Vimala College (Autonomous)
Thrissur

Policy on the Implementation of Add-on Value Added and Audit Courses

VIMALA COLLEGE (AUTONOMOUS), THRISSUR

KERALA 680009

Policy No.	VC/ Policy/ 04				
Policy Name:	**Policy on the Implementation of Add-on, value added and Audit Courses**				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	**Adopted:**	2018-19	**Revised:**	2020-21
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Preamble

The UGC envisaged that the employability prospects of tertiary graduates would increase if they possessed additional skills to those attained through their core field of study. Therefore, Vimala College offers various add-on and value addition courses, which, as the name suggests, allow students to supplement degree programs with shorter, practical and industry-focused certificate and diploma programmes. These courses bridge the gap between the academic and industry needs and supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. These courses strengthen the soft skills of students and enhance the career/entrepreneurial opportunities of students beyond the boundaries of the curriculum.

Underpinning Principle:

As no curriculum can adequately cover all areas of importance or relevance, the College creates an open learning environment for students to attend courses of interdisciplinary nature or a course that adds value to the programme that they attend. The courses are offered to provide opportunities for students to extend their knowledge and skills by exploring other domains or fields of study. The students are given a diverse range of courses on various topics.

Courses offered by the College

Value added courses are courses of varying durations which are optional and offered outside the curriculum that add value to the existing programme attended by the student and helping students in getting placed.

Add-on Courses: Add on courses are courses of varying duration that can be selected by a student, but not necessarily related to her current area of study (can be of interdisciplinary nature).

Online Courses: Courses offered through online platforms of nationally and internationally accredited agencies/ institutions/ departments.

Ability Enhancement Courses / Audit Courses: Audit course are offered by the College as per the regulations of the University of Calicut which is mandatory.

Operational Guidelines

Separate committees are constituted for the implementation of add-on, value addition, online courses and audit courses. These committees are responsible for the timely dissemination of information about the courses among students, their enrolment, implementation and evaluation in consultation with the IQAC of the College.

1. Add-on / Value Addition Courses

The department/Centre that wishes to implement/run any such course should strictly adhere to the following guidelines prepared by the Curriculum Enrichment Committee and the IQAC of the Institution.

- It is strongly recommended that all departments start/run at least one course in an academic year that meets global and local demands.

- The courses may be either open to all the students of the College or the students of the department, depending on the nature of the course.

- The Department Heads may take the initiative for identifying the course in consultation with other faculty members and entrust a teacher as the Coordinator for the course for an academic year. Once this is done, the Coordinator shall be given the entire responsibility of running the course as per the guidelines.

- Individual teachers or coordinators of clubs /centres /committees may also take the initiative of starting a course of interest to them.

- These courses may be designed and run entirely by a Centre / department / committee / club either independently or in collaboration with reputed institutions or organizations outside the College. However, the Coordinator owns the responsibility for the successful implementation and completion of the course for an academic year.

Guidelines

- A Value addition/Add-on/Certificate course must be completed within a period of six months. It must have a minimum of 30 hour (theory and practical inclusive) schedule and can be run twice a year, if possible, on demand.

- A Diploma course must be completed within a year. It must have a minimum of 60 hour (theory and practical inclusive) schedule and should commence at the beginning of an academic year. If possible, a diploma course may be designed to give a candidate a Certificate degree at the end of six months if she chooses to leave the course at the end of 6 months.

- Class strength in between 30 to 50 is recommended for any such course. However, a course may be run with student strength less than 30, provided it is financially viable.

- The faculty member coordinating the course must submit a written proposal to the Curriculum Enrichment Committee at least one month prior to the intended date of commencement of the course. The Proposal should consist of:

✓ The title of the proposed course.

✓ Course conducted by: Name of Department/Centre/Club/Committee.

✓ Name and designation of the coordinator.

✓ A detailed syllabus indicating the objectives and expected learning outcomes of the course, modules with number of teaching hours for each, mode of evaluation and a list of reference or study material.

✓ Course fee (an amount that can cover all the expenses of the course such as remuneration of resource persons, course material/certificate printing charges, etc.).

✓ The details of the collaboration, if applicable, with an external institution/ organization.

✓ The number of participants expected for the course.
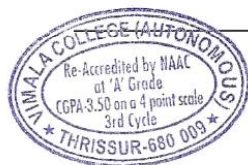
- ✓ A proposed course schedule (specify the start date, end date, scheduled days of the week and the number of teaching hours per week).

- The Coordinator shall announce the course three week prior to the date of commencement of the course and a prospectus/brochure must be released to the students with all relevant details of the course.

- The Course may have a formal inauguration and an initiation session for students (optional).

- Documents pertaining to the attendance of students and faculty, assessments and evaluation and expenses occurred should be maintained.

- A feedback analysis must be conducted at the end of each course.

- The Curriculum Enrichment Committee will design a template for the Course Certificate and the Marks Card (different for Certificate and Diploma courses) to ensure unity of design across all such courses offered by the College.

- The Certificates will be awarded by the College for the courses sanctioned under the monitoring of the Curriculum Enrichment Committee.

2. **Online Courses**:

The College encourages students to join online courses offered by various platforms of Government of India as well as global universities/ agencies or institutes. The Institution offers free platform of Coursera for students, faculty, and alumnae. The data regarding the completion of online courses of students should be compiled by respective tutors

Departments/ faculty members are also encouraged to design and impart online courses through google classroom, Moodle and Linways platforms.

3. **Ability Enhancement Courses/ Audit Courses**:

These courses are implemented as per the 2019 regulations of the University of Calicut. These are courses which are mandatory for a programme. There shall be one course with 4 credits each in the first four semesters. The credits for Audit courses are not counted for SGPA or CGPA. These courses are not meant for class room study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination.

There will be a separate committee constituted for the proper implementation of the courses.

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