

SDM GOVERNMENT PG COLLEGE DOIWALA, DEHRADUN

Guidelines for Add-on Courses

Add-on/Value-added/Certificate Courses are short term additional course specifically designed to complement student's regular academic curriculum. These courses are one of the best ways to fill the gaps in students' knowledge base and give them a competitive edge. One of the main benefits of Add-On courses is skill enhancement. In today's competitive world, employers and higher education institutions value candidates with practical, industry relevant skills. By acquiring these skills, students better prepare themselves for future challenges in the job market or higher studies. These courses provide interdisciplinary exposure by only broadening student's knowledge and also fostering creativity and innovation. Moreover, these courses often provide hands-on training, practical experience, which is crucial in building confidence and understanding real world applications of theoretical knowledge. Practical exposure can significantly enhance a student's problem-solving abilities and readiness for the professional world.

Add-on/Value-added/Certificate Courses offer students an invaluable opportunity to expand their skills, discovering new interests, gaining practical experience, adding value to their resume and helping them to grow both personally and professionally.

Approval Procedure

- The Course coordinator of Add-on/Value-added/Certificate Course must obtain formal permission from the principal to conduct the course by filling in the Proforma available on the website. A course developed by a department should be placed before the BOS of respective courses and approved by Academic council/ IQAC of the college. Along with the Proforma, Course details like syllabus, budget, tentative list of resource persons and their affiliations must be submitted to facilitate informed decision-making by the Academic council/IQAC.

Eligibility and Designing the Course content and Curriculum

- The title of the course should clearly convey the focus and objectives of the course.
- Clearly define the minimum eligibility requirements for participants, which includes educational qualifications, number of hours of teaching, fee structure, total no of seats, mode of selection, attendance requirement, mode of assessment, platform of teaching (online/offline/hybrid), hands on training, workshops, field visits etc. in the flyer and syllabus of the proposed course.
- The course offered should not be the same as any other course listed in the curriculum by the respective programme/ any other programs offered in the College. The course should provide additional learning opportunities, fostering skill development and knowledge enhancement.
- A syllabus covering all topics with clearly-defined objectives should be developed. Learning outcomes along with the learning objectives should be mentioned distinctly.

Participant Capacity

- It is essential to ensure that the course is effective by maintaining a minimum of 25 participants and the maximum number of participants should not exceed 50. For events conducted online, there is no upper limit.

Course Duration

- The duration of Add-on/ Value added course/ certificate course should not be less than 30 hours. This duration should be spread over an appropriate period to optimise learning outcomes. If the time duration of the course is less than the permitted time then extra classes will be taken to cover the required time duration.

Course Schedule and Format

- Classes for the course in particular shall be conducted beyond the regular class hours so as to facilitate the students of the college to enrol themselves. The course coordinator is responsible for preparing a schedule that clearly outlines the specific days of the week, time slot on which the course session will be held.
- The course can be conducted in various formats – online, offline or a hybrid mode. The chosen format should align with the course content, objectives, and the convenience of both the resource person and participants.

Course Fee

- Only registration fee of Rs. 100 per student will be charged by the college to cover the operational/handling charges. This fund collected from the participant should be used for providing course completion certificate and to cover various event-related cost.

Procedure for Registration, Attendance and Evaluation

- The list of Add-on/Value-added/Certificate Courses should be displayed on the college website and on the college notice board along with the syllabus and other information and also informed to students by the course coordinator.
- A student will be permitted to register for only one Add-on/Value-added/Certificate course in a semester offered by the college by submitting the duly filled-in registration form.
- The course coordinator shall be responsible for the registration of participants and maintenance of the attendance, Assessment Records of the participants who have registered for the course.
- Each student should have 80% attendance. If attendance is less than the permitted time duration then extra classes must be taken by student. There is no relaxation for attendance.
- An evaluation method needs to be implemented to assess the progress and performance of participants. This includes written exam, assignments, projects, presentation or practical assessments. The record should be maintained by course coordinator which contain details of marks obtained in qualifying exam and class test.
- The passing requirements for a course should be 50% of the marks in the qualifying exam prescribed for the course.

Course completion Certificate

- A course completion certificate is to be provided that is duly signed by Authorized signatories to the participants who successfully passed the qualifying exam and fulfil the course requirements.

Advertisement and Enrollment

- Course coordinator should develop a strategy to promote the course and attract participants. This may include advertisement through flyers, notice uploads on college website and on notice boards and in students' WhatsApp groups.
- Ensure the enrolment process should be straightforward and accessible with clear instructions.

Report submission and Feedback

- At the end of the course, it the course coordinator's responsibility to submit a report. This report should include geotagged pictures of each course, along with a list of participants and their attendance records.
- A complete account of expenditure is also submitted after the course comes to an end.
- Collect feedback from participants at the end of the course to evaluate the effectiveness of the course and to identify areas for improvement.

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FORMAT FOR CONDUCTING ADD-ON COURSES

1. Name of the Department conducting the course:
2. Name of the Course coordinator:
3. Proposed Title of the Course:
4. Mode of conduct of Course:
5. Duration of the Course:
6. Total number of seats:
7. Total number of teaching hours:
8. Time and Days of the slot:
9. Room requirement:
10. Office attendant/Lab attendant:

Course Coordinator

Principal

Proposed List of speakers along with their affiliation:

- 1.
- 2.
- 3.
- 4.
- 5.