



# **Guru Ghasidas Vishwavidyalaya**

## **REGULATIONS**

**for**

**Additional Credit Courses including University  
Additional Credit Electives, Value Added Courses,  
Certificate and Online Certificate Courses for all Degree  
programmes**

**(EFFECTIVE FROM 2021-22 ONWARDS)**

These Regulations shall be called Guru Ghasidas Vishwavidyalaya regulations governing additional credit courses including value added courses, University elective courses, certificate courses, etc. offered to the students of all degree programmes, admitted in campus, from the Academic Year 2021-2022 as capacity development and skill enhancement initiatives.

1. These Regulations shall come into force from the Academic Year 2021-2022

2. **PREAMBLE**

The ever-changing global scenario makes the world more competitive and requires high levels of lateral thinking and the spirit of entrepreneurship to cope up with the emerging challenges. Many a times, the defined skill-sets that are being imparted to students today with Programme Specific Objectives in educational institutions become redundant sooner than later, due to rapid technological advancements. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

The purpose of the education system is to develop good human beings, capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution.

The Guru Ghasidas Vishwavidyalaya, only Central University of Chhattisgarh state, plans to bring about radical changes in acquiring additional credits by the student with focus on employability/entrepreneurship/skill development and producing innovative, creative, productive and contributing citizens. The vision of the university is to groom the finest breed of citizens equipped with knowledge and talent to serve the society. The university aspires to march forward to achieve benchmarking of our academic practices against world class standards.

The selection of unique courses in the basket of additional electives in curricula will ensure multidisciplinary, flexible, diverse and opportunistic credits in the transcript.

Guru Ghasidas Vishwavidyalaya offers a bouquet of additional credit Courses, which will be conducted after class hours, so that not to disturb the regular curricula. Experts to help students stand apart from the rest in the job market conduct these courses, by adding further value to their resume and acquire valuable additional credits along with enriching knowledge base. They are mostly independent for each type of the fields.

There are FIVE types of courses

- I. **University Additional Credit electives (UACE):** The University or Department will offer these courses mostly as extracurricular activity courses (sports/ cultural/ departmental/ swachhata/ community services/ helping Government based programmes etc. activities). No fee will be charged by the University for these Courses. These will be available only to the bonafide students of the University.
- II. **Value Added Courses (VAC):** Courses offered by individual faculty or Department, to make student better prepared to meet industry and society demands, in addition, to develop student's own interest and aptitudes. These courses will further add values to their resume. These courses will be available only to the bonafide students of the University. These courses will be chargeable, as per University guidelines.
- III. **Certificate Courses (CC):** Expert faculties, as course coordinators, will offer these courses to students and non-students on payment of fee. These courses will be designed by experts to build and enhance critical professional skills needed to succeed in today's most in-demand fields, meets specific needs, stand out and succeed at work.
- IV. **NCC/NSS/Swachhata summer:** Two additional credits will be allotted to the participants as per guideline specified by the University.
- V. **Online Certificate Courses (OCC):** Certificate courses (minimum 30 hours duration) offered by the expert course coordinator of the Guru Ghasidas Vishwavidyalaya on Online platform only. Initially these courses will be available only to the students of Guru Ghasidas Vishwavidyalaya.

## I. University Additional Credit Electives (UACE):

### Objectives

The main objectives of the University Additional Credit electives are to provide students additional credits for the activities performed by them in the University as extra-curricular activities. These activities will improve and impart the leadership skills, team work skills, physical and moral strength, performance skills, psychological skills, personality development and to develop hobbies and personal interests in the students to inculcate performance aptitude in sports/cultural activities at intra/inter-university/ state/ national/ international events.

