



Anekant Education Society's
Tuljaram Chaturchand College, of Arts, Science &
Commerce, Baramati

(Autonomous)

Tal.-Baramati, Dist.-Pune

Standard Operating Procedure

for

CERTIFICATE COURSES



College with excellence at par

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M.Sc. Ph.D.
PRINCIPAL

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Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE
of Arts, Science and Commerce, Baramati, 413102
(Autonomous Institute)

Estd-June 1962

Religious Minority Institute

NAAC Reaccredited 'A+'; CGPA 3.55

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- ISO - 21001 - 2018 Certified
- DST FIST 'O' Level
- DBT - Star College Scheme

- Green Audit Certified
- UGC - CPE Status
- UGC - B.Voc. & M.Voc. Programme
- Best College Awardee-SPPU
- Best Principal Awardee-SPPU

Affiliated to Savitribai Phule Pune University (Formerly University of Pune) (Id No.PU/PN/ASC/016/1962) Univ. College Code No. 032, HSC Board Code No.J 11.02.001(1976-77)

Ref. No. AES/TCC/ SI-130.H

Date: 23 JUL 2019

NOTIFICATION

It is hereby notified that Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati has published Standard Operating Procedure (SOP) for Certificate Courses.

The SOP for Certificate Courses would serve as detailed guideline to be observed and followed with immediate effect.



Jagtap
Principal

Tuljaram Chaturchand College,
Baramati

Standard Operating Procedure (SOP) for Certificate Courses

2022-23

In a rapidly evolving global landscape, institutions like Tuljaram Chaturchand College of Arts, Science and Commerce in Baramati are recognizing the importance of adapting to the shifting demands of the job market and technological advancements. The college's approach to offering a wide array of certificate courses, independent of the traditional fields of study, serves as a strategic response to these changes. Here's an overview of how such initiatives are pivotal in today's educational and professional context. This initiative by Tuljaram Chaturchand College offer a diverse range of certificate courses reflects a forward-thinking approach to education. By doing so, the college not only enhances the employability of its students but also equips them with the skills necessary to navigate the complexities of the modern world. This model serves as an excellent example for other higher education institutions aiming to make their students better prepared for the future.

1. Objectives

The main objectives of the Certificate Course are:

1. Holistic development of students.
2. To bridge the gap between the academia and industry.
3. To hone the skills of the students thereby moulding them as efficient job providers rather than job seekers.
4. To improve the students competency in contemporary technologies.
5. To provide students an understanding of the expectations of industry. To improve employability skills of students.
6. To bridge the skill gaps and make students industry ready.
7. To provide an opportunity to students to develop inter-disciplinary skills.

2. Guidelines for conducting Certificate courses

Developing a standard operating procedure (SOP) for conducting certificate courses in a college can provide a structured framework to ensure consistency, efficiency and quality in course delivery. Here's an outline of an SOP for conducting certificate courses:

a. Display of Value Added Courses on College Website:

Compile a list of Value Added Courses and ensure it is displayed prominently on the college website.

b. Notification to UG & PG Students:

Issue a notice to all undergraduate (UG) and postgraduate (PG) students informing them about the commencement of certificate courses for the academic year 2022-23.

c. Multidisciplinary Courses List:

Ensure that a list of multidisciplinary courses is available on the college website for students' reference.



- d. Online Registration Process:**
Allow students to register for certificate courses offered during the semester by submitting a duly filled registration form through the online mode.
- e. Enrollment Period:**
Provide a specific time period for students to enroll in certificate courses online. Students must register within this period.
- f. Sharing of Registered Students List:**
Once students register for certificate courses, share the list of registered students with the concerned departmental course coordinator.
- g. Creation of WhatsApp Group:**
The course coordinator should sort out the list of registered students and create a WhatsApp group for further instructions and communication.
- h. Preparation of Course Commencement Notice:**
The course coordinator prepares a notice regarding the starting/implementation of the entire course and shares it with the registered students.
- i. Commencement of Theory/Practical Sessions:**
Following the notice, actual theory or practical sessions of the course commence as per the given timetable. The duration of value added course is 30 hours with a combination 18 hours (60%) of theory and 12 hours (40%) of practical.
- j. Attendance**
Each course coordinator shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course. The Record shall contain details of the students' attendance, marks obtained in the Continuous Internal Assessment (CIA) Tests, Assignments etc. At the end of the semester, the record shall be duly signed by the Course coordinator and the Head of the Department.
- k. Conducting Exams:**
Exams are conducted as per the requirements of the course upon completion of the coursework.
- l. Declaration of Results:**
After completion of exams, the respective course coordinator declares the results. Students sign their results after the examination.
- m. Certificate Issuance:**
The concerned course coordinator prepares a list of results and issues certificates to students who successfully complete the course.
- n. Result Upload:**
The results will be shared to the exam department and it will upload on Mark sheet of the students.

By following this SOP, the college can ensure a systematic and efficient process for conducting certificate courses while maintaining transparency and accountability at each stage.




Principal
Tuljaram Chaturchand College
Baramati