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Malayalam University

Policy on
Value Added Course



Value Added Courses (VACs) are additional courses that the University offers in order to provide necessary skills to increase the employability quotient and equipping the students with essential skills to thrive in career. VAC is not mandatory to qualify any programme.

Objectives

Objectives of the Value Added Course are:

- To improve employability skills of students.
- To bridge the gap between knowledge and skills.
- To provide opportunity to develop interdisciplinary skills.
- To mould students as job providers rather than job seekers
- To enrich the knowledge of students so that they can be Industry ready which intern enhance the opportunity for employment.

Guidelines for conducting value added courses

- Any new VAC designed shall be approved by the concerned Faculty Council. The syllabus of the course shall be approved by the Faculty council after discussion. The Faculty council shall decide a course coordinator for the smooth conduct of the VAC. The minutes along with the approved syllabus shall be submitted to the VAC committee. The VAC committee shall approve and forward the same to the registrar office for further procedure. The registrar office shall notify the course within the speculated time.
- The classes of the programmes can be engaged by the faculty of the school, the faculty of other schools of the University or by external experts invited.
- Classes for VAC will be conducted during weekends / vacation period or beyond the regular class hours.
- A student will be permitted to register only one Value Added Course in a Semester.
- In addition to the students of the conducting school, students of other schools and faculty can also attend the programme, if slots are available. The selection of students from outside the school will be exclusively based on the discretion of the conducting school.
- A written permission shall be produced by a student from the Director of the parent school to attend a VAC conducted by another school.
- VAC shall be conducted in the respective Faculty classrooms itself
- Course Coordinator will be responsible for the smooth conducting the course.
- While conducting the course, the class of subject experts from outside should not exceed 50 percent of the total course duration. This means that the class time of subject experts

who can be called from outside the 10-hour course will be a maximum of five hours. 50 percent criteria is not mandatory for practical based courses.

- Guest lecturers from the University, if engaged for classes, should be remunerated on the same scale as outside subject matter experts.
- The examination fee for the courses will be Rs.500 for both intra- and extra-varsity students and Rs.200 for skill development courses.
- There is no tuition fee for university students.
- The conduct of the course should not in any way affect the course coordinator's other responsibilities in the university.
- A file related to the course should be maintained in the Registrar's office and a copy of the file shall be maintained in the school and the coordinator should communicate all the information regarding the course to the Registrar's office from time to time.

Course structure

- The course offered shall not be the same as any course offered in the University Schools in the same year.
- The duration of VAC is minimum 30 hours including theory and practical /field study. A minimum of 15 hours (50%) shall be theory hours. The combination of theory and practical classes shall be decided by the course coordinator with the approval of the faculty Council. At the same time the duration of skill courses is a minimum of 10 hours.

Procedure for Registration

- The list of VAC shall be displayed in the University website/ School notice board along with the syllabus. Students shall register for a VAC offered during the semester by submitting the duly filled in registration form through the concerned Director of the School/Course Coordinator. The faculty council shall list the applicants according to the choice opted. The minimum number of students to be enrolled for a particular course shall be 10 and maximum can be decided by the Course Coordinator depending on the availability of infrastructure. A report on course details and number of students shall be given to the IQAC of the University.

Attendance

The Course Coordinator shall be responsible for the maintenance of attendance and assessment record of the candidates registered.

- i. The course coordinator shall keep details of the student's attendance, marks obtained in the Continuous Assessment (CA) tests, assignments and seminars.
- ii. At the end of the course, the records shall be duly signed by the Course Coordinator and the Director of the School and retained in safe custody in the school.
- iii. Each student shall have a minimum of 75% attendance in the course. Relaxation of attendance requirement up to 10 % may be granted by the Faculty Council for valid reasons such as illness, representing the University in extra-curricular activities and participation in activities such as NSS, NCC etc.

Mode of Learning:

Blended learning

Evaluation

- Evaluation shall be a continuous assessment including both the internal and external assessments. The CA shall be a combination of a variety of tools such as class test, assignment, seminars, and viva-voce that would be suitable to the course. The ratio of internal assessment and final exam can be determined by the faculty council. But the total mark of the external exam should not be below 50% of the total marks.
- The duration of the test, the pattern of question paper and the units included shall be decided by the Course Coordinator and prior intimation shall be given to the students.
- The final exam shall be conducted by the end of the semester
- The Final exam shall cover the entire syllabus of the course, and the duration of the assessment shall be decided by the concerned school.
- The question papers shall be framed to test different levels of learning based on Bloom's taxonomy, viz., knowledge, comprehension, application, analysis, synthesis and evaluation/creativity. Both objective and descriptive questions can be included as per the nature of the course. Practical exams are also can be included.
- The passing requirement for value added courses shall be 40% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 40% of marks in a course (internal and end-term) shall reappear for the course in the next semester/year.
- The percentage of marks obtained by a candidate in a course will be indicated in the awarding certificate.
- The grades obtained in VACs will not be included for calculating the CGPA.

Grade point Percentage of Marks	Grade
90 and above	A+ Extraordinary
80 - 89	A - Excellent
70-79	B - Good
60-69	C – Fair
50-59	D- Satisfactory
40-49	E - Adequate
Below 40	F- Failed

Course Completion

Learners will 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 Authorized signatories. Course Certificates would be awarded to the students who would attain minimum required attendance and successfully qualifies the internal and final assessment criteria. After course completion, Course coordinator shall submit the result to the controller of examinations along with the internal assessment report and exam marks. The report shall be countersigned by the director of the school. The controller of examinations shall examine the report and result and shall provide the certificates to the candidates if the total procedure of examination is clear and correct.

Funding for Value Added Courses

The fund required to meet remuneration/honorarium, TA/DA for the external faculty and other allied expenses for the conduct of VAC, shall be met from a separate head of account for VAC in each school. The amount of honorarium, TA/DA would be given as per the rules of the University.

Incidental difficulties in conducting the course should be brought to the notice of the University at the time and resolved.