Policy In Designing Add on Program Courses

The ever-changing global scenario makes the world more competitive and requires high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emerging challenges. Many a times, the defined skill sets that are being imparted to students today with Programme Specific Objectives in educational institutions become redundant sooner than later due to rapid technological advancements. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

Annamacharya Institute of Technology and Sciences offers a wide variety of Add on Program Courses which are conducted after class hours. These courses are conducted by our teaching faculty members and help students stand apart from the rest in the job market by adding further value to their resume. They are mostly independent to each type of the fields.

Objectives

The main objectives of the Add on Program Courses are:

- To provide students an understanding of the expectations of industry.
- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills.
- To mould students as job providers rather than job seekers.

Course Designing

The department interested in designing a Add on Program Course should undertake Training Need Analysis, discuss with the generic employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. According to the content and target group, the appropriate pedagogical methods should be adopted in the curriculum. Any new Add on Program Course developed by a Department should be placed before the Principal and Head of the departments and approved by them. The course offered should not be the same as any course listed in the curriculum of the respective programme.

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ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
C.K. Dinne (V&M),
KADAPA - 516 003. (A.P.)

Guidelines for conducting Add on Program courses

Add on Program Course is not mandatory to qualify for any programme and the credits earned through the Add on Program Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

It is a teacher assisted learning course open to all students without any additional fee. However, students shall pay the prescribed examination fee and register along with other courses in that particular semester.

*Classes for a Add on Programs are conducted during the **RESERVED** Time Slot in a week or beyond the regular class hours .

*The Add on Program courses may be also conducted during weekends / vacation period.

* A student will be permitted to register only one Add on Program Course in a semester.

* No student will be encouraged to opt for the Add on Program offered by his/her parent Department/Faculty.

*The course can be offered only if there are at least 5 students opting for it.

The students may be allowed to take value Add on Program courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

The duration of Add on Program course is 30 hours with a combination 18 hours (60%) of theory and 12 hours (40%) of practical. However, the combination of theory and practical shall be decided by the course teacher with the approval of the Head of the Department.

Procedure for registration

The circular for Add on Program Courses shall be displayed in the college notice boards and also in the departments . A student shall register for a Add on Program Course offered during the semester by giving their names to the respective coordiators through the concerned Head of the Department.

Attendance

Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course.

The Record shall contain details of the students' attendance, marks obtained in the Assignments and Seminars. In addition. the Record shall also contain the organization of lesson plan of the Course Instructor.

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The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.

At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification.

Principal