### Course Designing

The University has taken new initiative to recognise and reward various activities performed by the students, as additional credits, during their tenure at GGV. These activities include active participation in various activities such as sport, cultural, quizzes, essay writing, speech competition, debate, rangoli making, slogan writing, singing, dancing etc. as well as activities of tarang band, udaan magazine, school festivals, youth festivals, SPIC MACAY programmes, departmental activities, swachhata in the GGV campus, Community services, awareness programmes, helping Government based programmes etc. As these credits will be awarded based on students activities no specific curriculum is designed for these courses. The award of credits for various activities will be as follows:

Cultural Activities and competitions as notified by University

S. no.	Activity	Selection level	Distribution	Credit (Max. 4)
1.	Speech/ debate/ essay writing/ rangoli/ slogan writing/ singing/ others etc.	Department level (I, II, III positions)	One time	0.25
			Two times	0.5
			Three times	0.75
			Four times	1
		School level (I, II, III positions)	One time	0.5
			Two times	1
			Three times	1.5
			Four times	2.0
		University level Position (I,II,III)	One time	1
			Two times	2
			Three times	2
		Zonal level /Youth Festival	Four times	2
			Participation	1

			Position (I,II,III)	2
		National level	Participation	2
			Position (I,II,III)	3
		International level	Participation	3
			Position (I,II,III)	4

2.	Udaan magazine* (only if published and uploaded on website)	Editorial Board, website board, marketing board and other sections	Active participation	0.5
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3.	Urchins* (Drama etc)	Team Member	Participation	0.5
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4.	Abhinartan* (Dance)	Team Member	Participation	0.5
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5.	SPIC MACAY* ( Organizing Team Members)	Team Member		0.5
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6.	Tarang Band Participation*	Performance on 15 August/26 January (Mandatory)	Perform	No Credit
		Performance in any function of the university level function	Per function	0.25
		Performance in any function of the university of national level function	Per function	0.5

7.	Sports	University level	Participation	0.5
			Position (I,II,III)	1
		Zonal Level	Participation	1
			Position (I,II,III)	2
		National Level	Participation	2
			Position (I,II,III)	3
		International level	Participation	3
			Position (I,II,III)	4

**\* The maximum credit earned by the teams members of the Tarang Band, Abhinartan, Udaan, Urchins etc should not exceed 1 per semester.**

#### **Method for the award of credits of UACE:**

For participation and selection in any particular event, only the highest-level participation credit will be counted, credit point at lower level should be ignored.

The credits for above mentioned activities will be awarded only on the recommendation / certification by the Nodal officers / DSW / Director, Physical Education for the respective activities. The nodal officers/ DSW/ Director, Physical Education will submit the list of eligible students in the [Annexure-I](#) before commencement of end semester examination. The school and department level participation and selection details will be prepared by school/department culture coordinators and submit the same to DSW for certification.

## **II. Value Added Courses (VAC):**

### **Objectives**

No curriculum can satisfactorily cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry and society demands as well as develop their own interests and aptitudes. Guru Ghasidas Vishwavidyalaya offers a wide variety of short term certificate courses as Value added courses (Minimum of 30 Hour duration per semester) which are conducted along with semester classes. Value added courses are designed and offered by individual teacher / department for the benefit of the students so that they can increase the value of their transcript with VAC's on it. These courses are conducted by Expert Teachers and help students stand apart from the rest in the job market by adding further value to their resume. For each value added course, 2 additional credits will be awarded.

The main objective of the VAC's is

- To bridge the skill gaps and make students industry ready,
- To provide an opportunity to students to develop inter-disciplinary skills.
- To mould students as job providers rather than job seekers.

### **Course Designing**

The department/ faculty interested in designing a Value Added Course should undertake discuss with the generic employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. According to the content and target group,

the appropriate pedagogical methods should be adopted in the curriculum. Any new Value Added Course developed by a Department/ Faculty should be placed before the Board of Studies in the prescribed proforma ([Annexure-II](#)). After approval by the BoS, the proposal should be sent to the academic section for approval by the competent body. The course offered should not be the same as any course listed in the curriculum of the respective programme/ or any other programme offered by University Departments.

### **Guidelines for conducting value added courses (VAC)**

Value Added Course is not mandatory to qualify for any programme and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

It is a teacher assisted learning course open to all students with nominal fee. Students shall pay the prescribed fee as decided by the University (the tentative fee per course will be Rs. 500.00 only, including examination fee) to the University account and register along with other courses in that particular semester.

