

(Abstract)

Guidelines on Value Added Courses at the Teaching Departments/Centres of Kannur University

ACADEMIC A SECTION

Acad/A4/828/Add-On/2022

Dated: 13.07.2022

Read:-1.The Minutes of the Meeting of the Syndicate held on 14/12/2021 and 27/12/2021
2.Orders of Vice Chancellor dated 10-05-2022
3.Email dated 13-06-2022 form Dr Anil Ramachandran, Convenor, Committee for preparing guidelines on VAC

ORDER

1. The Syndicate has resolved to commence Add-on-Courses in Kannur University Teaching Departments vide paper read(1) above.
2. Subsequently vide paper read (2) above, the nomenclature of the programme ,Add-On-Course was changed as Value Added Courses in tune with UGC norms and also an expert committee comprising Dr. Anil R Professor & HoD, School of Physical Education and Sports Sciences as convenor; Dr.T K Muraleedharan, Associate Professor, Dept.of Mathematical Science; Mr. Karthikeyan P, Assistant Professor, Dept. of Management Studies and Deputy Registrar, Academic Branch as members was constituted to prepare the guidelines on Value Added Courses.
3. Subsequently draft guidelines submitted by the committee vide paper (3) above was approved by the Vice Chancellor in exercise of the powers of the Academic Council conferred under Section 11(1) of Kannur University Act 1996.
4. Orders are issued accordingly.
5. The Guidelines for VACs is appended herewith and uploaded on the official website of Kannur University.

Sd/-

BALACHANDRAN V K
DEPUTY REGISTRAR (ACAD)
For REGISTRAR

To: HoDs, Teaching Departments of Kannur University

- Copy To: 1) PS to VC/PA to PVC/PA to R
2) DR-/ARI/AR II (Acad)
3) All sections of Academic Branch
4)The Webmanager (for uploading in the University Website)

Forwarded / By Order


SECTION OFFICER



Guidelines for Value-Added Courses

Kannur University

1. Introduction

Value-Added courses have been planned and designed to supplement the curriculum to provide necessary skills to equip the students with essential skills for employability and to succeed in life. Teaching departments of the university shall offer value added courses (VAC) which stand independent to the normal credit courses offered for a programme of the department. The courses may be conducted by experts within and outside the university and may be conducted after the regular class hours or holidays. The courses will enable students to improve their employability quotient considering their areas of interest and aptitude.

2. Objectives

The objectives of value added courses are to

- Provide learner centric graded skill oriented technical training
- Improve employability skills to students
- Provide students an understanding of the expectations of industry.
- Bridge the skill gaps and make students industry ready.
- Provide an opportunity to students develop their inter-disciplinary skills.
- Mould students as job providers rather than job seekers.

3. Designing the Courses

Before designing the course and syllabus, the departments will undertake a need analysis based on feedback from the employers, alumni and industry to identify gaps and possible trends of employability. Appropriate pedagogical methods would be adopted depending upon the nature and content of the course. All value-added courses proposed and designed shall be approved by the department council. Value added courses may not be duplication of courses offered in the regular programmes of the university. The request for approval of syllabus along with the schedule for the value-added course should be communicated to the University at least 15 days before the date of commencement of the course. The Syllabus, Schedule and the Details of

Faculty handling the course approved by the Head of Institutions. A University coordinator shall be nominated for monitoring and scheduling the value-added courses

4. Guidelines for Conducting the Course

Value added course is optional and is not mandatory to qualify for any programme. It is a teacher assisted learning course open to all students (within and outside the university) and faculty of university departments. The selection of students and faculty from outside the department will be based on the admission criteria and selection done by the department conducting the VAC. The following guidelines will be followed for the conduct of value-added courses in Kannur University teaching departments:

- (i) The Head of the department will appoint a course coordinator for the smooth conduct of the value-added courses (VAC) with the approval of the department council
- (ii) Classes for VAC to be conducted during a time slot beyond the regular class timings or on weekends / holidays
- (iii) A student shall be permitted to be admitted for only one VAC in one semester
- (iv) Classes for VAC shall be engaged by the faculty of the department, faculty of other departments or by external experts.
- (v) Minimum number of participants for a VAC shall be 15 and maximum shall be decided by the course coordinator depending upon the infrastructure and instructional facilities.
- (vi) Students of other departments shall be admitted to a VAC only with the consent and permission of the concerned head of the department.

