

AFFILIATED INSTITUTIONS

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

A Value added course offered by a department can be attended by both UG and PG students. It is to be noted that the Value added course offered should not be a course listed in the curriculum of any programme offered in the Affiliated Institutions.

Course Structure

1. The request for approval of syllabus along with the schedule for the value added course should be communicated to Centre for Academic courses at least 15 days before the date of commencement of the course. The Syllabus (15 / 30 periods), Schedule and the Details of Faculty handling the course approved by the **Head of Institutions**.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in Affiliated Institutions.
 - b. The value added courses may be also conducted during week ends / vacation period.
 - c. The course can be offered only for the students studying semester V and above of UG Programmes and any semester in the PG Programmes.
 - d. Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
 - e. The course can be offered only if there are atleast 5 students opting for it.
 - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

2. The duration of value added courses is 15 (30) periods of theory or a maximum of theory and Laboratory courses and the course can have a **maximum of three hours per day**.

For the one (two) credit courses either 15 (30) periods of theory or a combination of theory and Laboratory may be offered.

Where, **2 periods** of laboratory = **1 period** of theory.

Evaluation

3. The value added courses shall carry 100 marks and shall be evaluated through **internal assessments only**.
 - a. Two Assessments shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned.
 - b. The duration of assessment is one hour each.
 - c. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer.
 - d. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.
 - e. The senior faculty member nominated for the course is responsible for maintaining and processing the records with regard to assessment marks and results.

Passing Requirement and Grading

4. The passing requirement for value added courses shall be 50% of the marks prescribed for the course **(Internal assessment only)**
 - a. The grades O, A+, A, B+, B obtained for the one/two credit shall figure in the Mark sheet under the title '**Value Added Courses**'. The other grades RA, SA **will not figure in the mark sheet.**
 - b. The credits earned through value added courses shall not be considered for calculating GPA and CGPA.
 - c. The credits earned through value added courses shall not be considered for classification of degree.
 - d. If the course is offered during any semester, it will appear in that semester's mark sheet. However if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester.

Maximum Number of Courses

5. A student can earn a maximum of 2 credits during the entire programme of study by attending one two credit course or two one credit courses which would be over and above the required maximum number of credits for the award of the degrees.