Policy on Add On/ Value Added Certification Programs (Courses)

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

Issued By: HoD	Date of Issue:29.12.2017	Approved By: Director

Director
Mangalmay Institute of
Management & Technology
Greater Noida

1. Introduction

Mangalmay Institute of Management and Technology offers a wide range of Add On/ Value Added Certification Programs (Courses) to enhance the employability skills and to meet demands of the industry/employer as well as develop their own skills in their field of study.

These programs shall be conducted by external experts or internal expert staff to give students a more holistic perspective, so that they can better understand current industry demand & challenges and equip themselves with innovative and creative skills through a wide range of course offerings.

2. Objectives

- To identify the gap between industry and academia & strengthen the curriculum prescribed by the affiliating University.
- To prepare the students as corporate ready.
- To provide the technical training which helps them to have a practical exposure
- To provide an opportunity to students to develop inter-disciplinary skills.
- To expose students to recent trends in the core field and enhance their employability skills.

3. Designing the Course

- The institute shall receive the feedback from the students, faculty, alumni and employer.

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- The analysis shall be put up in the Feedback Committee by the HoD. Feedback committee shall comprise of external and internal experts. The Syllabi of Add on Certification Courses which are to be retained or added shall be presented for the inclusion or deletion of the topics in the courses. Inputs from the subject experts of industry and academia be discussed in length before finalizing them for their execution.

- Recommendations of the Feedback Committee shall be put up to the Academic Development Committee to finalize and incorporate the Add on Certificate program for the forthcoming session.

- The course offered shall be different from the curriculum of the MBA program.

- Each course shall be given unique code with four alphabets followed by two digits starting from unit place.

- Number of times a course is offered in a particular year will depend upon the demands of such course by the students.

4. Duration

- Each course shall be of minimum 30 hours duration.

5. Guidelines for Conducting the Course

- The course shall be in the form of offering to the students and will be voluntary in nature. However, the HoD shall encourage all the students for their maximum benefit.

- Interested students shall register themselves with the Convener of the said course.

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- All the Add On/ Value Added Certification Programs (Courses) shall be incorporated in the Institute Calendar.
- The department shall issue the notice along with the syllabus and schedule of the courses to the students.
- Schedule of the course shall be finalized by the HoD considering the regular classes.
- It shall be the responsibility of the Convener to smoothly organize such courses including the coordination with resource person, logistic arrangements, attendance of the students, fair evaluation, report preparation and certificate distribution.

6. Attendance

- The Convener of the course shall maintain the attendance of the registered students in the attendance register. At the end of the semester, the record shall be duly signed by the Director and put up in records.
- Each student shall have a minimum of 80 % attendance in each course to qualify for appearing in the respective exams.
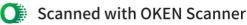
7. Evaluation

- Students shall be assessed by conducting written exams at the end of the course.
- The Exam shall cover the entire syllabus of the course.
- Duration of the assessment shall be of one and a half hour and will comprise of 20 MCQ based questions.
- Each question will carry two marks and maximum marks will be 40.
- There will be no negative marking.
- The answer scripts shall be evaluated by the internal faculty member.

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- However, if the assessment is done by the external agency, then the Institute shall follow their mechanism of evaluation and institute shall notify the result.
- Minimum 60% marks in the exams shall be the essential condition to qualify the said certification course.

8. Awarding Certificate

On successful completion of the Course, the student shall be issued a certificate duly signed by the Director and the Convener.

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