	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel	No.	DP/AIKTC/CVAC/
		Rev.	01
	STANDARD OPERATING PROCEDURE (SOP) FOR CENTER FOR VALUE ADDED COURSES AND ADD ON CERTIFICATES	Date	05/07/2023
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1. **PURPOSE:** To facilitate the organisation and participation of students in value added courses, certificate programs, online certifications, MOOC's etc to fill in the curriculum gaps and act as a bridge between industry and the Institute.

2. **SCOPE:** Schools and departments of Anjuman-I-Islam's Kalsekar Technical Campus, as applicable.

3. **RESPONSIBILITY:** To identify the value added courses ,evaluate their utility for students and organise them in conjunction with the curriculum.

4. DEFINITIONS

● **Add-on courses :** Courses on topics apart from the University curriculum having contact hours more than 30. (As per NAAC Criteria 1)

□ **Value added course:** Courses of varying durations which are optional, and offered outside the curriculum helping them students in getting placed.

5. ABBREVIATIONS

- MOOC - Massive Open Online Course.
- IQAC - Internal Quality Assurance Committee.
- SPOC - Single point of Contact.
- NPTEL - National Programme for Technology enhanced learning.
- SWAYAM - Study Webs of Active-Learning for Young Aspiring Minds.

6. PROCEDURE for Identification and finalisation of Add on courses and value added course to be run

Following factors must be considered in this process :


- Course must align with the Mission and Vision of the institute and that of the School/Department.
- Course must cater student's needs and have the potential to get sufficient enrolment.
- Each student should attend at least one add on program in each semester or each class must have at least one Add on course in each semester.
- Availability of course expert within the institute or outside the institute.
- Course must contribute to faculty development without hampering their regular teaching.
- Pre requisites and course outcomes should be well-defined.

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The school/departmental CVAC team member must inform the faculty members about the conduction of value added courses. Accordingly, they must decide which value added courses can be conducted in a particular year keeping in view the factors mentioned above. Resource person, schedule, venue, mode must be finalised and wide publicity must be given amongst the target audience. Course should be got approved by Program Owner/Dean and Director. Day to day attendance, feedback from the participants and resource person as well as course exit survey should be carried out without fail. The course outcome's attainment should be calculated by the course coordinator and a report about the overall conduction of the course should be prepared by the coordinator and submitted to the departmental CVAC team member in the prescribed format.

Roles and responsibilities

Controller

- Propose Standard Operating Procedure (SOP), after discussing with his team, as per the given template before the IQAC Core Committee, get it reviewed and approved.
- Ensure effective conduction of the course.
- Regular review of system & procedure and SOP if required. Maintenance of relevant records.
- Timely submission of status reports and all relevant documents to the IQAC.
- Execution of any other responsibility within the scope of the CVAC.

School/Dept Coordinator


- Planning and conduction of add on programs as per mentioned procedure.
- Coordination with faculties in the Department/School for smooth conduction.
- Timely submission of the status report and all relevant documents to the Departmental and Institute repository.
- Maintenance & dispensation of relevant records and documents as per needs of IQAC.
- Execution of any other responsibility within the scope of the CVAC.
- Ensure the timely sending of all media (Photos, videos, audio, feedbacks) relevant to any course to the relevant team/website coordinators as soon as the course ends.

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Time-lines:

Sr. No	Task	Schedule time	Responsibility
1	Course Planning and approval.	1 month before semester begins	Coordinator
2	Pre-course activities & conduction	During semester	Coordinators
3	Preparation of reports and documentations.	15 days after semester end	Coordinators
4	Submission of status reports, documents and review meetings.	1 month after semester end.	Controller
5	Course planning and approval for next semester.	45 days after the semester ends.	Coordinators
6	System & Procedure review.	1 month after the end of the academic year.	Controller

AIKTC- SWAYAM-NPTEL Local Chapter.

CVAC, through SPOC and Mentors facilitate students and faculties to get certified through MOOC offered by Swayam-Nptel Local chapter. SPOC is the single point of contact between SWAYAM-NPTEL and the institute while Mentors are the faculties volunteering to help students during the period the course.


Roles and responsibilities of SPOC:

- 1) To act as communication link between NPTEL and the institute.
- 2) Promote NPTEL certification courses in your college and help students/faculty enroll in courses.
- 3) Identify Mentors among the faculty.
- 4) Facilitate course registration and Exam Registration of students through the mentors.
- 5) Maintain a record of courses undertaken.

