



Ref. No: DGC/N/451/2024

Date: 18/11/2024

**Notification to Run Departmental Add-on Course**

As per decision taken in the meeting of the Academic Sub Committee each HOD of all department are hereby notified to initiate the process for running an add-on course under their department for the academic session 2024-25. The HODs are asked to submit the following details to the Convener of IQAC within 27<sup>th</sup> November, 2024.

**Course Details:**

- Course Title: [Course Title]
- Duration: [Duration]
- Credits: [Credits]
- Objective: [Briefly describe the course objective]

**Responsibilities:**

1. Course design and content development.
2. Identifying resource persons/faculty.
3. Coordinating course schedule.
4. Ensuring course quality and assessment

**Timeline:**

- Course proposal submission: [Date]
- Course commencement: [Date]
- Course completion: [Date]

**Guidelines:**

1. Align course content with industry requirements.
2. Ensure interdisciplinary collaboration.
3. Focus on practical skill development.

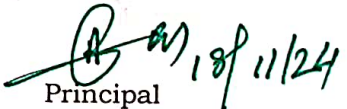
**Support:**

The institution will provide necessary support for course promotion, infrastructure and resources.

**Contact:**

For queries and clarifications please reach out to :

Thank you your cooperation and commitment to enhancing student learning.

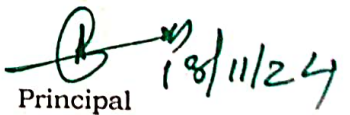
  
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Domkal Girls' College,  
PRINCIPAL  
Domkal Girls' College  
Domkal, Murshidabad


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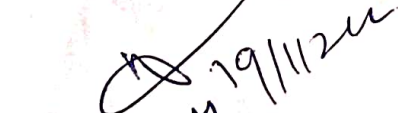
Date: 18/11/2024

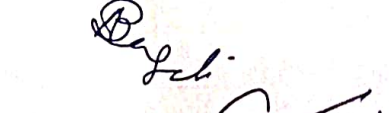
Copy forwarded to:

1. The coordinator, IQAC for information and keeping records
2. Office Copy
3. The system in-Charge, for wide circulation in college website

  
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