

ANNEXURE - I

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

Course Structure

1. The request for approval of syllabus along with the schedule for the value added course should be communicated to Centre for Academic courses at least 15 days before the date of commencement of the course. The Syllabus (15 / 30 periods), Schedule and the Details of Faculty handling the course approved by the Department Consultative Committee and forwarded by Chairman of faculty should be enclosed.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in University Departments.
 - b. The value added courses may be also conducted during week ends / vacation period.
 - c. The course can be offered only for the students studying semester V and above of UG Programmes and any semester in the PG Programmes.
 - d. Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
 - e. The course can be offered only if there are atleast 5 students opting for it.
 - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

2. The duration of value added courses is 15 (30) periods of theory or a maximum of theory and Laboratory courses and the course can have a maximum of three hours per day.

For the one (two) credit courses either 15 (30) periods of theory or a combination of theory and Laboratory may be offered.

Where, **2 periods** of laboratory = **1 period** of theory

Evaluation

3. The value added courses shall carry 100 marks and shall be evaluated through **internal assessments only**.
 - a. Two Assessments shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned.
 - b. The duration of assessment is one hour each.
 - c. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer.
 - d. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

- e. The coordinator for the course is responsible for maintaining and processing the records with regard to assessment marks and results.

Passing Requirement and Grading

4. The passing requirement for value added courses shall be 50% of the marks prescribed

for the course (**Internal assessment only**)

- a. The grades O, A+, A, B+, B obtained for the one/two credit shall figure in the Mark sheet under the title '**Value Added Courses**'. The other grades RA, SA **will not figure in the mark sheet.**
- b. The credits earned through value added courses shall not be considered for calculating GPA and CGPA.
- c. The credits earned through value added courses shall not be considered for classification of degree.
- d. If the course is offered during any semester, it will appear in that semester's mark sheet. However if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester.

Maximum Number of Courses

5. A student can earn a maximum of 3 credits during the entire programme of study by attending value added courses which would be over and above the required maximum number of credits for the award of the degrees.

Financial Commitment

6. The expenditure to be incurred for the conduct of value added courses should be met from nominal fees collected from the students at a rate fixed by the University. However any additional expenditure may be supported by the funds of the Department.

ANNEXURE - II

APPLICATION FOR CONDUCTING VALUE ADDED COURSES

1. Name of the Department:
2. UG programme:
3. **Details of the Value Added Courses:**
 - a. Name of the Value Added Courses
 - b. Type of Value Added Courses (Theory/ Lab/ Lab integrated Theory/others)
 - c. Short Description Enclosure 1 enclosed - YES / NO
 - d. Syllabus including Reference Enclosure 2 enclosed - YES / NO
4. **Target audience:**
 - Semester (indicate if more than one)
 - Others
5. **Details of Faculty handling the course:**
 - a. Name of the Faculty handling the Value Added course
 - b. Details including designation and expertise Enclosure 3 enclosed - YES / NO
 - c. Contact details
Email ID :
Phone No :
6. **Tentative Time Table** including dates of internal assessments : Enclosure 4 enclosed - YES / NO
7. Number of students opting for the course:
8. Department Consultative Committee - Minutes : Enclosure 5 enclosed - YES / NO
9. Name and Designation of the Coordinator :

Head of the Department
(with date & seal)

Director, Academic Courses

Additional Controller of Examinations

Note:

- ★ Each student can be charged Rs. 3000/- which can be collected by the Department under the HOD account and Rs. 2600/- per student can be used for the expenses towards conducting of the one credit course after deducting for the processing fees of Rs. 400/-. Any additional expense is to be met from the Department funds.
- ★ The list containing the Name, Register number, Semester, Name of the programme, Name of Department of students opting for the course and Cheque / DD for the total processing fees (Rs. 200/- for each student) is to be sent to the Centre for Academic Courses after commencement of the course.
- ★ The list containing the Name, Register number, Semester, Name of the programme, Name of Department of students opting for the course and Cheque / DD for the total processing fees (Rs. 200/- for each student) is also to be sent to the Additional Controller of Examinations after commencement of the course.

ANNEXURE III

DETAILS OF COMPLETION OF VALUE ADDED COURSE

Name of the Department & Division :

Name of the Value Added course offered :

Name of the Faculty offered the course

: Academic / Industry

Name of the coordinator :

E- mail :

Contact :

Details of students attended the course:

| S.No | Name of the student | Reg.No. | Programme | Semester | Marks | Grade |
|-------------|----------------------------|----------------|------------------|-----------------|--------------|--------------|
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(Faculty handling the course (if available))

(Class Committee Chairperson / Senior Faculty nominated by HOD)

(Coordinator)

**(Head of the Department)
(with date & seal)**