



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(APPROVED BY AICTE-NEW DELHI, AFFILIATED TO JNTUK KAKINADA & RANKED AS "A" GRADE BY GOVT. OF AP)

PROCEDURES FOR VALUE ADDED COURSES

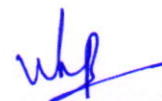
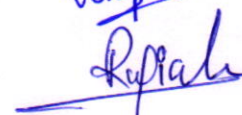

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STATEMENT

The RISE Krishna Sai Prakasam Group is dedicated to helping its students grow holistically. Value-added courses (VACs) assist students improve and expand their abilities in the field of their choice, in addition to the courses they attend as part of their chosen programmes' curriculum. This means that students are better prepared for academic flexibility and enrichment by taking value-added courses. 'Students may also keep up with the latest technology by taking classes like this. " Students at RISE Krishna Sai Prakasam Group of Institutions will be able to take courses of their choosing, as well as electives and electives outside of their curriculum, by providing value-added courses.

OBJECTIVES

Aiming to educate students who can best serve the nation, RISE is dedicated to its goal. Every effort is made to ensure that children have the opportunity to learn and grow beyond the confines of the classroom, and this extends beyond the classroom walls. A value-added course aims to enhance students' knowledge so that they are better prepared to fulfil the needs of the industry as well as improve their own abilities. Inquiring students can sign up for more courses, get more value, and pursue an interdisciplinary learning style. Learners will be better prepared for the job market if they take advantage of these value-added courses. Student interdisciplinarity will be fostered through this course.

Principles

The Value-added courses will be presented with feedback from all stakeholders. All value-added courses designated by the Department would be offered to students at the beginning of the academic year. In the future, students would be able to take the classes they choose.

Certificates will be granted to students who meet the minimum attendance requirements and meet the evaluation criteria established by the department at the time of notice of the value-added course start/registration. Reports from the course coordinator will be used to determine whether students are qualified for the final assessment/examination.

Adding value to a student's resume might be as simple as taking a non-credit course taught by an expert in a particular field. In order for students to have a diverse selection of VACs, the College will provide a suitable number of these courses.

Rather than being restricted to the students of the parent department, the value-added courses are open to all students at the College, giving them the chance to build cross-disciplinary competencies.

PROCESS OF DEVELOPMENT OF VACs

Students, faculty, alumni, parents, and employers are all encouraged to submit ideas and recommendations for new areas of study, and the college will use this information to develop value-added courses that are available to the entire campus community. These courses will focus on life skills and sustainability, and they will be open to all members of the college community.

College-level central committee will propose to the department and other cells/centres of the college, based on the inputs and requirements above, to plan and prepare course content for new VACs with expected outcomes and deliverables, as well as the assessment process for enrolled/registered students, for the award of a certificate of its successful completion.

As a result, a committee will be constituted in each department with members from various levels of a department represented. Planned value-added courses will be driven by the organization's strategic planning and preparation of its deliverable content, resource personnel, intended outcomes, etc. As the process progresses, the committee will be led by the HOD or a senior faculty member, and the members will gradually become specialists in the planning and implementation stages. Afterward, the department's HoD will engage with the respective Dean of Faculty to nominate a faculty coordinator for each proposed VAC.

6. APPROVAL PROCESS

For consideration by the Academic Council, all proposed Value-added Courses delivered by departments or any Center/Cell of the College in a given academic year should be submitted.

STANDARD OPERATING PROCEDURE FOR VALUE-ADDED COURSES

Each Department will offer a range of value-added courses during regular classrooms or semester breaks. Value-added courses are non-credit courses. These courses will be taught by professionals in the field and will add value to students' profiles. The college will conduct enough of these courses so that students have plenty of options.

The Department Head will notify you about value-added courses each semester. The value added courses will be open to students from other departments as well as students from the parent department. It will also allow students to build cross-disciplinary abilities. Each value-added course requires a course coordinator to ensure seamless delivery, attendance, evaluation, and certification. Each VAC will have a least of thirty hours of theory or practise, or a mix of both. Attendance of 75% is required to pass all courses. Assessment/examination methods differ each course and are announced by the providing department at the start of the course. The student receives a certificate upon satisfactory completion of the course. The department generally runs the VAC only if 30 students sign up for it. Department heads will monitor value-added courses on a regular basis.

RISE's Standard Operating Procedure for Value-Added/Certificate Courses is as follows:

- After consultation among internal faculty members, each department shall determine Value-added/Certificate Courses to be provided.
- It is possible for a department to establish a course in a different area/specialization. Theory or lab practice sessions might be included in the course.
- This will be sent to the Board of Management for approval if extra resources/funds are required to run the course.
- To ensure that students successfully finish the course and get a certificate, the Course Coordinator will consult with the corresponding HoD. The following general criteria must apply to certification:
 - The registered student must maintain a minimum of 75% attendance.
 - At least 50% in the course coordinator's assessment of theoretical and lab activities.
- In order to assess pupils, the course coordinator must give examinations as required.
- In addition to the course report, the Course Coordinator should send a list of students who have successfully completed the course to the corresponding HoD.

- Course Coordinator and respective HoD sign the Certificates provided to students who successfully complete the course.
- Finally a report should be sent to the IQAC after each semester.