



PRESIDENCY UNIVERSITY

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Approved by AICTE, New Delhi

POLICY FOR VALUE ADDED COURSES

(This Policy is made pursuant to Section 9(iii) of the Regulations for Curriculum Design, Development and Review [R-1])

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POLICY FOR VALUE ADDED COURSES

(Under Section 9 (iii) of the Presidency University Regulation No. R-1)

PREAMBLE

- i. Value Added Courses (VACs) are additional courses that the University offers in order to fill the gaps in students' knowledge, skill sets, and abilities, so as to broaden perspective in their respective field of study, thereby providing them a competitive edge. A well-structured process of integrating VACs into the Curriculum as electives under CBCS-regime equips the students with competencies that will help them in converting their passion into Industry- ready professionals. In addition, VACs create a foundation for students to enhance their perspectives in other areas of study viz. Literary, Visual, Performing Arts, etc., which are far removed from their Formal Program of Study.
- ii. The Value-Added Courses shall not form part of the regular Academic Curriculum. With a minimum of 30 hours duration, courses delivered as Open Electives and Ability Enhancement Compulsory Courses would be graded and credits earned shall accrue in the Transcript of the student.

SHORT TITLE AND APPLICATION

- i. This Policy shall be called the "Presidency University Policy for Value Added Courses".
- ii. This amended/modified Policy shall come into effect from the date of approval by the Academic Council of Presidency University and ratified by Higher Bodies of the University if deemed necessary.

PURPOSE AND SCOPE VALUE ADDED COURSES

- i. To provide additional learner centric knowledge and skills with the primary goal of equipping the students to meet the growing challenges/demand of a professional career.
- ii. To enable the attainment of select Program Outcomes (POs) and/or to strengthen the content/experiential learning in a select Specializations within a Program.
- iii. Designed and delivered by the Faculty Members or by an External Domain Experts who are specialized in the respective fields.
- iv. Ensure that every student registers for a minimum of one value added course during an academic year.
- v. Evaluation of Learning Outcomes through structured evaluation process to assess the learning attainment.
- vi. To serve as top-up Courses to align the students with the needs of the Industry specifically in the areas of Advanced Technology and Practices that are not covered in their formal Degree Program.

- vii. To help students to enhance their interpersonal skills and equipping them with entrepreneurial knowledge or skills.

1. DEFINITIONS

1.1. In these Regulations, unless the context otherwise requires –

- i. **“Academic Year”** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 - ii. **“Course”** is a component of an Academic Programme for which Syllabus and required number of contact hours per week are specified.
 - iii. **“Course Code”** shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
 - iv. **“Course Credits”** shall mean an integer number indicating the weightage assigned, on all learning activities, to a Course Unit, Project, Research Work or any other Academic Component, on the basis of contact hours per week.
 - v. **“CBCS”** implies Choice Based Credit System
 - vi. **“End-Term Examination”** means an examination conducted by the Presidency University at the end of the Academic Year/Semester as prescribed in the Scheme of Evaluation of a Programme.
 - vii. **“Grade Points”** shall mean Grade Points of a Course.
 - viii. **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
 - ix. **“School VAC Committee (SVC)”** shall mean a Committee at School Level to approve the area/topic, work schedule of VAC.
 - x. **“VAC”** shall mean Value Added Courses, as part of the Program or outside of the Program but delivered at Campus, which provide opportunities to students to enhance their knowledge and upgrade their skills thereby making them industry ready.
 - xi. **“VAC Review Committee (VRC)”** shall mean a Review Committee at the University Level to examine and review the cases for consideration by the Vice Chancellor.
 - xii. **“VAC Repertoire”** means a visual or aural record such as language, sports, performing arts, visual arts, etc., used in the delivery for certain types of VAC.
 - xiii. **“DSE”** means Discipline Specific Electives
 - xiv. **“Open Electives”** means Campus-wide Electives that can meet Open Elective requirements in CBCS-regime.
- 1.2. Definitions specified in the Act, the Statutes, and the Regulations shall apply unless the context requires otherwise.

2. SCHOOL VAC COMMITTEE (SVC):

- 2.1. There shall be a School VAC Committee, constituted by the Vice Chancellor, at the School-Level.
- 2.2. The Composition of the School VAC Committee (SVC) shall be as under:
 - i. Head of School (HoS) / Nominee of HoS - Chairperson
 - ii. Two Professors / Associate Professors - Members
 - iii. External Area Experts (two) - Members
- 2.3. The Tenure of the Committee will be an Academic Year. Two-third members shall form the quorum of the meeting.
- 2.4. There shall be at least two meetings of the Committee per Academic Year, one prior to release the list of VACs and the second post registration of students to VACs to ascertain feasibility of running few of them, based on demand.
- 2.5. The decisions of the Committee shall be communicated by respective HoS to the Academic & Examination Departments, for records.
- 2.6. The School VAC Committee shall be responsible to identify and approve the Curriculum, areas/topics therein, assessment methodology after due deliberations in its meetings.

