



C.KANDASWAMI NAIDU COLLEGE FOR WOMEN

(Unit of Pachaiyappa's Trust)

(Affiliated to Annamalai University, Annamalai Nagar)

Dr.(Mrs.) **S.Shafina Banu**, M.A.,M.Phil.,MBA.,Ph.D.,
Principal

Nellikuppam Main Road,
Semmandalam, Cuddalore - 607 001.
E-Mail : cknccuddalore@gmail.com
Website : <https://cknccollegeforwomen.org>

C.Kandaswami Naidu College for Women,Cuddalore-1

Certificate Courses Policy

Objective:

To provide students with additional learning opportunities through certificate courses suggested by departments, IQAC, staff, and students. The courses will be handled by interested and specialized staff members of the institution without any monetary benefits, aiming to benefit students from economically disadvantaged backgrounds.

Policy Guidelines:

1. Course Suggestions:

- Certificate course suggestions may be made by departments, IQAC, staff, and students.
- Suggestions will be reviewed and approved by the College Committee.

2. Instructor Selection:

- Interested and specialized staff members will be identified to handle the approved certificate courses.
- Instructors will not receive any monetary benefits for conducting these courses.

3. Student Eligibility:

- The certificate courses are open to all students of the institution.
- Given the socio-economic background of the students, a nominal fee of Rs 25/- will be collected for the certificates.

4. Fee Collection:

- The fee of Rs 25 /- will be collected from individuals applying for the certificate.
- The collected fees will be used to cover administrative costs associated with certificate issuance.

5. Economic Considerations:

- As 90% of the students are from economically poor backgrounds, the institution aims to keep the courses financially accessible.

6. Course Schedule:

- Certificate courses will be scheduled either after or before the regular college working hours to minimize disruption to the academic routine.

7. Introduction of New Courses:

- Each year, new certificate courses will be introduced based on the field of demand and relevance.
- The decision to introduce new courses will be approved by the College Committee.

8. Framing Of Curriculum

- The College Committee will designate a Committee, comprising faculties from several Departments, to formulate the curriculum for the certificate programmes.

9. Quality Assurance:

- The IQAC will monitor and ensure the quality of the certificate courses.
- Feedback from students and instructors will be considered for continuous improvement.

10. Certification:

- Certificates will be awarded upon successful completion of the course.
- The institution will issue certificates with the College seal and appropriate signatures.

11. Transparency:

- All relevant information about the certificate courses, including schedules and instructors, will be communicated transparently to the students through Brochures and circulars.

12. Review and Amendments:

- The policy will be periodically reviewed by the College Committee for necessary amendments.

This policy aims to create an inclusive and enriching learning environment, providing students with valuable skills and knowledge to complement their academic pursuits.

Effective Date:28.06.2018

Review Date: 28.07.2022



Signature of the Principal

**Principal
KANDASWAMI NAIDU COLLEGE
FOR WOMEN
CUDDALORE - 607 001.**



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Approval Letter of Certificate Course

The certificate courses for the academic year 2022-2023 have been thoroughly reviewed and approved by the college committee. This approval signifies the endorsement of the course content, structure, and objectives. The following are the certificate courses

S.No.	Title of Certificate Course
1	Waste Management and Recycling
2	Microfinance and Small Business Management
3	ICT in Agriculture
4	Green IT and Sustainable Computing
5	Rural Tourism


The following faculty members have been appointed for curriculum designing committee for the above certificate courses:



1. Dr. S. Shafina Banu, Principal & HOD, Department of Economics
2. Dr. S. Jancy Sophia, Assistant Professor of Chemistry
3. Dr. R. Ramya, Assistant Professor of Chemistry
4. Dr. M. Sumalatha, Assistant Professor of Computer Science

The above committee, under the guidance of the college committee, have meticulously designed a comprehensive curriculum that aligns with the standards and goals of our institution. The committee has taken into consideration the relevance of the course to the current industry demands, the expertise of the coordinators, and the potential benefits it offers to the students.

Members of College Committee

1. Dr. S. Shafina Banu, Principal (i/c) & HOD, Department of Economics
2. Dr. S. Kalpalatha, Associate Professor & HOD, Department of English
3. Dr. M. Gomathi, Associate Professor & HOD, Department of Tamil


Signature



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Circular

01.08.2022

Subject: Introduction of new Certificate Courses for the academic year 2022-23

We are delighted to announce the introduction of new certificate courses for the academic year 2022-23 aimed at enhancing the various skills of the students. These courses have been carefully designed to provide specialized training in areas that are highly relevant to your academic and career pursuits.

The following certificate courses have been introduced:

1. Waste Management and Recycling
2. Microfinance and Small Business Management
3. ICT in Agriculture
4. Green IT and Sustainable Computing
5. Rural Tourism

We believe that these courses will offer valuable insights and practical knowledge, contributing to the overall academic and professional development of the students.

To ensure the highest quality of education, we are pleased to inform you that the following faculty members have been selected to be part of the curriculum designing team for the above certificate courses:

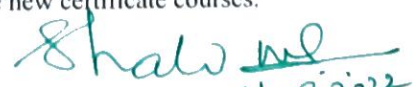
Dr.S.Shafina Banu, Principal & HOD, Department of Economics

Dr.S.Jancy Sophia, Assistant Professor Of Chemistry

Dr.R.Ramya, Assistant Professor Of Chemistry

Dr.M.Sumalatha, Assistant Professor Of Computer Science.

These faculty members bring a wealth of experience and expertise to the curriculum development process. Their commitment to academic excellence and passion for teaching will play a pivotal role in shaping the content and structure of these new certificate courses.


Principal 01.08.2022