, these courses can help to establish partnerships with external agencies and industry experts, which can lead to further collaboration and networking opportunities.

S C O P E

The scope of this policy is limited to the conduct of career enhancement short-term courses at Kottakkal Farook Arts and Science College. It applies to all the individuals involved in the planning, implementation, and evaluation of these courses, including the Principal, HODs/Programme coordinators, Certificate Programme coordinators, Certificate Course convener, IQAC coordinator, and students of the college. The policy provides guidance and direction to ensure that these courses are conducted effectively, efficiently, and in compliance with relevant regulations and standards.

POLICY STATEMENT

Kottakkal Farook Arts and Science College is dedicated to offering certificate courses that enable students to enhance their job prospects and gain additional skills. The college recognizes that some students may need more knowledge and expertise to achieve their career goals, and feedback from employers and alumni suggests that many jobs require additional skills. To this end, the college offers affordable certificate courses free of charge,or at a low fee or with reasonable fee negotiated with an agency and the courses are designed according to industry needs and encourage fast learners to enrol.

The policy statement on certificate courses of Kottakkal Farook Arts and Science College aims to provide guidance and regulations for the establishment, operation, and management of certificate courses offered by the college. The college recognizes the importance of certificate courses in enhancing the skills and knowledge of students and professionals, and aims to provide high-quality, relevant, and affordable certificate programs that meet the needs of the local community and industry.

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The following are the key elements of the policy statement on certificate courses:

- **Establishment of Certificate Courses:** The college will establish certificate courses based on the needs of the local community and industry, as well as the availability of qualified faculty, facilities, and resources. The establishment of new certificate courses will be subject to the approval of the Board of Studies and the Academic Committee
- **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 of the college. The curriculum will be reviewed and updated periodically to ensure its relevance and alignment with industry standards and trends. . In some cases, external faculties/firms may be hired to conduct

the courses, and the college will negotiate an MoU to safeguard college interests as well as to involve in setting the syllabus and curriculum design and standards.

- **Admission requirements**: Admission to certificate courses will be open to students who meet the minimum qualifications and eligibility criteria set by the college. The college will ensure that the admission process is transparent, fair, and equitable, and that all eligible candidates have equal opportunities to enrol in the certificate courses.
- **Course delivery:** The college will ensure that the delivery of certificate courses is of high quality and meets the standards set by the college and the relevant regulatory bodies. The faculty teaching certificate courses will have the required qualifications, expertise, and experience in the relevant field. The college will provide appropriate facilities and resources to support the delivery of certificate courses, including classrooms, laboratories, equipment, and materials.
- **Assessment and evaluation:** The college will use appropriate methods and tools to assess the learning outcomes of certificate courses, including assignments, projects, examinations, and practical work. The assessment process will be fair, objective, and transparent, and will adhere to the guidelines and regulations set by the college and the relevant regulatory bodies.
- **Certification and recognition:** The college will issue certificates to students who successfully complete the certificate courses, subject to the fulfillment of all requirements and the satisfactory performance in assessments. The certificates will be recognized by the college and the relevant regulatory bodies, and will indicate the course name, duration, and learning outcomes. Certificates of courses offered by external bodies/firms will be awarded as a joint certification process.
- **Quality assurance:** The college will ensure that the certificate courses meet the standards of quality and excellence set by the college and the relevant regulatory bodies. The college will establish a quality assurance system to monitor and evaluate the

performance of certificate courses, including student feedback, faculty evaluations, and program reviews. The college will take appropriate measures to address any issues or concerns raised through the quality assurance system.

Overall, the policy statement on certificate courses of Kottakkal Farook Arts and Science College reflects the college's commitment to providing high-quality, relevant, and affordable certificate programs that meet the needs of the local community and industry, and to ensuring that the certificate courses are delivered in accordance with the highest standards of quality and excellence.

