



BHARATI VIDYAPEETH

(DEEMED TO BE UNIVERSITY), PUNE (INDIA)

A+ Accreditation (CGPA 3.53 Third Cycle) by NAAC in 2017
Category-I Deemed to be University by UGC
Ranked consistently amongst the top 100 Universities by NIRF

SOP for Value Added Courses

POLICY

Bharati Vidyapeeth:

Bharati Vidyapeeth, the parent body of Bharati Vidyapeeth (Deemed to be University), Pune was established in 1964, by distinguished educationist Dr. Patangraoji Kadam, with a mission of promoting "Social Transformation Through Dynamic Education'. The institution aims to provide enhanced learning opportunities and bring about intellectual awakening of people through the spread of education that would have a positive impact on the world. Since its establishment, it has maintained the highest standards and has proliferated inventive practices in the education sector.

Bharati Vidyapeeth (Deemed to be University):

Bharati Vidyapeeth (Deemed to be University) is one of the largest multi- faculty, multi-campus Deemed to be Universities in the country which has created a very laudable track record of academic achievements since its inception.

In 1996, 12 institutions of Bharati Vidyapeeth were accorded Deemed To Be University status in 1996 for academic excellence by the University Grants Commission (*vide its notification no. F.9-15/95-U.3 on 26th April 1996 under section 3 of UGC Act 1956*). Presently, the university is having 29 constituent colleges, along with schools, off campus departments and centres under 12 different disciplines including Modern Medicine, Dentistry, Ayurveda, Homoeopathy, Nursing, Arts, Science, Commerce, Engineering, Pharmacy, Management, Social Sciences, Law, Environment Science, Architecture, Hotel Management Tourism and Catering Technology, Physical Education, Computer Science, Library Science and Information Technology etc. spanning over campuses in Pune, Navi Mumbai, Kolhapur, Solapur, Sangli, Karad and New Delhi, thus catering to the students from rural as well as urban and metro cities.

The University was accredited by the National Assessment and Accreditation Council (NAAC) with the prestigious 'A' grade in 2004 and reaccredited with 'A' grade in 2011 (second cycle). Under third cycle of assessment, the university is accredited with 'A+' grade by the NAAC in 2017. The University has been graded as Category-I Deemed to be University by UGC under its Graded autonomy regulations. The University is a Member of Association of Indian Universities and also a Member of Association of Commonwealth Universities. It has been consecutively ranked within the Top 100 universities in India by National Institutional Ranking Framework (NIRF), Ministry of Human Resource Development, Government of India since the beginning of NIRF.

The University puts a premium on research. It is probably the only Deemed to be University in the country having three self-financing research institutes as its constituent units viz. (i) Interactive Research School for Health Affairs (IRSHA), (ii) Research and Development Centre in Pharmaceutical Sciences & Applied Chemistry, Pune. and (iii) Yashwantrao Chavan Institute of Social Sciences Studies & Research, Pune, which are involved in advanced research in Bio Medical Sciences, Pharmaceutical Sciences and Social Sciences.

The university boasts of world-class infrastructure and facilities, significant achievements in research, several innovative academic programs, best teaching-learning processes and national, as well as, international collaborations. Over the years, the Bharati Vidyapeeth (Deemed to be University) BVDU, has attained academic excellence and offers programs in innovative and emerging areas, through its constituent colleges, schools and departments including three research institutes dedicated exclusively to research.



Value Added Courses:

This document includes the guidelines for designing and introduction of value added courses and the procedures to be followed for implementation of the same.

Preamble

Value-added courses are **courses designed to enhance the standard of the students beyond those levels specified in academic curriculum and also to** enhance the employability of the students and bridging the industry academia gap.

These programmes enable the students to acquire a more holistic perspective and have a better understanding of present day challenges and also facilitate the students to develop innovative and creative thinking skills through a wide array of course offerings.

STANDARD OPERATING PROCEDURE FOR VALUE ADDED COURSES –

A. Overview-

By value added courses, the students develop innovative and creative skills and acquire holistic perspective which will cultivate them for in progress market challenges

- A Value added course offered by a department can be attended by both UG and PG students.
- Value added course offered should be a course other than the curriculum of any Programme offered in the Affiliated Institutions.

