



# UNNAMALAI INSTITUTE OF TECHNOLOGY

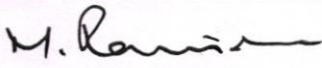
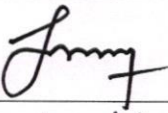
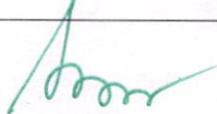
SubaNagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

## VALUE ADDED COURSE POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
UIT/IQAC/POLICY/016	01/01	15.03.23	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
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## VALUE ADDED COURSE POLICY

### 1. Introduction:

- Value-added courses are apart from the curriculum with the goal of giving students to improve their skills; they need to succeed in life and to raise their employability quotient.
- This course will be conducted on first week of commencement dates and weekends. This course shall be conducted by experts and our college senior staffs.

### 2. Objectives :

Objective of the value added course on,

- To help students develop their personal and professional attributes, such as creativity, innovation, problem-solving, teamwork, confidence, and ethics.
- The courses are designed to equip the students to face the emerging challenges in the job market.
- To Provide better understanding of current industry challenges

### 3. Creating the course:

- Prior to creating the syllabus, the opinions of employers, former students, and alumni will be examined in order to pinpoint any gaps and choose and create a suitable course.
- The course that is being offered should not be the same as any course that is offered in any other university or programme that is included in the curriculum of the relevant programme.





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## 4. Course Duration and Venue:

- The Minimum duration of value added courses is 30 Hours.
- The coordinator provide classrooms / Seminar hall /laboratory depending on the course
- The VAC should be conducted by respective faculty itself.

## 5. Evaluation

- Assessments shall be conducted preferably end of the course by the Department concerned.
- The duration of assessment is 30 minutes
- The Value Added Course Assessment test 20 marks and converted to percentage.
- 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 senior faculty member nominated for the course is responsible for maintaining and processing the records with regard to assessment marks and results.

## 6. Attendance:

- The Student's attendance and assessment records for those who have registered for the course is the responsibility of each faculty member teaching the course.
- The record should be submitted to the Head of the Departments for monitoring the attendance and syllabus coverage.





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- After completion of Value Added course, the record shall be signed by the Course Coordinator and the Head of the department and placed in safe custody for any Future verification.

## **7. Course Completion:**

- The Students who have successfully completed the value –Added Course shall be issued with a Certificate signed by the Authorized signatories.
- Learners will get a certificate after they have completed the course.