RESPONSIBILITIES

1. HOD/Programme coordinator should identify a staff to be the Certificate Programme coordinator.
2. The Principal, at the start of the academic year, nominates a staff as Certificate Course Convener, and initiate steps to form a Board of Studies under each department
3. The BOS will decide the amount of fees, number of students to be admitted, syllabus and duration of the course.
4. In case of involvement of external faculty/firm; it is the duty of the Principal, HOD/Programme coordinator and IQAC Coordinator to discuss the matter and arrive at an MoU if needed. This course also will be put before the concerned BOS for syllabus approval and sanction. Hence an MoU should be signed by Principal and External faculty/Representative of the firm. The Principal should be the custodian of the MoU.
5. The Principal, IQAC Coordinator, Certificate Course Convener and HOD/Programme 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 clearly. Student induction programmes for fresh students and College website can be used for sharing information on Certificate courses.

6. The IQAC Coordinator and Certificate Course Convener should ensure the admission to certificate courses are done fairly in accordance with a first-come-first-serve basis.

7. It is the responsibility of the Certificate 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 and semester exams of the college.

8. Students interested in enrolling for the certificate course can obtain the application form from the department office or the college website.

9. The filled-in application form along with the course fee should be submitted to the department office within the stipulated time period.

10. The evaluation of the certificate course will be conducted by the Certificate Programme coordinator in consultation with the HOD/Programme coordinator.

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

12. The IQAC Coordinator through the Academic committe will be responsible for collecting feedback from students and faculty regarding the conduct of the certificate course and ensuring that the feedback is used to improve the quality of the courses offered in the future.

13. Any issues or grievances related to the certificate course can be brought to the notice of the Principal, HOD/Programme coordinator, or IQAC Coordinator for redressal.

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

15. The Principal, along with the Administrative Office, should be responsible for the timely collection of fees.

16. Students are responsible for attending the course and examination and should adhere to the instructions given by the Certificate Programme coordinator.

APPROVAL AND REVIEW DETAILS

The approval and review process for courses involves several steps, which may vary depending on the the type of course being offered. Below are the steps involved:

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

- ➢ Review by Academic Committe: The proposal is reviewed by the academic committee, which may suggest revisions or recommend approval. The department may also consider factors such as course scheduling, faculty availability, and resource requirements.

- ➢ Review by the Board of Studies (BOS): If the proposal is put before the department BOS, it is put to review and approval . This committee may include faculty members, external experts student representatives as well as administrators . (the composition of the committee is given elsewhere) The committee may consider factors such as course alignment with institutional goals, student demand, and potential impact on other courses. BOS has final authority to approve or reject the proposal.

- ➢ Approval by administration: If the proposal is approved by the BOS it is forwarded to the administration for final approval. The administration may consider factors such as budgetary constraints, resource allocation, and accreditation requirements.

- ➢ Course implementation: Once a course is approved, it can be added to the course catalogue and scheduled for the upcoming academic term. The concerned department is responsible for implementing the course according to the approved syllabus and course materials.

- ➢ Periodic review: Courses may be subject to periodic review to ensure that they continue to meet learning objectives and institutional goals. This may include student evaluations, peer

reviews, and other forms of assessment. If a course is found to be ineffective or outdated, it may be revised or removed from the course catalogue.

Overall, the approval and review process for courses is designed to ensure that courses meet academic standards, align with institutional goals, and provide students with meaningful learning experiences.

FEEDBACK

Feedback may be sought from the stake holders for continuous improvement of policies and procedures by providing an email(iqackottakkal@gmail.com.) to collect suggestions and comments from stakeholders. It is important to ensure that the email address provided is monitored regularly and that feedback is responded to in a timely and appropriate manner.

DOCUMENT CONTROL

1. Approval of syllabus should be recorded in Department minutes; which should be later approved by Board of Studies.
2. Certificate Programme coordinator should be the custodian of following documents a) syllabus, b) list of students enrolled, c) student attendance, d) exam details, e) mark lists and f) list of students eligible for certificate g) copies of issued certificates
3. All documents related to the certificate program, including the syllabus, should be regularly reviewed and updated as needed.
4. Any changes to the syllabus or other program documents should be approved by the Board of Studies and recorded in the Department minutes.
5. The Certificate Programme coordinator should maintain strict control over the distribution of program documents and ensure that they are only made available to authorized personnel.
6. All program documents, including the syllabus and attendance records, should be kept in a secure location to prevent unauthorized access.

