

# **Guidelines for the Certificate / Diploma / Programme**

1. The certificate programme shall be composed of a schedule of activities with aim and objectives, learning objectives, subject areas, methods and methods of assessment.
2. The programme strategies must be appropriate to the educational level of students / candidates / participants being trained and the resources available in the country, feasible in terms of the amount of time and travel involved and relevant to the job.
3. Value based and skill oriented programmes are preferred to ensure an effective and pervasive phenomenon for all-round individual development and social transformation.
4. The certificate / diploma / programme shall be conducted over a period of 5 to 6 months in a non-academic setting with maximum of 25 hours and minimum of 10 hours.
5. All departments can adopt judicious selection criteria and decide intake capacity to the programme concerned.
6. A batch size is envisaged as not more than 25 Candidates and minimum of 10 Candidates.
7. A reservation of 20% is provided for SC/ST students.
8. SC/ST students may be provided fee relaxation.
9. students are restricted to pursue only one programme at a time.
10. Course coordinators are to be selected from the department itself to ensure conducive learning atmosphere.
11. Fee structure of the programme is subjected to the approval of the monitoring committee of the college.
12. 80% of the tuition fees shall be allocated to mitigate the running expense and 20% to other expenses.
13. Running certificate / diploma/ programme is mandatory for all disciplines.
14. Core and Complementary departments can envisage two programme in a year and one programme in a semester respectively.
15. The certificates will be issued by the college after successfully fulfilling the requirements and formalities of the designed programme.