

INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI  
ORDINANCE FOR VALUE ADDED COURSES

1. INTRODUCTION

In the era of technology and innovation, the new and emerging areas of knowledge are being created to provide a need based and skill oriented education. To accomplish this task, there is a requirement to introduce value added courses to enrich the knowledge and understanding of the students. The designing of value added courses will be a regular feature and new courses may be designed as per the requirements of the industry. The University Teaching Departments (UTDs) can invite industry, alumni, employers, society and academicians to design the syllabus.

2. OBJECTIVES OF THE VALUE ADDED COURSES

1. To provide a detailed understanding about the latest trends, knowledge patterns and emerging requirements of the industry
2. To enhance the skills among students to enable them to become most suited for industry
3. To bridge the gap between academia and industry
4. To inculcate the spirit of entrepreneurship among students

3. COURSE DESIGNING

The course must be designed by the UTDs in consultation with experts of industry, alumni, employers, society and must be approved from the concerned Board of Studies. The UTD should undertake training need analysis, discuss with the employers/prospective employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. These VACs are independent from the already running Programmes/Courses. Appropriate pedagogical methods would be adopted depending upon the nature and content of the course. While framing such courses, the UTDs must ensure that these should be different from the courses already being taught in their Master Degree Programmes.

3.1 Duration:

The duration of value added course shall be of minimum 30 hours with a proposed combination of 60% theory and 40% practical/experiential learning. However, the combination of theory and practical proportion may be decided by the course coordinator (s)

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21/4/2023

and Chairperson of the concerned Department. Further, the same shall be approved by the Board of Studies after the screening of the course as per the provisions laid down in clause 5 below.

### 3.2 Coding of value added courses

It is mandatory to provide a Unique Code to these VACs in consultation with the Academic Branch and IQAC.

Coding of value added courses should be made as below:

For Example the nomenclature of 23VACMATHC1

23(2023-24) - VAC- (Value Added Course)- MATH - (Mathematics)- C1 (Course Number 1)

### 4. SCREENING OF PROPOSAL OF VALUE ADDED COURSES

The course Coordinator(s) should submit the proposal to the Director IQAC in the prescribed template mentioned in Annexure A. The Director IQAC shall place the proposal before the following screening committee and also invite the course coordinator for the presentation of the proposal before the committee. The constitution of the Committee is as under:

- Dean Academic Affairs (Chair)
- Dean of the concerned faculty
- Chairperson/Director of concerned UTD/Centre/Institute.
- Director, IQAC- (Member Secretary)

The committee may approve or reject the proposal or ask the coordinator to submit the revise proposal. Final recommendation of the committee shall be forwarded to the Board of Studies and further its recommendations may be forwarded to the Vice-Chancellor and Academic Council for consideration and approval.

### 5. GUIDELINES FOR CONDUCTING VALUE ADDED COURSES:

Value Added Course is not mandatory to qualify for any programme and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. It is a teacher assisted learning course open to all students without any additional fee. The Chairperson of the department/Director will appoint a course coordinator for the Smooth conduct of the value-added courses (VAC).





Classes for a VAC shall 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 / Sunday/holiday/vacation period. The value added course may be conducted offline/online or hybrid mode. A student shall be permitted to register only one Value Added Course in a Semester. The course can be offered only if there are at least 10 students opting for the course and the maximum intake of such course is 40.

The students may be allowed to take value added courses offered by other departments after obtaining permission from the concerned Chairperson and course coordinator.

The students may also allowed to select the courses of value addition in nature with the permission of concerned Chairperson/Director from SWAYAM or any other UGC recognized portal which shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

#### 6. ADMISSION AND ATTENDANCE

1. The list of Value-Added courses along with the syllabus shall be displayed in the university website.
2. A student shall register for a Value Added course offered during the semester by submitting the duly filled in registration form available in the concerned Department.
3. The Chairperson/Director shall segregate according to the choice opted and the final list be submitted to the university.
4. The course coordinator in the respective departments shall be responsible for the maintenance of attendance and assessment record for candidates who have registered for the course.
5. The record shall contain details of the students' attendance, marks obtained in the internal assessment tests, assignments and seminars.
6. At the end of the semester, the record shall be duly signed by the course coordinator and the Chairperson of the department and placed in safe custody in the office for any future verification.

