

OFFICE OF THE PRINCIPAL, NORTH GAUHATI COLLEGE
P. O. College Nagar, Guwahati-781031

অধ্যক্ষৰ কাৰ্যালয়,
ডাক : কলেজ নগৰ,



উত্তৰ গুৱাহাটী মহাবিদ্যালয়
গুৱাহাটী-৭৮১০০১

Ref. No NGC/

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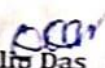
Phone No. 9954205488/7002328228

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Policy for opening Add-on Course/Certificate Course by North Gauhati College

A certificate course/add on course may be chosen out of those courses provided by the Gauhati University. If any such course is designed by the College, then the following guidelines are to be followed-

1. The syllabus must be well framed with a minimum of 2-3 credit.
2. Objectives of the course and course outcome must be mentioned in the syllabus.
3. It is advisable that the syllabus be reviewed by an external subject expert.
4. Minutes/resolutions of the departmental meeting for introduction of such course should be maintained in the departmental proceedings book with signature of HoD and other faculty members of the concerned department.
5. The proposal for introducing a particular certificate/ add on course must be submitted to In Charge, Add-on course, North Gauhati College by the concerned department with syllabus. The proposal must contain course objectives, course outcome, target students group, tentative budget of the course, fee structure (if any), credit structure and evaluation procedure.
6. The course proposal should be placed before the Academic Committee of the College for its approval.
7. Each course must be at least 30 hours duration.
8. Classes for the said course should be earmarked in the departmental routine of the College.
9. Class record should be maintained in a register by the concerned Department.
10. Evaluation procedures for the said course must be well framed and it should be mentioned in the syllabus. The minimum mark for the evaluation should be 30.
11. Assessment record must be maintained in the concerned Department.
12. After the completion of a particular course, certificate may be issued to the student by the concerned Department with approval of Principal, North Gauhati College. The issue of certificate must be well documented by the Department concerned.
13. It is advisable that the course should be carried out with existing faculty of the college. If any department invites resource person, the department should manage the remuneration amount within feasible limits.
14. The concerned department can collect minimum amount from the student as course fee.
15. The inauguration function of the course and valedictory function after the completion of the course is not essential/mandatory.


Dr. Dilip Das

Principal

North Gauhati College

Principal

North Gauhati College