Add on Course is a **Compulsory** extra credit course as per the UG regulations of the college **All the students are mandatorily** required to enroll for an Add on Course

ADD-ON COURSES 2022-23

CLICK HERE
APPLY NOW

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REGULATIONS

1. DEFINITIONS

1.1 'Add on Course General Coordinator' is a senior teacher nominated by the Principal to coordinate and monitor the Add On courses conducted by various departments.

1.2 'Add On Course Coordinator' is a teacher nominated by a Department Council to coordinate the evaluation and other academic activities of the Add On Course undertaken in the Department.

2. COURSE STRUCTURE

2.1 Add on Course shall be completed outside the regular teaching hours of the undergraduate programmes and shall be completed within the first four semesters of the programme.

2.2 The credit will be awarded only if the student get D grade (35% marks) and above.

2.3 A student can earn any number of extra credits according to his/her choice.

2.4 The minimum credits for an Add on Course shall be two (2).

3. EVALUATIONS

The evaluation of each course shall be done internally and contain two parts.

i. Continuous evaluation

ii. Final evaluation

Both continuous evaluation and final evaluation shall be carried out using indirect grading. The marks for continuous evaluation is twenty (20) and that of final evaluation is eighty (80).

Continuous evaluation

The components of the continuous evaluation and their marks are as below.

For all courses without practical

There are two components for continuous evaluation, which include attendance and assignment.

All the components of the continuous evaluation are mandatory.

Components and Marks

Attendance 10

Assignment 10

Total 20

Marks for attendance

(Decimals shall be rounded mathematically to the nearest whole number)

% of Attendance and Marks

90 and above 10

85 - 89 8

80 – 84 6

76 – 79 4

75 2

For all courses with practical

The components for continuous evaluation of courses with practical are given below.

Components and Marks

Attendance 10

Lab involvement 10

Total 20

Marks for attendance

% of Attendance and Marks

90 and above 10

85 - 89 8

80 – 84 6

76 – 79 4

75 2

(Decimals shall be rounded mathematically to the nearest whole number)

4. Assignments

At least one assignment shall be submitted for each course.

5. Final evaluation

The final evaluation of theory and practical courses shall be conducted by the College/Department. It can be eighty marks written examination or eighty marks project/practical examination or eighty marks written and project/practical examination combined, as decided by the Board of Studies.

5.1 The question paper shall be strictly on the basis of model question paper set by Board of Studies.

5.2 A question paper may contain objective type, short answer type/annotation, short essay type questions/problems and long essay type questions.

5.3 The duration of written examination shall be decided by the respective Board of Studies and the duration of the practical examination shall be decided by the concerned course coordinator.

5.4 Practical examination shall be conducted by one internal examiner.

5.5 For all courses (theory and practical) an indirect grading system based on a seven (7) point scale according to the percentage of marks (ISA + ESA) is used to evaluate the performance of the student in that course. The percentage shall be rounded mathematically to the nearest whole number.

Percentage of Marks, Grade and Performance

95 and above S Outstanding

85 to below 95 A+ Excellent

75 to below 85 A Very Good

65 to below 75 B+ Good

55 to below 65 B Above Average

45 to below 55 C Satisfactory

35 to below 45 D Pass

Below 35 F Failure

5.6 A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass in a course.

6 ATTENDANCE

The minimum requirement of aggregate attendance for appearing the final evaluation shall be 75%.

7 BOARD OF STUDIES AND COURSES

7.1 The Board of Studies concerned shall design the Add On Course offered by the department. The

Board shall design and introduce new Add On Course, modify or redesign existing Add On

Course and replace any existing Add On course with new/modified Add On course to facilitate better exposure and training for the students.

7.2 The syllabus of an Add On course shall also include the title of the course, contact hours, the number of credits, reference materials and question paper pattern.

7.3 Each course shall have an alpha numeric code which includes programme code, abbreviation of the course in two letters, course code and serial number of the course

7.4 The Add On courses conducted under Credit Semester System shall be monitored by the Academic Council.

7.5 For redressing the complaints in connection with the conduct of Add On course, students shall approach the Grievance Redress Committee functioning in the college.

