AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING – INTEGRATED POLICY		
Title: Jnana Tattva-VAC-CC-AOC		
Description: This document describes the guidelines for introducing/offering value added courses, Add-on courses, Certificate Courses for students of Agurchand Manmull Jain College.		
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Policy Population	All students and teaching faculty of the institution.	
Policy Implementing Department	Janan Tattva Committee of Aided and Self-Finance.	
Proposer & Drafter	Dr M M Ramya, Dean	
Revisor	Ms. Bhavani S, Assistant Professor, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
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Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
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Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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I. Background

The ever-changing global scenario makes the world more competitive and requires high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emerging challenges. Many times, the defined skill sets that are being imparted to students today with Programme Specific Objectives in educational institutions become redundant sooner than later due to rapid technological advancements. Moreover, the University curriculum prepared to suit for a diverse population of students may not adequately cover all areas of importance or relevance. It is important for educational institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

The institution offers a wide variety of Value-Added Courses /Add-on Courses / Certificate courses under the Title – 'Janan Tatva' translated in English as 'Essence of knowledge.' The courses are conducted at a time specified by the head of the institution conducted both by in-house faculty and by external subject experts or alumni who network with the institution through MoUs or collaboration activities. The courses are offered to upskill students and help them to stand apart from the rest in the job market by enriching their skills and adding value to their resume. They are mostly independent to each type of discipline.

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II. Objectives of the Value-Added Course /Add-on Courses / Certificate courses are:

a. To provide students an understanding of the expectations of industry.
b. To improve employability skills of students.
c. To bridge skill gaps and prepare students for the industry.
d. To provide an opportunity to students develop their inter-disciplinary skills.
e. To mould students as job providers rather than job seekers.

III. Course designing

The faculty interested in designing a Value-Added Course / Add-on Courses / Certificate courses should undertake training, do a need analysis, discuss with the generic employers, alumni, and industrial experts to identify the gaps and emerging trends before

designing the syllabus. According to the content and target group, the appropriate pedagogical methods shall be adopted in the curriculum.

IV. Course Nomenclature

A unique alphanumeric course code is to be given for each course. The code where, the first four digits represent the year, the next set of letters represent the department offering the course, followed by VAC denoting value-added course, and the final set of digits represent value-added course /Add-on Courses / Certificate courses number (Eg., 2022COMGVAC001)

V. Guidelines for conducting value added courses

Value Added Course /Add-on Courses / Certificate courses is not mandatory to qualify for any programme and the credits earned through the Value-Added Courses /Add-on Courses / Certificate courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. It is teacher-assisted learning course open to all students with a nominal fee.

1. Classes for a VAC are conducted during the **RESERVED** Time Slot in a week.
2. The value-added courses /Add-on Courses / Certificate courses may be also conducted during weekend (Saturday)
3. Value-added course/Add-on Courses / Certificate courses will be offered twice per semester.
4. The course can be offered only if there are at least 5 students opting for it.
5. The duration of value-added course /Add-on Courses / Certificate courses will be decided by the faculty based on the course requirement.
6. The Head of the institution shall provide class room/s based on the number of students/batches.
7. Value Added Course /Add-on Courses / Certificate courses shall be conducted by the respective faculty themselves.
8. The students shall apply for the courses through ERP however the students shall sign the attendance sheet during each class.

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VI. Segregation of Courses: The courses shall be segregated under three clusters –

1. **Cluster 1 Arts**- Students opting for VAC offered by Faculty of Arts
2. **Cluster 2 Humanities (Commerce and Management)**- Students opting for VAC offered by Faculty of Commerce and Management
3. **Cluster 3 Science**- Students opting for VAC offered by Faculty of Science

Course Venue – The venue for conducting the any such course shall be decided by the head of the institution and the same shall be communicated to the students through course teacher, notice board bulletin or ERP.

VII. Hours Allocation

Considering the nature of the course and to enable cross faculty of interdisciplinary learning, a fixed slot is reserved for Value Added Courses /Add-on Courses / Certificate courses during Odd and Even Semesters. Time slot shall be decided and communicated before the start of the course in consultation with the head of the institution.

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VIII. Attendance Criteria

1. Each faculty handling a course shall be responsible for the maintenance of *Attendance and Assessment Record* for candidates who have registered for the course.
2. The Record shall contain details of the students' attendance, marks obtained in the Tests, Assignments and Seminars. In addition, the record shall also contain the organisation of lesson plan of the Course Instructor.
3. At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification.
4. Each student shall have a minimum of 80% attendance in the semester failing which he or she will not be permitted to write the Examination.
5. Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the college in extracurricular activities and participation in NCC, club activities only after getting prior permission.

IX. Assessment Method

1. The assessment shall be a combination of a variety of tools such as tests, assignment, seminars that would be suitable to the course.
2. Two Assessment Tests shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned.
3. Test-I will cover the syllabus of the first two units while Test- II will cover the last three units.
4. The duration of assessment is one hour each.
5. The pattern of question paper will be decided by the respective faculty.
6. For the tests, the assessment will be done by the Course Teacher.
7. A student cannot repeat the Test-I and Test-II. However, if for any valid reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the Head of the institution.

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X. Qualifying criteria for certification

Learners can get a certificate after they have registered for written examination and successfully passed by getting a minimum of 40% of the marks. The students who have successfully completed the Course shall be issued with a Certificate duly signed by the Authorized signatories.

XI. Conclusion

The guidelines for Value-Added, Certificate, and Add-On Courses Policy will serve as a cornerstone for enriching the academic experience and enhancing the skill set of our students. By providing clear guidelines and standards, the institution will ensure the effective implementation and administration of diverse supplementary courses, empowering students to broaden their knowledge and stay competitive in their chosen fields. Through this policy, we reaffirm our commitment to fostering lifelong learning and preparing our students for success in their academic and professional endeavours.

Jnana Tattva - VAC-CC-AOC Policy

JNANA TATVA COMMITTEE

FOR VALUE ADDED COURSES/ADD-ON COURSES / CERTIFICATE COURSES

AY - 2023-2024

AIDED

S.No	Faculty Name	Department	Role
1	Dr. S. Ramkumar	Mathematics	Coordinator
2	Dr. G. Kavitha	Physics	Member
3	Mr. R. Rajasekhar	Commerce	Member

SELF-FINANCE

S.No	Faculty Name	Department	Role
1	Ms. Shilpa S	B.com (A&F)	Coordinator
2	Mr. Lijomon K	Criminology	Coordinator
3	Dr. Hemamalini DK	BBA	Member
4	Ms. Shivajothi SRR	B. Com (BM&MM)	Member
5	Ms. Chaarunya S	Psychology	Member
6	Ms. Sumitha S	Software Applications	Member

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