

Policy and Procedure

Extention Wing



Maharashtriya Mandal's

**Chandrashekhar Agashe
College of Physical Education, Pune**



Policy for Extension Wing

Policy

1. Value addition to the existing programmes run by CACPE
2. It will wide the scope of Physical Education, Fitness & Sports
3. It will open new avenues for Physical Educators, Fitness lovers & Stakeholders in the field of Sports
4. It will create technical/expert human resource in the field of Physical Education, Fitness & Sports sciences
5. It will provide an opportunities to the stakeholders who are already working in the field of Physical Education, Fitness & Sports science to upgrade themselves with current knowledge.
6. It will initiate different courses in the field of Physical Education, Fitness & Sports

Definitions of the terms

a. Add-on Course:

Any course run by CACPE with the permission of CDC in prescribed format for less than 45 clock hours but not less than eight hours will be considered as Add-on course. This type of course shall be design especially for current students to get additional knowledge of the field.

b. Certificate Course:

Any course run by CACPE with the permission of CDC in prescribed format for less than 12 weeks but not less than 45 clock hours will be considered as *Certificate course*. This type of course shall be design for stakeholders in the field.

c. Diploma Course:

Any course run by CACPE with the permission of CDC in prescribed format for less than six months but not 12 weeks will be considered as *Diploma course*. This type of course shall be design for stakeholders in the field.

d. PG Diploma Course:

Any course run by CACPE with the permission of CDC in prescribed format for less than 45 clock hours but not less than eight hours will be considered as *PG Diploma course*. This type of course shall be design specially for current students to get additional knowledge of the field.

Procedure

Following Procedures need to be allotted to responsible staff members by the Principal.

SN	Operations	Responsible Person
1	Declaration & announcement of the course	Principal
2	Syllabus designing	Expert team
3	Development of the course material	Teaching Faculty
4	Advertisement	Course Coordinator
5	Admission process	Office staff
6	Attendance	Teaching Faculty
7	Arrangement of class rooms and other essential resources for teaching	Course Coordinator
8	Scheduling of classes	Course Coordinator
9	Examination	Teaching faculty
10	Certification	Course Coordinator
11	Documentation	Course Coordinator
12	Time to time notifications	Course Coordinator

1. Intake:

SN	Course	Intake
1	Add-on course	Min 20 to Max 30
2	Certificate course	Min 20 to Max 40
3	Diploma course	Min 20 to Max 80
4	PG Diploma course	Min 20 to Max 80

2. List of the Current Course:

a. Add-on courses (45 hrs.)

- i. Gym instructor course
- ii. Aerobics instructor course
- iii. Yog instructor course
- iv. Outdoor fitness instructor course
- v. Skating instructor course

b. Add-on Courses to be Started

- i. Sports Journalism (Reporter)
- ii. Sports Photography
- iii. Cricket instructor course
- iv. Basketball instructor course
- v. Football instructor course
- vi. Masseur's course

c. Certificate Courses

- i. Introduction to Physical Education & Sports Course (IPES) (90 hrs.)
- ii. Certificate Course in Sports Nutrition (90 hrs.)
- iii. Teacher Training Course in Yoga Science (200 hrs.)
- iv. Restoration Yoga Therapy Certificate Course (200 hrs.)
- v. Nutrition & Tridosha Certificate Course (Ayurveda base) (100 hrs.)
- vi. *Garbha Sanskar* Certificate Course (80 hrs.)

d. Certificate Courses to be Started

- i. Certificate Course in Strength & Conditioning
- ii. Certificate Course in Athletic Care & Rehabilitation
- iii. *Patanjal Yoga Sutra* Certificate Course (80 hrs.)

3. Fee Structure:

Fee structure of the course shall be decided as per expected expenditure time to time.

4. Remuneration: As per Cost to College (c to c) (for 20 students)

Particulars	Income		Expenditure
	Rs. 3000 per Student (Min. 20 Students)	100%	
Lecture	60000.00	50.00	30000
College Rent MM		24.00	14400
Library		5.00	3000
Office staff manpower		5.00	3000
Administrative Exp.		4.00	2400
Hospitality/Meeting Exp.		2.00	1200
Co-Ordinator & others		10.00	6000
	60000.00	100.0	60000

5. Syllabus Committee:

Syllabus shall be designed by the committee as follows:

- The Principal (Chairman)
- Minimum one Expert from CACPE
- Minimum one Expert from the field
- Extension wing coordinator (Secretary)

6. Evaluation & Examination

Evaluation of the said courses shall be as follows:

SN	Course	Evaluation Policy
1	Add-on course	No marks or grade shall be allotted, objective type examination shall be conducted. Certificate of completion shall be allotted
2	Certificate course	Subjective examination & viva shall be conducted or any other evaluation system decided by syllabus committee. Grade shall be given on the basis of examination conducted
3	Diploma course	Subjective examination & viva shall be conducted or any other evaluation system decided by syllabus committee. Grade shall be given on the basis of examination conducted
4	PG Diploma course	Subjective examination & viva shall be conducted or any other evaluation system decided by syllabus committee. Grade shall be given on the basis of examination conducted

Grading system shall be prepared time to time for all courses with the help of experts.

7. Certification

A certificate of merit shall be allotted to the candidate who fulfills all the conditions of the course.

8. Utilization of Infrastructure

Infrastructure of CACPE shall be utilized for the said courses. First priority shall always be given to the regular courses run by CACPE.

9. Role of Management

No course shall be conducted without the permission of management. All course structure shall be passed by CDC of CACPE.

10. Faculty:

- Qualified expert shall be called as visiting faculty for teaching course
- IQAC shall approve the visiting faculty
- Faculty shall create study material for the course
- Faculty shall be given remuneration as per approved by management time to time
- Remuneration charges for experts shall be 1000 Rs. per lecture (Duration of the lecture shall be One clock hour) for the academic year 2019-20 & 2020-21. Remuneration includes TA & DA
- Remuneration & other charges may be revised by Principal as per requirement with the consent of management.

11. Other Activities to be Conducted under extension wing

a. Survey:

- A study conducted in the society for the purpose of fitness evaluation of lay man will be considered as Survey

b. Workshops, Seminars & Conferences

- Workshops, seminars or conferences shall be conducted for the stakeholders (e.g. PE teachers, physical directors, fitness trainers, parents etc.)

c. Collaborations:

- Extension wing of CACPE shall invite different institutions, companies, NGOs etc. for collaborations.