POLICY ON
ADD-ON COURSES

Table of contents

1. About the Institution

Vignan's Institute of Information Technology (VIIT) was established in the year 2002 in the City of Destiny, Visakhapatnam, Andhra Pradesh, India. It is promoted by Visionary Dr. Lavu Rathaiah, Chairman, of Lavu Educational Society, Guntur, and Andhra Pradesh, India. Vignan's Institute of Information Technology (A) is affiliated to the JNT University, Gurazada, Vizianagaram. The institute envisioned to be a recognised leader in technical education and is aimed at national excellence by creating competent and socially conscious technical manpower for the current and future Industrial requirements. Vignan's Institute of Information Technology(A) is Re-Accredited by NAAC with 'A' Grade CGPA 3.41/4.00 and also accredited by NBA for FIVE UG programs such as Computer Science, Electronics and Communication Engineering, Mechanical Engineering, Information Technology and Electrical and Electronics Engineering branches. Institute is also conferred with Autonomous Status by UGC in the year 2017 and University Grants Commission, New Delhi has granted recognition under section 2(f), & 12(B) of the UGC Act, 1956 in the year 2014.

VIIT is now offering 11 UG Programs (Civil Engineering, Computer Science, Electronics and Communication Engineering, Mechanical Engineering, Information Technology, Electrical and Electronics Engineering, Electronics and Computer Engineering, Artificial Intelligence and Data Science, CSE-Artificial Intelligence, CSE-Cyber Security, CSE-Data-Data Science and 10 PG Programs including 8 M. Tech Programs (MD, P&ID, ECE, VLSI, AI&ML, CSE, IT, TE), MBA, MCA. The institute is being recognized by JNTUK, Kakinada as Research Centre for Advanced Research activity and also recognised by Govt. of Andhra Pradesh with 'A' Grade in terms of Key performance Indicators in Engineering Education. VIIT is one of the best consortium leaders recognized by IUCEE in AP and Telangana. It has also collaborated with the premier technical institutions like, IIT Mumbai, IIT Kharagpur to exchange video lectures through Ekalavya remote centre and for the activities of Robotics and Entrepreneurship development.

The Institution conforms to quality standards such as ISO 9001:2017, ISO 14001:2018 and OHSAS 18001:2017. The short term and long-term goals are well defined and implemented to envisage the institution's Vision and Mission. The institute is specially undertaking Research & Development in thrust areas of Technology and Societal related issues. The Institute introduced Innovative practices in Teaching Learning & Evaluation to meet the quality standards in Higher education, few of the practices are Semester long Internship, Integration of Theory with Laboratories. The institute has collaboration with more than 100 industries like, RINL, Infosys, Ramco, Reliance Jio, BSNL, VCTPL, WDM, Indian Navy, TCS, and GIT Solutions which offer internships.

2. Preamble

Vignan's Institute of Information Technology (VIIT) introduced add-on courses from the academic year 2017-18. The main purpose is to provide students with additional knowledge on cross-cutting issues like gender sensitivity, human values, professional ethics, environment and sustainability. These courses are offered as certificate courses, requiring a minimum of 30 contact hours.

3. Purpose

To integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in to the Curriculum, Vignan's Institute of Information Technology (VIIT) is issued a policy to provide a framework for planning and organising the Add-On courses to the students of UG and PG. Gender sensitivity courses are conducted for UG students at the I B. Tech level, while courses on Human Values, Professional Ethics, Environment, and Sustainability are conducted in II and III year of B. Tech.

4.Definitions

"VIIT" means Vignan's Institute of Information Technology, an Autonomous Institution, affiliated to Jawaharlal Nehru Technological University, Kakinada, Andhra Pradesh.

"IQAC" means Internal Quality Assurance Cell of the Institute.

"Stakeholder" means any person involved in the process directly or indirectly viz., students, faculty, parents, alumni, employer etc.

"UG Course (B. Tech)" means Undergraduate course (Bachelor of Technology) in various disciplines of Engineering.

"PG Course (M. Tech, MBA and MCA)" means Postgraduate courses (Master of Technology, Master of Computer Applications and Master of Business administration).

5. Scope

Vignan's Institute of Information Technology (VIIT) is committed to follow the value framework enshrined in Sustainable Development Goals and National Education Policy – 2020. In addition, the curriculum offered by VIIT shall be offering add-on courses with the aim to facilitate students to create awareness and contribute more knowledge on Professional Ethics, Gender, Human Values, Environment and Sustainability. These courses are non-credit courses, which will not be considered for awarding the degree by affiliating University.

6. Objectives

VIIT emphasizes on educating students by imparting best knowledge and practices to serve the nation. The Dean of Academics insists the departments/cells/committees conduct add-on courses for the selected students of UG and PG leading to holistic development of the students.

7. Guidelines

The add-on courses shall be introduced on the basis of inputs from all stakeholders. In the beginning of the Academic year, the Dean of Academics along with departments/cells/committees plan to introduce add-on courses by the approval of the Head of the Institution. It is mandatory for the students to attend courses planned by the department; however, the students can choose to enroll for the courses planned by cells/committees. Course Certificates would be awarded to the students who would attain minimum required attendance and successfully qualify the assessment criteria as laid down and notified by the department at the time of

notification of the start/registration of the add-on course. Validation and Finalization of eligible students for the final assessment/examination would be based on report prepared by course coordinator after course completion.

8. Review Process

At the end of every academic year, the reports of all the add-on Courses offered by the departments and other cells/committees of the Institute shall be submitted to the Dean of Academics. Further, the Dean of Academics will introspect the effectiveness of the course conducted and recommend for the continuation/improvement in conduction of course.

STANDARD OPERATING PROCEDURE

Add-on courses are introduced to integrate cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability enshrined in Sustainable Development Goals and National Education Policy – 2020.

A. Mechanism:

1. Based on the feedback from various stakeholders, the IQAC instructs the departments/cells/committees to plan for organizing add-on courses.

2. The departments/cells/committees shall;

    a. Identify the resource person for the course

    b. Prepare the modules/syllabus for the course.

    c. Prepare the schedule in line with the academic calendar based on the availability of resources.

    d. Identify and assign the coordinator for the course with a team for assistance.

3. The coordinating team shall;

    a. Finalize the schedule in consultation with the resource person.

    b. Make the necessary set up/arrangement to conduct the course.

    c. Initiate the student registration process.

    d. Monitor the student attendance, discipline, assignment submission

    e. Plan and conduct the assessment process (if any) at the end of the course.

f. Initiate the course feedback.

g Prepare the report and submit to the HoD or in-charge of cell /Committee.

B. Criteria for awarding certification:

To obtain the course completion certificate the following criteria have to be met;

1. Student with 75% attendance throughout the course.
    2. Student with a minimum score of 50% in the assessment (if any)

C. Checklist for Add-on Courses

Here are things to be followed to present add-on courses for assessment:

- ✓ Add on/Certificate programs should have a total minimum duration of 30 hours duration to be considered.
- ✓ Details of each program such as a brochure mentioning the name of the program, summary of the contents, duration, date of commencement, contact person, contact numbers should be created.
- ✓ A certificate should be issued to the participants on course completion
- ✓ A copy of the MOU with the collaborating agency if any.
- ✓ The curriculum, number of hours, assessment procedures along with outcomes should be outlined.
- ✓ Year-wise list of the students enrolled in the programme including attendance sheets of students participating along with their signatures should be provided.
- ✓ Summary report of each program year wise along with the outcome

***