

**DON BOSCO CENTRE FOR SKILL DEVELOPMENT (DBCSD)
SACRED HEART COLLEGE (AUTONOMOUS)
TIRUPATTUR**

GUIDELINES FOR THE STUDENTS

1. At the beginning of the academic year, the announcement regarding the courses, syllabus and the course instructors will be made through the college website. This enables the students to effectively organize their participation and make decisions regarding course selection.
2. Each course will be conducted at least once per year.
3. The course will be administered in blended mode, in which 60% of the classes will be conducted online and 40% will be physical contact classes.
4. The duration of a course will range between 30 to 45 hours.
5. It is mandatory for a student to complete 2 skill development courses in his/her tenure of study. Students failing to complete the course will not be qualified for the award of Degree for they are qualified to be.
 - i. For UG students, he/she can select a course from his/her 2nd year onwards.
 - ii. For PG students, they can select for a course from their 1st Semester onwards.
 - iii. The present 3rd Year UG (2021 – 2024) and 2nd Year PG (2022 – 2024) students are exempted with 1 course.
6. Students can opt for any course displayed in the web portal irrespective of their parent departments.
7. Once registered for a course, the student will not be permitted to change the course in-between.
8. The registration fee for the courses will be decided by the management.
9. The minimum number of participants for a course is 30 to a maximum of 50. If there is a demand for a particular course, an additional section for that course will be arranged with the discretion of the concerned department.
10. The registration process for the current semester commences from 14th July and will be open till 5th August. Students should enroll the course within the stipulated time frame.

11. Attendance of the students will be monitored via the college portal. Maintenance of 75% attendance is mandatory for the successful completion of the course.
12. To provide a balanced learning experience, 75% of the course time will be dedicated for teaching and 25% for hands-on training, practical, case studies, and fieldwork practices. However, flexibility can be exercised based on the specific requirements and nature of the course.
13. The assessment of the course is solely internal and will be carried out by the respective departments.
14. If a student registers for a course and did not attain the attendance percentage (75%), he/she could not take up the exam and complete the course. The pupil has to redo the course or go for a new registration of some other course in the next semester.
15. If a student is not able to attain the passing minimum for a course, he/she can register either for the same course or a new course with a new registration procedure in the next semester.
16. Refund of the registration fees for a course is not entertained under any circumstance.
17. At the conclusion of the course, the student has to submit a course evaluation feedback.
18. Those students who successfully complete the course will be awarded with a participation Certificate issued by the Don Bosco Centre for Skill Development (DBSCD).



DBCSD DIRECTOR
Dr. K. SARAVANAPRIYA
DIRECTOR,
Don Bosco Centre for Skill Development
Sacred Heart College (Autonomous),
Tirupattur - 635 601.



PRINCIPAL
Principal
Sacred Heart College (Autonomous)
Tirupattur-635 601, Tirupattur - Dist