7. Mark lists and other sensitive information should be kept confidential and not shared with anyone outside of the program administration without appropriate authorization.
8. The Certificate Programme coordinator should maintain accurate records of student attendance, exam results, and eligibility for the certificate, and make these records available to the Board of Studies as needed.
9. The Certificate Programme coordinator should also be responsible for ensuring that certificates are issued only to students who have met all program requirements and that all necessary documentation has been completed.
10. All program documents, including student records and certificates, should be kept for a minimum of five years in accordance with departmental policies and procedures.

AWARD OF CERTIFICATES BY THE COLLEGE FOR THE COURSES OFFERED BY THE COLLEGE

The process for the award of certificates by the college for the courses offered by the college usually follows a set of procedures that are designed to ensure that the certificates are awarded fairly and accurately. The following are the steps involved:

✔ Verification of Course Completion: The college verifies that the student has completed the required coursework and has met the minimum requirements for the course. This verification process may include a review of attendance records, exam results, and other relevant documentation.

✔ Preparation of Certificates: Once the student has been verified as having completed the course requirements, the certificate is prepared. The certificate usually includes the student's name, the name of the course, and the date of completion.

✔ Approval of Certificates: The certificate is then approved by the appropriate college officials, such as the certificate program coordinator or the head of the department offering the course.

- ✔ Issuance of Certificates: The certificate is then issued to the student. The certificate may be presented at a formal graduation ceremony or mailed to the student's home address.
- ✔ Document Control: The certificate program coordinator maintains copies of all certificates issued and related documentation, such as attendance records and exam results.

JOINT AWARD OF CERTIFICATES FOR THE COURSES RUN BY EXTERNAL AGENCIES ENTERED THROUGH MOU

When a college enters into a Memorandum of Understanding (MOU) with an external agency to offer courses, the award of certificates can be a joint effort between the college and the external agency. The specifics of the joint award of certificates would be outlined in the MOU.

The external agency in association with the college department would provide the course curriculum approved by the BOS, and the college would provide the necessary infrastructure and support to run the course. Both the college and the external agency may contribute to the evaluation and grading of the students. The final decision on the award of certificates would be made jointly by the college and the external agency based on the performance of the students.

It is important that the process of awarding joint certificates is well-documented and transparent. This would include maintaining accurate records of student attendance, examination results, and any other relevant information. The MOU should also clearly outline the roles and responsibilities of both the college and the external agency in the joint award of certificates.

It is also important to note that the joint award of certificates should adhere to any regulations set by the governing bodies overseeing the respective courses. This would ensure that the certificates awarded hold value and are recognized by potential employers and other academic institutions.

FORMING OF BOARD OF STUDIES FOR CERTIFICATE COURSES IN VARIOUS DEPARTMENTS

Forming a Board of Studies for Certificate Courses in various departments involves the following steps:

- Identify the Departments: The first step is to identify the departments for which certificate courses will be offered.
- Select Members: The next step is to select members for the Board of Studies. Members should have expertise in the subject matter of the certificate courses and should be committed to the educational institution's mission and values. They could be senior faculty members, industry experts, and subject matter experts.
- Set Objectives: Once the members are selected, the objectives of the Board of Studies should be set. The objectives should be in line with the educational institution's overall objectives and should focus on providing high-quality certificate courses to the students.
- Develop Curriculum: The Board of Studies should then develop the curriculum for the certificate courses. This should include course outlines, learning objectives, assessment methods, and course materials.
- Review and Approval: Once the curriculum is developed, it should be reviewed by the educational institution's academic committee or other relevant bodies for approval.
- Implementation: Once the curriculum is approved, the Board of Studies should oversee the implementation of the certificate courses. This includes selecting faculty members, setting up the course infrastructure, and monitoring the courses' progress.
- Evaluation: The Board of Studies should evaluate the certificate courses regularly to ensure they are meeting the objectives and standards set by the educational institution. This includes student feedback, faculty feedback, and any other relevant metrics.
- Continuous Improvement: Based on the evaluation, the Board of Studies should make recommendations for continuous improvement of the certificate courses. This could include updating the curriculum, improving assessment methods, or making changes to the course materials.

