

Standard Operating Procedure (SOP) for Value Added Course (VAC)

Value added courses (VAC) are offered by institution for holistic development and empowerment of students. VAC shall enhance the curriculum by amplifying, supplementing, and filling in the gaps, if any. Value added courses are offered for imparting transferable and life skills to all the students, in the broader perspective to serve society. Students shall be encouraged to get certification, wherever possible.

Guidelines for Conducting Value added course (VAC)

I. For Students:

1. It is mandatory to get registered for two value added courses (offered by school/department) per program.
2. Students pursuing UG programs are required to attend VAC preferably in 2nd and 3rd years, but not in the final semester.
3. Students pursuing PG programs are required to attend VAC in 2nd and 3rd semester.
4. Attendance is a requisite for the completion of VAC.
5. As VAC is a non-credit but an audit/a passing course, it is essential for students to clear/complete the value added course in which they are enrolled.
6. Student shall be graded for each value added course.
7. If a student fails in a value added course, the student will either repeat the course in FR mode or pursue another ongoing value added course.
8. Student shall be issued a course completion certificate by the school/department after passing the course.

II. For School/ Department:

1. Individual school/department must appoint a VAC coordinator for the smooth functioning of VAC at school/departmental level.
2. Value added course must be offered as a non-credit and an audit/passing course.
3. The school/department VAC coordinator should ensure students' enrollment in two value added courses, offered by the school/department, per program.
4. VAC should be offered in the 2nd and 3rd year of UG programs, but not in the final semester.

5. VAC should be offered to PG students in their 2nd and 3rd semester.
6. Teaching slots must be mapped on the timetable; a course expert must be assigned for VAC as it is an audit/a passing course.
7. Value added course(s) should be designed as per the need/requirement of students enrolled in the school/department in a particular program. The duration of the course should not be less than 30 hours.
8. VAC code will be issued for each value added course by the university VAC coordinator. The school/department should get it mapped on PeopleSoft.
9. A syllabus of four/five units along with evaluation scheme (Practical /Jury /Viva /Seminar /Hands-on training /Industrial training /Field visit /Workshop /MOOC) must be designed for VAC.
10. For each value-added course, course outcomes (COs) must be created and mapped with POs & PSOs of the program. An approval is required from the Office of the Dean Academic Affairs.
11. **VAC brochure** must be prepared by the school/department.
12. Attendance record and assessment record should be maintained properly and on a regular basis.
13. The school/department VAC coordinator must inform students about the requisites (regular attendance and passing the exam) for the completion of course.
14. On completion of the course, students will be issued a course completion certificate.

III. For PeopleSoft Champion:

1. A catalogue must be created for each value added course.
2. VAC must be mapped on PeopleSoft as a non-credit and an audit/a passing course.
3. Students shall be enrolled on PeopleSoft.

IV. For Controller of Examiner:

Value added course (VAC) shall be added in award sheet as an audit/a passing course with binary grading system, that is, PASS/FAIL.

--