

ADHIYAMAAN COLLEGE OF ENGINEERING - HOSUR
(An Autonomous institute affiliated to Anna University, Chennai)

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES

A Value added course offered by a department can be attended by both UG and PG students. It is to be noted that the Value added course offered should not be a course listed in the curriculum of any programme offered.

Course Structure

1. The request for approval of syllabus along with the schedule for the value added course should be communicated to Dean-Academic at least 15 days before the date of commencement of the course. The Syllabus (30 periods), Schedule and the Details of Faculty handling the course approved by the **Head of Institutions**.
 - a. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme.
 - b. The value added courses may be also conducted during week-ends / Vacation Period
 - c. The course can be offered only for the students studying semester II and above in any UG Programmes and any semester in the PG Programmes.
 - d. Industry experts / eminent academicians from other Institutes are eligible to offer the value added course.
 - e. The course can be offered only if there are at least 5 students opting for it.
 - f. The students may be allowed to take value added courses offered by other departments after obtaining permission from Head of the Department offering the course.

Duration

2. The Duration of value added courses is minimum 30 periods of theory and the course can have a **maximum of three hours per day**.

For the one (two) credit courses either 15 (30) periods of theory or a combination of theory and Laboratory may be offered.

Where, **2 periods** of laboratory = **1 period** of theory.

Evaluation

3. The value added courses shall be evaluated through **internal assessments only**.
 - a. Assessments shall be conducted at the end of the course by the Department concerned.
 - b. The duration of assessment is one hour each.
 - c. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process.
 - d. The senior faculty member nominated for the course is responsible for maintaining and processing the records with regard to assessment marks and results.



PRINCIPAL
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