



## **Guidelines for Add-on Courses**

**BIJNI COLLEGE::BIJNI**

### **Approval Procedure**

- Application should be submitted by the Head of the Department to the Principal by filling in the Proforma available on the college website.
- Along with the Proforma, course details like syllabus, budget, tentative list of resource person and their affiliations must be submitted.
- The application and course details submitted by the applicant will be placed by the Principal before the Curricular Aspects Committee for scrutiny.
- Based on the recommendation of Curricular Aspects Committee, the application will be placed before the Governing Body.
- After the approval of the course formal permission will be issued by the Principal.

### **Appointment of Course Co-ordinator**

- For conducting the approved course, a Course Co-ordinator will be appointed by the Head of the Department.

### **Types of Course**

- Course Related Add-on Certificate Course
- Skill/Career Related Add-on Certificate Course

### **Course Title and Eligibility**

- The title of the course should clearly convey the focus and objectives of the course.
- Clearly define the minimum eligibility requirements for participants, which may include educational qualifications, pre-requisites, number of hours of teaching, fee structure, total number of seats, mode of selection, attendance requirement and mode of assessment in the flyer and syllabus of the proposed course.
- The Add-on course should provide additional learning opportunities not covered by the existing curriculum, fostering skill development and knowledge enhancement.

### **Participant Capacity**

- It is essential to ensure that the course is effective by maintaining a minimum of 30 participants. Conversely, to ensure personalised attention and an interactive learning environment, the maximum number of participants should not exceed 50, in case the event is being conducted in physical mode. For events conducted online, there is no upper limit.

### **Course Duration and Format**

- The duration of the course must be approximately 30 hours of learning or engagement. This duration should be spread over an appropriate period to optimise learning outcomes.

### **Mode of Delivery**

- The course can be conducted in online, offline, or a combination of both (hybrid). The chosen format should align with the course content, objectives, and the convenience of both the resource person and participants.

### **Programme Schedule**

- The Course Co-ordinator is responsible for preparing a comprehensive schedule that clearly outlines the specific days of the week on which the course sessions will be held.
- It is crucial to ensure that the timing of each session does not conflict with the regular class schedules of the college. To avoid such conflicts, course sessions should ideally

be scheduled on Saturdays from 2 pm. This careful planning will help ensure that participants can attend the course without compromising their regular academic commitments.

### **Course Fees**

- The fee for attending Course Related Add-on Course should be set between Rs. 200/- and Rs. 1000/- per student. This range ensures accessibility while also covering the costs associated with delivering high quality content and resources.
- The fee for attending Skill/Career oriented Add-on Course should be set between Rs. 1500/- and Rs. 3500/- per student. This range ensures accessibility while also covering the costs associated with delivering high quality content and resources.
- The funds collected from participants can be used to cover various event-related costs, such as the expenses for the inauguration, valedictory functions, printing cost of certificate etc.
- Furthermore, these funds will also be spending to compensate the resource person from outside institution.

### **Resource Provision**

- Ensure all necessary resources and materials, such as lecture notes, PPTs, handouts, or access to online platforms, are provided to participants in during the course.
- If additional resources are required, such as software or specific equipment, these should be arranged in advance and communicated to participants.

### **Course Content and Curriculum**

- Course may be of subject related or career oriented.
- Develop a course outline that covers all topics and objectives. Ensure that the course curriculum is not redundant with existing curriculum content but rather provides new insights or skills that enhance the participants' educational experience.
- Clearly mention the learning objectives and learning outcomes in the brochure developed for the advertisement.

### **Evaluation and Feedback**

- Implement a method of evaluation to assess the progress and performance of participants. This could include class test, quizzes, assignments, projects, practical etc.
- Collect feedback from participants at the end of the course to evaluate the effectiveness of the course and identify areas for improvement.

### **Certification**

- Provide a certificate of completion to participants who fulfil the course requirements.
- The certification should highlight the skills or knowledge gained, adding value to the participants' professional profiles.

### **Budget and Resources**

- Prepare a detailed budget outlining the costs associated with running the course, including instructor fees, materials, technology, and any other relevant expenses. The same should be submitted along with Proforma for permission.
- Any money spent from the collected corpus should have prior permission from the head of the institution and bursar.

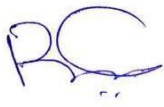
### **Advertisement and Enrolment**

- Co-ordinator is bound to develop a strategy to promote the course and attract participants. This may include advertisements through flyers, emails, notice uploads on college website, Facebook account of the college etc.

- Ensure the enrolment process is straightforward and accessible, with clear instructions on how to register for the course and if possible, through QR code/ form link for the online application.

### **Report submission**

- At the end of the course, it is the responsibility of Co-ordinator to submit a report in the specified format. This report should include geotagged pictures of each session, along with a list of participants and their attendance records.
- A complete account of expenditure is also to be submitted to the dealing assistant of the accounts after the course comes to an end.



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