Overall, forming a Board of Studies for Certificate Courses in various departments requires careful planning and implementation to provide high-quality certificate courses to the students.

COMPOSITION OF BOARD OF STUDIES SAMPLE

❖ Chairperson: A senior faculty member who has expertise in the subject matter of the certificate courses and can provide leadership and guidance to the Board of Studies.

❖ Members: Faculty members from the relevant departments who have expertise in the subject matter of the certificate courses and are committed to the educational institution's mission and values. Industry experts and subject matter experts could also be included as members.

❖ Ex-Officio Member: A representative from the educational institution's academic committee or relevant administrative body who can provide guidance on policies and regulations.

❖ Student Representative: A student representative who can provide feedback on the certificate courses' relevance and effectiveness from a student's perspective.

❖ Alumni Representative: An alumni who can contribute effectively knowing the present job market requirements'

❖ External Member: An external member who has expertise in the subject matter of the certificate courses and can provide an external perspective on the courses' quality and relevance.

The number of members on the Board of Studies may vary depending on the number of departments offering certificate courses. However, it is essential to ensure that the members have the necessary expertise and commitment to provide high-quality certificate courses to the students.

OBJECTIVES FOR THE BOARD OF STUDIES FOR CERTIFICATE COURSES IN VARIOUS DEPARTMENTS COULD INCLUDE:

a) To develop and update the curriculum for certificate courses in various departments that align with the educational institution's overall mission and vision.

b) To ensure that the certificate courses provide relevant and up-to-date knowledge and skills to students, which will prepare them for future careers or further studies.

c) To ensure that the certificate courses meet the educational institution's quality standards and academic rigor.

d) To ensure that the certificate courses are accessible to a diverse range of students, including those from underprivileged or marginalized communities.

e) To provide regular feedback and evaluation of the certificate courses to ensure continuous improvement and maintain the courses' relevance.

f) To ensure that the certificate courses adhere to the educational institution's policies and regulations, including ethical and professional standards.

g) To promote interdisciplinary approaches in the certificate courses, where applicable, to enhance the students' knowledge and skills.

h) To encourage innovation and experimentation in the certificate courses, while maintaining academic standards and rigor.

i) To collaborate with other educational institutions or industry partners to provide students with practical and hands-on learning opportunities.

j) To provide training and support to faculty members involved in teaching certificate courses to ensure the delivery of high-quality courses.

COMPONENTS OF THE CURRICULUM FOR CERTIFICATE COURSES IN VARIOUS DEPARTMENTS COULD INCLUDE BY BOS:

- Course Outline: An overview of the course's content, including topics, subtopics, and the duration of each session.

- Learning Objectives: Clear and specific statements that describe what the students are expected to learn or achieve by the end of the course.

o Course Materials: Recommended textbooks, readings, videos, online resources, and any other relevant materials that students can use to enhance their learning experience.

o Assessment Methods: A description of how the students will be evaluated and assessed, including the type of assessments, grading criteria, and weighting.

o Teaching Methods: A description of how the course will be taught, including lecture, discussion, group work, offline ,online ,hybrid mode and any other relevant teaching methods.

o Practical Applications: The inclusion of hands-on or practical activities that will enable the students to apply the knowledge and skills learned in the course to real-world situations.

o Syllabus: A detailed week-by-week schedule of the course, including the topics covered, assignments, and assessments.

o Technology Integration: The inclusion of technology to enhance the students' learning experience, such as online discussions, simulations, or virtual labs.

o Interdisciplinary Approach: The incorporation of interdisciplinary approaches, where applicable, to provide students with a holistic understanding of the subject matter.

o Ethics and Professionalism: The inclusion of topics related to ethics and professionalism, where applicable, to prepare students for ethical and professional behavior in their future careers.