3. VAC REVIEW COMMITTEE

- 3.1. The VAC Review Committee, at the University-level, shall examine the cases for consideration by the Vice Chancellor and shall comprise of the following Officials:
 - i. Pro-VC/Dean/ nominated by Vice Chancellor (Chairperson)
 - ii. Dean Academics - Member of the University
 - iii. Heads of School - Members
 - iv. Controller of Examinations – Member-Secretary
- 3.2. The Tenure of the Committee shall be of one Academic Year.
- 3.3. The Committee shall standardize the types and numbers of VACs offered at various schools to avoid duplicity.
- 3.4. The recommendations of the respective HoS for offering VACs and their rationality to do so, would be considered by VRC, so as to ensure consistency across the University.
- 3.5. The rationalized list of VACs to be offered in a session would be approved by VRC and forwarded to Office of the Controller of Examinations.
- 3.6. VRC shall decide, with prior approval of the Vice Chancellor, on any conflicts arising out of or relating to the delivery, amongst Schools in respect of VACs.

4. TYPES OF VALUE-ADDED COURSES

- 4.1. Various types of VACs as approved by the Academic Council are as follows: -
 - a. Ability Enhancement Compulsory Courses (AECC)
 - b. Ability Enhancement Courses (AEC)

- c. Soft-Skills Enhancement Courses (SSEC)
- d. Foreign Language Courses (FLC)
- e. Performing and Visual Arts Courses (PVAC)
- f. Life Management and Wellness Courses (LMWC)
- g. Technology Skill Enhancement Courses (TSEC)
- h. Art Appreciation Courses (AAC)
- i. Social Work Courses (SWC)

5. ENROLLMENT PROCESS FOR VALUE ADDED COURSES

5.1. The basic idea of VAC is to provide ample opportunities to students for their overall growth. Though, theoretically there are no restrictions, as to how many VACs, a student can enroll, but to manage efficient workloads, the following process is recommended.

- a. AECC Courses are mandatory for all students enrolled at the University and the credit earned will be considered.
- b. For all other VAC, a student can choose Courses with credits within the given range, as applicable to Open Electives. Such VACs will fulfil the requirements of credits to be earned in respect of Open Electives.
- c. Subject to their aligning to the academic specifications of any Degree Program, some of the TSEC Courses could also form part of Discipline Specific Electives (DSE) under the CBCS-regime. Subject to the approval of respective BoS, such VACs would also carry credits towards the Degree Program, under the DSE category.
- d. Depending on the credit load of a student in a semester, the SVC may permit student to enroll in one or two VACs in that semester. Such VACs are not part of credits needed for Degree Program and may be audited.

5.2. It is foreseen that each student graduating from the University with a Degree will have completed at least six (6) Value Added Courses not counted towards the Degree credits.

6. PROCEDURE FOR CONDUCT OF VALUE-ADDED COURSES

6.1. The Process shall apply to all VACs and shall provide information on the roles and responsibilities of both faculty-guides and students; the conduct and monitoring process; supervision; assessment; and submission, as per the directions of the SVC

- a. For VACs forming part of the Credits-based Curriculum, either as part of AECC, Open Electives or DSEs, the standard prescribed process, as mandated by their respective Degree Programs, will apply.
- b. Where VACs are taken as a Non-Credited Courses, depending on the types of the Course, detailed guidelines on methodology, labs, field works, as specifically notified, shall apply. Such Courses may be offered in partnership with industry

where some of the work may be carried physically or virtually at or through infrastructural support of the industry-partners.

7. ASSESSMENT AND CERTIFICATION OF VALUE-ADDED COURSES

- 7.1. The VACs taken as part of credit requirement of a Program, will be published on the Mark-Sheet or Transcript of respective Degree Program. VACs shall be aggregated under the respective head and will be assessed as per the standard Examination Regulations and Guidelines of the University. In case of creative domain, such as literary, visual, performing arts, etc., few additional evaluative components may be required.
- 7.2. The VACs taken outside of the credit requirement will carry a Course completion certificate from the University or the industry-partner and/or under a Joint Certification. The certification shall also apply for Audited Courses.

8. FINALISATION OF ALTERNATE PLACE TO UNDERTAKE VAC

- 8.1. The VAC shall be undertaken on Campus or at outside facilities viz Industry, Research Labs, Other Universities, etc., as per the Course-design and choice of student.
- 8.2. The School VAC Committee shall decide the Place of Work/Study.

