KENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA

GUIDELINES FOR VALUE ADDED COURSE

<u>**Guidelines for Value-Added courses**</u>

1. 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.

Kendrapara Autonomous College 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

Objectives of the Value Added Course are:

- To provide students an understanding of the expectations of industry.
- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students develop their inter-disciplinary skills.
- To mould students as job providers rather than job seekers.

3. Designing the Courses

- 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.
- Apart from this 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 course.

4. Guidelines for conducting value added courses

- Value Added Course is not mandatory to qualify for any program.
- It is a teacher assisted learning course open to all students without any additional fee.
- 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 one Value Added Course in a Semester.
- 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 Dean 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 CollegeWebsite 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 and send it to the Faculty offering the particular Value Added Courses.

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.
- The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests.
- Assignments, Seminars, etc. conducted.
- The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.
- At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification.
- 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.
- Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC.

8. Passing Requirement and Grading

- The passing requirement for value added courses shall be 40% of the marks prescribed for the course.
- 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.
- The grades obtained in VACs will not be included for calculating the CGPA

9. Course Completion

- Learners will get a certificate after they have registered for, written the exam and successfully passed.
- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.