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7. Each student shall leave a minimum of 65% attendance failing which he or she will not be permitted to write the terminal examination. Relaxation in shortage of lectures upto 20% will be allowed by the concerned Chairperson and coordinator on the grounds detailed as per Ordinance of the University.

## 7. EVALUATION

The value added course shall carry 50 marks with 40% Continuous internal Assessment and 60% End Semester assessment or as recommended by the Board of Studies and screening committee to encourage the experiential learning. The evaluation is to be done by the internal examiner only.

### 7.1 Continuous Internal Assessment (CIA)

The CIA 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 internal assessment shall be done based on the performance in the two Continuous Internal Assessment Tests of 10 marks each (Test I and Test II =  $10 \times 2 = 20$  marks). Two CIA Tests shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned. CIA Test-I will cover the syllabus of the first unit while CIA Test-II will cover the second unit. The duration of assessment is one hour each. The pattern of question paper will be decided by the respective faculty. For the CIA Tests, the assessment will be done by the Course Teacher. A student cannot repeat the CIA Test-I and CIA Test-II. However, if for any valid reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the Chairperson of the Department.

### 7.2 Final Examination

The final examination will be conducted as per the schedule notified by the Chairperson and concerned course coordinator in coordination with the Controller of Examination. A candidate who does not pass the examination shall be permitted to reappear in such course(s) that will be held in the subsequent semester/year. The final examination will be of two hours duration and will cover the remaining three units syllabus of the course. The question papers will be framed by the course coordinator to test different levels of learning based on Bloom's taxonomy viz.

Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation/Creativity. The total marks for the end semester examination is of 30 marks.

7.3 Passing Requirement and Awarding Certificate:

The passing requirement for value added courses shall be 40% of the marks prescribed for the course (separately for both continuous assessment and terminal assessment). The grades obtained in VACs will not be included for calculating the CGPA of the regular course the student is undergoing. On successful completion of the VAC, the student will be issued certificate duly signed by the Chairperson/Director, Course Coordinator and Controller of Examination.

7.4 Grading system:

The grading system with the following letter grades is to be implemented in awarding the grades.

Interval of Percentage of Marks	Grade
≥85 but <100	O (Outstanding)
≥75 but <85	A+ (Excellent)
≥65 but <75	A (Very Good)
≥55 but <65	B+ (Good)
≥50 but <55	B (Above Average)
≥41 but <50	C (Average)
40	P (Pass)
Less than 40	F (Fail)
	Ab (Absent)

8. HONORARIUM AND EXPENDITURE AND ASSISTANCE:

An honorarium of Rs.7500/- per VAC shall be admissible to the course coordinator. If there is more than one course coordinator, it shall be shared proportionally. The fund required to meet honorarium, shall be met from Salary head/contingency head. The expenditure on the items including necessary facilities, stationary, etc shall be provided by the concerned chairperson. Further, the office of the concerned Department shall provide all secretarial and clerical support to the coordinator for the smooth functioning of the course. The resource persons from industry and academia may also be invited to deliver lecture, practical etc

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Sabapath

Vijayson

Annexure-A

TEMPLATE FOR SYLLABUS OF VALUE ADDED COURSE

Name of the Department/Centre/Institute		Name of course Coordinator(s)	
Name of the Value Added Course		Course Code	23VAC
Duration of Course	30 hours	Credits	2
Max. Marks.	50	Time of end term examination	2 Hours
<p>Note: The questions from Unit-I and Unit-II have to be covered in Continuous Internal Assessment (CIA)- I and CIA-II respectively. The examiner has to set a total of six questions (two from Unit III, IV and V) and the candidates has to attempt one question each from each unit (3*10=30 marks)</p>			
<p>Course Objectives:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>			
<p>Course Outcomes:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>			
<p>Reference:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>			



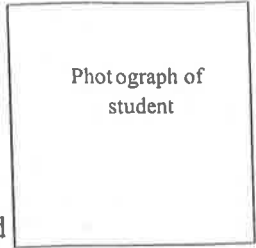
# INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

(A State University Established under Haryana Act No.29 of 2013)  
Recognized u/s 12(b) & 2(f) of UGC Act, 1956

## CERTIFICATE

This Certificate is awarded to

Mr./Ms.....  
of



.....Semester for successfully completing the Value Added

Course on.....with

.....Grade in the Department/Centre/Institute.....

(Course Coordinator)

(Chairperson/Director)

(Controller of Examination)

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*gms*  
*Saboo*  
*Sh*  
*Chakraborty*