B. OBJECTIVES- The main objectives of the Value Added Course (VAC) are:

- To provide students an understanding of the expectations of industry and develop the desirable skill accordingly;
- To improve employability skills of students;
- To promote and nurture talent
- To bridge the skill gaps and make students industry ready;
- To provide an opportunity to students towards developing their inter-disciplinary & Multidisciplinary skills;
- To shape students as job providers rather than job seekers;
- Empower students to think and do for the betterment of the Society

C. SOP for Value Added Courses (VACs):-

- The Value added courses shall be designed in consultation with academic peers, institutions, employers, alumni, placement agencies, etc.
- All Value Added Courses will be approved through the Committee for Value Added Courses/ Head of the Institution / Board of Studies. The syllabus, schedule and the faculty handling the value added courses should be communicated to appropriate authorities.
- It will be compulsory for a student to undergo at least one value added course in a year.
- The institution will offer the value added course in such a way that it does not hamper the academic structure and schedule of the program.
- The value added courses may be offered as face-to-face / online / blended mode at no cost to the participants.
- A student will be permitted to register only in two VACs in a semester.
- The value added courses may be also conducted during weekends / vacation period.
- Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
- MOUs and Collaborations may be entered into with other professional bodies to offer value added courses, through written MOUs. In such cases, the college will provide the infrastructural facilities to the professional bodies for conduct of the course.
- If the course demands, practical sessions may be offered to the students
- The course contents may be delivered by the teachers or experts from external agencies as per the requirement; however, the evaluation must be carried out by the institute / college
- The course can be offered only if there are at least 5 students opting for it.
- The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.
- Certificate for completion of the value added courses must be issued to the learner after proper evaluations.
- If the course is offered during any semester, it will appear in that semester's mark sheet. However, if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester.
- List of students and the attendance sheet for the above mentioned programs
- Evidence of course completion, like course completion certificate etc.

D. Duration of Value Added Courses (VACs):

- Duration - The duration of the Value added courses will be 16 / 30 hours. i.e. 1 or 2 credits
- A student can earn a maximum of 2 credits during the entire Programme of study by attending one, two credit course or two, one credit courses which would be over and above the required maximum number of credits for the award of the degrees.

Credit points:-

- ❖ 30 hours of lecture in classroom 2 credits
- ❖ 45 hours of lecture in classroom 3 credits
- ❖ 45 hours – Seminars and Group Discussion / Assignments/ Tutorials 4 Credits
- ❖ 60 hours of Lecture in Classroom 4 Credits
- ❖ 60 hours – Seminars and Group Discussion / Assignments/ Tutorials 4 Credits
- ❖ 180 hours of Practical, Hands on Experience And Demonstration /Lab work 6 Credits
- ❖ 180 hours Field Work / Clinical Work / Research Projects 6 Credits

E. Assessment Process for Value Added Courses (VACs) Certificate:

- Evaluation- The Value added courses shall carry 100 marks which will be evaluated through internal assessment only
 - Written Test
 - Demonstrations/ Practical Test
 - Presentations
 - IPR/Publication
 - Report
- A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations. The senior faculty member nominated for the course is responsible for maintaining and processing the records with regard to assessment, results and certificates.
- Passing Criterion – The passing requirement for the Value added course shall be 50 per cent.

- The grades O, A⁺, A, B⁺, B obtained for the one/two credit shall figure in the Mark sheet under the title ‘Value Added Courses’.
- The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.
- The credits earned through value added courses shall not be considered for calculating GPA and CGPA.

Letter Grade Marks Obtained (in Percentage)

- ❖ O- 90-100
- ❖ A+ 80-89.99
- ❖ A 70-79.99
- ❖ B+ 60-69.99
- ❖ B 50-59.99

Note:-

- **Financial Commitment:** If required, the expenditure to be incurred for the conduct of value added courses should be met from nominal fees collected from the students at a rate approved by the University authorities. However, any additional expenditure may be supported by the funds of the Department.
- **A Pre-Test And Post-Test** questionnaire would be developed to assess the outcome of the VACs offered
- For every Value Added Course, the **brochure / notice** with course modules and outcomes to be enclosed.

