

# ARMY INSTITUTE OF TECHNOLOGY

## STANDARD OPERATING PROCEDURE FOR VALUE ADDED COURSES (Revised on 06 Feb 2024)

### Preamble

1. Value added courses (VAC) are the courses/workshops/activities which add value for personal & professional career development of student. These are courses over and above regular courses in the curriculum. These courses are required for students to acquire certain skills and practical knowledge which otherwise cannot be acquired through regular curriculum. These courses are useful to bridge gap between Course Outcomes (COs) and Program Outcomes (POs). The ultimate aim of these courses is to prepare students for good placement or higher studies or entrepreneurship career and bridge the gap between theoretical knowledge and industry requirement.

### Aim

2. Aims & objectives of this SOP are :-
- (a) To lay down procedure to conduct and monitor Value Added Courses.
  - (b) To provide guidelines to charge amount of fees under VAC Fees head.
  - (c) To lay down conditions for refund of the fees charged against VAC Fees head.

### Procedure to Conduct & Monitor VAC

3. Each department will have a 3 member VAC committee with one coordinator and two members to monitor the VAC conducted for or undertaken by the students. One of the member of this committee will be departmental placement coordinator and other member will be in-charge of NBA criteria 2. This committee will prepare a plan for Value Added Courses to be undertaken by students based on feedback from TPO, Faculty members, Students, Alumni and industries. The plan should be ready before 31 January every year which will be executed from 1 July in that year. This will be required to decide the fees to be charged under VAC head. This plan will also be presented in IQAC meeting in the month of February every year.

4. Following activities can be planned under VAC:
- (a) Relevant Online/MOOC courses from NPTEL/Swayam/Coursera etc. These courses may be chargeable or free but should have certification. This can also include prescribed audit courses in the syllabus.



- (b) Relevant offline course designed by department which can be conducted by renowned agency or trainer. This should have proper schedule of course delivery and progressive assessment.
- (c) Relevant hands-on session or workshop or Boot camp or similar activity which can be conducted by renowned agency or trainer.
- (d) Amount to be charged for Professional Society membership such as ISF/CSI/IE etc. can be deducted from VAC Fees.
5. In case the VAC is to be conducted by agency or trainer, the same should be advertised through call for quotation and the 3 member VAC committee along with one member from other department will finalize the vendor based on technical evaluation and price negotiation.
6. If individual person is imparting the training he/she will be paid in his/her personal A/c only after deduction of TDS (10%)
7. If a firm is conducting the training, it will be selected as per AIT SOP on financial expenditure.
8. No payment will be done to a firm/ individual, if proper procedure is not followed.
9. At the beginning of each year (Preferably on 1 June), the VAC committee will communicate to the students and Principal the minimum requirement under VAC for refund of VAC fees at the end of the year.

#### **Course Fees and Calculation of Amount to be charged for various years**

10. The 3 member VAC committee will decide each course fees and amount to be charged to students every year under the VAC fees head based on feedback received from various stakeholders. The VAC fees will be applicable to FE, SE and TE students only. The minimum amount charged will be Rs. 3000/- and Maximum amount will be Rs. 5000/-.

#### **Refund Policy**

11. Fees charged against VAC conducted by the department (e.g. Para 4(b), 4(c), 4(d)) in which case payment is done by college to the agency or trained or professional society will not be refundable. If a student is required to attend a VAC conducted by department; and he/she remains absent, the amount charged will not be refunded.

12. The balance VAC fees of the student are refundable only if the student has fulfilled the minimum requirement stated in para 10 by undergoing a prescribed course on his/her own. The student is required to submit the certificate of completion of the course. The amount will be refunded at the end of every year.



13. The MOOC/Online courses which are eligible for refund will be approved by VAC committee of the department after due deliberations with the HoD.

### **Carry Forward Policy**

14. In case a student is not able to fulfill the minimum requirement for refund in FE, SE & TE, the amount may be carried forward till his/her final year and if the student fulfills the minimum requirements for each year till final year he/she will become eligible for refund otherwise the VAC fees of the corresponding year will not be refunded. The non-refunded amount will be deposited in AIT Innovation Seed fund.

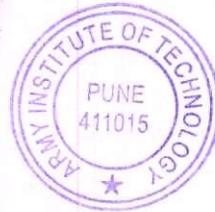
### **Conclusion**

15. The SOP for value added course will help in streamlining the conduct of value added courses and bringing uniformity in their conduct all across the departments.

**Note** : Earlier policy AIT/00351/SOP/prin dated 18 Sep 2023 is null and void.

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