

## BEST PRACTICE 2

### 1. Title : Short term certificate courses

### 2. Objectives of the practice:

- To provide opportunity to the students to bring out their hidden talents and to enhance self learning skills.
- To develop skills in the interested fields, confidence building and creativity.
- To create employment opportunities for the students and to make them earn while learn.
- To develop leadership quality among students in team work.
- To get self help employment through these courses.
- Students are encouraged to take full advantage of these opportunities to broaden horizons, excel in interested area.
- To prepare students for careers across a broad range of science, journalism, mathematics, etc
- To enhance student personal satisfaction.
- To develop the students understanding of language and information specific to their discipline.
- To enable students to effectively integrate concept and skill across functional areas.

### 3. The context

There are various kinds of certificate courses available: from undergraduate to graduate. Certificate courses serve a multitude of purposes for different students: they are sometimes used to bridge the gap between different phases of academic study, or to provide additional professional training and qualifications. The certificate courses in our college have wide variety of subjects in Arts, Humanities, Business, Biological and Life Sciences. The variety of different certificate courses can be overwhelming. These courses provide in-depth knowledge of the skill and job opportunities to rural students. These courses are job focused and provide a wide range of skills to an individual so that he can perform well when dealing with complex projects, vendors and multiplatform environment. Thus helps in enhancing the confidence level of an individual. Having a prior knowledge of the job responsibilities provided by these courses helps an individual to easily adapt to the work environment and quickly advance in his career.

### 4. The practice

Our college conducts following short term certificate courses under Jeevan Shikshan Abhiyan of Department of lifelong learning and extension of RTM Nagpur University, Nagpur.

	<b>Name of course</b>	<b>Duration</b>	<b>Coordinator</b>
1	Certificate course in Vermicomposting	3 Months	Dr. V. Y. Muley
2	Certificate course in Beauty culture	3 Months	Dr. Neema Patil
3	Certificate course in Spoken English	3 Months	Prof. V.M. Kadase
4	Certificate course in Tally ERP 9 & office Automation	3 Months	Dr. M. R. Patil
5	Certificate course in Journalism	3 Months	Dr. Shyamprakash Pande

6	Certificate course in Vedic Mathematics	3 Months	Prof. M. T. Kolhe
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Each short term certificate course consists of coordinator among the faculty members from various departments. Board of study consisted of members from various departments is constituted at college level to designed the syllabus for these certificate course. The total seats available for students to each course are 30. Minimum fees of Rs. 300 is charged per student for each course. The coordinator of the course along with other faculty members of the concerned course has designed syllabus structure and time table of their respective course. Through these certificate courses the students are well trained and coached for their self help employment for their future. Coordinators from each course invite external expert from outside for coaching and training the students frequently. The classes and practical are conducted regularly according to the time tables of the respective courses.

On completion of the course work, the examination of all the courses is conducted after 3 months. Each student who have successfully completed the course and passed the exam is awarded with a certificate from college duly signed by Director, Department of life long learning and extension.

#### 5. Evidence of success

1. The part time employment opportunities for learners are acquired skill for generating income.
2. The confidence level of the students is improved through these skill based courses.
3. Through these courses, the hidden talents, Skill & creativity of the students is identified.
4. Many alumni are appreciating the students for their self-reliant and skill development.
5. The parents of the students admitted in these STCC are appreciating this practice for exhibiting the talents of their wards in vermicomposting, beauty parlor, journalism, vedic mathematics etc

#### 6. Problems encountered and resource required

Most of the faculty members of our college are important resource persons. The external experts are invited by the coordinators of the courses for providing coaching and training and remuneration of the expert is paid by college. Separate rooms are also made available by the college for each course. The infrastructural facilities and accessories are provided by the college to all courses.

