Sophia College for Women
Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

ADD-ON Course Policy

1.	Administrative Policy Number (APN): SCWAPN/02	**Functional Area:** To facilitate the offering, management, and evaluation of additional courses.
2.	Brief Description of the Policy:	Purpose: To cater to diverse interests and career aspirations, enhancing the institution's academic offerings
3.	Policy Applies to:	Students
4.	Effective from the Date:	26th November,2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	The Add-On Course Policy aims to enrich students' learning experiences and enhance their skill sets beyond the core curriculum
10.	References for the policy	University of Mumbai

Objective of introducing additional credit:

With the Autonomous status acquired in the academic year 2018 – 2019, many new initiatives were started in order to facilitate holistic development of students. This is also embedded in the Vision, Mission and College Goals. For students to explore their full potential, the concept of additional credits besides the mandatory academic credits was set forth.

These Additional Credits are broadly divided into three categories:

I. Value Added Course (VAC)

II. Extra-Curricular Credits (ECC)

III. Social Outreach Credits (SOC)

One credit is equivalent to 30 hours of learning activity.

The specific details of each category of additional credits:

I. Value Added Credits (VAC)

i. In overall three years of graduations at least three VACs each of minimum one credit should be completed, of which two should be from college add-on courses and one could be from any other recognized platform.

ii. In two years of post-graduation at least two VACs each of minimum one credit should be completed, of which one should be from college add-on courses and the other could be from any other recognized platform.

iii. Online courses offered from all recognized platforms as well as Swayam, Sophia Women's Centre Courses and Sophia Add-on courses offered by various departments are valid.

iv. In order to claim for the credits earned from any such course, its number of credits and learning hours must be supported by an Authentic Certificate of completion.

v. In case of short duration courses which are of less than 30 hours, students may accordingly enroll in the requisite number of such VACs to fulfill the requirement of additional credits to be earned.

vi. The credit for VAC is given for the successful completion of a course and is not dependent on the grades obtained.

vii. In three years of graduation course, it is mandatory for students to enroll themselves for at least two value added courses offered by Sophia College.

II. Extra-Curricular Credit (ECC)

One credit earned from various Extra-Curricular Activities that contribute to a total of 30 hours of active participation could be included in this category for undergraduate students. The postgraduate students have to complete 15 hours over the two years towards ECC.

The activities that could be considered for ECC are as follows:

i. Active contribution in Placement Cell

ii. Active contribution in E - cell

iii. Active participation in Departmental Activities/events

iv. Active participation as Organizing committee members

v. Active participation in events like sports/intercollegiate events etc.

vi. Active participation as a CUC member, contingent member and/ or Club secretary will be eligible for a minimum of one credit. Such participation claimed for ECC will have to be verified by the Dean of students/ CUC In-Charge/ Club secretary as per the case.

All claimed hours of work towards ECC involving departmental activities must be recorded by the student and these will be verified by the committee from the information submitted by the concerned department.

III. Social Outreach Credits (SOC)

One credit earned from various Social Outreach Activities that contribute to a total of 30 hours of active participation could be included in this category for undergraduate students. The postgraduate students have to complete 15 hours over the two years towards SOC.

The activities that could be considered for SOC are as follows:

i. Volunteering work for a registered NGO

ii. Charity program initiated by the society/trust, neighbourhood locality

iii. Online social service offered through a genuine platform for social cause iv. Internships, with no monetary benefit, done through registered agencies that work for social awareness

v. Extra hours under NSS only after completion of mandatory 240 hours of two years

vi. Over and above the requirement of Internal Assessment/EXSP/EXAP for the social component, provided such is authenticated by the concerned authority in writing

All hours which are claimed under SOC must be supported by an Authentic Certificate or Letter on the concerned Institution's letterhead, duly signed.

Guidelines for maintenance of credits record:

i. Certificates for all the categories should be carefully preserved by the students as they will have to be presented at the time of verification of the number of hours and the credits claimed.

ii. Students must maintain a record of number of hours and/or number of credits, after completion of any activity or course that they would like to get benefit of, under the additional credits.

iii. The credentials for all the additional credits earned over the three years will be given after the completion of Semester VI. However, students must update the entries of various activities regularly in the Additional Credits Record Card provided by our college.

iv. Students will be required to get these recorded activities verified periodically, as and when informed to do so.

v. Any queries related to the Additional Credits could be addressed via official college email id to: addon.credits@sophiacollege.edu.in

vi. Any queries specific to Swayam and Add on Courses could be addressed via official college email id to: swayammentorsophia@gmail.com

vii. Details of academic year of study, faculty and complete details of the activity regarding which the query has been sought should be mentioned in the email.

Frequently Asked Questions:

i. Will the value-added courses completed from other platforms be valid?

All the recognized platforms/ registered institutes offering certified online courses will be valid. However, they must fulfil the criteria of VAC laid down by our college.

ii. What kind of courses come under VAC?

Any course which promotes value addition to the extra learning of the students can be done as VAC. It can include your subject related or multidisciplinary faculties.

iii. How many credits can be acquired if more than one VACs are done?

The minimum credit required per VAC completed is one credit. However, if more than one VACs are completed, accordingly the number of credits would be calculated.

iv. If a student who has taken new admission at SY/TY level in Sophia College and has completed some add on courses/activities in the previous years in another college, will they be counted as extra credits as per Sophia College requirements?

The students will be required to submit a letter duly signed by the authority mentioning that the benefit of such courses/ activities has not been already given in those respective years.

v. Will paid internships be considered for extra credit?

Paid internships will not be considered for extra credits as the student would have already got monetary benefit from it. Therefore, it cannot be again claimed for another benefit under ECC.

vi. Will attending webinars/workshops organized by different clubs/departments/ any other platform be counted for extracurricular hours?

No, merely attending webinars/workshops will not be counted for extracurricular hours to be claimed under ECC. However, if a student has actively participated in organizing such a webinar/ workshop, based on the authenticated proof, these could be counted. Attending a webinar/ workshop where completion of certain tasks/ assignments, if given certain hours and such being specified by the organizer, could be considered.

vii. Will teaching/coaching be counted for hours of ECC?

In case teaching or coaching has been done in the form of tuitions where the student would have already got monitory benefit from it, it will not be considered under ECC or SOC. However, if this is done as a part of an outreach program where there was no earning involved, it could be considered with correct supporting documents as per the case.

viii. Does being part of the editorial board of Sophia college magazine count under ECC?

Yes, with the correct supporting document submitted stating the number of hours contributed.

ix. How can the hours for social work be obtained in online mode?

Organizations which have an online mode of functioning or 'work from home', work done in such a manner would be considered as eligible for credits only if certified by authorised agencies.

x. Will fundraising or volunteering as an intern with a letter or certificate from the organisation be counted under SOC?

Yes, provided such activities have been done for a social cause and the letter or certificate mentions the details of the activity and number of hours contributed.

IQAC Coordinator

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