



# LOYOLA ACADEMY

ALWAL, SECUNDERABAD 500 010 TS INDIA  
(Autonomous and affiliated to Osmania University)

## Non CGPA CERTIFICATE COURSE (NCCC) GUIDELINES

1. Total number of hours allotted for the Non CGPA Certificate Course in 30 hours.
2. According to CBCS, a minimum of two NCCC are made mandatory for the students to get their degree awarded.
3. The course will be conducted for 3 hours in a week scheduled in the 6<sup>th</sup> hour from 3:00 p.m. to 4:00 p.m. only.
4. The classes will be conducted on three days of the week i.e. Monday, Tuesday and Wednesday irrespective of our regular day order time-table. Kindly follow the NCCC time-table for detailed schedule of the course.
5. Credit allotted is 1.
6. Syllabus should comprise of five modules/units including the objectives and outcomes of the course.
7. Each module / unit should be of six hours.
8. As per Osmania university rules student should possess a minimum of 75% attendance to appear for NCCC exam.
9. Medical certificates are NOT accepted under any circumstances. Students should acquire a minimum of 75% of attendance to be eligible to write the final exam.
10. Attendance is entered separately in the sixth hour by the attendance clerk. If the student doesn't attain 75% of attendance, he/she will have to repeat the course by paying the fees again.
11. If the student is absent or fails in the exam after attaining required attendance he / she has to reappear for the NCCC exam only.
12. Student should check his/her attendance daily from the college website and if any change, should approach the coordinator the very next day. A delay of two days in reporting the changes in attendance will not be entertained.
13. Faculty is not permitted to make corrections in the attendance already entered. If correction is to be made, they have to come with proper justification to the coordinator immediately.
14. Mode of examination can either be online, written, viva-voce or skill based and has to be conducted by the resource person only.
15. Resource person should provide the student with detailed study material.
16. Evaluation pattern

Assignment	Max 25 marks
Final exam	Max 75 marks
<b>Total</b>	<b>100 marks</b>
Minimum Pass marks	40 %

17. **However, it won't be a part of CGPA.**

18. Performance is reflected only in grades as per the following:

<b>Range of Marks</b>	<b>Grade Letter</b>
85-100	O
70-84	A
60-69	B
55-59	C
50-54	D
40-49	E
00-39	F

19. Every student who joined from the academic year 2016-2017 (under CBCS) should complete at least one certificate every academic year from the college itself.

20. Each course should have a minimum strength of 30 students and a maximum 50 students.

21. Each student will be charged a minimal fee of Rs.2000/- and maximum fee of Rs.3000/- for each Non CGPA Certificate Course. It may vary from course to course depending on the nature of the course and the resource person (trainer / expert / specialist) needed.

22. A student's choice of the course is confirmed only on payment of the fee and submission of challan in the college office.

23. Allotment of the course is purely on first come first serve basis only.

24. The allotted certificate course cannot be changed under any circumstances.

25. Student should complete all the NCCC by the end of the fifth semester.

26. NCCC is mandatory to all the students under CBCS including to the students enrolled under NCC, NSS and sports.

27. When students enrolled under NCC, NSS and Sports go for their concerned activities, they have to get a letter with dates mentioned for their absence signed from their respective coordinators and Fr. Vice-Principal and submit to NCCC Coordinator, who shall hand it over to attendance clerk.