	Bharata Mata College of Commerce and Arts, Chunangamvely, Aluva	Policy No. II Page 1 of 3 Revision No.00 Date 01.06.2023 Effective from 01.12.2023
	ADD ON COURSES	

Title: ADD ON COURSES

Policy Statement:

Bharata Mata College of Commerce and Arts(BMCCA), Choondy, Aluva offers career and market oriented, skill enhancing add- on courses along with the UG courses for the benefit of the students.

It aims to mould the students with employable skills. These job- oriented courses are designed to equip the students to face the emerging challenges in the job market.

Objectives of the add- on Course:

- To provide students an understanding of the expectations of industry.
- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students develop their inter-disciplinary skills.
- To mould students as job providers rather than job seekers.

Scope of the policy

The add- on course applies to all first-year students enrolled in BMCCA.


Procedure number

1. Add- on course committee to be constituted
2. Designing the courses
3. Guidelines for conducting add- on courses
4. Duration and venue
5. Procedure for registration
6. Attendance and examination
7. Course completion

Procedure

1. Add- on course committee to be constituted consisting of add- on course coordinator and members from each department.
2. Designing the courses
 - Before designing the syllabus, the feedback from the employers, alumni and parents will be analysed and considered for selecting an appropriate course.
 - understand the expectations for current and emerging trends.

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- Any new Courses may be introduced by a department after sufficient discussions in the add- on committee and approval by the college Council.
- The course offered should not be the same as any course listed in the curriculum of the respective program.

3. Guidelines for conducting add- on courses

- It is a compulsory course. All students must register at least one add- on course.
- This learning course is open to all students with additional fee.
- Add- on Course is not mandatory to qualify for any program.
- Classes will be conducted after the regular class hours. It may be also conducted during weekends / vacation period.

4. Duration and venue

- The duration of add-on course should not be less than 30 hours.
- If it is conducted as diploma course the duration may be more than 1 year.
- The college shall provide class rooms/ lab based on the number of students/batches.


5. Procedure for registration

- BMCCA conduct an awareness class to the students regarding various add- on courses.
- Details of the courses presented by the different add- on agencies.
- Student choices are collected through google form
- The add- on coordinator shall segregate the data according to the choice opted and send it to the principal.

6. Attendance and examination

- Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment.
- The attendance shall be submitted to the Head of the Department once a month for monitoring.
- Each student shall have a minimum of 75% attendance in all the courses.
- After completion of course add- on agencies conduct an examination through offline/online mode.

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7. Course completion

- students will get a certificate after they have registered for, written the exam and successfully passed.
- The students who have successfully completed the add-on Course shall be issued with a Certificate duly signed by the Authorized signatories.

Responsibilities

- It is the responsibility of the department coordinators of each add-on course for the effective conduct of classes.
- Department coordinators and class in charges are responsible for the effective communication of information to the students, parents and agencies.
- Add- on course coordinator is responsible for the proper conduct of all add- on courses.

Directive

- Feedback should be collected from all the students during the course.
- Add- on course fee should be collected at the time of admission.

Page Number: This policy is a three-page document.

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