

Standard Operating Procedure (SOP) for Short-Term Courses

Objective

To provide students with exposure to diverse disciplines and value-added learning beyond their core area of study through structured short-term courses.

1. Course Design and Duration

- Short-Term Courses shall be designed to **add value** to the student's academic and professional development.
- Minimum duration: **30 hours** or multiples thereof.
- Courses must align with institutional quality standards and learning outcomes.

2. Teacher In-Charge Responsibilities

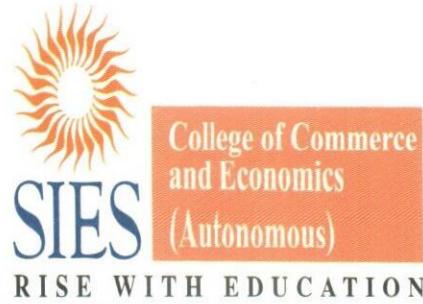
- The designated Teacher In-Charge must sign a **Declaration of Responsibility**, confirming commitment to:
 - Course planning and delivery
 - Attendance monitoring
 - Documentation and reporting
- **Honorarium:** ₹15,000 per batch upon successful completion of responsibilities.

3. Batch Size

- Each batch shall consist of **30 to 50 students**.

4. Mode of Delivery

- Maximum **50% of lectures may be conducted online**.
- Offline lectures shall be scheduled in Lecture Rooms **10, 12, and 13** from **11:00 AM to 1:00 PM** on working days.



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5. Attendance

- Attendance for each lecture must be recorded in the **Consolidated Attendance Sheet** in the prescribed format.
- Maintain accurate records for audit and certification purposes.

6. Student Feedback

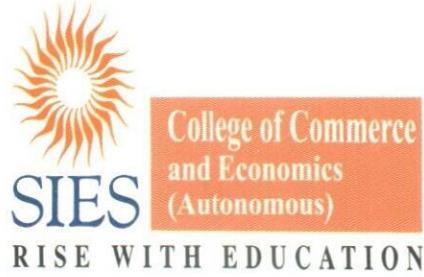
- Collect structured feedback from students upon course completion.
- Feedback analysis should be submitted to IQAC for quality improvement.

7. Certification

- A **soft copy certificate** shall be issued to students who successfully complete the course.
- Certificate must be signed by:
 - Teacher In-Charge
 - IQAC Coordinator
 - Principal

8. Documentation to be Submitted by Teacher In-Charge

- **Syllabus Document** in prescribed format with flyer (where applicable)
- **Consolidated Attendance Sheet** for 30 hours
- **MoU** (where applicable)
- **Student Feedback Report**
- **Sample Certificate**
- **List of Students Enrolled and Completed** in prescribed format



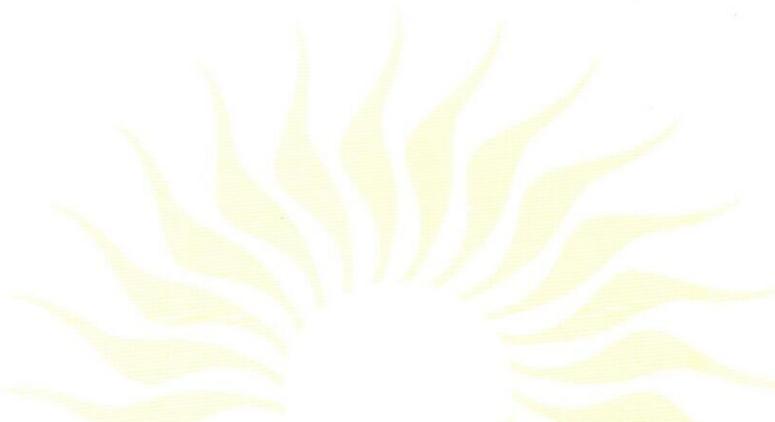
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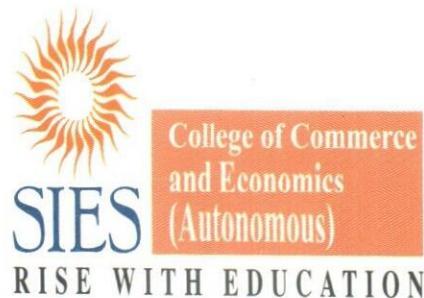
Prescribed Formats

- **Syllabus Template** (with Learning Objectives, Outcomes, Modules, Teaching & Evaluation Methodology)
- **Attendance Sheet** (Landscape orientation, Times New Roman, size 12)
- **List of Students Enrolled and Completed**
- **Sample Certificate**

Compliance and Best Practices

- Ensure timely submission of all documents to the College Office and IQAC.
- Maintain transparency and accuracy in attendance and feedback.
- Courses should be reviewed periodically for relevance and quality.





