

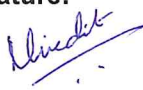
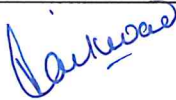




D.Y. PATIL EDUCATION SOCIETY
(DEEMED TO BE UNIVERSITY) KOLHAPUR
Re-accredited by NAAC with "A" Grade

SOP FOR VALUE ADDED COURSES



**D. Y. Patil Education Society
(Deemed To Be University), Kolhapur**

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AMENDMENT SHEET

S.N.	Section no & page no	Details of the amendment	Reasons	Sign. of the preparatory authority	Sig. of the approving authority





D. Y. PATIL EDUCATION SOCIETY

INSTITUTION DEEMED TO BE UNIVERSITY, KOLHAPUR

(Declared u/s 3 of the UGC Act 1956 by GOI)

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SOP FOR VALUE ADDED COURSES

1. PREAMBLE

Value Added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. D Y Patil Education Society offers a wide variety of Value Added Courses which shall be conducted on holidays or after class hours. These courses shall be conducted by experts or in-house faculty and help students stand apart from the rest in their future career. These value added courses will be mostly independent to each type of the fields.

2. PURPOSE

Purpose of the Value Added Course are:

- To provide students an understanding of the expectations of its stakeholders in the society.
- To improve employability skills of students.
 - To bridge the skill gaps and make students ready for their future career.
- To provide an opportunity to students develop their inter-disciplinary skills.
- To mould students as job providers rather than job seekers.

3. METHODOLOGY

- Before designing the syllabus, the feedback from the employers, alumni, professionals, students and teachers will be analyzed and considered to select and design an appropriate course by identifying the gaps.
- Apart from this discussions may also be held with the employers, alumni and experts to understand the expectations for current and emerging trends.
- The course offered should not be the same as any course listed in the curriculum of the respective program/ or any other program offered in University Departments.
- A unique course code is to be given for each course.

4. GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

- Value Added Course is not mandatory to qualify for any program.
- Title of the course, course objectives, course significance, year and date of implementation and venue.
- Eligibility for the programme (To whom it is offered).
- Duration of the programme.
- Content/Syllabus of the programme (unitized with specific hours/as per Academic Regulations)
 - Minimum number of hours of teaching, learning for each unit shall be as per the prescribed hours given in the instruction/Academic regulations.
 - Head of the Institution may enhance them 10-15% as per needs.
- Curriculum delivery transaction (Teaching, Learning of content)
- Course Outcome (Expected)

- Examination and Evaluation methods (Maximum marks and minimum marks or Grade for passing), Evaluation Authority and duration of examination.
 - Certification Authority and Design of certificate.
 - Place and venue of the academic work of the course.
 - Central documentation.
 - Any other aspects of the programme not covered above.
 - Saving clause whenever difficulty arises – powers of the authorities of the University.
- It is a teacher assisted learning course open to all students without any additional fee
 - Classes for VAC will be conducted during the RESERVED Time Slot in a week or beyond the regular class hours.
 - The value added courses may be also conducted during weekends / vacation period.
 - Value added programmes will be offered to UG/PG as well as other in the university who are eligible for the same.
 - The students may be allowed to take value added courses offered by other departments after obtaining permission from HOD of the Department offering the course.

5. DURATION AND VENUE

- The duration of value added course should not be less than 16 hours.
- The Dean of the respective Faculty shall provide class room/s based on the number of students/batches.

6. GUIDELINES FOR REGISTRATION

1. Students are advised to read the guidelines as well as the embedded instructions in the registration forms very carefully before proceeding.
2. On commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
3. Total duration of the course shall be 16 hours.
4. DY Patil Education Society (Deemed to be university) will conduct assessment and evaluate the students at the end of the course.
5. Registered students who have successfully completed the course will be provided with e-certificates.
6. D Y Patil Education Society (Deemed to be University) reserves the right to alter, modify or change the content as it deems fit without assigning any reason to the students.

7. 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, and marks obtained in the Internal Assessment Tests.
- Assignments, Seminars, etc. conducted.
- 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.
- 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 NSS etc.

9. COURSE COMPLETION

- For value added programme, the Head of the Institutions and Coordinators may decide the methods of examination and evaluation. The outcome would be “Successfully completed the Value Added Course” or “Not successfully completed the Value added course” and certification.
- Appropriate assessment in the form of theory or continuous assessment or project based assessment wherever deemed necessary should be taken.
- The Head of the Department shall maintain all records.
- Registered students who have successfully completed the course will be provided with e-certificates.
- D Y Patil Education Society (Deemed to be university) reserves the right to alter, modify or change the content as it deems fit without assigning any reason to the students.