OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/1.6/P16001/2022/V1.0   **Date: 29/04/2022**

Title: Value Added Courses

Policy:

Every department of the university should ensure value addition imparted to its students in the form of certificate courses on the different career tracks viz. employability, entrepreneurship and higher education. Value added courses should be identified based on the interest of the students with respect to the career track and domain of specialization. These courses should be offered across the years of study at different levels (basic to advanced) and at regular intervals.

Outcomes:

- Enhances the opportunity for the students in grabbing better opportunities in the respective career track of interest.
- Benchmark students on par with the industry requirement in respective domains helping them to become industry ready.
- Encourages to shape up their career by upskilling themselves over and above the learning through curriculum leading to inter-disciplinary or multi-disciplinary exposure.

Introduction:

The value-added courses are introduced with the intent of bridging the "Industry-Academia gap" and enable better opportunities for the students in their chosen career category. Benchmarking the outcome attained is always important to understand where the student stands at the global level. The certificate courses are aligned with the career category and the domain of interest of the students. Each career category has a good number of tracks (based on domains) and highlights the numerous opportunities each track provides. This helps the students to choose the appropriate track and do the courses recommended at basic, intermediate, and advanced level in that domain. Specialized tracks were also created for each specialization under these career categories and lead to enhanced Outcomes and the opportunities available in that career. The students undergoing the value-added courses are required to appear for the National / International level certifications.

Guidelines:

1. Departments are required to identify the list of value-added courses in niche areas of the respective specialization which helps to bridge the gap between Industry and Academia. These courses should be offered to the students by the Industry through their domain experts rather than by training agencies.

2. Identified Value added courses are to be proposed in Department Academic committee (DAC) and are to be approved in Board of Studies (BOS) based on the feedback received from the stake holders.

3. Departments should go for MoU (Memorandum of Understanding) with the respective Industry exploring the possibilities of utilizing the services effectively.

4. Departments should identify the potential list the courses under different career categories and specialization tracks and consolidate the same as given in Annexure-15.

5. Each Certificate Course (CC) / Value added course (VAC) track should have courses at three levels viz. basic, intermediate and advanced. Each course should be of minimum 40 hours of delivery and the faculty nominated by the department to attend the same and get certified will be recognized towards FDP (Faculty Development Program).

6. Departments are required to sensitize the students on all the VAC tracks under various career categories and specialization right from the early years of study in order to guide them appropriately to choose the right VAC track based on their interest.

7. Necessary Career Guidance should be given to the students at regular intervals regarding the same and students should be encouraged to approach the career counsellor whenever they want to get their doubts clarified.

8. The final consolidated list of courses to be offered in a specific academic year should be consolidated by the departments (as per Annexure-16) after taking necessary financial approvals and the same should be verified by the Office of Dean Academics for enrolment into ERP.

9. The courses thus enrolled with the code approved by the office of dean academics will be floated to the students during the registration and the department is required to sensitize the students on the appropriate courses and their outcomes, source of training, mode, Course Coordinator name, as per the brochure format in Annexure-9.

10. Student mentors are required to guide the students in registering the appropriate VAC as per their interest and previous courses completed (if any) to avoid deviating from the course track.

11. Departments are required to ensure smooth conduction of the VACs as per schedule and do the evaluation of the same as per the evaluation plan given in Annexure-17.

12. Departments are required to submit a summary report on the outcome attainment of the VACs by the end of the semester with the number of certifications at national and international levels with appropriate recommendations for refinement.

13. Course Coordinators are required to identify the slow learners in the process and take necessary remedial action appropriately.

14. Departments are required to ensure the completion of the VACs as per the degree requirements appropriate to the program and regularly follow up to help students to complete them.

15. In addition to the certificate courses related to the career tracks, students should also take up non-technical certificate courses on various sports & other life skill activities like Volleyball, Badminton, Yoga, Meditation, etc. which help them to strengthen their physical and mental health.

16. Students taking up these non-technical certificate courses are required to register for the same and undergo appropriate set of activities and maintain minimum attendance as per the university norms in order to fulfil the basic requirement to get the satisfactory grade in the course.

17. Minimum 3 technical certificate courses and 1 non-technical course for Engineering program, minimum three certificate courses for four year (other than engineering) or 5-year degree programs, minimum two certificate courses for a 3-year program, minimum 1 technical certificate course for a two-year degree program are mandatory as a part of the degree requirement of all the programs offered by the university.

Dr. N. Venkatram
Pro Vice Chancellor

Dr Raghuveer VR
Dean Academics