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36 Hours
50 Seats

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SHORT FILM MAKING

Department of Malayalam

Course Highlights

Direction | Script Writing | Cinematography | Editing

Mr Ajeesh Thomas
8129534291

Course Fees
Rs. 1000

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72 Hours

40 Seats

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TALLY ERP-9

Department of Commerce

Course Highlights

Kerala Public Service Commission Approved Tally Certification

Mr.Anishmon K A
9895752051
Mr Binu Antony
964524065

Course Fees
Rs. 3500

St Berchmans College

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36 Hours

90 Seats

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MS EXCEL

Department of Commerce

Course Highlights

The Excel spreadsheet app lets you create, view, edit, and share your files with others quickly and easily. Create spreadsheets, data analyses, charts, budgets and more while you view and edit workbooks

Mr Sebastian K S
9895222015

Course Fees
Rs. 3500

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36 Hours
30 Seats

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WEB DESIGN

Department of Computer Science

Course Highlights

HTML | Adobe Dreamweaver | Photoshop

Ms Dhanya C.Nair
8281271755

Course Fees
Rs. 1000

St Berchmans College

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36 Hours
20 Seats

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LATEX (For Science Students)

Free Open Source Software

Department of Mathematics

Course Highlights

To learn high quality type setting software.

To prepare documents containing mathematical formulas and symbols.

To prepare presentations using LaTeX.

Ms Treesa Maria Kuriakose
8281446459

Course Fees
Rs. 1000

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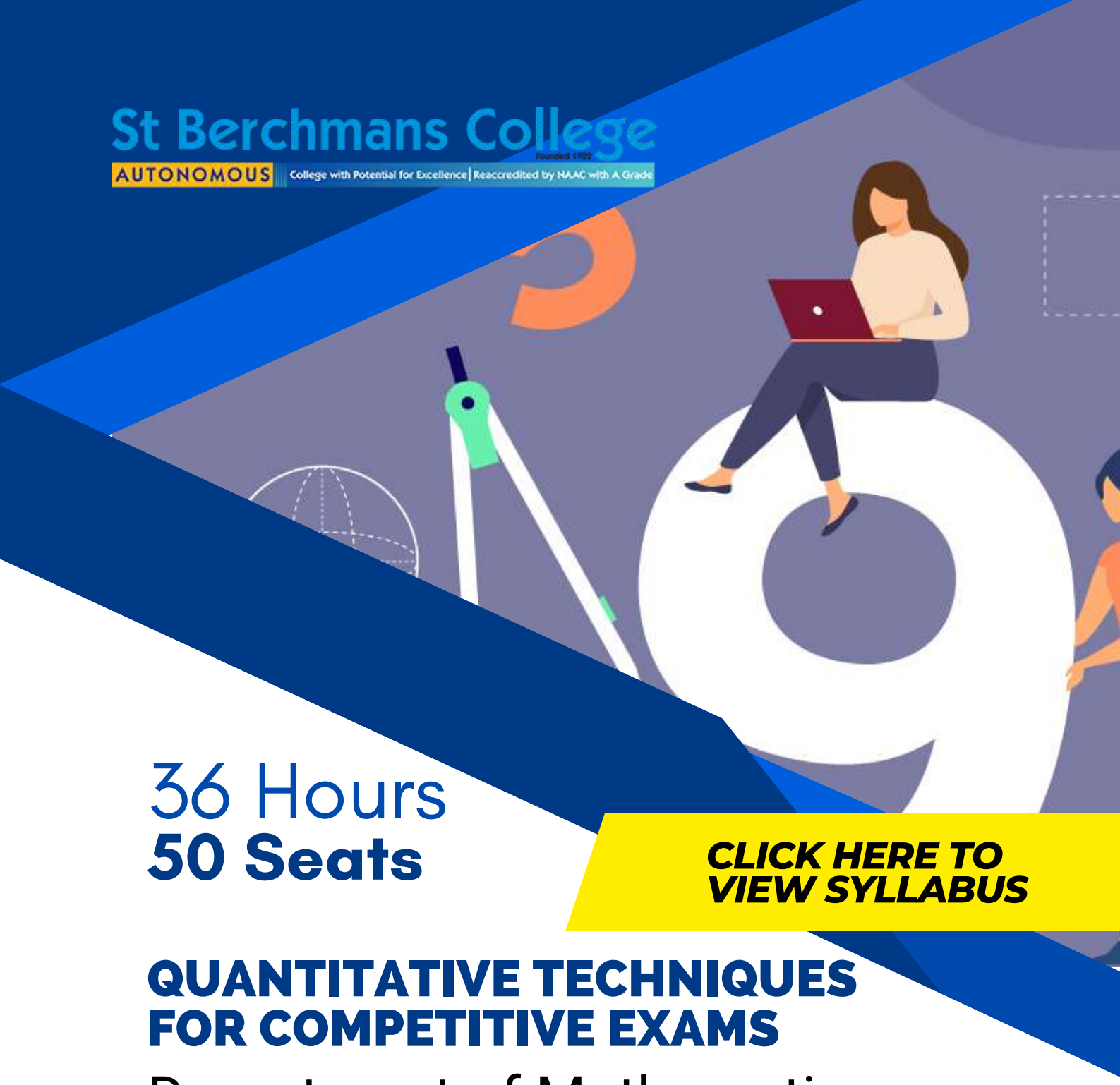