9. PROCEDURE FOR REGISTRATION AND ALLOCATION OF COURSE COORDINATOR

- 9.1. Each VAC shall be assigned with a Faculty Member, as the Course Coordinator by SVC. This information will be communicated well in advance with details displayed on Student Portal of the University. In case a VAC is offered to be undertaken outside of the University Campus, through an industry-partner or at a research lab or at other university, the students shall have two coordinators – one from the University and another as nominated by the concerned external organisation.
- 9.2. The Courses are managed by different Schools within the University Premises. Each course will have a dedicated coordinator, whose contact details will be prominently displayed in the Student Portal of the University Website. Students can contact these Course Coordinators, in person or by email or by phone for ascertaining their eligibility and place of delivery of the chosen course. Subsequently, the students should register Online, on Student Portal of the University in respect of all VACs.
- 9.3. For each VAC, the prescribed Fee shall be paid into the University Fee Account.
- 9.4. Students may also register, beyond the notified last date for registration, for VAC offered at the University Premises or at the premises of approved external partners with prescribed late registration charges as notified from time to time, with the prior approval of the Finance Committee.

10.SUBMISSION OF CONTINUOUS INTERNAL ASSESSMENT MARKS/ DOCUMENTS

10.1.The respective School shall communicate the Continuous Internal Assessment Marks along with all other evaluation outcomes to the Controller of Examinations (CoE).

10.2.CoE shall ensure that the VAC undertaken by student is approved under the appropriate basket, as per CBCS regulations.

10.3.In case of VACs which are in the realm of creative domains viz., Literary, Visual, Performing Arts, etc., students may have to furnish additional evaluated documents as detailed hereunder:

- i. Duly edited and documented VAC Repertoire of Literary Pieces such as Short Stories, Novels, Theatre or Film Scripts and Paintings.
- ii. Video or Audio Recordings of VAC Repertoire such as Musical Pieces, Dance and Theatre performances.

10.4.A student shall be eligible to submit his/her report and final assessment subject to the following conditions:

- i. Completed the Online Registration on Student Portal for the VAC course.
- ii. Creative Assignments were approved by the Course Coordinators.

11.COURSE GUIDELINES – DOMAIN-WISE/SCHOOL-WISE

Faculty/Schools shall comply with the detailed Regulations and Guidelines of the University issued in respect of each VAC being delivered/offered by respective Faculty/Schools. In **Annexure I**, a suggestive list of various Value-Added Courses (VACs) is provided as a general reference for various schools to adopt. Schools are also required to allocate a unique course code to the VACs they choose to deliver.

12.POLICY REVIEW

This policy will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the Stakeholders, through Impact-analysis and deliberations of the Focus Group, constituted by the Vice Chancellor.

ANNEXURE – I
SUGESTED VALUE ADDED COURSES (VACs) UNDER THE CLASSIFICATION DEFINED IN
THIS GUIDELINES

Ability Enhancement Compulsory Courses (AECC)	Environmental Sciences
	Human Values and Ethics
	Gender Sensitization
Ability Enhancement Courses (AEC)	Leadership Skills
	Conflict Management Skills
	Building Team Trust Skills
	Problem Solving Skills
Soft Skills Enhancement Courses (SSEC)	Communication Skills
	Public Speaking Skills
	Presentation Skills
	Interpersonal Skills
	Etiquettes and Manners
	English Language Lab
	Accent Correction Lab
Foreign Language Courses (FLC)	Basic French
	Basic German
	Basic Spanish
	Basic Mandarin
Performing and Visual Arts Courses (PVAC)	Introduction to Dance
	Introduction to Theatre
	Introduction to Music
	Introduction to Painting/Sculpture
	Developing Excellent Photography Skills
	Art of TV Anchoring
	Art of Radio Jockeying
Life Management and Wellness Courses (LMWC)	Basics of Yoga
	Nutrition Management
	Diet Management
	Select topics of Alternative Medicine
	Aroma Therapy
	First Responder
	Emergency Medical Training

Technology Skill Enhancement Courses (TSEC)	Web design
	Multimedia
	Game Design
	Artificial Intelligence & Machine Learning
	Internet of Things
	Big Data Analytics
	Digital Marketing
Art Appreciation Courses (AEC)	Art of Film Critiquing
	Appreciating Architecture Styles
	Modern Music Appreciation
	Introduction to Archeology
	Introduction Museum Curation
Social Work Courses (SWC)	Social Work
	Participation in NSS
	Participation in NGO work
	Geriatric Care

The above suggested list is not exhaustive but merely inclusive. Additional VACs can be further added by the respective Schools