GOVT. HOLKAR (MODEL, AUTONOMOUS) SCIENCE COLLEGE, INDORE

Value-added Courses

STANDARD OPERATING PROCEDURE (SOP)

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(IQAC)

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Standard operating procedure (SOP) for conducting a value-added course.

[Defining Value-added Course:

Courses of varying duration which are optional and offered outside the curriculum to add value and helping the students in getting placed.]

All the Departments of the Institution are directed to follow the undermentioned SOPs, while preparing curriculum for a Value-added course

- **Please note that this is just a template, and you may need to modify it according to your specific needs.**

- **Identify the need for the course based on feedback from stakeholders, such as students, industry experts, or faculty members.**

- **Form a departmental committee consisting of subject matter experts to prepare the syllabus for the course. The committee should include faculty members with expertise in the course topic.**

- **The duration of the Value-added Course should extend over more than 30 hours.**

- **Submit the syllabus for approval to the Board of Studies (BoS), which is responsible for maintaining academic standards and reviewing curriculum proposals.**

- The curriculum of Value-added Course should follow all the levels of Revised Bloom's Taxonomy.

- Once the syllabus is approved by the BoS, obtain approval from the Academic Council, which is responsible for ensuring that all academic programs meet the quality standards of the institution.

- Prepare a brochure that highlights the objective, learning outcomes, benefits, and job opportunities associated with the course. The brochure should be designed to attract potential students and should provide detailed information about the course, such as course structure, duration, eligibility, and fee structure.

- Create a teaching plan that includes a list of speakers, the topics they will cover, and the duration of their lectures. The teaching plan should be designed to provide comprehensive coverage of the course syllabus and should be reviewed and approved by the departmental committee.

- Maintain an attendance record for each student, which should be updated regularly. This record will help track student attendance and ensure that students are meeting the minimum attendance requirements for the course.

- Develop an evaluation pattern that includes both formative and summative assessments. The evaluation pattern should be designed to measure the learning outcomes of the course and should be aligned with the course objectives.

- Declare the result of the course based on the evaluation pattern. The result should be announced within a specified time frame after the completion of the course.

- Submit a comprehensive report of the Value-added Course to IQAC.

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[Vasudhaiva Kutumbakam]

Our SDG-2030 Goals Tree
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