36 Hours

50 Seats

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QUANTITATIVE TECHNIQUES FOR COMPETITIVE EXAMS

Department of Mathematics

Course Highlights

To prepare students of all streams to approach competitive examinations. Detailed explanation and short cut method for solving problems are to be introduced to students, so that they can acquire better understanding of concepts and problem solving skill.

Ms Treesa Maria Kuriakose
8281446459

Course Fees
Rs. 500

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54 Hours
30 Seats

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PLANT TISSUE CULTURE

(For Life science students)

Department of Botany

Course Highlights

Fundamentals of Plant tissue culture

Applications of Plant tissue culture

Mr Tom Joseph
8075244093

Course Fees
Rs. 1500

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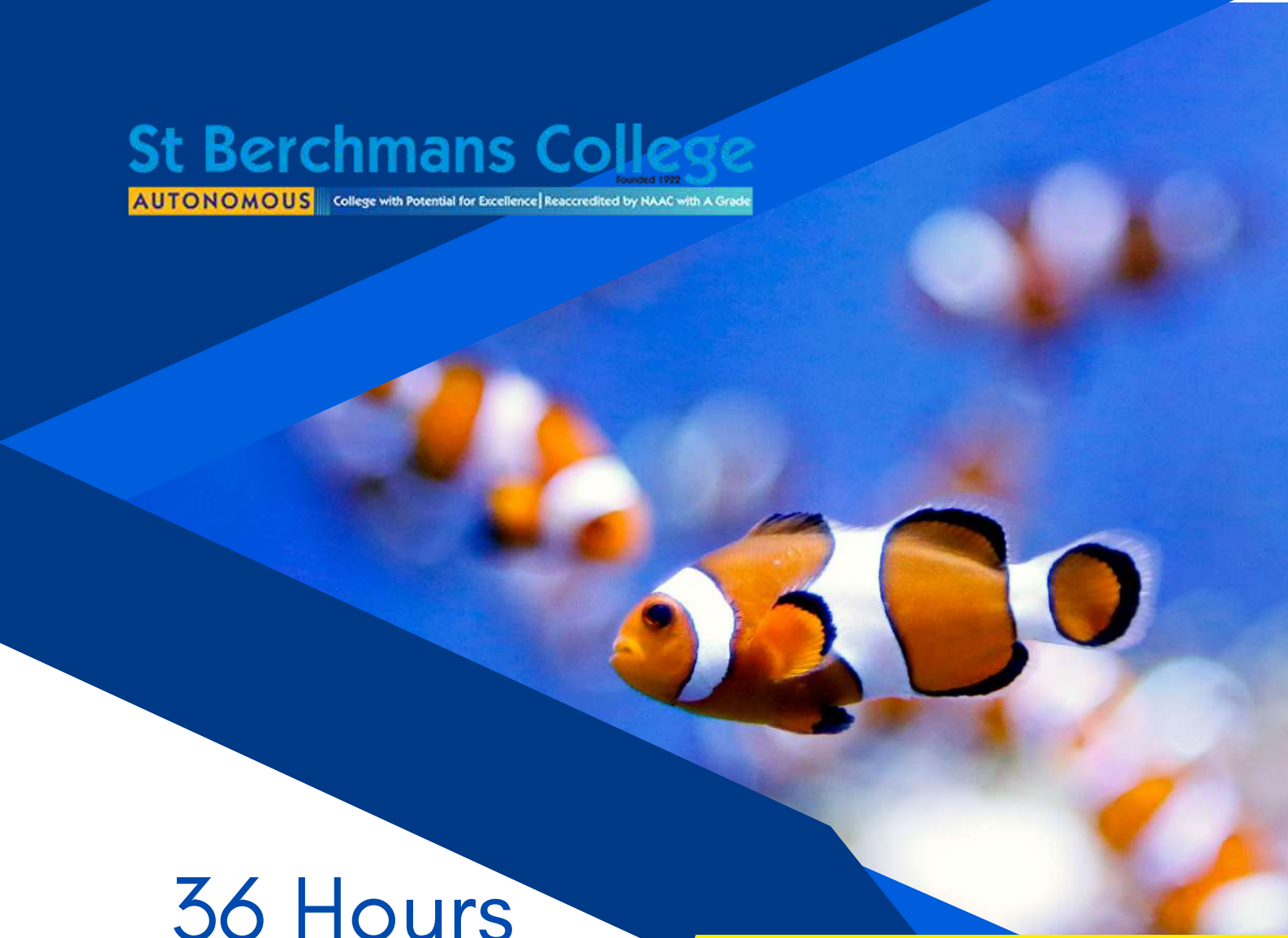