Classes for a VAC are conducted during the RESERVED Time Slot in a week or beyond the regular class hours. The value added courses may be also conducted during weekends / vacation period. A student will be permitted to register in only one Value Added Course in a Semester. No student will be encouraged to opt for the VAC offered by his/her parent Department/Faculty. The course can be offered only if there are at least 30 students opting for it. 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**

The duration of value added course will be 30 hours. Delivery of this course will be based on Lecture only / practical work only or both depending upon the nature of course and recommendation of course coordinator of respective course, with the approval of the Chairman, Board of studies.

### **Procedure for registration**

The list of Value Added Courses shall be displayed in the University Website along with the syllabus. A student shall register for a Value Added Course offered during the semester by submitting the duly filled registration form ([Annexure-III](#)) through the concerned Head of the Department. The Head of the Department shall segregate according to the choice opted

and send it to the Dean Office for onward transmission to the Dean of the School, offering the particular VAC with a copy to the Academic section for records.

### **Budgetary Provisions for VAC**

The University will collect fee for the VAC courses and make a separate fund as VAC Fund. All the requirements including Infra structural / honorarium / contingency etc will be provided by the University from this VAC Fund on the recommendation of HOD and Dean of School for the smooth conduction of the VAC. Fixed honorarium of Rs. 5000/- will be paid to the course coordinator on completion of the VAC.

### **Venue**

The Dean of the respective School shall provide class room/s and other facilities based on the number of students/batches registered for the course.

### **Mode of classes**

The classes will be conducted in offline / live online Streaming / blended mode depending on the requirements.

### **Attendance**

Course Coordinator handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course. At the end of the semester, the record shall be duly signed by the Course coordinator and the Head of the Department and placed in safe custody for any future verification. Each student shall have a minimum of 75% attendance in all the courses of the particular semester, failing which he or she will not be permitted to write the End-Semester Examination. Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC / NSS / YRC / RRC etc.

### **Assessment**

Assessment of VACs shall be internal formative and /or summative. Assessment of different activities will be based on Reports/ Assignments/ Poster/ Presentation/ Photograph/ Any Other Documentary Evidence (Any Two) as proposed and decided by Dean in consultation with assessment committee.

Assessment of the course will be done by a Three Member assessment committee comprising

- a. Head of the concerned department
- b. Dean /Dean Nominee
- c. Course Coordinator

**Evaluation**

Evaluation will of total 100 marks (50 marks each for summative and formative assessment). (Illustration enclosed)

S. No.	Name of the student	Assessment I Summative (50)	Assessment II Formative (50)	Credit	Total (100)	Grade Point Marks /10	Grade
1.	XYZ	35	40	2	75	Between 70 - 80 = 7	A
2.	ABC	45	45	2	90	9	A+

The grading system, as detailed here under in Table shall be applicable for each course:

Range of % of marks	Grade points	Letter Grade	GRADE
>90 - ≤100	10	O	Outstanding
>80 - ≤90	9	A+	Excellent
>70 – ≤80	8	A	Very Good
>60 – ≤70	7	B+	Good
>50 – ≤60	6	B	Above Average
>40 - ≤50	5	C	Average
= 40	4	P	Pass
0 - <40	0	F	Fail
Absent	0	Ab	Fail

**Passing Requirement and Grading**

The passing requirement for value added courses shall be 50% of the marks prescribed for the course. A candidate who has not secured a minimum of 50% of marks in a course shall reappear for the course in the next semester/year. The grades obtained in VACs will not be included for calculating the GPA.

If the course is offered during any semester, it will appear in that semester's mark sheet / grade card. However, if the course is offered in summer / winter vacations, the course will be included in the grade sheet of the subsequent semester.

The grades Obtained shall figure in the Mark sheet under the title ‘Value Added Courses’.

### **Certificate of VAC**

The students who have successfully completed the Value Added Course shall be issued a Certificate duly signed by the Authorized signatories along with the semester mark sheet.

