



ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

PROCEDURE FOR CONDUCTING VALUE ADDED COURSE (VAC)

1. Motive of Conducting Value Added Courses (VAC):

St. Anne's College of Engineering and Technology envisages that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Making students better prepared to meet demands of the industry/employer as well as develop their own interests and aptitudes is important for higher education institutions by supplementing the curriculum with add on courses. Value added courses help students to develop their own skills in their field of study. These courses ensure the development of soft skills of the individual. All departments of St. Anne's College of Engineering and Technology shall offer various VACs apart from the credit bearing courses offered by Anna University-Chennai. These courses may be conducted by involving the experts within and outside the University and help students stand apart from the rest in the job market by adding further value to their graduation.

2. Objective:

Objectives of VACs are meant for providing additional learner-centric, graded, skill oriented training, the primary objective is to improve employability of students.

The specific objectives of the VAC are:

- i. To provide students an understanding of the expectations of industry/ employer.
- ii. To improve employability skills of students of the College.
- iii. To bridge the skill gaps and make students capable for meeting job demands
- iv. To provide an opportunity for students to develop inter-disciplinary skills.
- v. To mould students as job providers rather than job seekers.

3. Course Designing

Each and every departments of the college while designing a VAC shall undertake a need analysis, discuss with the stakeholders, alumni and experts to identify the gaps and emerging trends. According to the content and target group, the appropriate pedagogical methods shall be adopted in the curriculum. Any new VAC designed shall be approved by the concerned Department Head.

The course offered shall not be the same as any course listed in the curriculum of the respective programme/or any other programme offered by Anna University.

4. Guidelines:

Guidelines for conducting value added courses VAC is not mandatory to qualify any programme. It is a faculty assisted learning course open to all students without any additional fee. In addition to the students of the conducting department, students of other departments and faculty can also attend the programme, if slots are available. The selection of students from outside department will be solely based on the discretion of the Head of the department.

- i. The Head of the Department shall appoint a Course Coordinator for the smooth conduct of the VAC based on the suggestion of faculty members in department meeting.
- ii. Classes for a VAC shall be conducted during regular class hours; if required classes shall be conducted during weekends/vacation period.
- iii. All student must attend the Course.
- iv. The classes of the programmes can be engaged by the faculty of the department, the faculty of other departments of the College or by external experts invited.
- v. The minimum number of students to be enrolled for a particular course shall be 10 and maximum can be decided by the Course Coordinator and Head of the department depending on the availability of infrastructure.

5. Course Duration:

The duration of VAC is minimum 30 hours including theory and practical/ Hands -on Training. A minimum of 15 hours (50%) shall be theory hours and minimum of 15 hours (50%) shall be Hands on Training. The combination of theory and practical classes shall be decided by the course coordinator with the approval of the Head of the Department.

6. Procedure for Registration

The list of VAC shall be displayed in the Department notice board and website along with the syllabus. Students shall register for a VAC offered during the semester by submitting the duly filled in registration form through the concerned Head of the Department/Course Coordinator. The Head of the Department shall segregate the applicants according to the choice opted. After completion of the course, a detailed report shall be submitted to the Head of the department along with the feedback and assessment marks.

7. Venue:

The Head of the Departments shall provide classroom/s and other necessary facilities.

8. Attendance:

The Course Coordinator shall be responsible for the maintenance of attendance and assessment record of the candidates registered.

- i. The record shall contain details of the students' attendance, marks obtained in the Assessment tests, activity and seminars.
- ii. At the end of the course, the records shall be duly signed by the Course Coordinator and the Head of the Department and placed in safe custody of the Head of the Department.
- iii. Each student shall have a minimum of 75 % attendance in all the courses of the particular course failing which he/she will not receive certificate

9. Evaluation:

The VAC shall carry 100 marks with 50% for assessment and 50% for Project/Activity/Seminar/Viva-Voce.

S.No.	Contents	Marks
1	Assessment Test	50
2	Project/activity/Seminar/Viva- Voce.	50
	Total	100

10. Assessment Tests:

- i. Assessments Tests shall be conducted the middle and other at the end of the course.
- ii. The duration of the test, the pattern of question paper and the units included shall be decided by the Course Coordinator and Head of the Department prior intimation shall be given to the students.
- iii. The assessment shall be done by the Course Coordinator.
- iv. All students must attend the test. However, if a student could not attend the test for any valid reason, the prerogative of arranging a special test lies with the Course Coordinator in consultation with the Head of the Department.

11. Awarding Certificate:

On successful completion of the VAC, the student shall be issued a certificate duly signed by the Head of the Department and the Course Coordinator and Head of the institution.

12. Funding for VAC:

The fund required to meet remuneration/honorarium, TA/DA for the external faculty and other allied expenses for the conduct of VAC, shall be received from College management based on the request from course coordinator, Head of the department approved by Head of the institution.