36 Hours

40 Seats

CLICK HERE TO VIEW SYLLABUS

ORNAMENTAL FISHES & AQUARIUM MANAGEMENT

Department of Zoology

Course Highlights

Fundamentals of Plant tissue culture | Applications of Plant tissue culture

Dr Rubin Philip
8547829482

Course Fees
Rs. 1000

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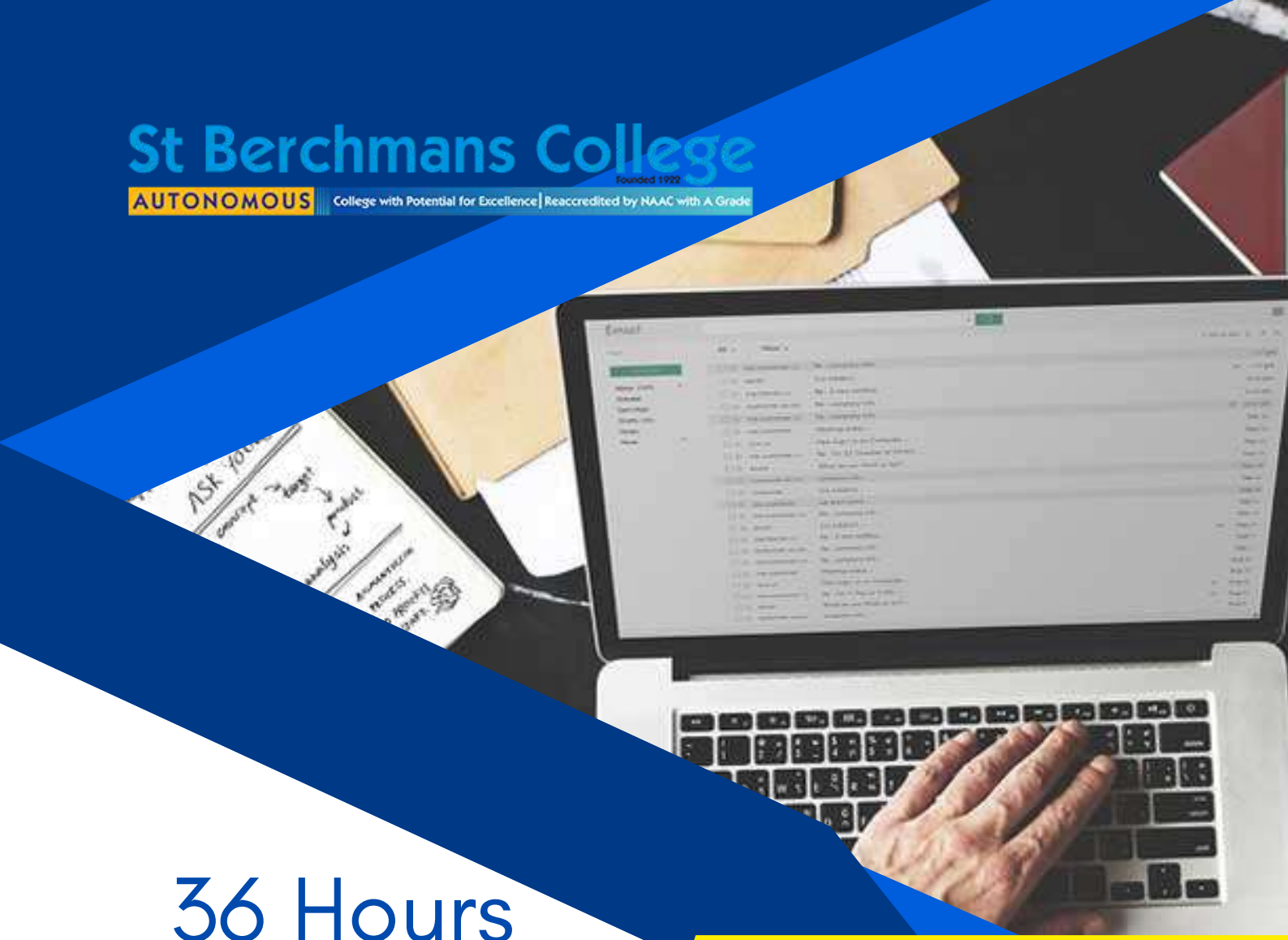

