



Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

Policy

on

**Guidelines for
Value Added Courses**

GUIDELINES FOR VALUE ADDED COURSES

The rapidly changing global scenario puts forth challenges in the world of academics to keep institutional curricula more competitive. In the new Pedagogy, following Outcome Based Education (OBE) has become pertinent, and accordingly, the curriculum needs to be designed in tandem with the requirements of the industry. Many a times, the set of skills being imparted to students today with Programme Specific Objectives in Higher Education Institutions tend to lose their relevance in light of technological advancements taking place rapidly. This poses a challenge for any institution/university to incorporate adequate changes in the curriculum. Thus, it becomes imperative for HEIs to supplement the curriculum for enhanced knowledge of their students, thereby meeting industry demands. VACs are aimed at being instrumental in reducing the curriculum gaps to attain program outcomes (POs) of any given curriculum along with targeted skills. Hence it is one of the best tools which improves over all PO attainments and shows better path towards the expectation of industries. It helps students to carve their own position in the job market by adding augmented value to their resume. Such courses encompass diverse subjects to cater to the varied interests of the students.

CSJM University offers a wide variety of such Value Added Courses which are conducted after classroom teaching hours. Not only are the VACs endorsed by industry experts and academicians, but they also proactively participate in it.

The main objectives of the Value Added Course are:

- To help students develop an understanding of the expectations of industry.
- To provide an opportunity to students to develop inter-disciplinary skills.
- To inculcate the spirit of entrepreneurship in students.
- To provide a platform to students to improve their employability skills.
- To bridge the skill gaps and make the students industry ready.

Course Designing

The department interested in designing a Value Added Course should adhere to the following:

- i. The curriculum be designed after identifying training needs based on discussion with the potential employers, industry experts, and alumni.
- ii. Identify the gaps in the curriculum in light of emerging trends before designing the syllabus.
- iii. Adopt appropriate pedagogical methods pertaining to the curriculum and target group.
- iv. Schedule Assessment Tests.

Guidelines for Conducting Value Added Courses

VAC is not mandatory to qualify any programme. It is a teacher assisted learning course open to all students in the campus without any additional fee. In addition to the students from other

departments, students of the conducting department, can also attend the programme only if the course is not a part of their curriculum.

- It is mandatory for every department to conduct at least two VACs in a semester.
- A proposal for conducting a VAC will have to be approved by the Director of School and the approval be intimated to Dean of Faculty and Dean Academics at the commencement of the semester.
- The Director of School shall appoint a Course Coordinator(s) for the smooth running of the VAC(s)
- Classes for a VAC shall be conducted (Online or Offline) during a time slot beyond the regular class hours or during vacations.
- A student shall be permitted to register for only one VAC in a semester.
- The individual sessions of the VAC can be conducted by the faculty of the department, faculty of other departments of the University or by industry experts.
- The minimum number of students to be enrolled for a particular course shall be 10 and maximum can be decided by the Course Coordinator depending on the availability of infrastructure.

Duration

The duration of VAC is minimum 30 hours including theory and practical/field study. The combination of theory and practical classes shall be decided by the course coordinator with the approval of the Director of School.

Procedure for Registration

The list of VAC shall be displayed on the University website along with the syllabus. Students shall register for a VAC offered during the semester by submitting the duly filled in registration form to the Course Coordinator. After completion of the course, a detailed report shall be submitted to the Director, IQAC.

Venue

The Departmental Heads shall provide classroom/s and other necessary infrastructure facilities to the course coordinator for the successful execution of VAC.

Attendance

The Course Coordinator shall maintain a record of attendance and assessment of the candidates registered.

- i. The record shall contain details of the students' attendance, marks obtained in the Assessment Tests, assignments and seminars and feedback of the students regarding the course (format available at IQAC)
- ii. At the end of the course, the records shall be duly signed by the Course Coordinator and the Head of the Department and placed in safe custody of the Head of the Department.

Award Of Certificate

On successful completion of the VAC, the student shall be issued a certificate duly signed by the Head of the Department and the Course Coordinator.

Provision for Remuneration

The funds required to meet remuneration/honorarium, TA/DA for the external faculty/ expert and other allied expenses for the conduct of VAC in any department, would be as per the rules of the University.



REGISTRAR

Chhatrapati Shahu Ji Maharaj University,
Kanpur