



*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*  
**NEW ARTS, COMMERCE AND SCIENCE COLLEGE**  
**PARNER – 414 302**  
**Dist.-Ahmednagar (MS), India**

# **Short Term Courses /Add on Courses**

***Policy and Procedures***



## Short Term/Add on Courses

“Live as if you were to die tomorrow. Learn as if you were to live forever.”

... Mahatma Gandhi

### Introduction:

New Arts, Commerce and Science College, Parner is an affiliated college of SPPU, Pune. It is catering the diversified educational needs of all kind of learners. HEI provides an inclusive environment for the learners with the help of 17 undergraduate, 11 postgraduate and 4 doctoral programmes across arts, commerce and science disciplines. HEI follows the curriculum designed by SPPU, Pune across all programmes. College provides the opportunity for additional learning with the help of short term courses such as certificate courses and bridge courses. These may be the value added courses. These courses are even helping the learners to build various skills apart from the programmes of their study. These courses are multidisciplinary and are designed and developed by faculties of the departments. The College has various Add-On Certificate Courses which have been started with the aim of enhancing and enriching the students learning experience in the College.

### Objectives:

1. To emphasize holistic learning approach in college education
2. To support the advanced learners in the form of add on courses.
3. To provide the facility of multidisciplinary learning
4. To inculcate the various skills such as life skills, soft skills, employability skills, etc.
5. To bridge the gap between different learning levels of curriculum

### Scope of the Policy:

1. Students enrolled at the various programmes and courses;
2. Teachers of HEI;
3. Administrative Services



## Guiding Principles:

1. Short term course is defined as the course that can be completed within a short interval of time.
2. Certificate courses are designed by faculties of the department considering the needs of earners and locational advantage. These courses can be studied by any kind of learners (students of college and outside the college).
3. The curriculum, the structure and methods of evaluation of the certificate courses are approved by authorities and made available to learners through college website.
4. The registration for the certificate courses can be done through website or offline process.
5. Bridge courses are designed by faculty or group of faculties and implemented as per the needs during the commencement of new semester or year. The duration of the same should not be less than one week.
6. The duration of the certificate course is not less than 30 hours and 2 credits.
7. These certificate courses can be taken by learner of any discipline.
8. A coordinator will be assigned to each course that will schedule and conduct the course as per its structure and maintain the records of conduct and evaluation.
9. The schedule of the certificate courses should not overlap the regular classes and lab sessions of the curriculum of his/her study.
10. The certificates are awarded to the successful learners as per the criteria.
11. A learner can avail and complete as many certificate courses as he/she desire.
12. The grades or credits of the certificate courses can be used to fulfil the requirements of the degree to be awarded by SPPU, Pune.
13. The courses can be repeated during academic year as per the needs of learners.

IQAC



## **Committee:**

- **Committee Chairman**
  - Dr. R. K. Aher
- **Committee Member**
  - Dr. D. R. Thube
  - Shri. M. S. Aher
  - Shri. B. S. Narsale
  - Dr. R. S. Diggikar
  - Dr. S. R. Wagh
  - Dr. D. P. Sontakke
  - Smt. R. R. Dighe

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Date:** 30.12.2018

**Place:** Parner