

E. K. Nayanar Memorial Government College, Elerithattu
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ADD-ON COURSES POLICY AND PROCEDURE

POLICY

AREA: STUDENT SUPPORT

POLICY NO. 104/2021

DOCUMENT OWNER: PRINCIPAL

Title: Add-on courses

Date: 15 June 2021

The blueprint is designed to create a framework for offering short-term career enhancement courses at E.K.Nayanar Memorial Government College, Elerithattu.

SCOPE

This policy is applicable to the Principal, Heads of Departments (HODs), coordinators of certificate programs, the Internal Quality Assurance Cell (IQAC) coordinator, and students of E.K.Nayanar Memorial Government College, Elerithattu.

POLICY STATEMENT

1. E.K.Nayanar Memorial Government College, Elerithattu is committed to enhancing students' skills and providing better career opportunities through additional certificate courses. Recognizing the need for students to acquire supplementary knowledge and expertise to fulfill their career aspirations, the college acknowledges feedback from employers and alumni indicating the demand for additional skills in many job roles. Certificate courses are tailored to meet industry requirements.
2. The college endeavors to offer these courses to students free. Add-on courses provided by E.K.Nayanar Memorial Government College, Elerithattu are required to have a minimum duration of 30 hours.
3. In some instances, external faculties or firms may be engaged to deliver these certificate courses. In such cases, the Principal, HOD, Certificate Programme coordinator, and IQAC coordinator will engage in discussions with the external parties and may establish a Memorandum of Understanding (MoU) to protect the interests of E.K.Nayanar Memorial Government College, Elerithattu.

RESPONSIBILITIES

1. Each department must appoint an Add-on Course Programme coordinator at E.K.Nayanar Memorial Government College, Elerithattu.
2. The department's Board of Studies will determine student intake, course syllabus, and duration.
3. If external parties are involved, the Principal, HOD, and Add-on Course Programme coordinators must negotiate and sign a MoU at E.K.Nayanar Memorial Government College, Elerithattu.
4. The Principal, IQAC Coordinator, and HODs should inform students about certificate courses, including syllabi, and duration, through induction programs and the college website at E.K.Nayanar Memorial Government College, Elerithattu.



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5. Admission to Add -on Courses should be conducted fairly on a first-come, first-served basis by the IQAC Coordinator and HODs at E.K.Nayanar Memorial Government College, Elerithattu.
6. Add -on Course Programme coordinators and HODs must ensure courses are completed on time, without overlapping with internal or semester exams at E.K.Nayanar Memorial Government College, Elerithattu.
7. Students must attend courses and exams and follow instructions from the Add -on Course Programme coordinator at E.K.Nayanar Memorial Government College, Elerithattu.

PROCEDURE

1. The Board of Studies (BoS) is established by the department under the directive of the Principal and IQAC, comprising senior faculty members, external subject experts, and industrial professionals.
2. The BoS should consist of a maximum of six members.
3. The BoS is reconstituted every five years when introducing a new add-on course.
4. The purpose and necessity of the add-on course are determined in departmental BoS meetings.
5. The HOD/department appoints a staff member as the course coordinator.
6. The BoS develops the syllabus, identifies external faculty/firms if needed, and submits proposals to the HOD/Programme coordinator for approval during BoS meetings.
7. Course details, including syllabus and exam patterns, are communicated to students through the college website and brochures.
8. Applicants can contact their respective departments, and a list of pre-admitted students is displayed on the department notice board and communicated to students.
9. The course adheres to the Add-on Course policy, with exams conducted and certificates issued to eligible students.

Document Control

1. The approval of syllabus should be documented in the minutes of the Board of Studies meetings.
2. The Add-on Course Programme coordinator should be the custodian of the following documents: a) syllabus, b) list of enrolled students, c) student attendance, d) exam details, e) mark lists, f) list of students eligible for certificates, g) copies of issued certificates, and h) feedback.

Feed back

Staff and students of E.K.Nayanar Memorial Government College are encouraged to provide feedback through a feedback form.

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
Administrator : Principal	Next review date: 1 June 2025



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