Telangana Social Welfare Residential Degree College for Women Nirmal, Telangana
(Affiliated to Kakatiya University)

GUIDELINES FOR ADD-ON COURSE
2021-22

The rapid changes in the Science & Technology fields requires additional set of knowledge and skills beyond prescribed curriculum to meet the industrial requirement. This can also enhance the lateral thinking and the spirit of innovation and start up to cope up with the schemes launched by Government. To meet the rapid technological development, several times, students need to be imparted with new skills and professionalism in order to achieve the Programme Specific Objectives. The university curriculum clearly defines the program specific courses. However, students may need specialized aptitude of their own interest to become industry ready. In view of this, TSWRDCW Nirmal decided to offer Add-On courses in the fields of Physical, Life Sciences, Commerce & Computer Technology ranging from foundation to more specialized areas. These courses are conducted by experts for academia and industries which help students to stand apart from the rest in the job market by adding further value to their resume.

1. Objectives

The main objectives of the Add-On Course are:

- To enhance the knowledge and skills in more specialized areas of Sciences and Technology beyond Curriculum.

- To bridge the skill gaps and make students industry ready.

- To provide an opportunity to students to seek the knowledge and the more job opportunities in the specialized area of interest.

2. Course Designing

The Institute has designed variety of Add-On courses in discussion with the Heads and Faculty members after taking into consideration the current advancements in relevant fields and industrial demands. The detail of Add-On courses and their content is shown in **Annexure I.** The Registration form is shown **in Annexure II**

3. Guidelines for conducting Add-On courses

Add-On Course is over and above the prescribed curriculum. The students should opt and choose the Add-On courses 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 or award of degree.

Therefore, registration for Add-On course is not mandatory. After successful completion and evaluation, the certificate will be awarded to student by the Institute. It is a teacher assisted learning course open to all students. The following are the guidelines for the conduct of the Add-On course.

- o Students studying in second semester to sixth semester are eligible for registration of Add-On course one per semester.

- o Classes for an Add-On Course are conducted during the **RESERVED** Time Slot in a week or beyond the regular class hours.

- o An Add-On courses may be also conducted during weekends/ vacation period.

- o A student will be permitted to register **only one Add-On Course in a Semester**.

- o Student can decide the **track of the course** to earn specialized knowledge of the selected area.

- o A Life Science Student can earn specialized knowledge in any of the areas from Commerce, Computers & Technology to have better understating in the specialized field of his/her interest and can continue till completion of all Add-On courses in that field.

- o The student can also opt for the Add-On courses offered by other than her parent Department.

- o Some course content may be delivered by the Industry experts and eminent academicians from other Institutes.

- o The Add-On course can be offered only if there are at least 15 students opting for it.

- o The duration of the Add-On course will be 30 hours to 45 hours and as stated in the course content.

- o The attendance and evaluation record of the students and the marks obtained will be maintained by the respective course coordinator.

- o The test will be conducted as per the need of course after the completion of the course and shall be internal. The marks distribution shall be **20% for attendance and 80% evaluation at the completion of the course**. Minimum **80%** attendance and **60%** marks are mandatory for award of certificate.

5. **Procedure for registration**

The list of Add-On Courses shall be made available at the respective Departments and IQAC Centre along with the syllabus. A student shall register for an Add-On Course offered during the semester by submitting the duly filled-in registration form. The segregation of Add-On courses according to the choice opted will be done at institute level and final allotment list will displayed after the approval of Principal and Course Coordinators. The time table for the classes of Add-On courses

will be notified to the students by Course Coordinators.

6. Grading

The passing requirement for Add-On courses shall be 60% of the marks prescribed for the course. A candidate who has NOT secured a minimum of 60% of marks in a course shall not be awarded certificate. The Grades will be awarded to the students depending on the percentage of marks obtained by a candidate in a course as below.

Grade	Marks %
O	90 and above
A	80-89
B	70-79
C	60-69

7. Awarding Certificate

Students will get a certificate after they have registered for, appeared 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.

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2021-2022

SCHEME FOR ADD-ON COURSES (AOC)

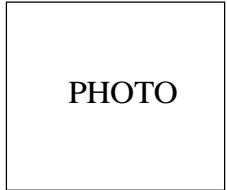| SNo	Semester	Course Code	Course Title	Duration	Department	Course Coordinators
1	V/VI	AOCCS01	Internet of Things	45 hours	Computer Science	IQAC Coordinator &Head, Computer Science Dept.
2	V/VI	AOCCM01	Tally/SPSS	30 hours	Commerce	IQAC Coordinator &Head, Computer Science Dept.
3	III/ IV	AOCPS01	Beautician and Cosmetology	30 hours	Physical Sciences	IQAC Coordinator &Heads of the Department.
4	III/ IV	AOCLS01	Molecular Biology Techniques	30 hours	Life Sciences	IQAC Coordinator &Heads of the Department.
5	I/II	AOCLS02	Food Science and Nutrition	30 hours	Life Sciences	IQAC Coordinator &Heads of the Department.

TELANGANA SOCIAL WEFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN NIRMAL

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Telangana

REGISTRATION FORM

FOR ADD-ON/SHORT-TERM/CERTIFICATE COURSES, 2021-22

(Please read the course guidelines carefully before filling the form).

PHOTO

1. COURSE Name:

Course	

2. Name of the Student (in block letters): ....

3. Hall Ticket Number: ………… ....

4. Class/ Group: ………………………………………… ....

5. Email: ……………………………..

6. Mobile: ………………………………………………

7. Date of Birth (in dd/mm/yyyy format): ....

8. Mother's Name ....

9. Father's   Name. ....

10. Permanent Address
....
....

11. Details of the Registration fee submitted along with the application form

Form of Payment (DD/Cheque/NEFT/Cash) ....

Amount Paid ………………………………………………………………………………………….

Receipt No ………………………………...

DECLARATION

✓ I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

Signature of the Student

FOR USE BY THE COLLEGE
ADMITTED / NOT ADIMMITTED
COURSE COORDINATOR   PRINCIPAL

TELANGANA SOCIAL WEFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN NIRMAL
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RECEIPT

FOR ADD-ON/SHORT-TERM/CERTIFICATE COURSES, 2021-22

Form No. /Registration No. AOC/CS/21/____

RECEIPT-CUM-REGISTRATION NO. FOR ADMISSION TO

COURSE...

Received from Ms...

Registration fee paid …………………………………………………………….......

Signature of Course Coordinator