### **III. Certificate Courses:**

#### **Objectives**

Certificate courses are a stepping stone to gain specific expertise in a function. Students looking at developing a specific skill or knowledge within a short period of time, to develop their own interests and aptitudes along with better preparation to meet industry and society demands, will be benefitted with these courses. These courses will help students in gaining expertise in a desired field or subject. Guru Ghasidas Vishwavidyalaya offers a wide variety of short term certificate courses (Minimum of 30 Hours duration), which are conducted along with semester classes. Experts from university and outside conduct these courses to help students stand apart by adding more skills to their resume.

The main objective of these courses are ....:

- To developed specialized technical skill, clarity of knowledge and practice in broad range of activity involving standard / nonstandard practices.
- To provide specialized theoretical and practical skill, involving variable routine and non-routine context.
- To provide knowledge of facts, principles, processes and general concepts, in a field of work or study.
- To provide factual and theoretical knowledge in broad contexts within a field of work or study.
- To provide a range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools materials and information.
- To provide wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.
- To provide desired good logical, mathematical calculation & skill, understanding of social, political and some skill of collecting and organizing information, communication.

- To provide responsibility skills for working relationships, self and others and to manage changes and accountability for actions.

### **Course Designing**

The department / faculty may design a certificate course in the field of their expertise in consultation with alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. According to the content and target group, the appropriate pedagogical methods should be adopted in the curriculum.

### **Admission**

- (a) The minimum educational qualification for admission under this scheme will be class 12 pass or equivalent from any recognized board or university or graduation depending on the course.
- (b) Reservation to SC, ST, OBC and PwD categories will be available as per the extant National / University policy.
- (c) There shall be no age bar for admission in these course.
- (d) While deciding criteria for admission into any particular trade, the candidate's background in relevant stream in qualifying programme will be considered.

### **Fee**

Students shall pay the prescribed fee as decided by the University for Respective Courses.

### **Guidelines for conducting Certificate Courses (CC)**

These certificate Courses are independent and not mandatory to qualify for any programme. Classes for a Certificate course will be conducted as notified by the university. The courses may also be conducted during weekends / vacation period.

The course can be offered only if there are at least 30 students opting for it.

The classes will be conducted in offline/ live online streaming / blended mode, depending on the requirements.

### **Duration**

The duration of value added course is 30 hours. Delivery of this course will be based on Lecture only / practical work only or both depending upon the nature of course and recommendation of course coordinator of respective course.

### **Procedure for registration**

List of Certificate Courses shall be displayed in the University Website along with the syllabus. A Candidate may register for Certificate Course as and when offered by the University. Candidate has to submit the duly filled registration form ([Annexure-IV](#)) to the Course Coordinator through office of the concerned Head of the Department.

### **Budgetary Provisions**

The University will collect fee for the Certificate Courses and make a separate fund as “Certificate Course Fund”. All the requirements including Infrastructural/ honorarium/ remuneration/ contingency etc. will be covered from the fee collected. However, initially the course coordinator may apply for advance loan up to Rs. 3 lakhs (without interest) to establish setup, if required, for the course on the recommendation of Head of the Department and Dean of the School. This amount will be settled by the Course Coordinator from the 90 / 85% fund allotted for conduction of the course, with in five years from the date of release of advance.

Total fee received from the registration of particular certificate course will be distributed as follows.

#### Courses where Laboratory facility is not required

Allocation of Fund	Distribution of fund (%)	Purpose etc
Course Coordinator	70%	Honorarium/remuneration/contingencies/others if any, as described in the budget provisions of the course
R&D fund of the Department	20%	Books/ Teaching aids/ supporting materials /others
CC Fund of University	10%	Infrastructural and Overhead charges

#### Courses where Laboratory facility is required

Allocation of Fund	Distribution of fund (%)	Purpose etc
Course Coordinator	60%	Honorarium/remuneration/contingencies/others if any, as described in the budget provisions of the course
R&D fund of the Department	25%	Books/ Teaching aids/ supporting materials / equipment /others
CC Fund of University	15%	Infrastructural and Overhead charges

85/90 % (as the case may be) of the fund will be released in the name of course coordinator, who will maintain the record of expenditure and will be accountable for the settlement of funds ([Annexure-V & VI](#)).

