

# RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE

## Value-Added/Add-On Courses Policy



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#### Introduction:

RISE Krishna Sai Gandhi Group of Institutions, committed to providing engineering students with a comprehensive education that goes beyond the standard curriculum. To enhance their academic experience and employability, College offers a range of Value-Added/Add-On Certificate Programs. These programs are designed to supplement students' technical knowledge, develop practical skills, and broaden their horizons in various domains. This policy outlines the guidelines and procedures for implementing and managing Value-Added/Add-On Certificate Programs at our institution.

#### Program Selection and Approval:

- The selection of Value-Added/Add-On Certificate Programs will be based on relevance to the engineering disciplines offered at the institution, industry demand, Feedback from Various stake holders and alignment with our educational objectives.
- Faculty members, department heads, and the Academic Council will be involved in the evaluation and approval of proposed programs.
- Approved programs should be regularly reviewed to ensure their continued relevance and effectiveness.

#### Program Duration and Schedule:

- Value-Added/Add-On Certificate Programs may vary in duration but should generally be completed within 60 hours.
- Programs will be scheduled to minimize conflicts with regular academic courses, and flexible timings should be provided to accommodate students' needs.

#### Eligibility and Enrollment:

- Enrollment in Value-Added/Add-On Certificate Programs is open to all registered engineering students, subject to availability and meeting any prerequisites.
- Students can enroll in these programs during specific registration periods designated by the institution.

#### Curriculum and Course Content:

- Each program should have a defined curriculum that outlines the courses/modules, learning objectives, and assessment methods.
- Programs should include a mix of theoretical and practical components, with an emphasis on hands-on learning.
- Guest lectures, workshops, and industry visits may be included to provide real-world exposure.

#### Evaluation and Certification:

- Students enrolled in Value-Added/Add-On Certificate Programs will be assessed through a combination of assignments/examinations or project work.
- Upon successful completion of the program, students will receive a certificate from the institution, which will be recognized by employers.
- Certificates should mention the program's name, duration, and the skills acquired.

#### Quality Assurance:

- The institution will maintain high standards of quality in the delivery of Value-Added/Add-On Certificate Programs.
- Continuous feedback from students and faculty will be used to improve program content and delivery.

#### Record Keeping and Documentation:

- Comprehensive records of program enrollment, attendance, assessments, and certificates will be maintained by the institution.

#### Program Review:

- Periodic reviews of the effectiveness and relevance of Value-Added/Add-On Certificate Programs will be conducted, and necessary adjustments will be made.

#### Policy Updates:

- This policy may be subject to periodic review and updates to ensure alignment with changing educational and industry trends.