



Sree Narayana Magalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)

CERTIFICATE COURSE

GUIDELINES



Sree Narayana Mangalam College
Maliankara P.O, (Via) Moothakunnam,
Kerala, Pin - 683516

principalsnmc@gmail.com

0484-2483600

www.snmcollege.in

GUIDELINES OF CERTIFICATE COURSE

1. Introduction

Certificate courses are part of the curriculum designed to provide necessary skills and to increase the employability for students of SNM College.

2. Designing the Courses

- To choose and build a suitable course by identifying the gaps, the comments from the teachers, employers, alumni, and industrialists will be analyzed and taken into consideration before designing the syllabus.
- To learn more about the expectations for current and developing trends, discussions may also be had with institutions/organisations, alumni, and industry experts.
- The course offered should not be identical to any course listed in the curriculum of the relevant programme or any other programme offered.
- A unique course code is to be given for each course.
- Any new Add-on Course developed by a Department should be presented to IQAC and approved by the Academic College Council.

3. Mode of Conduct

- A certificate course or added course is a teacher-assisted learning course that is free and available to all students.
- Classes will be held outside of the regular class hours during the time window determined by the department.
- These classes might also be offered on weekends or during breaks.
- The students may enroll in certificate courses given by other departments with the approval of the department's head of department, but they will only be able to register for one add-on/certificate course each year.

4. Duration

Certificate/add-on courses shouldn't be any shorter than 30 hours in length.

According to the number of students/batches, the Dean of the appropriate Faculty will supply a class room or rooms



5. Attendance

- The upkeep of the Attendance and Assessment Records for applicants who have enrolled for the course is the responsibility of each faculty member conducting the course.
- The Record must include information about the students' attendance and the grades they received on their internal assessments- conduct of assignments, seminars, etc.
- To track attendance and syllabus coverage, the data must be given once per month to the department head.
- The record must be properly signed by both the course instructor and the department head at the end of the semester and stored safely for any ensuing verification.
- Each student must have a minimum of 75% attendance in all of the courses for the specific semester in order to submit an essay.

6. Evaluation

50% of the course's stipulated marks will be required to pass add-on/certificate courses.

7. Course Completion

Upon registering for, taking, and passing the exam, students will receive a certificate.

A Certificate properly signed by the Authorised signatories will be given to students who successfully finish the Certificate/ Add-on Courses



Head of the Institution



Principal in Charge
S. N. M. College, Maliankara