



**SHARDA**  
**UNIVERSITY**  
*Beyond Boundaries*

# **Standard Operating Procedure (SOP)**

**for**

## **“Value Added Course (VAC)”**

1		Issued for Implementation
<b>Rev.</b>	<b>Date</b>	<b>Description</b>
<b>SHARDA UNIVERSITY GREATER NOIDA</b>		<b>SOP for Value Added Course (VAC)</b>

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 one value added course (offered by school/department) per academic year.
2. Students pursuing UG/PG programs are required to attend one VAC in every academic year of his/her program except for first and final semester.
3. Student pursuing one year program are required to attend one VAC during 2<sup>nd</sup> semester.
4. Attendance is mandatory for the completion of VAC as per University norms.
5. As VAC is a non-credit but an audit/passing course, it is essential for students to clear/complete the value-added course in which they are enrolled otherwise they need to repeat.
6. Student shall be issued a course completion certificate by the department/school 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 one value added course per academic year in every program offered by the school/department.
4. VAC should be offered in every UG/PG programs per academic year except for first and final semester. However, in one year program VAC should be offered in 2<sup>nd</sup> semester.
5. Teaching slots must be mapped on the timetable; a course expert must be assigned for VAC as it is an audit/passing course.
6. 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.
7. VAC code will be issued for each value-added course by the University VAC coordinator. The school/department should get it mapped on PeopleSoft.
8. 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.

9. For each value-added course, course outcomes (COs) must be created. An approval is required from the Dean Academic Affairs Office.
10. VAC brochure must be prepared by the school/department.
11. Attendance record and assessment record should be maintained properly and on a regular basis.
12. The school/department VAC coordinator must inform students about the requisites (regular attendance and passing the exam) for the completion of course.
13. 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/passing course.
3. Students shall be enrolled on PeopleSoft.

### **IV. For Controller of Examination**

After completion, Value added course (VAC) shall be added in award sheet.

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