5. Duration, Venue and Time Slot for Classes

- (i) Duration of Value-added course (VAC) should not be less than 30 hours, and shall be completed within the semester period. The division of hours for theory and practical shall be decided by the course coordinator with the approval of the department council.
- (ii) The head of the department's shall provide classrooms and other infrastructure and instructional facilities for the conduct of the course.

- (iii) Considering the nature of the course and to enable interdisciplinary teaching and learning, schedule and fixed time slots shall be reserved for VACs by the university coordinator in consultation with the heads of the departments.

6. Admission and Attendance

- (i) The list of Value-Added Courses along with the syllabus shall be displayed in the University Website.
- (ii) 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 the final list submitted to the university
- (iii) The course coordinator in the respective departments shall be responsible for the maintenance of attendance and assessment record for candidates who have registered for the course.
- (iv) The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests, Assignments and Seminars.
- (v) At the end of the semester, the record shall be duly signed by the Course coordinator and the Head of the Department and placed in safe custody for any future verification.
- (vi) Each student shall have a minimum of 60% attendance in all the courses of the particular semester failing which he or she will not be permitted to write the terminal examination.
- (vii) Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the University in extra-curricular activities and participation in NCC.

7. Evaluation and Grading

- (i) The course coordinator in the respective departments shall be responsible for the maintenance of attendance and assessment record for candidates who have registered for the course.
- (ii) The evaluation shall carry 50 marks with 40% continuous assessment and 60% terminal assessment.

7.1 Continuous Assessment

- (i) Continuous Assessment (CA) shall have a combination of assessment such as class tests, assignments, seminars, practicum and viva voce as suitable to each course. The breakup of marks for CA shall follow the below mentioned general guidelines:

Component	Marks
Class tests	10
Seminar/Assignments/Practicum	5
Viva-Voce	5
Total	20

- (ii) The components and their weightage of the CA may vary depending upon the nature of the courses offered, which should be specified in the detailed scheme and syllabus of the courses submitted to the university.
- (iii) The duration of class tests, the pattern of question papers shall be decided by the course coordinator with the approval of the head of the department.
- (iv) The assessment shall be done by the course faculty/course coordinator. No improvement option shall be permitted for CA, however the prerogative of conduct of special test for students who could not attend the test for valid reason lies with the course coordinator in consultation with the head of the department.

7.2 Terminal Assessment

- (i) Terminal assessment shall be conducted at the end of the course
- (ii) Candidates who could not appear shall be given one more chance to re-appear for the examination before the publishing of result.
- (iii) The mode of question paper and duration of the examination shall be decided by the concerned department.
- (iv) The answer scripts of the terminal assessment shall be valued by internal examiners nominated by the head of the department in consultation with the department council.

7.3 Grading

Evaluation of performance of the student will be graded as below:

Marks %	Letter Grade
80 % and above	A+
70-79	A
60-69	B+
50-59	B
40-49	C
Less than 40%	D

7.4 Passing Requirement and Awarding Certificate

- (i) The passing requirement for value added courses shall be 40% of the marks prescribed for the course (separately for both continuous assessment and terminal assessment) and Grade C in overall grading.
- (ii) The grades obtained in VACs will not be included for calculating the CGPA of the regular course the student is undergoing
- (iii) On successful completion of the VAC, the student will be issued certificate duly signed by the Head of the Department and Course Coordinator. Model Certificate template shall be prepared by the University.

8. Fee Structure and Funding for VAC

- (i) Fee structure for VACs may be decided by the concerned department depending upon the infrastructure and instructional facilities required. The fee for value-added courses shall range between Rs 2000 to Rs 7000 depending upon the nature of the course.
- (ii) The fund for the VACs shall be met from the course fee obtained for the courses and from funding from UGC/state government or university for conduct of value-added courses. Amount of honorarium for faculty for engaging classes or evaluation of the VACs may be as per the existing rules of the university. Details

of income and expenditure for the VACs may be maintained by the Head of the Department. Balance income if any obtained from the conduct of VACs may be deposited in the Department Development Fund and utilized for the developmental activities of the department.