

COUNCIL OF EDUCATION'S
DESHBHAKTA RATNAPPA KUMBHAR
COLLEGE OF COMMERCE (AUTONOMOUS), KOLHAPUR
POLICY AND PROCEDURE FOR CAREER ORIENTED COURSES

To be implemented from 2022-23

Introduction:

Council of Education's Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur is a well-known and prestigious educational institution active in the field of higher education in commerce and management for more than six decades. The college is established u/s 12(B) and 2(F) UGC Act and Accredited with 'A' Grade by the National Accreditation and Assessment Council. In the year 2021-22 the college has been conferred status of 'Autonomous College' by UGC. In the changing environment the traditional programmes are unable to imbibe the skills required for career building. Considering this, the college has decided to offer Career Oriented Courses (COCs) so as to enhance employability skills among the students.

COC Policy:

This policy aims at providing procedures and guidelines with respect to the conduct of Career Oriented Courses (COCs) offered by the college.

Policy Statement:

To enhance skills and employability among the students through a variety of COCs.

The policy and procedures for Career Oriented Courses (COCs) run by the college shall be as follows:

Abbreviations:

College- Deshbhakta Ratnappa Kumbhar College of Commerce, Kolhapur (Autonomous)

COCS- Career Oriented Courses

Part I: Certificate Courses

1. Each certificate course shall have a title, course objectives and course outcomes.

2. Duration of Course: The duration of course shall be three months i.e. sixty hours consisting of 30 hours for theory and 30 hours for practical.
3. The COC in physical education and sports shall have 20 hours for theory and 40 hours for practical.
4. Eligibility: A student who has passed HSC or equivalent examination and who has taken admission in the college.
5. Admissions to the certificate courses shall be given on 'First Come First Serve' basis or preferential basis considering number of applications and merit. The students should select the Certificate Course at the time of taking admission. In case, the applications for a course/s are more than the intake capacity, admissions shall be given on the basis of merit.
6. Student shall select the Certificate Course as per his/her own choice at the time of filling online admission form.
7. The admission committee shall consist of concerned BOS Chairman and the Course Coordinator.
8. A separate Course Coordinator shall be appointed to run the course.
9. Credits: Each Certificate Course shall have 3 credits. The credits shall be converted into grades as given below-

Credit system implementation: (10-point scale):

Marks	Grade	Grade point
90-100	O Outstanding	10
80-90	A+: Excellent	9
70-79	A: Very Good	8
60-69	B: Good	7
55-59	C: Average	6
50-54	Average P: Pass	5
00-49	Fail	0
...	AB: Absent	0

10. Evaluation:

- An examination of 100 marks consisting of 60 marks for theory and 40 marks for practical (Except COC in Physical Education and Sports) shall be conducted at the end of first term as per the following guidelines-

Sr. No.	Theory Examination	Marks	Practical	Marks
1	MCQ type questions carrying 1 mark each	10	Home Assignments (2 assignments * 5 marks each)	10
2	Question on Problem Solving	10	Group Discussion #	10
3	Short Notes. (Attempt any 4 out of 6)	20	Case Study/Poster Presentation/Visit and Report Writing #	20
4	Long Answer. (Attempt any 2 out of 3)	20		
Total		60		40

Any other method of evaluation may be used depending upon the nature of course.

- COC in Physical Education and Sports: An examination of 100 marks consisting of 20 marks for theory and 80 marks for practical shall be conducted at the end of first term.
- The students who have failed in the examination shall be given one more opportunity to appear for the same. The said examination shall be conducted at the end of subsequent term. The students shall have to pass the examination within two attempts only.

- **Standard of Passing:** The student shall have to secure minimum 50% marks in Theory and Practical examination for passing. There shall not be separate passing in Theory and Practical examinations.
11. It is mandatory for students to complete the Certificate Course and Diploma within first two years of his graduation/post-graduation.
 12. Each student who has taken admission to undergraduate programme must complete minimum two certificate Courses or a diploma during his/her graduation period and each who has taken admission to post graduation must complete minimum two certificate courses for the award of degree from Shivaji University.
 13. A list of Certificate Courses for undergraduate and post graduate level shall be included in the prospectus.
 14. Mode of Teaching and Examination: Online and/or Offline.
 15. Medium of Instruction: The medium of instruction shall be Bilingual (English and Marathi) for Certificate Courses specified for Undergraduate students and English for Certificate Courses specified for Post Graduate students.
 16. **Intake:** Each Certificate Course shall have intake capacity of 80 students per batch. Each Certificate Course must have at least 50 students.
 17. **Fee:** Rs. 600/- per Certificate Course per student.
 18. **Remuneration to faculty:** The remuneration of Rs. 300/- per lecture shall be allowed to the faculty. However, the outside faculty/experts shall be eligible to receive additional Travelling Allowance of Rs. 200/- per lecture. The coordinator of the Certificate Course shall be given a lumpsum amount of Rs. 5000/- per Certificate Course per year.
 19. The policy for Diploma and Advanced Diploma shall be framed in the academic year 2023-24 and 2024-25 respectively.