

GUIDELINES FOR SKILL BASED VALUE ADDED COURSES

A Skill Based Value added course offered by a department can be attended by both UG and PG students. It is to be noted that the Skill Based Value added course offered should not be a course listed in the curriculum of any programme.

Course Structure

1. The request for approval of syllabus along with the schedule for the Skill Based value added course should be approved in Board of Studies Meeting before the date of commencement of the course. The Syllabus (60 periods), Schedule and the Details of Faculty handling the course should be approved by the **Head of the Department**.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered in the Department.
 - b. The Skill Based value added courses may be also conducted during Class Hours/weekends / vacation period.
 - c. The course can be offered only for the students studying third semester onwards of UG Programmes and any semester in the PG Programmes.
 - d. Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
 - e. The course can be offered only if there are atleast 5 students opting for it.
 - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

2. The duration of Skill based value added courses is 60 Hours of Laboratory courses and the course can have a **maximum of 7 hours per day**.

Evaluation

3. The Skill based value added courses shall carry 100 marks and shall be evaluated through **internal assessments only**.
 - a. Daily Assessments shall be conducted and the other at the end of the course as test project assessment by the Department concerned.
 - b. The duration of daily assessment is one hour each.
 - c. The duration of test project assessment is three hours.
 - d. The eighty percentage of marks taken from daily assessment test and 20 percentage of mark taken from test project assessment marks.
 - e. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer.
 - f. A Department Consultative committee shall verify the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations.
 - g. The staff handling the course is responsible for maintaining and processing the records with regard to assessment marks and results.

Passing Requirement and Grading

4. The passing requirement for value added courses shall be 50% of the marks prescribed for the course **(Internal assessment only)**
- The grades O, A+, A, B+, B, C obtained for the two credit shall be incorporated in the Mark sheet under the title '**Skill Based Value Added Courses**'. The other grades RA, SA **will not figure in the mark sheet.**
 - The credits earned through Skill based value added courses under credit transfer of PE/OE shall be considered for calculating GPA and CGPA.
 - The credits earned through Skill based value added courses under credit transfer of PE/OE shall be considered for classification of degree.
 - If the course is offered during any semester, it will appear in that semester's mark sheet. However if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester.

Maximum Number of Courses

5. A student can earn a maximum of 6 credits during the entire programme of study by attending three two credit course which would be for credit transfer of two numbers of three credit Professional Elective and/or Open Elective courses in the sixth sem.

Procedure for Credit Transfer

A student may accumulate up to 6 credits through such courses, and such credits will be considered in lieu of the Professional Elective and/or Open Elective courses.

In this regard, a student is permitted to drop either 1 or 2 Professional Elective / Open Elective course(s) as per the procedure given below.

Table: Procedure to drop Professional Elective / Open Elective course(s)

No. of Course	Total No. of Credits Earned	Courses to be printed in the Grade Sheet	No. of Provisional Elective/ open elective can be dropped	No. of credits considered for GPA/ CGPA Calculation
1	2	1	-	-
2	4	2	1	3
3	6	3	2	6

- The credits earned by the student of the successfully completed Skill Based Courses shall be recorded in the grade sheet.
- If a student has not successfully completed the skill based courses during the semesters V, VI and VII, then the same shall not be recorded in the grade sheet.

- If a student earns 2 credits in Semester V and then enrolls for another 2 credits in Semester VI, then he / she is permitted to drop one Professional elective/ open elective course in Semester VI. Further, if the student earns 4 credits upto Semester VI and enrolls for another 2 credits in Semester VII, then he/she is permitted to drop an additional professional elective/open elective course in the VII semester.

If the student has enrolled for skill based courses but has not successfully earned 4 or 6 credits and also dropped 1 or 2 PE/OE courses in anticipation of pass, then he/she has to enrol the PE/OE (as the case may be) to meet the total credit requirements to earn the degree.

Method for computation of Grade point of dropped PE / OE courses

The method of Computation of Grade point for the dropped PE/OE courses is given below:

1. If a student has successfully completed two Skill Based Courses, then the computation of Grade point for one PE/OE course dropped in lieu of those two skill based courses is as follows.

Grade point = (2 credits " higher grade point obtained + 1 credit * lower grade point obtained) / 3 credits.

For example, for two courses of two credit each, if the grades obtained are,

Course 1- C grade - 5 points

Course 2- O grade - 10 points

Then, the grade point of the dropped course for the calculation of CGPA is obtained as: $(1 \times 5 + 2 \times 10) / 3 = 8.33$.

One PE/OE course shall be dropped for 3 credits with grade point computed as above.

2. If a student has successfully completed three Skill Based Courses, then the computation of Grade point for dropping two PE/OE in lieu of those three skill based courses is as follows.

For three courses of two credit each

Computation of Grade point of each of the two dropped PE/OE courses for the calculation of CGPA = Average grade point of three skill based courses.

Two PE/OE courses shall be dropped of 3 credits each, with grade point computed as above.