

SOP FOR VALUE ADDED COURSES

Gangadhar Meher University



The Following Standard Procedure will be followed for Launching of Value Added courses by Academic Departments

Objectives of floating Value Added Courses:

- To aware students about required skill expectations of Industry, public sector jobs
- To Improve employment skills among students (may be technical or soft skills)
- To prepare them as Job provider rather Job seeker.

Pre-Course Design Requirements

- Departments will encourage the students, and Alumni and or Employer to suggest to run this value added courses within their Feedback forms. On the basis of their Feedback, resolutions will be taken in the BOS to float these courses.

Course Structure

- Value Added courses should not be same as any courses listed in the Curriculum.
- The course should not be less than 30 credit hours.
- Any 5th and 6th Semester UG students and PG students of any semester from own Department or other Departments can be admitted in these courses.
- It is desirable to organise courses in Blended mode (Both offline/physical and Online). For Example, 10 hours may be by physical, 10 by virtual and 10 practical classes.
- These courses should be of four/five units, practical and the scheme of evaluation should be mentioned.
- The classes should be scheduled on Sunday/Holidays.

- These courses should have approval from BOS, Followed by Academic council.
- One Faculty should be the Course-Coordinator for one course.

Course Designing and publishing

- Attractive Course brochure will be prepared and uploaded in the Departmental webpage.
- In the course brochure, it should be clearly mentioned about the benefits of the particular course for students.

Attendance and Evaluation

- The course co-ordinator will be responsible for admission process and student's class attendance. He will maintain the register.
- Students should have minimum 75% attendance for appearing in the examination
- The questions for theses shall be of 100 marks (70 theory and 30 practical) and shall be evaluated internally.
- Their marks or completion status will be reflected in their semester Examination mark sheet.

Course Fee

- The course fee for each course will be 300/- to 500/- which will be collected from students during registration/admission.
- This amount of money will be spent by the Course-Cordinator to meet the expenditure of remuneration to External resource person, purchase of registers and contingencies.

Value Added courses from SWAYAM or NPTEL

Students will be encouraged to admit in the value added courses offered by SWAYAM or NPTEL.

They should be encouraged for variety of courses. All students should not take same course.