

Cluster XIII – Add On
To be Submitted to lstmeetei@gmail.com
By 20th March 2021

For any query, please mail to the above-mentioned email id or to 7005155081 (WhatsApp)

1.2.2 Number of Add on / certificate program introduced during the last five years (10 Weightage / QnM)
Response:

1.2.2.1: How many Add on /Certificate programs are added within the last 5 years.

Data Requirement for last 5 years: (As per Data Template)	
The template is combined with 1.2.3	
☐ Names of the Add on /Certificate programs with 30 or more contact hours	
☐ No. of times offered during the same year	
☐ Total no. of students completing the course in the year	
File Description	Document
Any additional information	
Brochure or any other document relating to Add on /Certificate programs	
☐ List of Add on /Certificate programs (Data Template)	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
3.	1.2.2 Number of Add on /Certificate programs offered during the last five years	<ul style="list-style-type: none"> • Details of each program such as: • Name of the program, duration, list of students enrolled, curriculum, assessment procedures year-wise • Summary report of each program year-wise along with their outcome. 	<ul style="list-style-type: none"> • Add on/Certificate programs of minimum 30 hours duration to be considered. 	<ul style="list-style-type: none"> • Avoid programs conducted under regular university Curriculum. • Avoid considering certificate / add on programmes of less than 30hours.

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1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add- on programs as against the total number of students during the last five years.

1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last 5 years. **(10 Weightage / Ave /QnM)**

Data Requirement: (As per Data Template)	
Total number of students enrolled in certificate / Add –on programs	
☐ Total number of students across all the programs	
File Description	Document
Any additional information	
Details of the students enrolled in Subjects related to certificate/Add-on programs	

Formula:

$$\% / \text{year} = \frac{\text{Total number of students enrolled in certificate / Add –on programs}}{\text{Total number of students across all the programs}} \times 100$$

$$\text{Average \%} = \frac{\sum \% \text{ of year}}{5}$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
4.	1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	<ul style="list-style-type: none"> Year-wise List of the students enrolled in the Program as defined in 1.2.2 	<ul style="list-style-type: none"> The DVV may seek for certificates of random selected students in selected courses and the attendance document maintained for the course. 	

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