

Counselling Code: BOSE

Estd: 2008

JNTUH College Code: PP



An ISO 9001:2015 Certified Institution

ANUBOSE INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to JNTUH Hyderabad)

KSP Road, New Paloncha – 507115, Bhadradi Kothagudem Dist., Telangana State.

Website: www.abit.ac.in Email Id: abitjntu@gmail.com Cell: +91-9246907407

VALUE ADDED COURSES DOCUMENT POLICY

VALUE ADDED COURSES

Document Number: ABIT/SOP-VAC/2

Prepared by	Reviewed by	Approved by	Date of release
1. IQAC Coordinator 2. All HoDS 3. Placement officer	IQAC	Principal	Date: 04/06/2018

G. S. Kew
PRINCIPAL
Anubose Institute of Technology
KSP Road, PALVANCHA
Bhadradi Kothagudem Dist.

PRINCIPAL
Anubose Institute of Technology
KSP Road, PALVANCHA
Bhadradi Kothagudem Dist.

Counselling Code: BOSE

Estd: 2008

JNTUH College Code: PP



An ISO 9001:2015 Certified Institution

ANUBOSE INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to JNTUH Hyderabad)

KSP Road, New Paloncha – 507115, Bhadradri Kothagudem Dist., Telangana State.

Website: www.abit.ac.in Email Id: abitjntu@gmail.com Cell: +91-9246907407

STATEMENT

The Anubose Institute of Engineering and Technology (ABIT) is committed to fostering holistic growth among its students. To achieve this, the institution offers Value-Added Courses (VACs) designed to enhance and expand students' skills in their chosen fields, beyond the regular curriculum. These courses not only prepare students for academic flexibility and enrichment but also keep them up to date with the latest technologies. Students at ABIT are encouraged to pursue their preferred courses, including electives outside their curriculum, thereby promoting interdisciplinary learning and better job market prospects.

OBJECTIVES

ABIT is dedicated to the following objectives:

1. To educate students who can best serve the nation by providing opportunities for holistic development.
2. To offer students the chance to learn and grow beyond the confines of traditional classrooms, facilitating a well-rounded education.
3. To enhance students' knowledge, equipping them to meet industry demands and improve their skills.
4. To encourage students to enroll in additional courses, fostering interdisciplinary learning and better employability.

Principles

1. The development of Value-Added Courses will involve feedback from all stakeholders, ensuring that courses align with student needs and industry requirements.
2. All Value-Added Courses, as designated by the Department, will be made available to students at the beginning of the academic year, offering them choices in line with their preferences.
3. Certificates will be awarded to students who meet the minimum attendance requirements and pass the evaluation criteria established by the department.
4. ABIT will provide a variety of VACs to offer students a broad selection of courses taught by experts in different fields.
5. VACs are not limited to students of a specific department but are open to all students at the college, promoting cross-disciplinary competencies.

G. S. Rao
PRINCIPAL

Anubose Institute of Technology
KSP Road, PALVANCHA,
Bhadradri Kothagudem Dist.

PRINCIPAL
Anubose Institute of Technology
KSP Road, PALVANCHA
Bhadradri Kothagudem Dist.

PROCESS OF DEVELOPMENT OF VACs

Ideas and recommendations for new areas of study in Value-Added Courses are welcome from students, faculty, alumni, parents, and employers. These suggestions are used to create courses that focus on life skills and sustainability, open to the entire campus community.

A central committee at the college level will collaborate with department and other cells/centers to plan and prepare course content, expected outcomes, assessment processes, and certificate awards for students enrolled in new VACs. Each department will have a committee that evolves from general planning to specialized implementation under the guidance of the Head of Department (HOD) or a senior faculty member. The HOD will nominate a faculty coordinator for each proposed VAC.

APPROVAL PROCESS

All proposed Value-Added Courses for a given academic year should be submitted for consideration by the Academic Council, delivered by departments or any Center/Cell of the College.

STANDARD OPERATING PROCEDURE FOR VALUE-ADDED COURSES


1. Each department will offer a variety of Value-Added Courses during regular classrooms or semester breaks, which are non-credit courses taught by professionals to enhance students' profiles.
2. Value-Added Courses are open to students from all departments, fostering cross-disciplinary skills.
3. Each VAC requires a course coordinator to manage delivery, attendance, evaluation, and certification.
4. VACs consist of a minimum of thirty hours of theory or practical work, or a combination of both. A 75% attendance rate is mandatory, and assessment methods vary by course.
5. Certificates are awarded upon satisfactory completion of the course, and VACs are conducted if a minimum of 30 students register.
6. Department heads will regularly monitor the progress of Value-Added Courses.

ABIT's Standard Operating Procedure for Value-Added/Certificate Courses includes

Each department decides on the VACs to be offered after internal consultations.

- Departments can create courses in different areas/specializations, including theory and lab practice.
- If additional resources or funds are needed, the proposal is sent to the Board of Management for approval.
- Certificates are awarded based on criteria like attendance and performance, and examinations may be required.
- The Course Coordinator provides a list of students who successfully complete the course to the respective HOD.
- Certificates are signed by the Course Coordinator and the respective HOD.
- A report is submitted to the IQAC after each semester.


PRINCIPAL
Anubose Institute of Technology
KSP Road, PALVANCHA,
Bhadradri Kothagudem Dist.


PRINCIPAL
Anubose Institute of Technology
KSP Road, PALVANCHA,
Bhadradri Kothagudem Dist.