



OFFICE OF THE PRINCIPAL, B.J.B. (AUTONOMOUS) COLLEGE, BHUBANESWAR

No 260 / Date 20.01.23

To

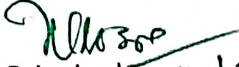
All H.O.Ds (Regular and Self-Financing Courses)

As per the guidelines of NAAC, and as advised by OSHEC from time to time in different fora, it is desirable for this college to offer various **Add-on Courses**, including **Value Added Courses** to its students in addition to normal courses specified in the curricula. Our desire to offer Value-added courses to students demonstrates our intention of enhancing the academic competitiveness and competence of our students beyond the confines of the degree curriculum. **Not only does it substantially strengthen the academic profile of the concerned departments, but also demonstrates the institutional commitment to excellence in academic pursuits.**

**GUIDELINES FOR DEPARTMENTS FOR CONDUCTING VALUE-ADDED COURSES**

1. The Value-added Courses will be offered at the level of the college itself. The affiliating University will in no way be concerned with the course. The certification will be done by the Principal, B.J.B Autonomous College, Bhubaneswar. No fees, whatsoever, will be collected from the students by the college.
2. No grades or credits will be awarded to successful participants. Only **successful participation certificate** will be given, bearing the signature of the Course Coordinator, H.O.D. and the Principal. No mention of the course will be incorporated in the final degree certificate awarded by the college.
3. Departments will have the freedom to decide the Value-Added Course to be offered. The course will be chosen in such a manner that the content of the course should supplement and enhance the knowledge and skills of the learners beyond the prescribed courses being taught to them under the normal degree programmes. For guidance and inspiration in this regard, faculty members may browse online through the lists of Value-added courses being offered by well-known academic institutions.
4. The department will choose the title of the course to be offered, and design the course consisting of **4 units**.
5. Departments may design the course so as to contain a suitable combination of lectures and supervised activities.
6. The course will be covered in duration of **not less than 30hrs**.
7. Primarily, courses should be designed in such a manner that they should cater to the needs of the students of their own programme, but departments are also encouraged to offer Value Added Courses in which students from other departments may also join.


8. For passing the course participants have to participate in a minimum of 75% of the classes and to secure minimum of 40% of the marks in the concluding test to be conducted at the end of the course.
9. Every department will designate a coordinator to conduct the course. Teaching of the course will be distributed by the H.O.D. among all the members of the teaching staff of the department. Departments may invite academicians/subject experts from outside the institution to engage some of the classes.
10. No extra remuneration will be paid to the course coordinators, H.O.D.s and the faculty members for conducting the value-added course.
11. Since the Courses to be offered are envisaged to be launched as soon as possible, departments are requested to submit the details of the course/s designed by them to the undersigned by 31/01/2023 to be placed before the Staff Council, or other appropriate body, of the college at the earliest for approval.
12. H.O.Ds of the Self-Financing courses will submit their proposed courses through their respective Coordinators to the undersigned.

  
Principal 20.1.23

B.J.B.(Autonomous) College,  
Bhubaneswar

Memo No. 261 / Date 20.01.23

Copy to Person concerned/ Coordinator, IQAC/ Academic Bursar/ Legal Bursar/Coordinator,  
NAAC/ Principal's Guard File/ Head Clerk for information and necessary action.

  
Principal 20.1.23

B.J.B.(Autonomous) College,  
Bhubaneswar