



Guidelines for Value Added Courses

1. Introduction

Value added courses (VAC) form the foundation for rigorous academic improvement and innovation. To work towards continuous enhancement of employability skills as per the industry requirements, Delhi Metropolitan Education shall conduct Value Added Certification Courses in every semester and shall also collaborate with external knowledge partners for developing and providing relevant value added courses.

2. Objectives

The main objectives of the VAC guidelines are:

- To create a skill enhancing environment and bridge the gap between academia and industry requirement
- To provide relevant exposure to learners with skills, knowledge and concepts to match the latest developments in their professional domains
- To identify and introduce new add-on certifications from time to time as per industry requirements so as to encourage students and faculty to re-skill and up-skill
- To develop holistic new age professionals for creating a better work place

3. Course Designing

- 3.1 The designing or selection of VAC is done on the basis of training need analysis, discussions with employers, alumni and industrial experts to identify the gaps and emerging trends before finalising the syllabus.
- 3.2 According to the content and target group, the appropriate pedagogical methods should be adopted in the curriculum.
- 3.3 Any new VAC developed by a department should be placed before the Management and duly approved.
- 3.4 VAC offered should not be the same as any course listed in the University Syllabus of BBA, BA(JMC), BBA LLB (Integrated) and BA LLB (Integrated).
- 3.5 A unique six-digit course code is to be given for each course. The six-digit VAC-XXX code, where the first three letters shall be the identifier i.e., VAC (Value Added Course) and the last three digits represent the serial number of value-added courses. Serial Number 101, 103, 105 represents the courses run in the odd semester and 102, 104, 106, represents the courses run in the even semester.

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4. Guidelines for conducting VAC

- 4.1 Value Added Course is not mandatory to qualify for any programme that the student is registered for.
- 4.2 Every student can enrol in the value added courses offered in a year. The students can enrol in more than one course in a year depending upon his/her interest.
- 4.3 The course will be conducted by internal and external expert trainers, including resource persons from academia, industry and in-house faculties.
- 4.4 Classes for value added courses will be conducted during the pre-determined time slots (can include weekends or extended hours on weekdays also) subject to institutional requirements and arrangements with the resource persons.
- 4.5 The minimum number of students to be enrolled for a particular course shall be 15 and maximum can be decided by the VAC Coordinator/Convener after approval from the head of the department.
- 4.6 A faculty coordinator will be allocated for a batch of students in each course.

5. Duration and Venue

The duration of value-added course shall be minimum 30 hours, including theory and practical. The syllabus for theory and practical oriented training shall be provided by the experts from knowledge providers and finally decided with the approval of the Head of the Department and the VAC Coordinator/Convener.

The venue of the value-added courses will be any of the institutional venues such as classrooms, computer labs, Moot Court, Auditorium and so on, based on the nature of the courses being imparted.

6. Procedure for Registration

A notice will be issued before the start date of the course from the departmental level. A student shall register for a value added course offered during the semester by submitting the duly filled in registration form to the VAC Coordinator/Convener. After completion of the course, a detailed report shall be submitted to the IQAC.

7. Attendance

- 7.1 Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to qualify for the course exam.
- 7.2 Each faculty coordinator handling a course shall be responsible for the maintenance of attendance and assessment records for candidates who have completed the course. The record shall contain details of the students' attendance, marks obtained in the assessment tests, assignments, presentations etc. conducted during the course.
- 7.3 At the end of the course, the record shall be duly signed by the faculty coordinator.
- 7.4 Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the institute in extracurricular activities and participation in other such authorized events.

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8. Evaluation/Assessment

- 8.1 The value added course shall carry 75 marks with viva of 25 marks and MCQ test of 50 marks
- 8.2 Exam pass percentage is 45% of the overall assessment.
- 8.3 The duration and the pattern of assessment shall be decided by the VAC Coordinator/Convener with the approval from the head of the department and prior intimation shall be given to the students.
- 8.4 The assessment shall be done by the trainer/expert/resource person of the value added course.

9. Awarding Certificate on Course Completion

Students will get a certificate duly signed by the authorized signatories after they have successfully completed the course and assessments.

10. Funding for VAC

The fund required to meet remuneration/honorarium, TA/DA for the external expert/trainer and other allied expenses for the conduct of VAC, shall be met from a separate head of account for VAC in each department. The amount of honorarium, TA/DA would be as per the extant rules of the institute.

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