# QUANTUM UNIVERSITY

# Policy on Value-Added Courses

# and

# SoPs for Implementation

**(*As approved in Academic Council date 11/06/2018*)**

## Internal Quality Assurance Cell (IQAC)
## Quantum University, Roorkee

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# Policy on Value-Added Courses

## 1. PREAMBLE

Quantum University is dedicated to its students' holistic development. In addition to core curriculum courses, Value-Added Courses (VACs) empower students to enhance their skills in their desired fields (Both his/her **own field or interdisciplinary**). These courses are crucial in fostering academic flexibility, enriching knowledge, and keeping up with cutting-edge technologies. As such the value-added courses play an important role in preparing students for academic flexibility and enrichment. Such courses also facilitate the students to keep pace with the latest technologies. Every department at Quantum University will offer VACs, allowing students to pursue their interests, expand their learning beyond the curriculum, and gain additional knowledge.

## 2. OBJECTIVES

Quantum University is committed to advancing knowledge and educating students who can make a significant impact on the nation. The university goes the extra mile to ensure the overall development of its students by providing opportunities that go beyond the curriculum. Starting from the academic year 2018, the university introduced value-added and certificate courses for enthusiastic learners, aimed at enhancing their knowledge in various fields. These courses enable students to better meet industry demands, develop their skills, and improve their employability. By enrolling in additional courses, students can acquire valuable interdisciplinary skills, further enriching their educational experience.

## 3. GUIDING PRINCIPLES

The introduction of Value-added courses will be based on input from all stakeholders. At the start of the academic year, the Department will make available all identified value-added courses to the students. Students will have the freedom to select the courses of their preference.

Certificates will be granted to students who meet the minimum attendance requirement and successfully fulfill the assessment criteria established and communicated by the department during the commencement or registration of the value-added course. The course coordinator will

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prepare a report after the completion of classes to determine the eligible students for the final assessment or examination.

Value-added courses shall be non-credit courses and conducted by experts in the area so that additional skills can be added to the student's profile. The University will run a sufficient number of such courses so that students can have a good number of choices from the given VACs basket. As part of the value-added courses, students from other departments will also have the opportunity to develop interdisciplinary skills.

## 4. PROCESS OF DEVELOPMENT OF VACs

Based on inputs from students, faculty, alumni, parents, and employers, each department/ section /cell of the university will plan value-added courses to provide additional inputs on life skills and sustainability. These courses will be open to all students in the university community.

Considering the inputs and requirements, the central committee at the university level will propose course contents for the new value-added courses, along with expected outcomes and assessment processes for students to obtain certificates upon successful completion.

In each department, a committee comprising representatives from different levels will be formed. This committee will drive the planning and preparation of course contents, resource persons, expected outcomes, and implementation strategy for the value-added courses. Led by the Dean/HOD or a senior faculty member, the committee will include experienced and dedicated members who will become experts during the development and implementation phases. The HoD, in consultation with the respective Dean of Faculty, will designate a faculty coordinator for each proposed value-added course to oversee its execution.

## 5. APPROVAL PROCESS

The BOS of the Department approves the list of probable VACs being floated in the session. The office of the Dean Academics shall be responsible for forwarding to the Academic Council, for consideration and approval, the comprehensive list of Value-added Courses proposed by the departments or any Centre/Cell of the University for a specific academic year. The list should include all the necessary details of each course.

## 6. REVIEW PROCESS
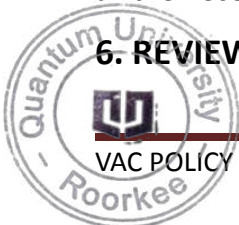
After the completion of each academic year, the reports of all Value-added Courses provided by the University's departments and other centers/cells shall be compiled at the Director level of the Internal Quality Assurance Cell (IQAC). These reports will then be shared and discussed during an IQAC meeting. The meeting will involve deliberations on the continuation of the value-added courses offered in the previous academic year, as well as the consideration and decision-making regarding new proposed courses.

## 7. EXIGENCY, IF ANY

In the event of unforeseen issues or matters not addressed by this Policy, or in cases of differing interpretations, the Vice-Chancellor holds the authority to make decisions. The Vice-Chancellor may seek the opinion or advice of the Academic Council, if necessary, before arriving at a decision. The decision made by the Vice-Chancellor in such instances shall be considered final.

