7. POLICY ON VALUE ADDED COURSES

Purpose:

To enrich the curriculum, this policy is issued to provide a framework for planning and organizing the value added/certification courses to the students of UG and PG of ITM University Gwalior.

Scope :

ITM University Gwalior is committed to facilitate the overall development of the student by providing the training based on recent trends in technology/competence. ITM University Gwalior shall be offering value-added courses with the aim to facilitate students to pursue courses of their choice (viz., technical, aptitude, life skills, soft skills including online platform courses) to enable them lean additional courses beyond curriculum and acquire more knowledge. These courses are non-credit courses, which will not be considered for awarding the degree by University.

Objectives :

ITM University Gwalior emphasize on holistic approach on educating students by imparting best knowledge and practices to serve the nation.

- To provide students with an understanding of the expectations of industry.
- To improve employability skills of students by bridging the skill gaps and make students industry ready.
- To provide an opportunity for students to develop inter-disciplinary skills.

No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. ITM University offers a wide variety of Value-Added Courses which are conducted by experts and help students stand apart from the rest in the job market by adding further value to their resume. They are mostly independent to each type of the fields. The courses aim to enrich the knowledge of students so that they can be Industry ready which in turn enhance the opportunity for employment.

Guidelines:

Course Certificates would be awarded to the students who would attain minimum required attendance and successfully qualifies the assessment criteria as laid down and notified by the department at the time of notification of the start/registration of the value-added courses. Validation and Finalization of eligible students for the final assessment/examination would be based on a report prepared by course coordinator after course completion.

The value-added courses will not only be confined to the students of the parent department, but they shall be available for the students of other departments also, which provide an opportunity to students to develop inter-disciplinary skills.

Review Process:

The Dean of the School/T&P Cell/IQAC will regularly investigate the effectiveness of the course conducted and recommend for the continuation/improvement in conduction of course.

Course Designing

The department interested in designing a Value-Added Course should undertake Training Need Analysis, discuss with the generic employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. According to the content and target group, the appropriate pedagogical methods should be adopted in the curriculum. Any new Value-Added Course developed by a department should be placed before the Board of Studies and Faculty (Standing Committee) and approved by the Academic Council. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in University Departments. A unique ten digit course code is to be given for each course. The ten-digit XXXXXVACXX code, where the first letter represents the Faculty (code given by IQAC), the next four letters represents the Department offering the course (code given by IQAC), the next three letters shall be the identifier i.e., VAC (Value Added Course) and the last two digits represents the serial number of value added course developed and introduced by the concerned department. (For e.g.: SOET has been given a code 1 by IQAC and the S>NO is suppose 12 so 1 SOETVAC12 will be the code.

7.1   Guidelines for conducting value-added courses

Value Added Course/s is/are not mandatory to qualify for any programme and the credits earned through the Value-Added Courses shall not be included in their SGPA/CGPA calculations. It is a teacher assisted learning course open to all students without any additional fee. However, students shall pay the prescribed examination fee and register along with other courses in that particular semester.

The Role of Schools/Departments and Training and Placement Cell (T&P Cell)

The Schools Departments of the University and Training and Placement Cell of ITM University Gwalior should strive hard to enhance the skills of students through value added/certification/life skills and training for competitive examinations. The stakeholders involved in the Value-Added Courses are supposed to diligently follow the laid down policy and the SOP. Every department should offer at least 04 value added courses to their students every years.

Duration

The minimum duration of value-added course is 30 hours / 12 weeks 2-3 hrs/week.

Procedure for registration

The list of Value-Added Courses shall be displayed in the University Website along with the syllabus. A student shall register for a Value-Added Course offered during the semester by submitting the duly filled in registration form (Annexure II) through the concerned Head of the Department.

Venue

The Dean of the respective Faculty shall provide classroom/s based on the number of students/batches.

Time Slot

Considering the nature of the course and to enable cross faculty or inter-disciplinary learning, a fixed slot of two hours is reserved for Value Added Courses during Odd and Even Semesters as follows:

- Classes for a VAC are conducted during the reserved Time Slot in a week.

- The value-added courses may also be conducted during weekends/ vacation period. A student will be permitted to register for only one Value Added Course in a Semester. Industry experts / eminent academicians from other Institutes are eligible to offer the value-added course.

Attendance

Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course.

- The Record shall contain details of the students' attendance, marks obtained in the Continuous Internal Assessment (CIA) Tests, Assignments and Seminars. In addition, the Record shall also contain the organization of lesson plan of the Course Instructor.

- The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.

- At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification.

- The Course Instructor shall inform the Head of the Department at least seven calendar days before the last instruction day in the semester about the attendance particulars of all students.

- Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to write the End-Semester Examination.

- Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC / NSS / YRC / RRC.

Evaluation

The evaluation of a value-added course shall be a hybrid of Continuous Assessment/ End Semester assessment/Presentation/Quiz/Research papers/Internship/Project and others. The End Semester Examination will be of three hours duration and will cover the entire syllabus of the course. The Question Papers will be framed to test different levels of learning based on Bloom's taxonomy viz. Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation/Creativity.

Assessment

Assessment of VACs shall be internal. Internal shall be conducted during the semester by the Department(s) offering VAC and evaluated by the course teacher. The End Semester Examination shall also be valued by the internal examiner.

Passing Requirement and Grading

The passing requirement for value added courses shall be 50% of the marks prescribed for the course. While a minimum of 40% marks in End Semester Examination is essential, and for internal assessment, there is no passing criteria. A student is declared to have passed the course if he/she secures not less than 40% marks in the End Semester Examination and not less than 50% marks in aggregate taking Internal assessment and End Semester Examination marks together. A candidate who has not secured a minimum of 50% of marks in a course (CIA + End Semester) shall reappear for the course in the next semester/year. The grades obtained in VACs will not be included for calculating the GPA. If the course is offered during any semester, it will appear in that semester's mark sheet. However, if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester. The credits earned through value added courses shall not be considered for calculating GPA and CGPA.

Awarding Certificate

Some value-added courses in which the internal and end term examinations are not conducted and which are in the middle of training and workshops are evaluated by the trainer/ organizing secretary of the workshop. Learners can get a certificate after they have registered for, written the exam, and successfully passed. The students who have successfully completed the Value-Added Course shall be issued with a Certificate duly signed by the course coordinator, CoE and Registrar. It may also get a mention in the semester mark sheet.

Feedback

Feedback of the course is must after delivery of every value-added course. The record of the feedback will be kept by the controlling department.