

“Dissemination of Education for Knowledge, Science & Culture”

-Shikshanmaharshi Dr. Bapuji Salunkhe



**VIVEKANAND COLLEGE,
KOLHAPUR**

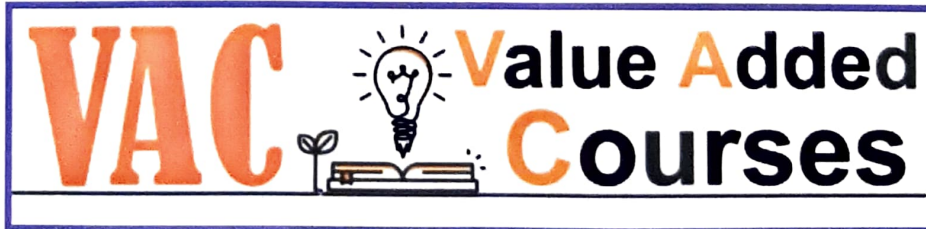


(स्वायत्त) कोल्हापूर

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

**Policy for Value Added /Short Term
Courses**



Policy for Value Added/Short Term/Certificate Courses

Introduction:

Vivekanand College, Kolhapur has been granted Autonomous status by the UGC starting from the academic year 2018-19. As per UGC guidelines, an Autonomous college has freedom to sanction and introduce short-term value-added courses and certificate courses for the benefit of its students. Previously, we offered Career Oriented Course offered by the Affiliating University. However, Under academic autonomy, active and positive steps shall be taken to design and conduct innovative and skill-based value-added and short-term courses while continuing the implementation of university certified courses. Value added courses enrich credit based regular curricula by imparting additional knowledge, enhance the skills of students and add to their employability. As per the NEP 2020 guidelines, these courses will be designed to offer specialized knowledge, practical skills, and exposure to emerging trends in various industries. The below guidelines shall regulate the process of initiation and implementation of value added/certificate/short-term course in the college.

Objectives of the policy:

- 1) To enhance professional skills and employability through supplementary courses that complements their primary field of study.
- 2) To chart out the process of need analyses and identification of value added/certificate/short-term courses in the college.
- 3) To decide the process of approval, and implementation of value added/certificate/short-term courses in the college.
- 4) To structure the feedback process regarding value added/certificate/short-term courses.
- 5) To set out the guidelines of fee structure of courses.

Scope of the policy:

This policy applies to all undergraduate and postgraduate programmes in the college. It outlines the guidelines, procedures, and expectations regarding the launch, administration, and evaluation of Value Added Courses/Short-Term Courses.

Need Analysis for Short-Term Courses:

1. **Feedback:** The demand for new value added/certificate/short-term courses shall be gauged through the feedback collected from stakeholders annually. Student feedback throws light on the kind of courses students want. Similarly, alumni through their experience upon stepping into market can give valuable inputs on the need for various skills and courses. Inputs from industry experts, and experts on the statutory bodies like BoS of each subject, and the Academic Council as well as the Internal Quality Assurance Cell (IQAC) are valuable in this regard. Such feedback inputs shall be processed by the concerned body and conveyed to the relevant department for further action.
2. Each department shall do its analysis regarding the demand, feasibility, and logistics of starting a course.

Finalization of list of Courses and Approval:

1. The departments, after their need and demand analysis, shall submit the proposals of short-term courses to the concerned faculty dean at the beginning of each academic year.
2. The deans shall collect and assess the proposals.
3. After thorough evaluation the list of courses finalised by the Academic Dean shall be put before the Academic Council for approval.
4. The Academic Council shall discuss and weigh the proposals for short term courses. It shall approve the final list of courses for introduction in the given Academic Year.

Course Structure:

1. It is a non-credit course out of the CBCS curriculum offered in the college.

2. The evaluation method shall be defined, and evaluation conducted at the departmental level by the concerned department.

Duration:

Value Added Course/Short-term Course/ Certificate course defined in this policy shall be of minimum 30 clock-hours.

Students are expected to attend all classes and actively participate in discussions, activities, practical training sessions and assignments.

Registration:

1. The list of available courses, including syllabus, prerequisites, and schedules, will be provided at the beginning of each academic term.
2. A student can opt for value added/certificate/short-term course of her/his choice in any discipline.
3. Course availability is on a first-come, first-served basis.

Fee Structure:

1. The fee of value added/certificate/short-term courses shall be decided by the department depending on the nature and logistics of the course, availability of the resource person/expert and total expenditure for its execution.
2. Fees for Value Added Courses/Short-Term Courses will be separate from regular tuition fees.
3. The college will ensure that fees are reasonable and affordable for students.
4. The fees shall be approved by the college administration.

Faculty and Resources:

1. The course shall be taught by qualified faculty members of the department and/or visiting faculty/industry experts depending on the course content.
2. The college will provide necessary resources, such as laboratories, equipment, software, and study materials, to support the courses.

Assessment and Evaluation:

1. Evaluation methods will vary for each course and will be decided by the concerned department. Evaluation may include examinations, student seminars, projects, presentations, and practical assessments.
2. Grading criteria will be decided and communicated to students at the beginning of course.

Completion and certification:

A student completing the required components of the contact hours and evaluation as defined by the department shall be certified by the college through a course completion certificate.

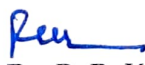
Apart from the value added courses offered by the college, the departments shall encourage students to enrol for short term MOOC/SYAYAM/NPTEL and other online as per their choice.

Conclusion:

The Value Added Courses/Short-Term Courses are aimed at empowering students with additional skills and competence and enhance their all-round learning abilities. They impart additional knowledge apart from conventional curriculum. Through this policy, the college is committed to enhancing the overall educational experience of its students.


Dr. Shrutti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur




Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)