

GUIDELINES FOR VALUE ADDED COURSE (VAC)

IET Bhaddal envisages that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self employment sectors. Value added courses help students to develop their own skills in their field of study. These courses ensure the development of skills of the individual. These courses may be conducted by involving the experts within the institute and help students stand apart from the rest in the job market by adding further value to their graduation.

1. Objectives

VACs are meant for providing additional learner-centric, graded, skill oriented training, the primary objective is to improve employability of students. The specific objectives of the VAC are:

- i. To provide students an understanding of the expectations of industry/employer.
- ii. To improve employability skills of the students
- iii. To bridge the skill gaps and make students capable for meeting job demands.
- iv. To provide an opportunity for students to develop inter-disciplinary skills.
- v. To mould students as job providers rather than job seekers.

2. Course Designing

The academic department while designing a VAC shall undertake a need analysis, discuss with the stakeholders, alumni and experts to identify the gaps and emerging trends. According to the content and target group, the appropriate pedagogical methods shall be adopted in the curriculum. Any new VAC designed shall be approved by the concerned Department. The course offered shall not be the same as any course listed in the curriculum of the respective programme/or any other programme offered in the Departments.


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3. Guidelines for conducting value added courses

VAC is not mandatory to qualify any programme. It is a teacher assisted learning course open to all students without any additional fee. In addition to the students of the conducting department, students of other departments can also attend the programme, if slots are available. The selection of students from outside department will be solely based on the discretion of the department.

- i. The Head of the Department shall appoint a Course Coordinator for the smooth conduct of the VAC with the approval of Academic committee.
- ii. Classes for a VAC shall be conducted during a time slot beyond the regular class hours; including weekends/vacation period.
- iii. A student shall be permitted to register for only one VAC in a Semester.
- iv. The classes of the programmes can be engaged by the faculty of the department, the faculty of other departments or by external experts invited.
- v. 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.
- vi. A written permission shall be produced by a student from the Head of parent department to attend a VAC conducted by another department.

4. Duration

The duration of VAC is minimum 30 hours including theory and practical/field study. A minimum of 18 hours (60%) shall be theory hours. The combination of theory and practical classes shall be decided by the course coordinator with the approval of the Academic committee.

5. Procedure for Registration

The list of VAC shall be displayed in the Dean(Academics) 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 Head of the Department/Course Coordinator. The Head of the Department shall segregate the applicants according to the choice opted. After completion of the course, a detailed report shall be submitted to the Director, IQAC, IET Bhaddal.

6. Venue

The Head of the Departments shall provide classroom/s and other necessary facilities.


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7. Time Slot

Considering the nature of the Course and to enable cross faculty or interdisciplinary learning, a fixed slot of required time shall be reserved for VACs in consultation with the relevant Department Heads.

8. Attendance

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

- i. The record shall contain details of the students' 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 Head of the Department and placed in safe custody of the Head of the Department.
- iii. Each student shall have a minimum of 70% attendance in all the courses of the particular semester failing which he/she shall not be permitted to write the final examination. Relaxation of attendance requirement up to 10 % may be granted by the Academic for valid reasons such as illness, representing the institute in extracurricular activities and participation in activities such as NSS.

9. Evaluation

The VAC shall carry 50marks with 20% continuous assessment and 80% terminal assessment.

Continuous Assessment (CA)

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 CA shall be done based on the performance on (i) test by the middle of the course and (ii) seminar/assignment/viva-voce as may be the case. The break-up of marks shall be as follows:

Item	Marks
CATests	5
Seminar/Assignments/Viva-voce	5
Total	10


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Continuous Assessment Tests

- i. Continuous assessments shall be conducted preferably one in the middle and other at the end of the course.
- ii. 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.
- iii. The assessment shall be done by the course teacher/Course Coordinator.
- iv. No improvement option shall be available for CA. However, if a student could not attend the test for any valid reason, the prerogative of arranging a special test lies with the Course Coordinator in consultation with the Head of the Department.

Terminal Assessment (TA)

- i. The TA shall be conducted by the end of the semester.
- ii. A candidate who could not appear shall be given one more chance to reappear for the exam within two weeks before publishing of result.
- iii. The TA shall cover the entire syllabus of the course, and the duration of the assessment shall be decided by the concerned Department.

10. Grading

Evaluation of the performance of the student will be rated as shown in the Table

Letter Grade	Marks%
A+	80 and above
A	70-79
B+	60-69
B	50-59
C	40-49
D	< 40


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The grades and credits obtained in VACs shall not be considered for calculating the CGPA of the regular course that the student is undergoing. The percentage of marks obtained by a candidate in a course will be indicated in the awarding certificate.

11. Awarding Certificate

On successful completion of the VAC, the student shall be issued a certificate duly signed by the Head of the Department and the Course Coordinator.



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