



SWAMI VIVEKANAND
SUBHARTITM
UNIVERSITY
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STANDARD OPERATING PROCEDURE

FOR

VALUE ADDED COURSES (VACs)

SOP No: SVSU-IQAC/VAC-01/2022-23

SOP Name: Standard Operating Procedure for Value Added Courses(VACs)

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STANDARD OPERATING PROCEDURE FOR VALUE ADDED COURSES

A. Overview:

Value Added Courses (VACs) are part of the curriculum designed to provide the competencies needed to increase employability opportunities and entrepreneurship development among the students essential to succeed on professional platforms.

Through a variety of course options help the students to obtain and develop innovative and creative skills as well as a more holistic viewpoint that nurture them for current market challenges.

All the 12 Faculties of Swami Vivekanand Subharti University offers a wide variety of Value Added Courses (VACs) which have been conducted after the class hours or on holidays. These courses have been conducted involving external experts as well as internal faculty members and helping students by adding further value to their resume. These VACs are mostly independent to each type of the fields and can be taken by the students of any discipline with prior approval.

B. Objectives:

The main objectives of the Value Added Course (VAC) are:

- To provide students an understanding of the expectations of industry and develop the desirable skill accordingly;
- To improve employability skills of students;
- To bridge the skill gaps and make students industry ready;
- To provide an opportunity to students towards developing their inter-disciplinary & multidisciplinary skills;
- To shape students as job providers rather than job seekers;
- Empower students to think and do for the betterment of the Society.

C. Guidelines for Value Added Courses (VACs):

a. Designing of Value Added Courses (VACs)

1. The Faculties/Colleges/Departments will undertake feedback from the students, alumni and industrial experts to recognize the gaps and emerging trends before identifying the VACs to be offered & for designing the syllabus accordingly.
2. The appropriate pedagogical methods should be adopted while delivering VAC curriculum according to the content and target group.
3. Any new VAC intended to be developed by the University/Faculty/Department, should

be placed through the Faculty Board/Board of Studies meeting to the VACs Committee for screening. The final list of VACs with the consideration of Hon'ble Vice Chancellor would be submitted to Academic Council for further approval and the same would be disseminated to the Faculty/College/Department for action taken.

4. The VACs should not be similar to the courses listed in Programme curriculum offers by Faculty/College/Department.
5. A unique course code is to be given for each VAC. The code, where the first letter represents the Faculty, the next three letters shall be the VAC and the last letters represents the name of VAC developed and introduced by the concerned Faculty/College/Department.

Example: For VAC in Dental Science i.e.: Forensic Odontology or Pediatrics Endodontics and Behaviour Management in Pediatrics Dentistry, the course codes would be SDC/VAC-FO and SDC/VAC-PEBMPD

b. Conduction of Value Added Courses (VACs):

Qualifying VAC is not mandatory to pass any programme. It is a teacher assisted skill enhancement and competency based learning course open to all students.

1. An overall VACs coordinator and a course coordinator should be appointed by the Dean/HOI/HODs for the smooth conduct of the VACs.
2. Classes for a VACs may be conducted during a time slot beyond the regular class hours and may be mentioned regular timetable.
3. The VACs may be also conducted during weekends/vacation period.
4. A student will be permitted to register only in two VACs in a semester.
5. Industry experts/ eminent academicians from other Institutes will be engaged to offer the VAC wherever required.
6. The VAC can only be offered if there are at least 15 students opting it. ***(Faculties/Colleges/Departments having less in 15 students in total in all the offered programmes are exempted from this criteria)***
7. The students may be allowed to take VACs offered by other Faculty/College/Department after obtaining permission from Dean/HOI/HoD of their respective college and afterwards from the authorities offering the VAC.
8. A pre-test and Post-test questionnaire would be developed to assess the outcome of the VACs offered.

c. Duration of Value Added Courses (VACs):

1. The duration of VACs would be more than 30 hours and complete within 30 Days to 180 days.
2. VACs would be offered more than 1 time if the batch of the enrolled students exceeds 50 or offer to the students of other programmes of the Faculty/College/Department.

d. Registration Process for Value Added Courses (VACs):

1. The list of VACs shall be displayed on the University website along with the course content.
2. A student shall register for a VAC offered during the semester as per the choice, by submitting online/offline registration form for VAC which is scheduled to be offer by Faculty/College/Department.
3. The Overall Coordinator of all VACs shall make the list of students according to the choice opted and send it to the Dean/HoI/HoD Office for the information to course coordinator of the particular VAC.

e. Venue for conduction of Value Added Courses (VACs):

The venue should be the respective faculty and the Dean is responsible for providing adequate facility for conducting the same.

f. Time Schedule for Value Added Courses (VACs)::

Considering the nature of the VAC and overall hour allocated to the course, a fixed slot of time shall be reserved for VACs in consultation with the Overall VACs Coordinator and Course Coordinator of the respective Faculty/College/Department.

g. Criteria of Attendance for Value Added Courses (VACs):

The Course Coordinator shall be responsible for the maintenance of attendance and assessment record for students who will register in the course and will submit all the details to overall VACs Coordinator.

1. The record shall contain details of the students' attendance, total marks obtained in pre-test/MCQ/Assignments/Presentation/post-test (Total Marks would be based on the total hours of the VAC) **(2 Credits or 50 Marks for 30 Hours VAC)**
2. For monitoring the attendance and syllabus coverage the overall VACs Coordinator will get the report from course coordinator once in a 15 days and the same will report to Dean/HOI/Head of the respective Faculty/College/Department.

3. At the end of the VAC, the complete report including notice/brochure, course content, report on VAC with geo-tagged pictures, attendance list, pre-test and post-test assessment results, feedback forms and feedback analysis shall be submitted to the Dean/HOI/HOD by overall VACs Coordinator and placed in record for any future requirement.
4. Each student should have a minimum of 75% attendance in opted VAC, failing which he or she will not be permitted to get the certificate/credit.
5. Relaxation of attendance requirement up to 10% may be granted by the Dean/HOI for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC / NSS/ Club activity/sports & cultural events.

h. Assessment Process for Value Added Courses (VACs) Certificate:

1. Assessment of VACs shall be internal.
2. A pre and post-test will be there for each VACs.
3. A candidate who will appear for both pre and post-test and secures a post test score of more than 50% shall be considered for awarding Certificate with grade.
4. The VACs' grades shall not be included for the calculation of SGPA and CGPA.
5. The grades O, A+, A, B+, B obtained from the completion of VAC shall be figured in the certificate.

Letter Grade	Marks Obtained (in Percentage)
O	90-100
A+	80-89.99
A	70-79.99
B+	60-69.99
B	50-59.99

6. The grade earned through VACs shall not be considered for classification of degree.

i. Certificate for Value Added Courses (VACs)

The students who will successfully complete the VACs, shall be issued with a Certificate duly signed by the Course Coordinator, Overall VACs Coordinator and the Dean/HOI/HOD of the respective Faculty/College/Department.

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