

# Guidelines intended for accomplishment of Add-on Courses

#### Purpose

To present overall procedure of plan and execution of value added /Add On courses in the institute.

### Scope

This document describes the purpose of the value added/Add On course and overall process of implementation and conduct of Add On course in the institute.

### **Objectives**

- > To improve the overall knowledge, skills and performance of the students.
- To offer assistance and support to the students on current advancements in the domain area.
- > To link the gaps in academics

### **Process of conduct of Add On courses**

The procedure for plan and execution of these courses is as follows:

- 1. Identification of curricular gap
- 2. Inputs from stakeholders/ industrial experts etc
- 3. Approval from Head of Institution
- 4. Notice/Display/Advertisement/of the value added courses brochure
- 5. Enrolment process
- 6. Value added courses curricular delivery
- 7. Maintenance of Attendance record
- 8. Assessment/Evaluation
- 9. Display of results
- 10. Certification to qualified students

#### Impact

- > Overall Progress or development of students throughout the UG or PG program
- Sophisticated/ advanced instrumentation
- Career guidance/support
- Soft skill development





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