

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
A Unit of Shri Sode Vadiraja Mutt Education Trust® Udupi
Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, India



Standard Operating Procedure for Conduction of Certificate/Value added course

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Ansop
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1. Preamble

Certificate/Value Added Courses are integral components of our curriculum designed to build the competencies needed to enhance employability opportunities and foster entrepreneurship development. Through this initiative, the institute / department will provide variety of courses which are not included in the curriculum but very useful to become a professional.

2. Objectives

The primary objectives of the Certificate/Value Added Courses are as follows:

- **Understanding Industry Expectations:** These courses aim educate the students on the industry expectations, enabling them to develop the necessary skills in alignment with industry requirements.
- **Enhancing Employability Skills:** The courses focus on improving the employability skills of students.
- **Bridging Skill Gaps:** The goal is to bridge existing gaps in the curriculum and equip students with the practical knowledge and-making them industry-ready.
- **Fostering Inter-disciplinary & Multidisciplinary Skills:** The courses provide students with opportunities to develop both inter-disciplinary and multidisciplinary skills, promoting a well-rounded and versatile skill sets.
- **Empowering Social Responsibility:** These courses empower students to think critically and take actions for the betterment of society, encouraging a sense of social responsibility and contribution.
- **Entrepreneurial Mindset:** Few courses encourage the students to develop an entrepreneurial mindset.

3. Guidelines for Certificate/Value Added Courses Design and Implementation

Following are the guidelines adapted to stream line the procedure for organizing the various courses/programs.

3.1 Curriculum Development and approval:

- At the beginning of every academic year, each department must collect feedback on the curriculum from stakeholders such as Faculty, Employers, Alumni, and Students.
- The feedback is then analyzed in the department program assessment committee to identify gaps.
- Based on the identified gaps, plan suitable Certificate/Value Added Courses to address the needs.

- Develop the curriculum for each course outlining pedagogical methods and assessment strategies.
- Submitting a report to IQAC, including the course curriculum for approval.

3.2 Conduct the Course:

- The request from various department program assessment committees will be discussed in the IQAC and the IQAC will approve the course/program. The IQAC also suggest the modifications to the course / programs required, if any.
- Once approved, conduct the course with a designated course coordinator appointed by the Head of the Department (HoD).
- Classes may be scheduled beyond regular hours, including weekends and vacation periods.
- Consider engaging industry experts and eminent academicians from other institutes to enhance the quality of course delivery.
- Allow students to enroll in courses offered by other departments to encourage interdisciplinary learning.
- Ensure that the duration of Value Added Courses exceeds 30 hours and shall be completed in the ongoing semester period in which the program commenced.
- Offer the same course multiple batches if the enrolled student batch exceeds 50 or extend it to students from other departments.

3.3 Attendance, Assessment and Feedback:

- Ensure a minimum attendance requirement of 75% for each student, relaxation of attendance requirement up to 10% may be granted by the HoD for valid reasons.
- Conduct at least one assessment at the end of the course; evaluate the performance of the students.
- Top three best performers can be awarded with cash prize of Rs. 1500/-, Rs. 1250/- and Rs. 1000/- , if the course is more than 30 hours of duration.
- Issue the certificate to those who have securing above 50% score in the assessment.
- At the end of the course, the respective HOD or PAC coordinator shall collect feedback from students on the course content and delivery at the end of the course. Also the information on the feedback shall be given to the course coordinator and the IQAC in writing or through email.

3.4 Record Keeping:

- Maintain attendance and assessment records for all students.
- Submit all details, including attendance lists, assessment questions with answers, sample certificates, and feedback forms, to the HoD.

3.5 Certificate Issuance:

Issue certificates to students who successfully complete the course, with signatures from the Course Coordinator, HoD, and the Principal.

4. Final Report Submission:

Submit a comprehensive report at the end of the course, including notice/brochure, course content, and a detailed analysis of feedback, to the HoD for record-keeping and future reference. Include geo-tagged pictures, assessment results, and other relevant documentation in the report. The Head of the Institute issue shall issue an appreciation letter to the course coordinator highlighting his/her contribution to the planning and delivery of the course



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