JESUS TRAINING COLLEGE, MALA

THRISSUR, KERALA

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STANDARD OPERATING PROCEDURE FOR VALUE ADDED COURSES (VACs)

Name:

Standard Operating Procedure for Value Added Courses (VACs)

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STANDARD OPERATING PROCEDURE FOR VALUE ADDED COURSES : OVERVIEW

Value Added Courses (VACs) designed to provide the competencies needed to increase employability opportunities and entrepreneurship development among the students essential to succeed on professional platforms. Through a variety of course options help the students to obtain and develop innovative and creative skills as well as a more holistic viewpoint that nurture them for current educational realm.

All the Faculties of Jesus Training College, Mala offers a wide variety of Value Added Courses (VACs) which have been conducted after the class hours or on holidays. These courses have been conducted involving external experts as well as internal faculty members and helping students by adding further value to their resume. These VACs are proficient to enhance the technical and professional skills and competencies to handle the new generation learners. Students from different optional can enter to the same courses as most of the courses approaching VACs to enhance general competencies.

OBJECTIVES

VACs are meant for providing additional learner-centric, graded, skill oriented training, the primary objective is to improve employability of students. The specific objectives of the VAC are:

01 To provide students an understanding of the To provide students an understanding of the expectations of industry/ employer.

02 To improve employability skills of students of the University

03 To bridge the skill gaps and make students capable for meeting job demands.

04 To provide an opportunity for students to develop inter-disciplinary skills.

05 To mould students as job providers rather than job seekers.

06 Offer networking opportunities for event professionals to collaborate on future projects

DESIGNING OF THE COURSE

Course Designing The teaching departments of the University while designing a VAC shall undertake a need analysis, discuss with the stakeholders, alumni and experts to identify the gaps and emerging trends. According to the content and target group, the appropriate pedagogical methods shall be adopted in the curriculum. Any new VAC designed shall be approved by the concerned Department Council. The course offered shall not be the same as any course listed in the curriculum of the respective programme/or any other programme offered in the University Departments.

DURATION

Duration The duration of VAC is minimum 30 hours including theory and practical/field study. A minimum of 18 hours (60%) shall be theory hours. The combination of theory and practical classes shall be decided by the course coordinator with the approval of the Department Council.

GUIDELINES

Guidelines for conducting value added courses VAC is not mandatory to qualify any programme. It is a teacher assisted learning course open to all students without any additional fee. In addition to the students of the conducting department, students of other departments and faculty can also attend the programme, if slots are available. The selection of students from outside department will be solely based on the discretion of the department

1	The Principal shall appoint a Course Coordinator for the smooth conduct of the VAC with the approval of IQAC.
2	Classes for a VAC shall be conducted during a time slot beyond the regular class hours; including weekends/vacation period.
3	A student shall be permitted to register for only one VAC in a Semester
4	The classes of the programmes can be engaged by the faculty of the college, or by external experts invited.
5	The minimum number of students to be enrolled for a particular course shall be 10 and maximum can be decided by the Course Coordinator depending on the availability of infrastructure.

PEOCEDURE FOR REGISTRATION

Procedure for Registration The list of VAC shall be displayed in the College website/ Notice Board along with the syllabus. . Students shall register for a VAC offered during the semester by submitting the duly filled in registration form through the concerned Course Coordinator. The course coordinator shall segregate the applicants according to the choice opted. After completion of the course, a detailed report shall be submitted to the IQAC, Jesus Training College.

OTHER DETAILS

1 VENUE

The principal provide classroom/s and other necessary facilities.

2 TIME SLOT

Considering the nature of the Course and to enable cross faculty or interdisciplinary learning, a fixed slot of required time shall be reserved for VACs in consultation with the relevant Department Heads.

3 EVALUATION

The VAC shall carry 50 marks with 20% continuous assessment and 80 % terminal assessment

4 ATTENDANCE

The Course Coordinator shall be responsible for the maintenance of attendance and assessment record of the candidates registered. The record shall contain details of the students' attendance, marks obtained in the Continuous Assessment (CA) tests, assignments and seminars. At the end of the course, the records shall be duly signed by the Course Coordinator and the Principal, placed in safe custody of the principal

Each student shall have a minimum of 70 % attendance in all the courses of the particular semester failing which he/she shall not be permitted to write the final examination. Relaxation of attendance requirement up to 10 % may be granted by the Principal for valid reasons

01   CONTINUOUS ASSESSMENT

Continuous assessments shall be conducted preferably one in the middle and other at the end of the course.The duration of the test, the pattern of question paper and the units included shall be decided by the Course Coordinator and prior intimation shall be given to the students. The assessment shall be done by the Course Coordinator. No improvement option shall be available for CA. However, if a student could not attend the test for any valid reason, the prerogative of arranging a special test lies with the Course Coordinator in consultation with the Principal.

02   TERMINAL ASSESSMENT

The TA shall be conducted by the end of the semester. A candidate who could not appear shall be given one more chance to reappear for the exam within two weeks before publishing of result. The TA shall cover the entire syllabus of the course, and the duration of the assessment shall be decided by the course coordinator. The question papers shall be framed to test different levels of learning based on Bloom's taxonomy, viz., knowledge, comprehension, application, analysis, synthesis and evaluation/creativity. The answer scripts of the TA shall be valued by the internal examiner nominated by the Principal after consultation with Academic Council.

AWARDING CERTIFICATE

On successful completion of the VAC, the student shall be issued a certificate duly signed by the Principal and the Course Coordinator.

FUNDING FOR VAC

The fund required to meet remuneration/honorarium, TA/DA for the external faculty and other allied expenses for the conduct of VAC, from Remuneration/Wages to Contract/Guest Staff in the budget allocated for each course sanctioned from the management.

LIST OF VALUE ADDED COURSES

the list of Value Added Courses implemented in the institution is displayed below. From 2019-2020 academic year onwards, Communicative English executed as the first value added course. The rest four VACs put in place from 2022-2023 academic year.

1. Communicative English - JTCVAC-01
2. Disaster Management - JTCVAC - 02
3. Innovative Teaching Strategies - JTCVAC - 03
4. ICT in Teaching Learning Process - JTCVAC -04
5. Ecofriendly Environment and Sustainable Development - JTCVAC-05