

Office of Dean Academics
Guidelines for Mandatory Certificate Courses

Mandatory Certificate Courses are meant for encouraging active participation of students in various co-curricular and extracurricular activities during their course of study. As per the B.Tech. Regulations, a student shall compulsorily undergo Any Three of the Activities designated as Mandatory Certificate Courses (MCC) listed below for completion of the programme and award of degree. There is no assessment for these courses, however successful completion of these courses is mandatory and is to be substantiated by producing completion certificate from Competent Authority.

MCC Code	MCC Title	Restrictions on the maximum number of certificates	Competent Authority
MCC01	Industrial Visit	One	Head of the Department
MCC02	Club Activities	Two	Faculty In Charge of the Respective Club
MCC03	Youth Red Cross (YRC)	One	Faculty In Charge of YRC
MCC04	National Cadet Corps (NCC)	One	Faculty In Charge of NCC
MCC05	National Service Scheme (NSS)	One	Faculty In Charge of NCC
MCC06	National Sports Organization (NSO)	One	Faculty In Charge of Sports Activities
MCC07	Sports Activities	One	Faculty In Charge of Sports Activities
MCC08	Winning prizes in Students Symposium	Two	Symposium Organizer
MCC09	Presenting Papers in Students Symposium	Two	Symposium Organizer
MCC10	General Aptitude Test	One	Training and Placement Officer
MCC11	General Communications Test	One	Training and Placement Officer

- Students shall be sensitized about the *Mandatory Certificate Courses* by the HoD / Faculty Advisor / Class Advisor. Student will accordingly plan for participation in the activities listed above right from the first year and get *Three Certificates* before the completion of the course.
- List of MCCs completed by a student will be printed in the Eighth Semester Grade Card as well as in the Consolidated Grade Card.
- Student will be issued a Certificate by the *Competent Authority* for successful participation / completion of a MCC.
- For the '*Industrial Visit*' (MCC01) officially organized by the department, HoD will issue a certificate to each one of the students participated in the visit.

- For satisfactory participation in the activities MCC02, MCC03, MCC04, MCC05, MCC07 and MCC07, concerned faculty in charge will issue a certificate to the student.
- Students presenting technical papers in a symposium and / or winning a prize (MCC08 and MCC09) will produce the certificate issued by the symposium organizer, who is competent authority.
- For successful completion of 'General Aptitude Test' (MCC10) and 'General Communication Test' (MCC11), Training and Placement Officer is the competent authority for issue of Certificate.
- As and when a student completes a MCC and gets a certificate, he / she shall submit a copy of the certificate in the prescribed Proforma (**MCC_F_01**) to the concerned HoD (through the Faculty Advisor) for endorsement.
- The duly endorsed form (**MCC_F_01**) along with the copy of the certificate shall be kept in the department as a record of MCC completed by the student.
- As per the Regulations, list of MCCs completed by a student will appear in the *Eighth Semester Grade Card* as well as in the *Consolidated Grade Card*. In this regard, HoDs of the Engineering Departments are required to keep the records related to MCCs completed by the students and submit the same in the prescribed Proforma to the Dean (Examinations) before the *Final Semester Examinations*.
- The details of MCC courses will appear in the Final Semester Grade Card as illustrated below:

Mandatory Certificate Courses		
Sl.No.	MCC Code & Type	Number of Certificates Earned
1	MCC01-Industrial Visit	1
2	MCC04-National Cadet Corps (NCC)	1
3	MCC10-General Aptitude Test	1

- HoDs shall submit the details of the MCCs (*MCC Code & Type, Number of Certificates Earned*) completed by a batch of Final Year Students in the prescribed format (*.xls file mailed to the HoDs*) to the Dean (*Examinations*) before the *Final Semester Examinations*.

Dean (Academics)

Principal