



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

**Policy Document
On
ADD-ON COURSES**



1. INTRODUCTION

In the contemporary world, heightened competition underscores the need for creativity and initiative in tackling new challenges. The rapid pace of technological advancements renders many programs offered by higher educational institutions obsolete. Given this reality, no curriculum can comprehensively cover all relevant topics. Consequently, institutions of higher education must continually enhance, enrich, and expand their curricula to better prepare students for the dynamic demands of industry, aligning with their individual interests and capabilities.

Joya Gogoi College extends valuable opportunities for college students, as well as other students, to engage in a diverse range of value-added courses. Participating in these courses allows students to distinguish themselves from other job applicants and augment the value of their resumes. Simultaneously, certain courses aim to foster societal values in young minds, cultivating well-rounded and dedicated citizens.

2. SCOPE

- Enhancing students' employability skills.
- To provide students the chance to cultivate interdisciplinary skills.
- To foster a positive social awareness and instill a commitment to society in students.
- Providing students with a range of learning and capacity-building opportunities for choice and flexibility.


3. POLICY ON ADD-ON COURSES

- The institution's objective should encompass providing a diverse range of options through add-on courses. A comprehensive list of potential courses must be regularly prepared and updated, aligning with stakeholder needs and job market demands.
- Departments and cells intending to introduce new add-on courses should conduct need assessments through consultation and trend observation with relevant stakeholders. The decision to introduce a new course or continue an existing one for a specific academic year should be finalized, and necessary permissions must be sought from the relevant authorities before commencement.

- To acquire necessary permissions, the concerned departments and cells should prepare a detailed syllabus for the proposed course. Formal proposals for these courses, along with relevant documents, should be presented for approval before the Academic Council, IQAC, and ultimately the Principal.
- The institution's add-on courses should aim to develop values, ethics, employability, and/or life skills among students. These courses should differ from other formal courses offered in the regular curriculum of the affiliating university and can be presented as certificate or diploma courses.
- Each course should have a minimum duration of 30 hours, including actual classroom teaching and/or fieldwork. The scheduling of any add-on course should be approved by the IQAC, with the option of conducting classes during weekends. Classroom and time allotments should align with the existing academic timetable.
- Enrollment in add-on courses is open to students from the college and interested external participants. Departments/cells have the autonomy to decide on the mode of evaluation for awarding course completion certificates.
- Existing students of the college opting for add-on courses will not be charged admission fees. The department and/or cell running an add-on course may determine the admission fees for external students. Each course will have a coordinator responsible for overseeing its conduct. In cases where courses are jointly/collaboratively run, there will be coordinators from each participating department/cell.
- A department/cell may conduct a maximum of 2 add-on courses during one academic year. Any grievances related to add-on courses should be initially addressed by the coordinator and, if unresolved, brought to the institutional-level grievance cell.

Amended and adopted as on: 7th, January, 2021




Principal & Secretary
Joya Gogoi College
Khumtai