



OFFICE OF THE PRINCIPAL
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NOTICE

GUIDELINES FOR VALUE-ADDED COURSES

➤ **Overview:**

- Value Added Courses (VACs) are part of the curriculum designed to provide the competencies needed to increase employability opportunities and entrepreneurship development among the students essential to succeed on professional platforms
- This Institute offers a wide variety of Value-Added Courses (VACs) which will be conducted after the class hours or on holidays. These shall be continued involving external experts as well as internal faculty members and helping students by adding further value to their resume. These VACs are mostly independent to each type of the fields and can be taken by the students of any discipline with prior approval.

➤ **Objectives:**

- To provide students an understanding of the expectations of industry and develop the desirable skill accordingly.
- To bridge the skill gaps and make students industry ready.
- To improve employability skills of students.
- To provide an opportunity to students towards developing their inter-disciplinary & multidisciplinary skills.
- To shape students as job providers rather than job seekers.
- Empower students to think and do for the betterment of the Society.

➤ **Designing of Value-Added Courses (VACs):**

- The Faculties/Colleges/Departments will undertake feedback from the students, alumni, and industrial experts to recognize the gaps and emerging trends before identifying the VACs to be offered & for designing the syllabus accordingly.
- Apart from these discussions may also be held with the employers, alumni, and industrial experts to understand the expectations for current and emerging trends.
- Any new Value-Added Course developed by a department should be placed before the Board of Studies and approved by the Academic Council.
- 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 Departments.
- A unique course code is to be given for each VAC.

➤ **Conduction of Value-Added Courses (VACs):**

- Qualifying VAC is not mandatory to pass any programme. It is a teacher assisted skill enhancement and competency-based learning course open to all students.
- An overall VACs coordinator and a course coordinator should be appointed by the Dean/HOI/HODs for the smooth conduct of the VACs.
- Classes for VAC will be conducted during the reserved time slot in a week or beyond the regular class hours.
- The value-added courses may be also conducted during weekends/ vacation period
- A student will be permitted to register only in one VAC in a semester.
- The VAC can only be offered if there are at least 15 students opting it.
- The students may be allowed to take VACs offered by other Department after obtaining permission from HOD of their respective college and afterwards from the authorities offering the VAC.

➤ **Duration of Value-Added Courses (VACs):**

- The duration of VACs not should be less than 30 hours and should be completed within 30 days.

- VACs would be offered more than 1 time if the batch of the enrolled students exceeds 80.

➤ **Registration Process for Value Added Courses (VACs):**

- The list of VACs shall be displayed on the University website along with the course content.
- A student shall register for a VAC offered during the semester as per the choice, by submitting registration form.
- The Overall Coordinator of all VACs shall make the list of students according to the choice opted and send it to the respective course coordinators of the VACs.

➤ **Time Schedule for Value Added Courses (VACs):**

- Time for each period of the VAC will be of 45 minutes outside the regular master time table of the college.

➤ **Criteria of Attendance for Value Added Courses (VACs):**

- Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course.
- For monitoring the attendance and syllabus coverage the overall VACs Coordinator will get the report from each course coordinator once in 15 days.
- At the end of the VAC, the complete report including notice/brochure, course content, attendance list, assessment results, feedback forms and feedback analysis shall be submitted to the overall VACs Coordinator and placed in record for any future requirement.
- Each student shall have a minimum of 75% attendance in the course otherwise he/she will not get the course completion certificate.
- Relaxation of attendance requirement up to 15% may be granted for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC.

➤ **Assessment Process for Value Added Courses (VACs) Certificate:**

- Assessment of VACs shall be internal.
- A candidate who will appear for both pre and post-test and secures a post test score of more than 40% shall be considered for awarding Certificate with grade.
- The VAC grades shall not be included for the calculation of SGPA and CGPA.
- The grades O, A+, A, B+, B obtained from the completion of VAC shall be figured in the certificate.
- The grade earned through VACs shall not be considered for classification of degree.

Letter Grade	Mark obtained in percentage
O	90-100
A	80-90
B+	70-80
B	60-70
C	50-60

➤ **Certificate for Value Added Courses (VACs):**

The students who will successfully complete the VACs, shall be issued with a Certificate duly signed by the Authorized signatories.


Principal
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