ANNEXURE
APPLICATION FOR CONDUCTING VALUE
ADDED COURSES

1. Name of the Department:
2. UG Programme:
3. **Details of the Value Added Courses:**
 - a. Name of the Value Added Courses: **Certificate Course in _____**
 - b. Type of Value Added Courses
(Theory/ Lab/ Lab integrated others)
 - c. Short Description (Enclosure 1 enclosed - YES / NO)
 - d. Syllabus including Reference (Enclosure 2 enclosed - YES / NO)
4. **Target audience:**
Semester (indicate if more than one)
5. **Details of Faculty handling the course:**
 - a. Name of the Faculty handling the Value Addedcourse
 - b. Details including designation and expertise Enclosure - YES / NO
 - c. Contact details
Email ID :
Phone No :
6. **Tentative Time Table including dates**
of internal assessments : Enclosure - YES / NO
7. Number of students opting for the course:
8. Department Consultative Committee -
Minutes : Enclosure - YES / NO
9. Name and Designation of the Coordinator:

Head of the Department

(with date & seal)

Director

Controller of Examinations

DETAILS OF COMPLETION OF VALUE ADDED COURSE

Name of the Department & Division : Name of the Value Added course offered:

Name of the Faculty offered the course

Academic / Industry

Name of the coordinator :

E- mail :
Contact :

Details of students attended the course:

S. No	Name of the student	Reg. No.	Programme	Semester	Marks	Grade

(Faculty handling the
Course (if available))

(Class Committee Chairperson /
Senior Faculty nominated by HOD)

(Coordinator)

(Head of the Department)
(With date & seal)

CERTIFICATE PROGRAMME

Certificate courses can be offered based on the eligibility criteria approved by the Board of Management, for a given Programme. The Certificate Programmes shall be of minimum 6 Months duration plus additional four hours ends on after one week having 120 teaching and working days and the Programme must have minimum 480 hours of Teaching, Learning (Equivalent to around 20 credits)

60 hours of Lecture in Classroom 4 Credits

60 hours – Seminars and Group Discussion / Assignments/ Tutorials 4Credits

180 hours of Practical, Hands on Experience And Demonstration /Lab work 6 Credits

180 hours Field Work / Clinical Work / Research Projects 6 Credits

Criteria of Attendance for Value Added Courses (VACs):

The Course Coordinator shall be responsible for the maintenance of attendance and assessment record for students who will register in the course and will submit all the details to overall VACs Coordinator.

1. The record shall contain details of the students' attendance, total marks obtained in pre-test/MCQ/Assignments/Presentation/post-test (Total Marks would be based on the total hours of the VAC) (2 Credits or 50 Marks for 30 Hours VAC)
2. For monitoring the attendance and syllabus coverage the overall VACs Coordinator will get the report from course coordinator once in a 15 days and the same will report to Dean / HOI / Head of the respective Faculty / College / Department.
3. At the end of the VAC, the complete report including notice/brochure, course content, report on VAC with geo-tagged pictures, attendance list, pre-test and post-test assessment results, feedback forms and feedback analysis shall be submitted to the Dean/HOI/HOD by overall VACs Coordinator and placed in record for any future requirement.
4. Each student should have a minimum of 75% attendance in opted VAC, failing which he or she will not be permitted to get the certificate/credit.
5. Relaxation of attendance requirement up to 10% may be granted by the Dean/HOI for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC / NSS/ Club activity/sports & cultural events.

Assessment Process for Value Added Courses (VACs) Certificate:

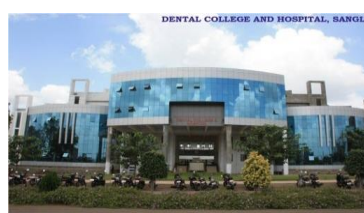
1. Assessment of VACs shall be internal.

2. A pre and post-test will be there for each VACs.
3. A candidate who will appear for both pre and post-test and secures a post test score of more than 50% shall be considered for awarding Certificate with grade.
4. The VACs' grades shall not be included for the calculation of SGPA and CGPA.
5. The grade earned through VACs shall not be considered for classification of degree.

Certificate for Value Added Courses (VACs)

The students who will successfully complete the VACs, shall be issued with a Certificate duly signed by the Course Coordinator, Overall VACs Coordinator and the Dean/HOI/HOD of the respective Faculty/College/Department.

“Social Transformation through Dynamic Education”



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