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# STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF VALUE-ADDED COURSES

This Document **"Standard Operating Procedure for Implementation of Value Added Courses"** is made for the purpose of effective implementation of the Quantum University Policy on Value Added Courses (VACs).

Stakeholders are required to follow the laid-out procedures for all programs/courses, for the Value Added Courses to be successful.

## Operational Procedure

**Appointment of VAC Coordinator:**

The Vice Chancellor will designate a faculty member who will be responsible for coordinating interdisciplinary Value Added Courses (VACs) across departments. This faculty member will serve as the central point of contact for all VACs and maintain records of their activities. Additionally, they will act as a liaison between the Internal Quality Assurance Cell (IQAC) and the departments offering disciplinary and interdisciplinary VACs. For administrative matters, this faculty member will report to the Dean of Academics.

**The role of Department:**

Every department within the University will provide a diverse range of value-added courses, which will be conducted outside the regular class timings or during semester breaks. It's important to note that these courses will not carry any academic credit. Expert instructors in respective fields will conduct these courses, aiming to enhance the overall profile of students by imparting valuable knowledge and skills. The University will ensure an ample number of such courses are available, offering students a wide array of options from the pool of value-added courses.

- The Departmental Head/Dean will notify the details of value-added courses each semester.
- The value-added courses will be available not only to students within the department but also to students from other departments, promoting interdisciplinary skills.
- A course coordinator will be designated for each value-added course to ensure smooth conduct and coordination.
- The courses will have a minimum duration of thirty hours and can include theory, practical, or a combination of both.

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- Attendance of 75% and completion of notified assessments/examinations will be mandatory for certification.
- The specific assessment/examination format will be communicated at the start of the course.
- VACs will be offered when a minimum of 10 students register for a particular course.
- Regular monitoring will be done by departmental heads, the Dean of the Faculty, and the Office of the Dean of Academics.

**Approvals and Certifications**

The list of such proposed courses, which is approved by the BOS of the department, shall be forwarded to the office of Dean Academics with all the following relevant details for further work and to facilitate the approval of the Academic Council.

a   Title of the Proposed Course:

b   Course Coordinator:

c   Expected Course Outcomes:

d   Course contents in brief:

e   Duration of the Course:

f   Mode of Examination:

g   Semester in which the courses are proposed to be offered Odd/Even or both

h   Maximum Batch Size:

i   Any additional Requirement, if any

The list of proposed value-added/certificate courses which gets approved shall be communicated back by the office of Dean Academics to all the respective departments for further course of action.

In case of any additional requirement of resources/funds exists to conduct the proposed course, the same shall be forwarded to the Board of Management for the necessary approval.

The Course Coordinator, after discussion with the respective HoD shall facilitate to notify all such courses to be offered in each semester with complete expected course outcome and expectations from the enrolled students to successfully complete the course and make them eligible for the award of a certificate. The broad guidelines for eligibility for the award of certification shall be as under:

a   The enrolled/registered student for the course shall be required to maintain

b   a minimum of 75% attendance

c   He/she should get a minimum of 50% marks in the assessment made by the course coordinator including theory and lab practices, whatever applicable.

Upon completion of the course delivery, the course coordinator will assess the course of students by conducting an examination as per the requirement and notification at the time of its commencement.

The Course Coordinator will submit a comprehensive course report. Also, they will provide the Head of the Department (HoD) with a list of students who have successfully met the minimum benchmarks for completing the course.

The students who successfully complete the course shall then be issued the Certificate duly signed by the Course Coordinator and respective HoD as per the format in annexure I.

All Heads of Departments (HoDs) will be responsible for submitting comprehensive and detailed reports of all the value-added/certificate courses conducted by their departments to the Internal Quality Assurance Cell (IQAC) prior to its 4th quarterly meeting.

It is important to note that the established Standard Operating Procedures (SoPs) for implementing Value-added Courses will remain in effect and valid until the University's Policy on Value-added Courses is revised.

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**Annexure-I**

# QUANTUM UNIVERSITY, Roorkee

**School:** _____

**Department of:** _____

**Academic Year:** _____ **Semester**_____

It is to certify that_____Roll No: _____

student_____of_____

program of QUANTUM UNIVERSITY has successfully completed the certificate course/

value-added course titled_____ course code conducted by

the Department from_____to_____.

**Course Coordinator**    **Head of Department**        **VAC Coordinator**

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