

**DON BOSCO CENTRE FOR SKILL DEVELOPMENT (DBCSD)
SACRED HEART COLLEGE (AUTONOMOUS)
TIRUPATTUR**

GUIDELINES FOR THE COURSE TRAINERS

1. A department can offer any number of courses which have been duly approved by the Head of the Department, Board of Studies and Academic Council. However, only one course for a specific title irrespective of the shifts can be offered. The Head of the Department / Skill Course trainer has to approach the DBCSD Director for the inclusion of the course into the DBCSD course list with appropriate documents (Hard copy and soft copy) such as course title, syllabus and minutes of BOS duly signed by Head of the Department. In this case, the course trainer for a course can be designated by the Head of the Department with the discretion of a particular faculty member.
2. A course can be offered twice for an academic year.
3. Duration of a course can be 30 hours.
4. The mode of classes (online / offline) can be decided by the course trainer based on the courses.
5. After the student registration deadline is over, the course trainer will be notified with the details of the registered students.
6. A provisional course schedule will be circulated by DBCSD. The course trainers can decide the timings of the class based on their availability within the end date mentioned in the schedule.
7. The course trainer can offer the course for a maximum of 2 hours / day.
8. Attendance can be posted online. However, a separate hard copy of the attendance with the signature of the students has to be maintained by the course trainer for each class (online/offline).
9. The course materials can be provided to the students either as soft copy or physical copy. The course materials can be published in Moodle platform for the future use.
10. Recorded videos by the course trainer are highly appreciated. Online tutorials can be provided as a reference.
11. Components for the evaluation of students' performance can be decided by the course trainer duly approved by the board of studies and academic council.

12. If a student is consistently irregular either in attending classes or participating in assessments, the course instructor has the right to take appropriate action. In such cases, the student's progress may be withheld, and the instructor will report the matter to the DBCSD Director for further review.
13. At the conclusion of the course, the course trainer has to submit the name list of the successful students to the DBCSD duly signed by the course trainer and the Head of the Department.
14. If the course trainer wishes to continue the course for the next semester, he/she can do so. Change of course trainer for a particular course has to be intimated to the DBCSD Director through the Head of the Department in advance.

DBCSD DIRECTOR

Dr. K. S. ANAPRIYA

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PRINCIPAL

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