

OFFICE OF THE PRINCIPAL SHAILABALA WOMENS (AUTO) COLLEGE CUTTACK

NOTICE NO. 1263 /DT. 01.08.24

All HoDs/Coordinators hereby informed to follow the given guidelines scrupulously for implementation of Value Added Courses at UG level and Skill Based Certificate course at PG level respectively for the current session 2024-25. The following guidelines has been developed in coordination 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 2024-25

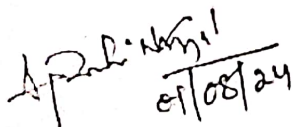
1. The UG- VAC AND PG- SBCC are only for UG 5th Semester and PG 3rd Semester Students respectively.
2. Seats to be allotted. For UG=32 seats.
For PG=32 seats.
3. No course fee will be charged for the courses.
4. Full Marks:50
Total no. of units : 03(theory)
5. There will be 03 units of the theory carrying 12 marks each.
6. For practical's .experiment may be indicated in the syllabus.
7. Practicals/project will be of 14 marks.
8. In case of non-practical subject, students can be submit a p project report/ assignment relating to the subject.
9. Total 35 hours of teaching (including practical)
 - i. Class duration:1 hour
 - ii. Class timing :9.00 AM-10 AM for UG -VAC
: 4.00 pm – 5. 00 PM for PG -SBC
 - iii .For practical subjects:2 theory+ 1 practical per week (1*3=3)
For non-practical subjects: 5 classes/ week.
10. Dates for filing up of forms by students: 16th August 2024-23rd August 2024.
11. Date for commencement of classes: 4th September 2024 tentative.
12. i. Date of Examination: 1.12.2024-Theory exam for UG -VAC and PG-SBCC at forenoon and afternoon respectively.
ii. 02.12.2024-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 student can opt for 2 non-credit course at the same time.
15. Admission Register, Attendance sheets, filled up form, students selection list etc .i.e. all necessary documents should be 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 passed out students after declaration of results should be submitted at the Academic section and controller of Examination Section of the college for documentation purpose.
17. The 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 objective of NEP-2020 at this college.

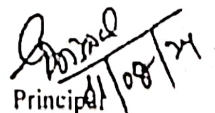

Principal

Shailabala Women's (Auto) College. Cuttack

Memo No. 1264 /DT. 01.08.24

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


Principal


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