



GCS Medical College, Hospital and Research Centre

Opp. DRM Office, Nr. Chamunda Bridge,

Naroda Road, Ahmedabad-380025.

Ph:(079) 66048000 Fax: (079) 22201915

No. GCSMCH/3700/2021

Date: 29/11/2021

Office Order: -

In pursuant to meeting of IQAC held on 18/11/2021 under the chairmanship of Dean following Certificate Course Committee is hereby constituted for further necessary action.

Sr. No.	Position	Name
1	Chairman (Professor/ Associate professor)	Dr. Naimish Patel (Prof. Medicine)
2	Co-ordinator (Professor/ Associate professor/ Assistant professor – Preclinical or Paraclinical deptt.)	Dr. Viral Dave (Prof. Community Medicine)
3	Member (Associate/ Assistant professor – Paraclinical department)	Dr. Sneha Babaria (Asst. Prof. Pathology)
4	Member (Associate/ Assistant professor – clinical department)	Dr. Kinjal Sanghvi (Asso. Prof. Anaesthesia)
5	IT Department personnel	Mr. Pritesh Dalwadi
6	College HR personnel	Mr. Jayesh Pathak

The objectives, frequency of meetings and roles & responsibilities of the above committee is explained in detail as per attached annexure herewith.

Dean

GCS Medical College
Ahmedabad

To,

1. Dr. Naimish Patel

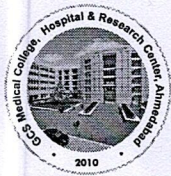
2. Dr. Viral Dave

3. Dr. Sneha Babaria

4. Dr. Kinjal Sanghvi

5. Mr. Pritesh Dalwadi

6. Mr. Jayesh Pathak



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Certificate Course Committee

Objectives:

1. Adding value to the existing degree programmes by providing an opportunity to learners to supplement their degree courses with additional qualifications.
2. To promote inter-disciplinary learning with students from any stream of learning eligible to enroll for the courses.
3. Focus on skill development and to make students more employable through emphasis on training and application of theory.

Meeting frequency: Committee will meet every 6 months. Committee will also hold meeting with relevant NAAC Criteria in-charge in presence of NAAC Co-ordinator as and when required. The minutes of meeting are required to be submitted to IQAC Periodically.

Roles and responsibilities:

1. Invite proposals from various departments for development of interdepartmental / interdisciplinary courses.
2. Review the courses and choose the courses based on feasibility and implementation.
3. Ask the respective departments to develop brochures outlining the objectives, duration of course, number of times offered in a year, number of participants, course contents, learning outcomes.
4. To establish methods of evaluation and assessment after completion of course in consultation with the respective department.
5. Course completion certificates to be prepared in consultation with the respective department.
6. Recommend the courses to Curriculum Committee for further approval by IQAC (Internal Quality Assurance Cell) of the institute and University.
7. Allocation of time and resources for the course implementation. Courses should be of minimum 30-40 hrs of duration
8. Course details of these Certificate Programs to be made available on the website of the institute.
9. Follow up of courses in a systematic manner on regular basis to ensure their relevance.
10. Collect data from various departments regarding details of student participation and course completion certificates.