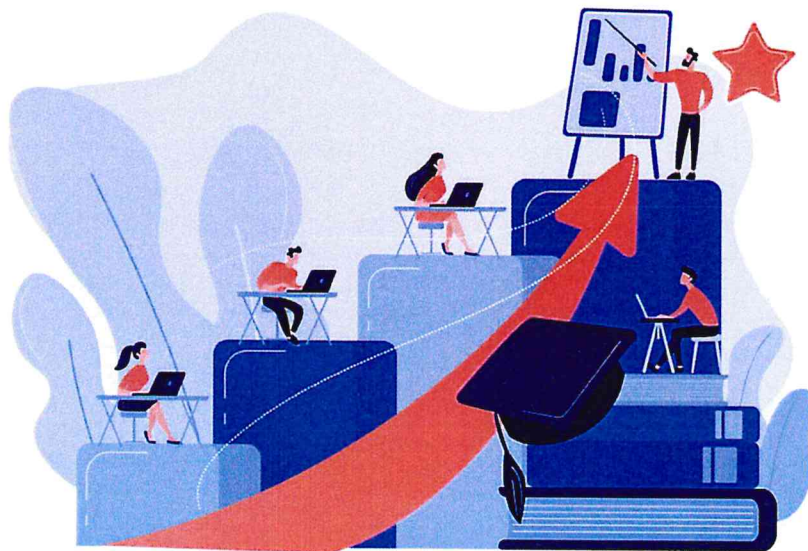




VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

POLICY ON VALUE-ADDED COURSES



2021-22

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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 Science and 10 PG Programs including 8 M. Tech Programs (MD, P&ID, ECE, VLSI, AI&ML, CSE, IT, TE), MBA and MCA. The institute is being recognized by JNTUK, Kakinada as Research Centre for Advance 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 is also collaborated with the premier technical institutions like, IIT Mumbai, IIT Kharagpur to exchange of 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 Industry 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 Value addition courses from the academic year 2017-18. The objective of these value-added courses is to provide additional learner-centric, graded, skill-oriented courses that improves students' employability skills. The main goal is to bridge the gap between academic knowledge and industry demands.

To enhance employability, the college has launched short-term courses to make the students industry-ready.

3. Purpose

Vignan's Institute of Information Technology (VIIT) has designed a policy to enrich the curriculum by providing a framework for planning and organizing value addition/certificate courses for UG and PG students. These courses aim to upgrade skills and improve employability.

4. Definitions

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

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

“Stakeholder” means any person involved in 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 facilitate for the overall development of the student by providing the training based on recent trends in technology/competence. In addition to the curriculum offered by VIIT shall be offering value-added courses with the aim to facilitate students to pursue courses of their choice and enable them to learn additional courses beyond curriculum and acquire more knowledge. These courses are non-credit courses, which will not be considered for awarding the degree by affiliating University.

6. Objectives

IIT emphasizes on educating students by imparting the best knowledge and practices to serve the nation. The IQAC insists that departments/cells/committees conduct at least one value-added/certification course for each student. These courses aim to enrich students' knowledge, making them industry-ready, and thus enhancing their employment opportunities. The main goal of the institute is to enrol a minimum of 90% of students for every academic year.

7. Guidelines

Value-added courses will be introduced based on inputs from all stakeholders. At the beginning of the academic year, Dean Academics along with departments/cells/committees will plan to introduce value-

added/certification courses, subject to approval from the Head of the Institution. Attendance in courses planned by the department is mandatory for students, but they can also choose to enrol in courses planned by cells/committees. Students who achieve the minimum required attendance and successfully meet the assessment criteria set by the department during the course registration will be awarded course certificates. The validation and finalization of eligible students for the final assessment/examination will be based on a report prepared by the course coordinator after course completion.

8. Review Process

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

STANDARD OPERATING PROCEDURE

The main objective of these courses is to reduce the gap between academia and industry, thereby enhancing employability.

Mechanism:

1. Based on the feedback from various stakeholders, the Dean of Academics instructs the departments/cells/committees to plan for organizing Value added 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 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 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 during all the sessions.
- 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.

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)

Checklist for Value-added Courses

Here are things that you need to note when you present Value added courses for assessment:

- ✓ Value added /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


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