The curriculum should be developed by the Board of Studies, in consultation with the faculty members who will be teaching the course, to ensure that it meets the educational institution's objectives and quality standards.

REVIEW AND APPROVAL:

Once the curriculum is developed, it is reviewed by the academic committee

Review and approval process could include the following steps:

▪ The curriculum is submitted to the academic committee or other relevant bodies for review.

- The academic committee review the curriculum to ensure that it meets the educational institution's objectives and quality standards.
- The academic committee suggest revisions or modifications to the curriculum.
- The Board of Studies makes the necessary revisions and modifications to the curriculum based on the feedback received.
- The revised curriculum is resubmitted to the academic committee or other relevant bodies for final appro
- If the curriculum is approved, it is implemented in the relevant departments, and faculty members are provided with the necessary resources and support to teach the courses effectively.
- If the curriculum is not approved, the Board of Studies may need to revise the curriculum further based on the feedback received or may need to reconsider the course's relevance and objectives.
- It is essential to ensure that the review and approval process is transparent, fair, and objective, and that all stakeholders, including faculty members and students, have the opportunity to provide feedback and input into the curriculum development process.

IMPLEMENTATION STEPS FOR CERTIFICATE COURSES IN VARIOUS DEPARTMENTS COULD INCLUDE:

A. Selecting Faculty Members: The Board of Studies should select experienced and qualified faculty members to teach the certificate courses. Faculty members should have expertise in the subject matter and experience teaching at the certificate level.

B. Setting up the Course Infrastructure: The Board of Studies should ensure that the necessary infrastructure is in place to deliver the certificate courses effectively. This may include ensuring that classrooms or labs are equipped with the necessary equipment and technology, and that appropriate learning resources are available.

C. Preparing Course Materials: The Board of Studies should ensure that all necessary course materials, including textbooks, readings,

and online resources, are available to the students. The Board of Studies should also ensure that the course syllabus and course outlines are provided to the students in a timely and accessible manner.

D. Monitoring Course Progress: The Board of Studies should monitor the progress of the certificate courses to ensure that they are meeting the learning objectives and quality standards. This may include conducting periodic evaluations of the courses, collecting feedback from students and faculty members, and making necessary revisions to the course content or delivery methods.

E. Providing Support to Faculty Members: The Board of Studies should provide support and training to faculty members to ensure that they are equipped to teach the certificate courses effectively. This may include providing guidance on course content, assessment methods, and teaching strategies, as well as support with any technical issues or challenges that arise during the course delivery.

F. Ensuring Quality Assurance: The Board of Studies should ensure that the certificate courses meet the educational institution's quality assurance standards. This may include conducting regular reviews of the courses, evaluating the faculty members' performance, and ensuring that ethical and professional standards are upheld.

The Board of Studies should ensure that the certificate courses are delivered effectively, and that the students receive a high-quality learning experience that prepares them for future careers or further studies.

EVALUATION:

The Board of Studies should evaluate the certificate courses regularly to ensure they are meeting the objectives and standards set by the educational institution. This includes student feedback, faculty feedback, and any other relevant metrics

Evaluation steps for Certificate Courses in various departments could include:

A. Collecting Student Feedback: The Board of Studies should collect feedback from the students who have completed the certificate courses. This may include anonymous surveys or focus groups to gather their opinions on the course content, teaching methods, assessment methods, and overall experience.

B. Collecting Faculty Feedback: The Board of Studies should collect feedback from the faculty members who taught the certificate courses. This may include surveys or meetings to discuss their experiences teaching the course, any challenges they faced, and suggestions for improvements.

C. Evaluating Course Materials: The Board of Studies should evaluate the course materials regularly to ensure that they remain relevant and up-to-date. This may include reviewing textbooks, readings, and other learning resources to ensure they align with current industry standards and best practices.