36 Hours
50 Seats

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FINANCIAL JOURNALISM

Department of Economics

Course Highlights

Introduction to Frequently reported Economic & Business Concepts
Data processing & Analytical Writing | Researching & Financial Reporting

Dr Jeril Tom
9400355815

Course Fees
Rs. 1000

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36 Hours
40 Seats

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INSTRUMENTAL METHODS OF ANALYSIS FOR BIOLOGISTS, CHEMISTRY & PHYSICISTS

(For Science Students)

Department of Chemistry

Course Highlights

Introduces a variety of modern analytical techniques and instruments such as Mass Spectrometry; UV-Visible, IR, and NMR spectroscopy

Dr Renchu Scaria
8281628623

Course Fees
Rs. 1000

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36 Hours
40 Seats

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GERMAN

Career Orientation Centre

Course Highlights

German is one of the world's major languages spoken by an estimated 95 million native and 28 million second-language speakers in some 40 countries around the world

Fr Mohan Mathew
9447596997

Course Fees
Rs. 1000

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36 Hours
40 Seats

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COSMETICS MANAGEMENT (For Girl Students)

Career Orientation Centre

Course Highlights

Courses encompass training in cosmetic and skin care product ingredients, retailing, merchandising, marketing and social media, make-up and skin care application, as well as the skills necessary for running an independent business.

Fr Mohan Mathew
9447596997

Course Fees
Rs. 1000

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36 Hours
30 Seats

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LEARN ENGLISH THROUGH FILMS

Department of English

Course Highlights

English Listening and Comprehension | Basic grammar
Speaking and Presentation | Writing and Translation

