

INDEX

Sl. No	Particulars	Page No
01	Importance & Introduction of VACs	3
02	Objectives	3
03	Designing of the Courses	3
04	Guide Lines for VACs	3
05	Duration & Venue	4
06	Procedure for Registration	4
07	Attendance	4
08	Passing Requirements	4
09	Evaluation Process	5
10	Course Completion	5

IMPORTANCE OF VALUE ADDED COURSES-

Learning is the key to knowledge and continuous learning is the constant objective of our institution. Working towards this objective, our college periodically conducts trainings, lectures and various other programmes for the intellectual wellness of the students. Emerging trends in technical and professional education call for value addition i.e. students must acquire something more than what is provided in the curriculum. Hence our institution is keen on helping the students take up certificate courses to complement their knowledge and skills related to their field of study. We offer a wide variety of short term certificate courses which are conducted after class hours or during semester breaks. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their resume. Besides that, there is need to enhance their communication skills, to develop professional ethics in them and help them learn and develop human values and concern for humanity

The ever-changing global scenario makes the world more competitive and requires high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emerging challenges. Many a times, the defined skill sets that are being imparted to students today with Programme Specific Objectives in educational institutions which helps them to compete in the Global Scenario.

INTRODUCTION-

Value-Added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. Pattamundai College, Pattamundai offers a wide variety of Value Added Courses which shall be conducted on holidays or after class hours. These courses shall be conducted by experts or in-house staff and help students stand apart from the rest in the job market by adding further value to their resume. These value added courses will be mostly independent to each type of the fields.

2. OBJECTIVES OF THE VALUE ADDED COURSES:

- a) To provide students an understanding of the expectations of job oriented Courses & industry interface.**
- b) To improve employability skills of students.**
- c) To bridge the skill gaps and make students industry ready.**
- d) To provide an opportunity to students develop their inter-disciplinary skills.**
- e) To provide students an understanding of the expectations of industry.**
- f) To improve employability skills of students.**
- g) To bridge the skill gaps and make students industry ready.**
- h) To provide an opportunity to students develop their inter-disciplinary skills.**

3. DESIGNING THE COURSES

- a) Before designing the syllabus, the feedback from the employers, alumni and industry people will be analyzed and considered to select and design an appropriate course by identifying the gaps.
- b) Apart from this discussions may also be held with the employers, alumni and industrial experts to understand the expectations for current and emerging trends.
- c) Any new Value Added Course developed by a Department should be placed before the Board of Studies and approved by the Academic Council.
- d) The course offered should not be the same as any course listed in the curriculum of the respective program/ or any other program offered in various Departments /Faculty.
- e) A unique course code is to be given for each course.

4. GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

- a) Value Added Course is not mandatory to qualify for any program.
- b) It is a teacher assisted learning course open to all students with a minimum fee.
- c) Classes for VAC will be conducted during the RESERVED Time Slot in a week or beyond the regular class hours.
- d) The value added courses may be also conducted during weekends / vacation period.
- e) A student will be permitted to register only one Value Added Course in a Semester.
- f) The students may be allowed to take value added courses offered by other departments after obtaining permission from HoD of the Department offering the course.

5. DURATION AND VENUE –

The duration of value added course should not be less than 30 hours. The HODs of the respective Faculty shall provide class room/s based on the number of students/batches. VAC shall be conducted in the respective Faculty itself.

6. PROCEDURE FOR REGISTRATION:

The list of Value Added Courses shall be displayed in the College Website along with the syllabus. A student shall register for a Value Added Course offered during the semester by submitting the duly filled in registration form. The Head of the Department shall segregate according to the choice opted.

7. ATTENDANCE-

Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course.

a) The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests.

b) Assignments, Seminars, etc. conducted.

c) The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.

d) At the end of the semester, the record shall be duly signed by the Course Coordinator and the Head of the Department and placed in safe custody for any future verification.

e) Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to write the End-Semester Examination.

f) The passing requirement for value added courses shall be 40% of the marks prescribed for the course.

g) A candidate who has not secured a minimum of 40% of marks in a course (internal and end-term) shall reappear for the course in the next semester/year.

h) The grades obtained in VACs will not be included for calculating the CGPA.

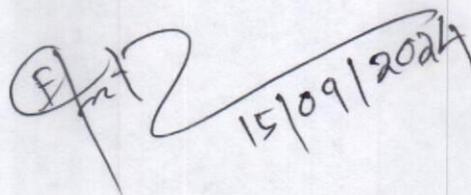
9. EVALUATION PROCESS-

The Value added course (one credit) of 30 hours duration shall be evaluated through assessments tests for 100 marks. The one credit courses shall be offered by a Programme with the prior approval from respective Board of Studies. If the total credit thus earned is three or more, then one elective course may be exempted. A student may be permitted to take up VAC from other departments with approval from both the Heads of the Departments.

10. COURSE COMPLETION

a) Learners will get a certificate after they have registered for, written the exam and successfully passed.

b) The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.

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