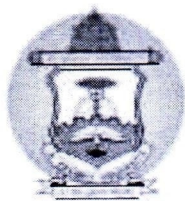This document is the Standard Operating Procedure of the

Value added courses committee at

Sri Balaji Vidyapeeth deemed-to-be University.

This document is attested from pages 1 - 3

NAAC 2020

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SRI BALAJI VIDYAPEETH

(Deemed to be University)

U/S 3 of UGC Act 1956

Puducherry-607402

Version number: SOP/IQAC/VAC/Ver 1	Date: 19.05.2015	Prepared By: IQAC, SBV

STANDARD OPERATING PROTOCOL OF THE VALUE ADDED COURSES

1.0 Purpose

The purpose of this Standard Operating Protocol (SOP) is to outline the procedure to commence a value added course that imparts transferable and life skills.

2.0 Scope

This SOP applies to all the value added courses that will be started by the Constituent colleges and centers of Sri Balaji Vidyapeeth (SBV).

Structure of the committee:

(a) Chief Co-Ordinator at the rank of Head of the Department

(b) Members: one representative from each constituent college

(c) IQAC support staffs

3.0 Responsibility

The Value-added courses committee has the following roles and responsibilities,

- They work in coalition with the Internal Quality Assurance Cell of SBV.
- They plan and commence the courses which have been identified by IQAC after analyzing the feedbacks from the stakeholders.

4.0 Procedure

The Value-added courses committee operates in the following stages:

PROCESS	ACTIVITIES
Stage: 1 **Feedback analysis**	○ The committee is intimated by IQAC, SBV after the feedbacks from the stake holders are analyzed.
Stage: 2 **Intimation to constituent colleges**	○ The committee then intimates the constituent colleges on the feedback analysis report by IQAC, SBV.

REGISTRAR
SRI BALAJI VIDYAPEETH
(Deemed University u/s 3 of UGC ACT, 1956)
Accredited by NAAC with 'A' Grade
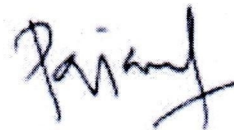Pillaiyarkuppam, Pondicherry-607 402.

	○	The committee intimates the constituent colleges to nominate a coordinator, frame the syllabus, set the eligibility criteria, plan the assessment pattern, the schedule, the eligibility for certification, the resource persons, the budget and logistics.
Stage: 3 **Compilation of the course details from the constituent colleges**	○ ○	The committee compiles the course details from each constituent college and submits it to the Registry for approval by the AC. On approval by the AC, the committee intimates the constituent colleges, to commence the courses and monitors the progress.
Stage:4 **Conduct & Certification of the courses**	○ ○	Monitors the proper and regular conduct of the proposed courses. Ensures that the certifications are given to the eligible candidates only

5.0 Tenure of ICC

The Value-added courses committee duly constituted shall function for a 3 **years' term**.

6.0 Requirements for the courses

-> The courses must be run by the constituent colleges of SBV

-> The courses are not mandatory for all students.

-> The courses must be of more than 16 hrs duration.

-> Eligibility criteria must be met by the candidate for certification.

(IQAC Co-Ordinator)