Mr Neville Thomas
9747683238

Course Fees
Rs. 1000

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36 Hours
50 Seats

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VIDEO PRODUCTION

BTv

Course Highlights

Editing | Cinematography

Dr Sunny Sebastian
9447809967

Course Fees
Rs. 1000

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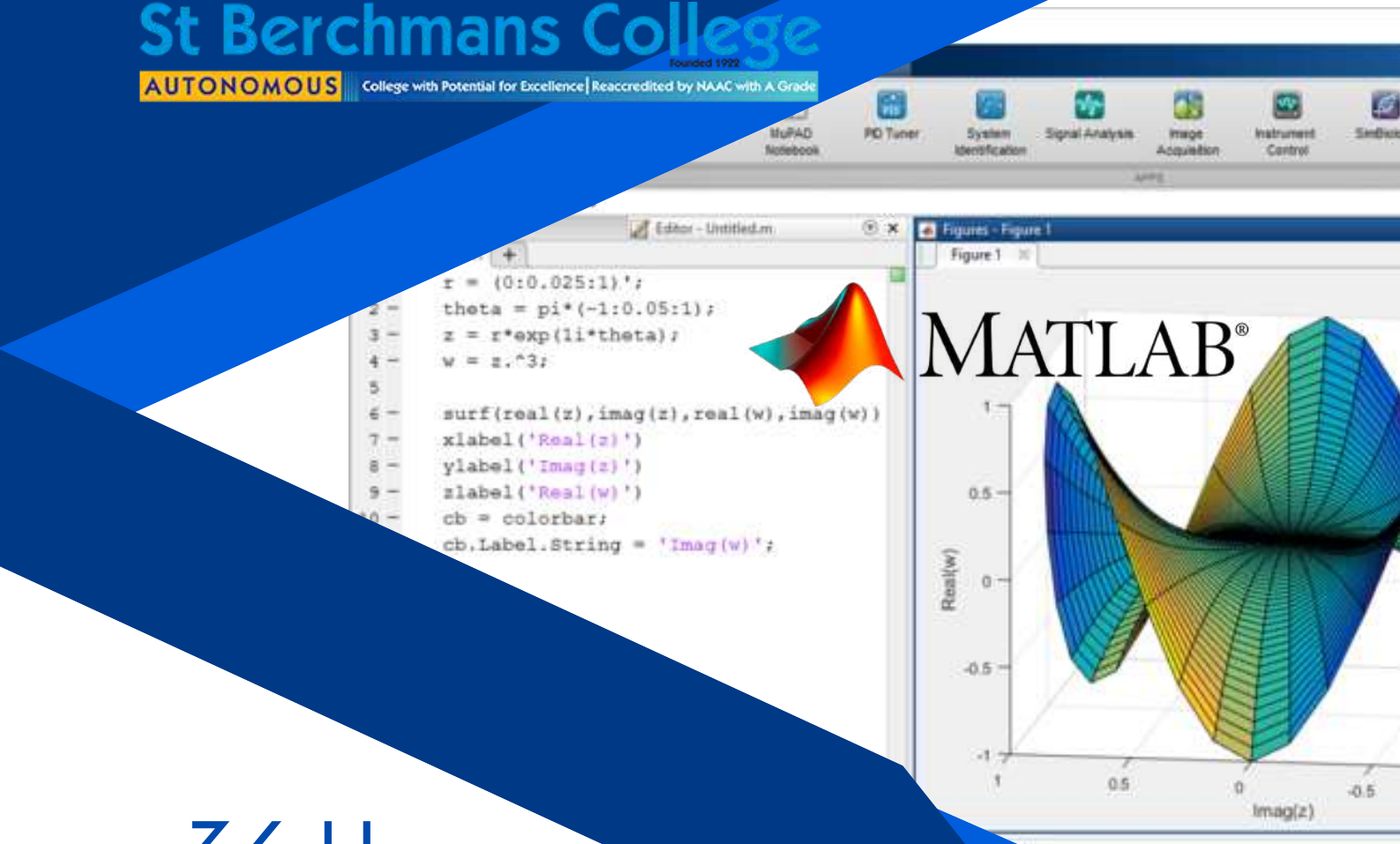

36 Hours

12 Seats

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MATLAB

(For Science Students)

Department of Physics

Course Highlights

This course will introduce students to computer programming using Matlab Matlabis a language designed especially for processing, evaluating and graphical displaying of numerical data

Dr. Sajith Mathews T

8281237308

6282527440

Course Fees

Rs. 1000

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36 Hours
40 Seats

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DIGITAL MARKETING & BRANDING SKILLS

Career Orientation Centre

Course Highlights

Digital marketing professionals need a combination of must have technical digital marketing skills and soft skills

Fr Mohan Mathew
9447596997

Course Fees
Rs. 1000

St. Berchmans College (Autonomous)
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