

**POLICY
FOR
OFFERING
VALUE-ADDED
COURSES
BY
FACULTY MEMBERS**

1. Short Title and Commencement

This policy shall be called the “**Policy for Offering Value-Added Courses by Faculty Members**” and shall come into force from the date of its approval by the competent authority of the University.

2. Objective

The objective of this policy is to encourage faculty members to design and offer value-added courses that enhance the knowledge, skills, employability, and professional competencies of students beyond the prescribed curriculum, while providing suitable incentives to faculty members for such academic initiatives.

3. Definition

For the purpose of this policy, a **Value-Added Course (VAC)** shall mean any certificate course, skill enhancement programme, workshop series, training programme, or similar academic offering that supplements the regular curriculum and is approved by the University.

4. Eligibility to Offer Value-Added Courses

Any regular faculty member of the University may propose and offer a Value-Added Course subject to approval under this policy.

5. Approval Process

5.1 The faculty member shall submit a detailed proposal containing the course title, objectives, syllabus, duration, learning outcomes, fee structure, assessment methodology, and certification plan.

5.2 The proposal shall be routed through the **Dean Academics** and placed before the **Standing Committee constituted for approval of Value-Added Courses**.

5.3 The recommendations of the Standing Committee shall be submitted to the **Vice Chancellor** for final approval.

5.4 No Value-Added Course shall be advertised, offered, or conducted without obtaining prior approval under this policy.

6. Fee Sharing and Financial Provisions

6.1 Courses with Fee up to ₹500 per Participant

Where the approved fee of a Value-Added Course does not exceed **₹500 per participant**, the entire fee collected from the participants shall be payable to the concerned faculty member(s) conducting the course.

6.2 Courses with Fee Exceeding ₹500 per Participant

Where the approved fee of a Value-Added Course exceeds **₹500 per participant**, the fee collected shall be shared in the following ratio:

- **70% to the Faculty Member(s)** conducting the course; and
- **30% to the University.**

The University's share shall be utilized towards administrative support, infrastructure, certification, and other institutional expenses.

6.3 Multiple Faculty Members

Where more than one faculty member is involved in conducting the course, the faculty share shall be distributed among them in a manner approved by the Standing Committee and communicated at the time of course approval.

6.4 60% attendance in the approved Value-Added Course.

No remuneration shall be payable in respect of participants whose attendance is below 60%, irrespective of whether such participants have deposited the prescribed fee or have otherwise participated in the course.

For the purpose of determining the faculty member's share and the University's share under this policy, only those participants fulfilling the minimum attendance requirement of 60% shall be considered.

7. Academic Restrictions

7.1 A faculty member shall not offer a Value-Added Course that substantially overlaps with, duplicates, or falls within the scope of the regular course(s) being taught by that faculty member to the same students during the concerned semester.

7.2 A Value-Added Course shall not be used as a mechanism to provide paid instruction for content that forms part of the prescribed curriculum of a course being taught by the faculty member to the same cohort of students.

7.3 Nothing in this policy shall prevent a faculty member from offering a Value-Added Course to students of other programmes, departments, schools, semesters, alumni, external participants, or any other eligible learners, subject to approval.

8. Conduct of Courses

8.1 The faculty member shall ensure satisfactory academic delivery, maintenance of attendance records, assessment, and issuance of completion reports.

8.2 The University may prescribe a minimum enrollment requirement, course duration, assessment norms, and certification standards from time to time.

9. Certification

Certificates shall be issued only to those participants who satisfy the attendance and assessment requirements prescribed for the course.

10. Interpretation and Residuary Powers

Any matter not specifically covered under this policy shall be referred to the Vice Chancellor, whose decision shall be final and binding.

11. Amendment

The University reserves the right to amend, modify, interpret, or withdraw any provision of this policy at any time in the interest of academic quality, regulatory compliance, or institutional requirements.


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