

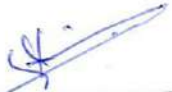




RAAK


ARTS AND SCIENCE COLLEGE

VALUE ADDED COURSE POLICY



POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
RASC/IQAC/POLICY/026	02/01	13/05/2022	2025


PREPARED BY	VERIFIED BY	APPROVED BY
		
ACADEMIC COORDINATOR	IQAC COORDINATOR	PRINCIPAL

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.

 Basheer Campus, Perambai Road, Perambai, Vanur T.K. Villupuram Dist - 605 110.

 0413 - 266 0660

 +91 95855 59956
 +91 95855 59915

 raakartscollge@gmail.com

 www.raakasc.edu.in



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

VALUE ADDED COURSES POLICY

1. PURPOSE

RAAK Arts and Science College is affiliated to Annamalai University, Chidambaram and bound to follow the curriculum prescribed by the University. To enrich the curriculum, this policy is issued to provide a framework for planning and organizing the value added /certification courses to the students of RASC.

2. DEFINITIONS

"AU" means Annamalai University, affiliating university of the Institute.

"IQAC" means Internal Quality Assurance Cell of the Institute.

"Stakeholder" means any person involved in process directly or indirectly viz, students, faculty, parents, alumni, Employer, etc.

"RASC" means RAAK Arts and Science College

3. SCOPE

RAAK Arts and Science College is committed to facilitate for the overall development of the student by providing the training based on recent trends in arts/science/technology/competence. In addition to the curriculum prescribed by AU, RASC shall be offering value-added courses with the aim to facilitate students to pursue courses of their choice (viz., technical, aptitude, life skills, soft skills) and enable them to learn additional courses beyond curriculum and acquire more knowledge. These courses are non-credit courses, which will not be considered for awarding the degree by affiliating University.

4. OBJECTIVES

RASC emphasize on educating students by imparting best knowledge and practices to serve the nation. The IQAC insists the departments/cells/committees to conduct at least one value added /certification course during each academic year. Value-added/certification course shall aim to enrich the knowledge of students, so that they can be Industry ready which inturn enhances the opportunity for employment.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

5. GUIDELINES

The Value-added courses shall be introduced on the basis of inputs from all stakeholders. In the beginning of the Academic year, the departments/cells/committees plan to introduce value added/certification courses. It is mandatory for the students to attend courses planned by the department; however, the students can choose to enroll for the courses planned by cells/committees.

Course Certificates would be awarded to the students who would attain minimum required attendance and successfully qualifies the assessment criteria as laid down and notified by the department at the time of notification of the start/registration of the value-added course. Validation and Finalization of eligible students for the final assessment/examination would be based on report prepared by course coordinator after course completion.

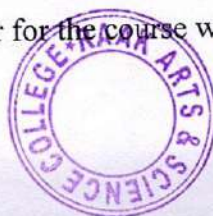
The value-added courses will not only be confined for the students of parent department but they shall be available for the students of other departments also, which provide an opportunity to students to develop inter-disciplinary skills.

6. REVIEW PROCESS

At the end of every academic year, the reports of all the Value-added Courses offered by the departments and other cells/committees of the Institute shall be submitted to IQAC. Further, the IQAC will introspect the effectiveness of the course conducted and recommend for the continuation/improvement in conduction of course.

Mechanism:

1. Based on the feedback from various stakeholders, the IQAC instructs the departments/cells/committees to plan for organizing value added/certification/life skill courses.
2. The departments/cells/committees shall;
 - a. Identify the resource person for the training activity.
 - b. Prepare the modules for the course minimum of 30 hours duration
 - c. Prepare the schedule in line with academic calendar based on the availability of resources.
 - d. Submit the proposal to IQAC for approval.
 - e. Upon the approval, implement the plan of course conduction.
 - f. Identify and assign the coordinator for the course with a team for assistance.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

3. The coordinating team shall;

- a. Finalize the schedule in consultation with resource person.
- b. Make the necessary set up/arrangement to conduct the course.
- c. Initiate the student registration process.
- d. Monitor the student attendance, discipline, assignment submission during all the sessions.
- e. Plan and conduct the assessment process at the end of the course.
- f. Initiate the course feedback.
- g. Prepare the report and submit to the HoD or in-charge of cell /committee.

Criteria for awarding certification:

To obtain the course completion certificate the following criteria have to be met;

- a. Student with 75% attendance throughout the course.
- b. Student with a minimum score of 50% in the assessment.

