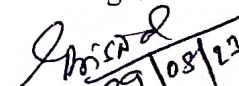


OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK
NOTICE NO. 1071 /DT. 9.8.23

All HoDs / Coordinators hereby informed to follow the given guidelines scrupulously for implementation of Value Added Course at UG level and Skill Based Certificate Course at PG level respectively for the current session 2023-24. The following guidelines has been developed incoordination with IQAC in response to the feedback reports obtained from students, teachers, alumni of the session 2022-23.

Guidelines / SOP regarding implementation of Value Added Course at UG level (UG – VAC) and Skill Based Certificate Course (PG – SBCC) for the Current Session 2023-24.

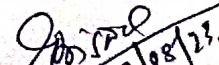
1. The UG – VAC and PG – SBCC are only for UG 5th Semester and PG 3rd Semetser Students respectively.
2. Seats to be allocated : For UG = 32 seats
For PG = 16 seats
3. No course fee will be charged for the courses.
4. Full Marks : 50
Total no. of units : 03 (Theory)
5. There will be 03 units of theory carrying 12 marks each.
6. For practicals, experiments may be indicated in the syllabus.
7. Practical / Project will be of 14 marks.
8. In case of non-practical subject, students can submit a project report / assignment relating to the subject.
9. Total 35 hours of teaching (including practicals)
 - i. Class duration : 1 hour
 - ii. Class timing : 9.00 AM – 10 AM for UG – VAC
: 4.00 PM – 5.00 PM for PG - SBCC
 - iii. For practical subjects : 2 theory + 1 practical per week
For non-practical subjects : 5 classes / week
10. Dates for filling up of forms by students : 16th August 2023 – 23rd August 2023.
11. Dates for commencement of class : 4th September 2023 tentative.
12. i. Date of examination : 01.12.2023 – Theory exam for UG – VAC and PG – SBCC at forenoon and afternoon respectively.
ii. 02.12.2023 – Practical exam for UG – VAC and PG – SBCC at forenoon and afternoon respectively.
13. Examination of these courses shall be conducted by the respective department.
14. No students can opt for 2 non – credit course at the same time.
15. Admission Register, Attendance Sheets, filled up form, student selection list etc. i.e. all necessary documents should by maintained by the HoD/ Course coordinators at their departments.
16. A copy of the enrolled student list at the beginning of the course and the list of the passed out students after declaration of results should be submiited at the Academic Section and Controller of Examinations Section of the college for documentation purpose.
17. This notice should be circulated by the HoDs who are the course coordinators among the students so as to allow for cafeteria mode of selection of subjects / multidisciplinary mode thus ensuing the implementation of objectives of NEP – 2020 at this college.


Principal
09/08/23

Shailabala Women's (Auto.) College, Cuttack.

Memo No. 1072 /Dt. 9.8.23 .

Copy to Coordinator, IQAC/ Admn. Bursar/ Academic Bursar/ OIC, VAC/ OIC, SBCC/ Section Officer/ Guard file for information and necessary action.


Principal
09/08/23

to
2/8/23

SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

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[Signature]
21/8/23
HoD, Value added Course

[Signature]
8.8.2023
Academic Bursar
S.B. Womens (A) College, Ctc.