Policy Code: **A O C 0 2**

POLICY DOCUMENT ON ADD-ON COURSES / VALUE ADDED PROGRAMMES / CERTIFICATE COURSES

1. INTRODUCTION

In the classical language Sanskrit, Naipunnya means 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. NSMC affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

2. POLICY STATEMENT

2.1 Add-On Course (AOC) / Certificate Courses (CC)

Add-on courses/Certificate Courses are short-term training programs that are designed to supplement the core curriculum of a degree program. These courses provide students with additional skills and knowledge that are relevant to their field of study.

The students should opt and choose the AOC / CC of their choice to gain additional knowledge in the area of his/her interest from the pool of the Add-On courses being offered by the Institute.

The student may choose not to opt for any Add-On course as these courses are not mandatory to qualify for award of Degree.

Objectives;

a) To enhance knowledge and skills
b) To bridge the skill gaps and make the students industry ready.
c) To provide opportunities to students to seek the knowledge and job opportunities in the specialised area of interest

2.2 Value-Added Courses (VAC)

Value-Added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life.

Objectives;

a) To enable students to understand expectations of the industry.
b) To improve employability skills of students.
c) To provide opportunities to students to develop their inter-disciplinary skills.

3. DESIGNING THE COURSE SYLLABUS FOR AOC/VAC /CC

i. Before designing the syllabus, feedback from the employers, alumni and industry people will be collected and analyzed to select and design an appropriate course by identifying the gaps.

ii. Any new **AOC/VAC/CC** drafted should be placed before the add-on course committee for approval along with the sample certificate.

iii. Any approved **AOC/VAC/CC** should be submitted to the college academic council for approval.

iv. The courses offered should not be the same as any course listed in the curriculum of the respective program or any other program offered in University Departments.

v. A unique course code is to be given for each course.

4. GUIDELINES FOR CONDUCTING AOC/VAC/CC

i. Approval of the Add-on Course Committee is essential for the commencement of **AOC/VAC/ CC**

ii. **AOC/VAC/CC** are not mandatory to qualify any program and award of degree

iii. **AOC/VAC/CC** will be conducted during the reserved Time Slot in a week or beyond the regular class hours.

iv. The **AOC/VAC/CC** courses may be also conducted during weekends / vacation period.

v.   A student will be permitted to register more than one **AOC/VAC/CC** in a Semester.

vi.   The students may be allowed to take value added courses offered by other departments after obtaining NOC (Non objection certificate) from HoD who offers the course.

5. CONDUCT OF ADD-ON COURSES

i.   The duration of AOC/VAC/CC should not be less than 30 hours.

ii.   The HoD of the respective Faculty shall provide class room/s based on the number of students/batches.

iii. **AOC/VAC/CC** shall be conducted by the respective Faculty itself.

6. PROCEDURE FOR REGISTRATION

i.   The list of **AOC/VAC/CC** shall be displayed on the instructional website along with the syllabus.

ii.   A student shall register for an **AOC/VAC/CC** by submitting the registration form.

iii. The teacher in charge shall prepare the enrolment list (signed by enrolled students) and submit it to the HoD.

7. ATTENDANCE

i.   The faculty who handles the course shall be responsible for the maintenance of Attendance and Assessment Record.

ii. Each student should have a minimum of 75% attendance in the particular course, failing which he or she will not be permitted to write the end assessment test.

iii. Teachers should use the Linways LMS to record hour-based attendance.

8. PASSING REQUIREMENT AND GRADING

i.   The passing requirement for **AOC/VAC/CC** shall be 40% of the marks prescribed for each course.

ii. A candidate who has not secured a minimum of 40% of marks will be considered not passed, and he or she will not be eligible for the certificate.

iii. The grades obtained in these courses will not be included in calculating the CGPA or for any other academic purposes.

9. COURSE COMPLETION

i.   Learners will get a course completion certificate

ii. The students who have successfully completed the **AOC/ VAC/CC** shall be issued with a Certificate duly signed by the Authorized signatories.

iii. The course file should include a brochure of the course, a syllabus, an enrolment list signed by students, an hourly attendance sheet signed by students, a mark list signed by students, an end assessment test question paper, and at least five sample certificates.

iv. A copy of the final course record should be submitted to the add-on course committee for approval. If it is rejected by any means, the teacher in charge and respective HoD should take corrective measures to correct the course record and get approval from the add-on course committee.

v. At the end of each **AOC/VAC/CC**, the course record shall be duly signed by the course instructor, the head of the department, and the principal. and placed in safe custody for any future verification.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.
Indicative time of Review: 22/11/2025
Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator
Approval Authority: College council

Fr. Baiju George, Principal