



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle)

King Koti Road, Hyderabad

ABOUT NON-CGPA COURSES

St. Joseph's Degree & PG College introduced Non-CGPA Courses from the Academic Year 2022–2023, aiming to enhance students' overall development through a diverse range of courses, spanning curricular, co-curricular, and extracurricular activities offered by various Centers, Cells, Committees, and Clubs. These courses are designed to add value to the students' academic journey and are evaluated out of 100 marks, contributing to 10 credits B.com, BBA, and B.Sc Programmes and 6 credits for BA Programme .. While these credits will be documented in the student's marks memo upon completion, they will not be factored into the calculation of the SGPA or CGPA.

The Non-CGPA Courses offered are as follows:

1. Co-Curricular Activities (8 Credits)

Value Added Courses (2 Credits): Each student is expected to complete one Value Added Course of their choice from a wide range of offerings by the end of the first year. These include Departmental Value Added Courses and Skill Enhancement Value Added Courses, designed to equip students with specialized knowledge and practical skills. The purpose of these courses is to enhance the academic curriculum by providing targeted learning opportunities that address current industry demands and personal development, ensuring that students gain a competitive edge in their respective fields.

2. Extra-Curricular Activities (2 Credits)

Students are free to choose from a range of extracurricular activities offered by various Centers, Cells, Committees, and Clubs as per their choice of interest . These activities aim to develop cognitive skills, social skills, teamwork, leadership, and self-confidence, providing opportunities to explore different areas of interest.

3. MOOCs/SWAYAM (2 Credits):

Students are expected to enroll in online courses of their interest through platforms like SWAYAM-NPTEL, allowing them to learn at their own pace and explore new subjects. They are encouraged to complete the courses by the end of the second year of the course of study . SWAYAM-NPTEL courses are significant as they provide access to high-quality educational resources from top institutions across the country, often taught by leading experts in various

fields. These courses enable students to expand their knowledge beyond the classroom, stay updated with the latest advancements, and gain certifications that enhance their academic and professional profiles.

4. Internship (4 Credits): Students are expected to undertake an internship, providing them with practical experience and the opportunity to apply theoretical knowledge in real-world scenarios by the end of the 5th semester. Internships are significant as they bridge the gap between academic learning and industry practice, allowing students to gain valuable insights into their chosen field, develop professional networks, and enhance their employability. By immersing themselves in a professional environment, students acquire hands-on skills, build confidence, and better prepare for the demands of the job market.

Internship is part of the curriculum for BA Programmes where as it is mandatory for, BBA & MBA students

These Non-CGPA courses are integral to our institution's holistic education approach, ensuring that students not only excel academically but also develop essential life skills for personal and professional success.

NOTE TO STUDENTS

1. It is mandatory to do the Value Added Courses and Extra - Curricular Activities. In case of non-compliance, it will be considered as backlog and SGPA will not be displayed..
2. Students are encouraged to do all the Non CGPA Courses to earn additional 10 credits.
3. MOOCs / SWAYAM and Internship is an option for the students.
4. Credits are not added for calculation of CGPA.

GUIDELINES FOR NON - CGPA COURSES

Year	Semester	Non - CGPA Courses to be completed	Guidelines
I	I & II	Value Added Courses having min. 30 hrs to be completed by end of Semester – II	<ul style="list-style-type: none"> ● Orientation to be given ● One Course to be selected by the Student ● 75% attendance mandatory ● Min. 40% marks for clearing the exam and certificate to be awarded ● Award list in the prescribed format to be submitted to exam branch after approval from the content Center In-Charge/ Principal ● Conducted in two phases in a year
I & II	I, II & III	SWAYAM / MOOCs Courses to be completed by end of Semester - III	<ul style="list-style-type: none"> ● Orientation to be given ● Course duration – 4 to 8 weeks ● One Course to be selected by the Student from the list of courses listed by the departments ● Xerox of Certificate copy to be submitted to the concerned in-charge ● Award list in the prescribed format to be submitted to exam branch after approval from the content Center In-Charge / Principal ● To enroll in 1st year and to be completed by 4th Semester
I & II	I, II & III	Course offered by Centers (12 Committees) & Academic Clubs to be completed by end of Semester - III	<ul style="list-style-type: none"> ● Psyched Club ● Eikona - Photography Club ● Lumiere - Film Club ● Dil se Josephites- Radio Club ● 4. Gazetari- Print Club

II & III	III, IV & V	Internship to be completed by end of Semester - V	<ul style="list-style-type: none"> ● Orientation to be given ● Course duration – 4 to 6 weeks ● Xerox of Certificate copy to be submitted to the concerned in-charge ● Award list as per evaluation pattern submitted to exam branch after approval from the content Center In-Charge / Principal
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***Note:** Copy of the Certificate to be maintained by concerned Centre/committee/cell/ Club members (Module, MoU if any, List of students, attendance with signature, Brief report of the activity with Geotagged photos, assessment / certificates etc.)

INSTRUCTIONS TO THE CONVENERS & MEMBERS OF COMMITTEE/CELL/ CLUB

1. All the Centre's/ Committees / Cells/Club / Department conveners are requested to maintain the following:

- a. Module / Syllabus of the course (as per the prescribed format)
- b. Plan of action
- c. List of students
- d. Attendance
- e. Assessment details (to be recorded)
- f. Student Coordinators
- g. Short Video
- h. Reports along with Geotag photos
- i. Rubrics

2. Final list of the students along with the marks and grade along with students signatures to be submitted to exam branch (as per the prescribed format)

3. All Conveners have to submit relevant certificate copies along with hard copy of marks

4. It is Mandatory for the conveners to submit required support documents after Conveners and Principal signature to the exam branch within the due date.

***Note:** Class In-charge should finally collect all certificates from Class Incharges & prepare the list, so that all the students complete the respective Non - CGPA Courses by the End of Semester II, III & V