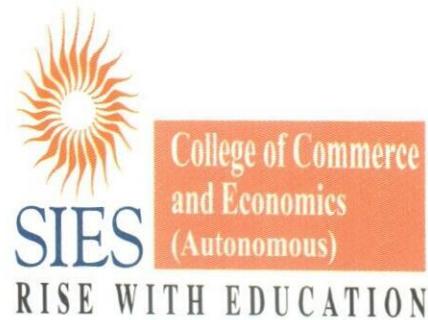
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SYLLABUS FOR SHORT TERM COURSE

- Kindly use Times New Roman font, Size 12, Sentence / Title Case only
- Name of the Short Term Course :
- Duration : Hours
- Learning Objectives :
- 1.
- 2.
- 3.
- Learning Outcomes :
- 1.
- 2.
- 3.
- Syllabus :

Module	No. of hours

- Teaching Methodology :
- Evaluation Methodology :
- Dates : From to
- No. of students enrolled :
- No. of students completed :
- Certification: by College / by -----
- Signature
- Name
- Course Co-ordinator



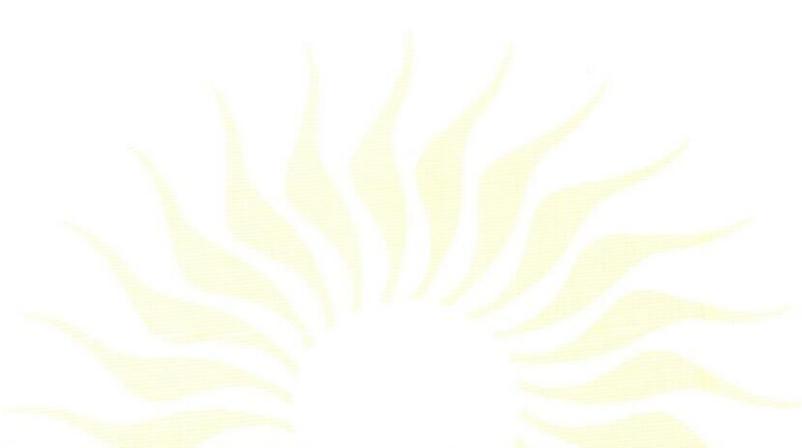
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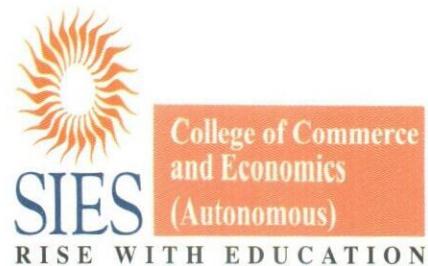
ATTENDANCE FOR SHORT TERM COURSE

- Kindly use Times New Roman font, Size 12, Sentence / Title Case only
- Use Landscape Orientation
- Name of the Short Term Course :

Program	Div	Roll Number	Date Time				

- Signature
- Name
- Course Co-ordinator





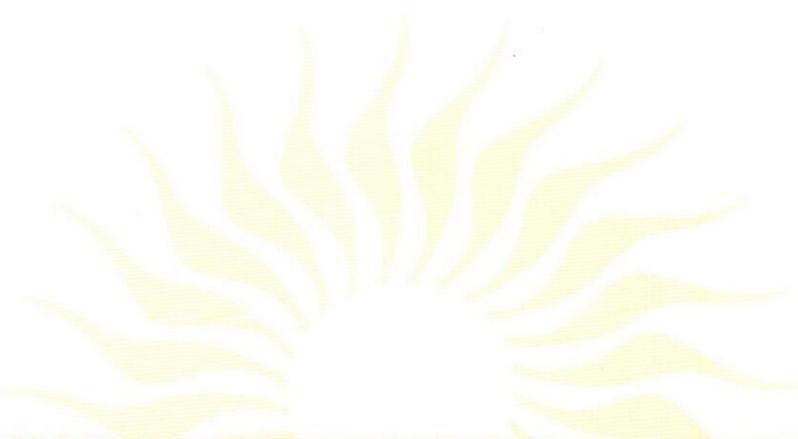
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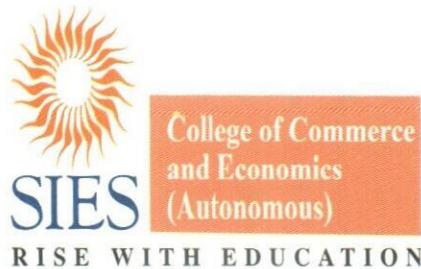
SHORT-TERM COURSE IN (NAME)

- Kindly use Times New Roman font, Size 12, Sentence / Title Case only
- List of Students Enrolled :

Sr. No.	Name of the Student	Program	Div	Roll No.

- Signature
- Name
- Course Co-ordinator





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SHORT TERM COURSE IN (NAME)

- Kindly use Times New Roman font, Size 12, Sentence / Title Case only
- List of Students Completed :

Sr. No.	Name of the Student	Program	Div	Roll No.

- Signature
- Name
- Course Co-ordinator