D. Analyzing Assessment Results: The Board of Studies should analyze the assessment results regularly to identify any patterns or trends that may indicate areas of improvement. This may include evaluating student performance on exams or assignments and comparing results across multiple semesters or academic years.

E. Assessing Program Outcomes: The Board of Studies should assess the program outcomes regularly to ensure that they align with the educational institution's overall objectives and meet industry standards. This may include reviewing graduation rates, job placement rates, and other relevant metrics to determine the program's overall effectiveness.

Based on the feedback and evaluation results, the Board of Studies should make necessary revisions or improvements to the certificate courses, curriculum, or teaching methods to ensure that they continue to meet the educational institution's objectives and quality standards.

CONTINUOUS IMPROVEMENT:

It is an essential aspect of ensuring the ongoing quality and effectiveness of certificate courses. Based on the evaluation, the Board of Studies may make the following recommendations for continuous improvement of the certificate courses:

- ✓ Updating the Curriculum: The Board of Studies may recommend updating the curriculum to ensure that it remains relevant and up-to-date. This may include incorporating new industry trends or changing learning outcomes to align with evolving industry needs.
- ✓ Improving Assessment Methods: The Board of Studies may recommend revising the assessment methods to ensure that they align with the learning objectives and are effective in measuring student progress. This may include incorporating new types of assessments or revising the grading rubrics to ensure they are fair and transparent.
- ✓ Making Changes to the Course Materials: The Board of Studies may recommend making changes to the course materials to ensure they align with the updated curriculum and learning objectives. This may include updating textbooks or other learning resources to ensure they remain current and relevant.
- ✓ Enhancing Teaching Methods: The Board of Studies may recommend enhancing the teaching methods to improve the students' learning experience. This may include incorporating new teaching techniques or technologies to make the course more engaging and interactive.
- ✓ Offering Professional Development: The Board of Studies may recommend offering professional development opportunities to faculty members to improve their teaching skills and keep them up-to-date with industry trends and best practices.
- ✓ By implementing these recommendations for continuous improvement, the Board of Studies can ensure that the certificate courses remain relevant, effective, and of high quality, providing students with the knowledge and skills they need to succeed in their chosen fields.

MODE OF DELIVERY OF THE COURSE OFFERED THROUGH THE COLLEGE DEPARTMENTS

The course can be delivered in various modes, depending on the preferences and availability of the students and the instructor. Some possible modes of delivery are:

1. In-person classes: The course can be conducted in a traditional classroom setting, where students attend classes in person and interact with the instructor and their peers face-to-face.

2. Online classes: The course can be delivered entirely online, using a learning management system (LMS) or other online platforms. Students can access course materials, participate in discussions, and submit assignments online.

3. Hybrid classes: The course can be delivered in a combination of in-person and online classes, where students attend some classes in person and some classes online. This mode of delivery allows for flexibility and can accommodate students with busy schedules or those who prefer a mix of in-person and online learning.

4. Intensive workshops: The course can be delivered as a series of intensive workshops, where students attend classes for several hours a day over a shorter period of time (e.g., a weekend or a week). This mode of delivery is ideal for students who prefer a concentrated learning experience and can commit to a more intensive schedule.

The mode of delivery can also be customized based on the needs and preferences of the students and the instructor. For example, the course can be delivered asynchronously, allowing students to access course materials and participate in discussions at their own pace, or synchronously, where students attend live classes at specific times.

If the course is to be delivered for 6 hours per week, with 3 hours on each weekday and 3 hours on Saturday, the course content can be organized into six modules, with each module covering one week of

instruction. The instructional methods, assignments, and assessments can be adjusted accordingly to fit the schedule.

For example:

A possible breakdown of the course content and schedule of course WORPLACE SUCCESS is as follows:

Week 1: Understanding Teamwork and Collaboration (6 hours)

Week 2: Communication and Active Listening (6 hours)

Week 3: Conflict Resolution and Negotiation (6 hours)

Week 4: Problem Solving (6 hours)

Week 5: Building Positive Relationships (6 hours)