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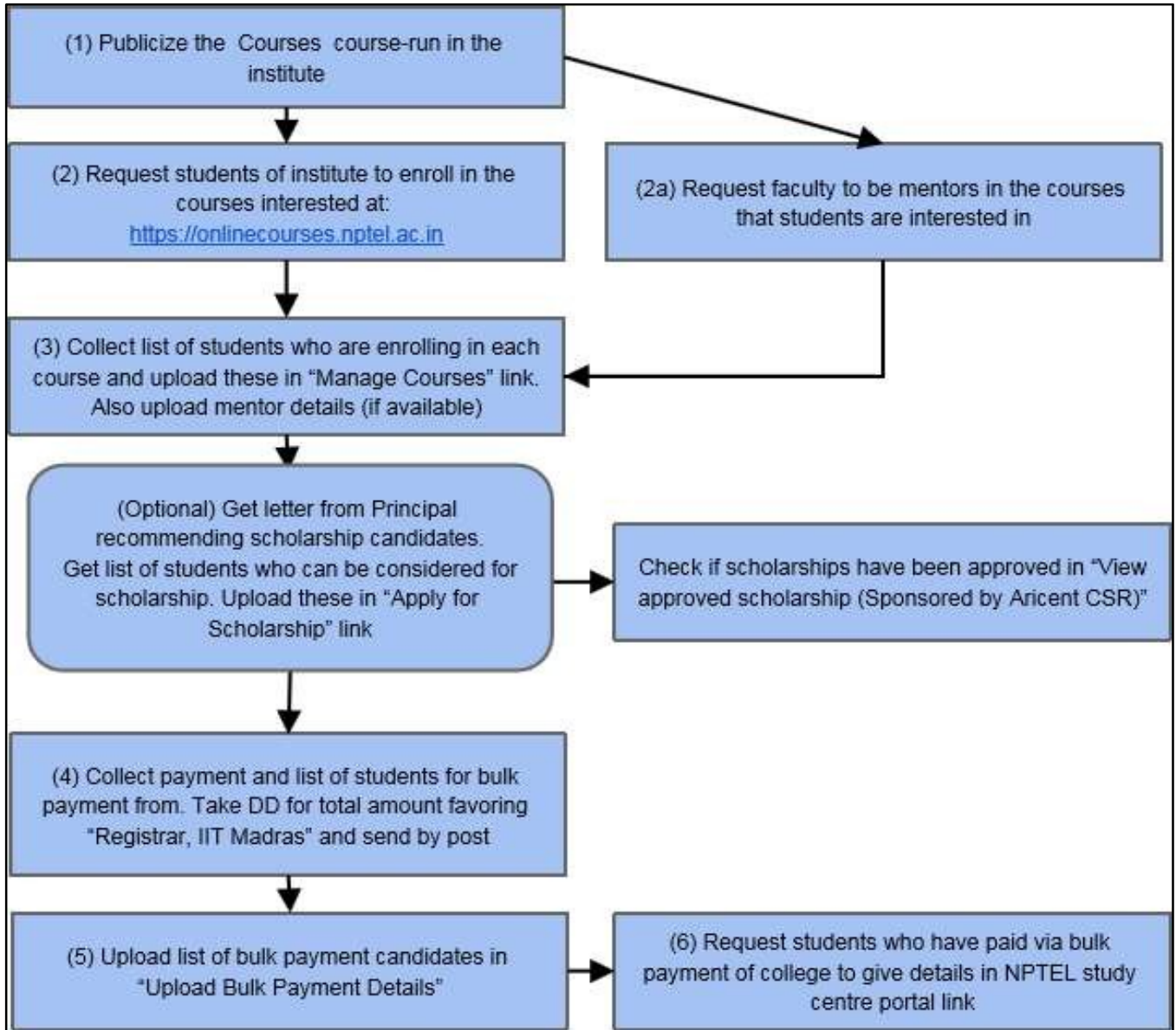



Fig 1 : Steps involved in registering for NPTEL courses

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TARGET

CVAC (from AY 2023-24) aims at conducting minimum one value added course per semester per department in SoE and one each for SoP and SoA. The course conducted should be in conjunction with the student's needs and help to bridge the curriculum gaps if any. Every student should undergo at least 3 value added course and 3 NPTEL-MOOC course (Both one per year) during his four year's BE programme.

REFERENCES

- NAAC AQAR ,SSR
- Inputs taken from CVAC Team members , IQAC Controller and team.

RECORDS (to be maintained)

- Meeting notice, MoM, Attendance cum feedback .
- Approval documents for every proposed course.
- Conduction documents for every course conducted.
- Records related to student participation coursewise, school/dept wise in a chronological order.
- Records of vertical as well as horizontal communication related to CVAC.

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