

**Alva's Institute of Engineering & Technology,
Moodbidri**



**POLICY & SOP ON VALUE ADDED/CERTIFICATION
COURSES**

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POLICY ON VALUE ADDED COURSES

1. PURPOSE:

Alva's Institute of Engineering & Technology (AIET) is affiliated to Visvesvaraya Technological University (VTU) and bound to follow the curriculum prescribed by the University. To enrich the curriculum, this policy is issued to provide a framework for planning and organizing the value added /certification courses to the students of UG and PG of AIET.

2. Definitions

“VTU” means Visvesvaraya Technological University, affiliating university of the Institute.

“IQAC” means Internal Quality Assurance Cell of the Institute.

“Stakeholder” means any person involved in process directly or indirectly viz., students, faculty, parents, alumni, Employer, etc.

“SPP” means Strategic Perspective Plan for carrying out various curricular, co-curricular and extra-curricular activities.

“UG Course (BE)” means Undergraduate Course (Bachelor of Engineering) in various disciplines of Engineering.

“PG Course (M. Tech. and MBA)” means Postgraduate Courses (Master of Technology and Master of Business administration).

3. SCOPE:

Alva's Institute of Engineering and Technology (AIET) is committed to facilitate for the overall development of the student by providing the training based on recent trends in technology/competence. In addition to the curriculum prescribed by VTU, AIET shall be offering value-added courses with the aim to facilitate students to pursue courses of their choice (viz., technical, aptitude, life skills, soft skills) and enable them to learn additional courses beyond curriculum and acquire more knowledge. These courses are non-credit courses, which will not be considered for awarding the degree by affiliating University. The same policy can be extended to career guidance also.

4. OBJECTIVES

AIET emphasize on educating students by imparting best knowledge and practices to serve the nation. The IQAC insists the departments/cells/committees to conduct at least one value added /certification course. Value-added/certification course shall aim to enrich the knowledge of students so that they can be Industry ready which intern enhance the opportunity for employment.

5. Guidelines

The Value-added courses shall be introduced on the basis of inputs from all stakeholders. In the beginning of the Academic year, the departments/cells/committees plan to introduce value added/certification courses in the SPP. It is mandatory for the students to attend courses planned by the department, however the students can choose to enroll for the courses planned by cells/committees.

Course Certificates would be awarded to the students who would attain minimum required attendance and successfully qualifies the assessment criteria as laid down and notified by the department at the time of notification of the start/registration of the value-added course. Validation and Finalization of eligible students for the final assessment/examination would be based on report prepared by course coordinator after course completion.

The value added courses will not only be confined for the students of parent department but they shall be available for the students of other departments also, which provide an opportunity to students to develop inter-disciplinary skills.

6. REVIEW PROCESS

At the end of every academic year, the reports of all the Value-added Courses offered by the departments and other cells/committees of the Institute shall be submitted to IQAC. Further, the IQAC will introspect the effectiveness of the course conducted and recommend for the continuation/improvement in conduction of course.

PRINCIPAL

STANDARD OPERATING PROCEDURE

The Institution adheres the curriculum of the affiliating University (VTU), however the departments/cells/committees strive hard to enhance the skills of students through value added/certification/life skills and training for competitive examinations. The stakeholders involved in the Value Added Courses are supposed to diligently follow the laid down policy and the SoP.

Mechanism:

1. Based on the feedback from various stakeholders, the IQAC instructs the departments/cells/committees to plan for organizing value added/certification/life skill courses.
2. The departments/cells/committees shall;
 - a. Identify the resource person for the training activity.
 - b. Prepare the modules for the course.
 - c. Prepare the schedule in line with academic calendar based on the availability of resources.
 - d. Submit the proposal to IQAC for approval in the form of Strategic Perspective Plan (SPP).
 - e. Upon the approval, implement the plan of course conduction.
 - f. Identify and assign the coordinator for the course with a team for assistance.
3. The coordinating team shall;
 - a. Finalize the schedule in consultation with resource person.
 - b. Make the necessary set up/arrangement to conduct the course.
 - c. Initiate the student registration process.
 - d. Monitor the student attendance, discipline, assignment submission during all the sessions.
 - e. Plan and conduct the assessment process (if any) at the end of the course.
 - f. Initiate the course feedback.
 - g. Prepare the report and submit to the HoD or in-charge of cell /committee.

Criteria for awarding certification:

To obtain the course completion certificate the following criteria have to be met;

1. Student with 75% attendance throughout the course.
2. Student with a minimum score of 50% in the assessment (if any).