



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Kalitheerthalkuppam, Puducherry - 605107

Ph: 0413 2643007 Website : mvit.edu.in



**Standard Operating Procedure
for
VALUE ADDED COURSES**

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)



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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on August 21, 2024, it is hereby notified that Manakula Vinayagar Institute of Technology has published the updated Standard Operating Procedure (SOP) for Value Added Courses.

The SOP for Value Added Courses would serve as a detailed guideline to be observed and followed with immediate effect.



Dr.S. Malarkkan


Principal

PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
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PREFACE

The technological developments are ever-changing which requires creative, logical and designing capability to cope up with the emerging challenges. The gaps in the university curriculum due to the evolution of contemporary areas / niche technologies should be supplemented by taking measures to bridge it, with content beyond syllabus and other value additions to meet industry requirements. Thereby, Institute offers varied Value Added Courses (VAC) which are career and market oriented, skill-enhancing courses that empower the students beyond their domain of study. These courses enable the students to enrich their capability and enhance their employability.

OBJECTIVES:

1. To bridge the gap between the academia and industry.
2. To give insights and value additions based on the expectations of industry and make the students Industry ready.
3. To hone the skills of the students thereby moulding them as efficient job seekers and job providers.
4. To improve the students competency in contemporary technologies.

PROTOCOL FOR OFFERING VALUE ADDED COURSE:

1. The VAC offered should not be a course listed in the curriculum of any programme offered by the Institution.
2. The Heads of the departments should assign expert faculty from the department for framing the course content of the VAC. This has to be coordinated by the value added course coordinator.
3. The syllabus for the VAC along with the schedule should be communicated to IQAC through proper channel at least 15 days before the date of commencement of the VAC.
4. The minimum number of contact hours for the value added course should be 30.
5. If needed, the value added courses may also be conducted during weekends / vacation period.
6. The courses offered for a particular year of study should be finalized only after ensuring the existence of all its pre requisites.
7. Industry experts / subject experts / academicians from the parent Institute/other Institutes are eligible to offer the VAC.

IDENTIFICATION OF VALUE ADDED COURSE:

The existing gaps in the Curriculum should be identified and value added courses should be planned / scheduled / conducted accordingly to bridge the gaps.

The Gaps are identified using the following process in the department.

1. Gaps are identified by means of,
 - Collecting feedback from stakeholders.
 - Comparing curriculum with the curriculum of other premier institutes / University.
 - Mapping of diverse groups of our curriculum with POs and PSOs and reviewing its attainment.

- Peer discussion with faculty members to identify the less supported POs and PSOs.
2. The report of peer discussion comprising the identified curricular gap and the proposed actions to bridge the gap would be submitted to the IQAC.
 3. The Value added courses planned are also submitted to Department Advisory Committee (DAC).
 4. Any suggestions provided by IQAC & DAC are incorporated.

COURSE CODE NAME DEFINITION:

A Unique Course code would be allotted to each Value added course by adhering the following procedure

- I Field - First 6 Characters indicate Academic year (20xxxx) Eg. If the academic year 2012-13, the code is 201213
- II Field - The next 2-3 Characters indicate the Department offering the VAC (ECE, CSE, IT, MBA, EEE, GE and so on)
- III Field - The next 3 Characters indicate the Course identifier ie., VAC
- IV Field – Last Character indicates the Serial Number of the VAC developed and introduced by the concerned department (01, 02, 03....)
- A Sample Course Code offered by ECE department during the academic year 2021-22 would be mentioned as “202122ECEVAC01”.

ATTENDANCE & EVALUATION

- The faculty handling a course would be responsible for the maintenance of Attendance and Assessment Record for candidates.
- The Record should contain details of the students’ attendance and marks, duly signed by the respective VAC in-charge and HoD.
- Each student should have a minimum of 75% attendance in the VAC for appearing in the final VAC exam.
- 10% Relaxation in the attendance may be granted for any contingency or physical inability, illness, participation in NSS/YRC/sports/cultural activities, representing institution in Regional / National level competition and other extracurricular activities, could be considered as valid reasons for offering relaxation in Attendance.

Final assessment should be conducted and minimum 50% marks must be secured for passing the Course. The duration of assessment can be one hour or more.

ISSUE OF CERTIFICATE

Students are awarded certificates after they have met the minimum attendance percentage and passing requirement. The certificates would be duly signed by the Authorized signatories.

REVIEW PROCESS

At the end of every academic year, the reports of all the Value-added Courses offered by the departments 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.

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

- Bridging the gap between the academia and industry
- Providing value additions to the students, based on the expectations of industry
- Promoting the Skills of the students to become efficient job seekers and job providers
- Improving the students competency in contemporary technologies

Sd/-

Dr. S.Malarkkan

Principal



MIT-Manakula Vinayagar
Institute of Technology

