



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Alva's Education education Foundation (R)

(Affiliated to Visvesvaraya Technological university, Belagavi.

Approved by AICTE, New Delhi & Recognized by Government of Karnataka)

Shobhavana Campus, Mijar, Moodbidri- 574 225, Mangalore, D.K., Karnataka State.

Phone : 08258-262724 (O), 262725(P), Telefax:08258-262726

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POLICY AND PROCEDURE ON ADD ON / CERTIFICATE PROGRAMS



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POLICY NAME : PROCEDURE ON ADD ON / CERTIFICATE PROGRAMS		
Area : Student Support		Document Owner: Principal
Title: Certificate Courses	Issued on: 10/8/2018	Revised on:

PURPOSE :

To establish a framework to conduct career enhancement short term courses at Alva's Institute of Engineering & Technology , Moodubidire.

SCOPE

This policy applies to Principal, HODs/Programme Coordinators, Certificate Programme Coordinators, Certificate Course convener, IQAC coordinator and students of Alva's Institute of Engineering & Technology.

POLICY STATEMENT

1. Alva's Institute of Engineering & Technology 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.
2. **Feedback from employers and alumni indicate that many jobs require additional skills. So based upon their feedback and suggestions Certificate courses are designed which helps the students to acquire industry skills.**
3. **College encourages proposals received from external certified training professionals / organizations to conduct certificate training programs to students in the institution after the approval from competent authority with affordable price.**
3. College encourages its students to enrol in to certificate courses. This policy provides students an opportunity to develop their knowledge , skills and achieve their career.
4. Care is be taken to make sure the courses are affordable to students. College ensures that each certificate course is 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. It is the policy of the College that the fees once paid for certificate courses will not 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.
6. For some certificate courses, external Faculty/Organization/Company are to be hired to conduct the certificate courses. In such cases Principal, HOD/Programme coordinator & IQAC coordinator should discuss with external faculty/ organization and may arrive at a Memorandum of Understanding (MoU) safeguarding the interests of College.



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RESPONSIBILITIES :

1. HOD/Programme coordinator should identify a staff to be the Certificate Programme coordinator.
2. HOD/Programme coordinator, Certificate Programme coordinator, Certificate course convener & IQAC coordinator will decide the amount of fees, no of students to be admitted, syllabus and duration of the course.
3. In case of involvement of external faculty/organization/company, it is the duty of Principal, HOD/Programme coordinator and IQAC Coordinator to discuss the matter and arrive at an MoU if needed. MoU should be signed by Principal and External faculty/Representative of organization or company. Principal should be the custodian of the MoU.
4. 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.
5. The IQAC Coordinator and Certificate Course Convener should ensure that the admission to certificate courses are done fairly in accordance with a first come first serve basis.
6. 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 & semester exams of the College.
7. Principal along with HOD/Programme coordinator should be responsible for the timely collection of fees.
8. Students are responsible to attend the course and examination to get a certificate if it is applicable. All students should adhere to the instructions given by the Certificate Programme coordinator.



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PROCEDURE

1. Need and purpose of the certificate course to be discussed and decided in the Department meeting.
2. HOD/Programme coordinator appoints a staff as Coordinator of the course.
3. Coordinator prepares the syllabus, identifies external faculty/organization/company(if necessary) and submit to HOD/Programme coordinator which may be approved in the Department meeting.
4. HOD/Programme coordinator, Certificate Programme coordinator, IQAC Coordinator and Certificate Course Convener approves the fee structure, no of students to be admitted and general plan of the course (starting and ending date and exam date).
5. Details regarding the course (syllabus, course fee, exam pattern) are communicated to students by displaying in college/department notice board and releasing brochures.
6. Certificate Programme coordinator will make a list of students who are interested in Certification course program based on First come first serve. List of students admitted are published in Department notice board and communicated to students.
7. The course starts adhering to the policy of Certificate Courses. Exams are conducted. Certificates are issued to eligible students.


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