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OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

Order No. 2515

Date. 27.09.22

All HoDs /Coordinators are informed to follow the given guidelines for implementation of Value Added Course at UG level and Skill Based Certificate Course at PG level respectively for the current session 2022-2023. The following guidelines has been developed in coordination with IQAC in response to the feedback reports obtained from the students, teachers and alumni of 2020-2021.

Guidelines/SOP regarding implementation of Value Added Course at UG level (UG-VAC) and Skill Based Certificate Course (PG-SBCC) for the current session 2022-2023:

1. The UG-VAC and PG-SBCC are only for UG 5th Semester and PG 3rd Semester students respectively.
2. Seats Allocated : For UG = 32 seats
For PG = 16 seats
3. No course fee will be charged for the courses
4. Full Marks=50
5. Total 35 hours of teaching (including practicals)
 - i. Class duration: 1 hour
 - ii. Class timing: 9 a.m – 10 a.m for UG-VAC
4 p.m – 5 p.m for PG-SBCC
 - iii. For practical subjects: 2 theory + 1 practical per week
 - iv. For non-practical subjects: 5 classes/week
6. Examination of these courses will be conducted by the respective department
7. No student can opt for 2 non credit course at the same time.
8. Admission register, Attendance Sheets, Filled up Forms, student selection list etc. i.e all necessary documents should be maintained by the HoD who are the Course Coordinators at the respective Department.
9. After declaration of results, all necessary documents should be submitted to the Academic Section and Controllor of Examinations for documentation purpose.

S. B. Women's (A) College, Cuttack
Principal
27/09/22

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Memo No. 2516 /Date 27.09.22

Copy to All HoDs/coordinators (By circulation)/ IQAC Coordinator/Academic Bursar/ OIC, Value Added Course/Guard File/Admin. Bursar/Estt Section/Accounts Section/SO for information and necessary action.

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