



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

**Sri Venkateswara College**

(University of Delhi)

NAAC Grade A+

## Guidelines for Add-On Courses

### **Approval Procedure**

- The convener must obtain formal permission from the principal to conduct an Add-on course by filling in the proforma available on the college website. Along with the proforma, course details like syllabus, budget, tentative list of resource persons and their affiliations must be submitted, to facilitate informed decision-making by the principal.

### **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.
- If laptops or other specific resources are necessary, this must be explicitly mentioned as part of the eligibility criteria.
- 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 25 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 various formats—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/Course Schedule**

- The convener/s is/are 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, Sundays, during vacations, or mid-semester breaks. This careful planning will help ensure that participants can attend the course without compromising their regular academic commitments.

## **Course Fees**

- The fee for attending any 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.
- A fee of Rs. 200 per student shall be charged by the college to cover the operational/handling charges.
- The funds collected from participants can be used to cover various event-related costs, such as the expenses for the inauguration and valedictory functions.
- Furthermore, these funds will also be used to compensate the resource person, who should be paid Rs. 2000 for an offline event or Rs. 1500 for an online event.

## **Resource Provision**

- Ensure all necessary resources and materials, such as lecture notes, handouts, or access to online platforms, are provided to participants 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**

- 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 quizzes, assignments, projects, or practical assessments.
- Collect feedback from participants at the end of the course to evaluate the effectiveness of the course and identify areas for improvement.

## **Instructor Qualifications**

- The course should be led by highly qualified instructors who possess substantial expertise in the subject matter. It is important that their qualifications and experience are prominently featured in the course information to generate positive interest and confidence among potential participants.
- While it is permissible to have a few resource people to be from Sri Venkateswara College, the majority of the speakers should be external experts, bringing diverse perspectives and experiences to the course.

## **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**

- Convener 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, tweeter 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 convener's responsibility 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 SO accounts after the course comes to an end.



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## **PERMISSION FOR CONDUCTING ADD-ON COURSES**

NOTE: 1. Please identify and finalize the resource persons and the room, if required, before getting the permission letter signed.

2. A copy of this duly filled in form signed by the Principal and Convener and be submitted to ICT and/or Caretaker for necessary action.

3. Please ensure that the completion certificate of the course is physically signed by the Convener and Principal after the course report is made.

### **EVENT DETAILS**

1. Name of the Department/s conducting the course: .....
2. Name of the TIC and/or Convenor: Prof./Dr./Mr./Ms.....
3. Proposed Title of the Add-On Course: .....
4. Mode of conduct of Course ( Offline/Online/Hybrid):.....
5. Collaborating Agency /Organization (If any): .....
6. Duration of the Course: from..... to.....
7. Total number of teaching hours:.....
8. Time and Days of the Slot: .....
9. Total number of seats.....
10. Fees of the Add-on Course being charged from students (Please specify amount): .....
11. Proposed Budget (please attach details in a separate enclosure): .....
12. Faculty responsible for Geo Tagged Pictures .....
13. Faculty responsible for Course Report .....
14. Faculty responsible for accounts submission:.....
10. ICT support required, if any (ICT Lab, Laptop, LCD projector)
11. Caretaker support required (tables, chairs, public addressing system, sanitation, manpower assistance)
12. Room requirement (Seminar Hall/ Ground/others) .....

Add-on Course Coordinator

(Date:            )

Principal

( Date:            )

**Proposed List of the speakers along with their affiliation:**

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)