### **Venue**

The Head of the department shall provide class room/s and other facilities based on the number of students/ batches registered for the course.

### **Attendance**

Course Coordinator handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course. At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification. Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to write the Final Examination.

### **Assessment**

Assessment of Certificate Courses shall be internal. Assessment of the different activities will be based on Reports / Assignments/ Poster / Presentation / Photograph / Any Other Documentary Evidence (Any Two) as proposed and decided by Dean in consultation with assessment committee.

Assessment of the course will be done by a Three Member assessment Committee comprising

- a. Head of the concerned department
- b. Dean /Dean Nominee
- c. Course Coordinator

### **Evaluation**

Evaluation will of total 100 marks (50 marks each for summative and formative assessment). (Illustration enclosed)

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>40 - ≤50	5	C	Average
= 40	4	P	Pass
0 - <40	0	F	Fail
Absent	0	Ab	Fail

### **Passing Requirement and Grading**

The passing requirement for value added courses shall be 50% of the marks prescribed for the course. A candidate who has not secured a minimum of 50% of marks in a course, will be given one additional chance to acquire required marks for the award of certificate.

### **Certificate**

The candidate, who have successfully completed the Certificate Course shall be issued with a Certificate duly signed by the Authorized signatories along with the grade awarded.

## **IV. NCC / NSS / Swachhata Summer programme:**

### **A. NCC**

#### **Objective**

Currently NCC training is imparted as extra-curricular activity to volunteer students from all disciplines of the University, who enrolled as NCC cadets. The University has intent to award additional academic credits to all the students undergoing NCC training as specified below.

1. Cadets who has attended the training and classes as per the prescribed syllabus, which will be provided by associated battalion. It may include NCC General, National Integration, Personality Development, Leadership, Disaster Management, Social Service & Community Development, Drill, Field Craft & Battle Craft, Map Reading, Weapons Training etc. and related content.

2. The cadet must have attended a minimum of 80% of total training periods laid down in the syllabus and should be eligible for writing certificate exam as per norms of NCC.
3. The Cadet must have attended at least one Annual Training Camp
4. The Cadet will be awarded 2 credits at the end of the year\if they fulfil the above criteria.
5. The cadet will be awarded 3 credits if he/she is attending the Republic day Camp as specified by the NCC.

The maximum credit for NCC programme will be 3 credit for the given academic year.

Nodal officer of NCC will submit the award latter ([Annexure I](#)) to the COE.

## **B. National Service Scheme (NSS)**

### **Objectives**

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the students to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service.

A NSS volunteer who takes part in the community service programme would have the exposure and experience to be the following:

- an accomplished social leader
- an efficient administrator
- a person who understands human nature

The University has intent to award additional academic credits to all the students undergoing NSS training as specified below.

1. The NSS volunteer, who put minimum 120 hours of community service in a year, with participation in special camp of 7 days duration in adopted villages or urban slums, will be eligible for 2 additional credits.
2. The NSS volunteer who is attending a NSS Republic Day Parade Camp/ National Integration camp/ Adventure Program/ National Youth Festival, as per NSS guidelines, will be eligible for 3 additional credits.
3. The Volunteer who has been awarded with NSS award of Rs 4,500/- by State Government will be eligible for 3 additional credits.

4. The Volunteer who has been awarded with NSS award of Rs 50,000/- by Ministry of Youth Affairs & Sports, Government of India will be eligible for 4 additional credits.  
The maximum credit for NSS programme will be 4 credit for the given academic year.  
Nodal officer of NSS will submit the award letter ([Annexure I](#)) to the COE.

### **C. Swachh Bharat Summer Programme:**

On 2nd October 2014, Swachh Bharat Mission was launched throughout length and breadth of the country as a national movement. The campaign aims to achieve the vision of a 'Clean India' by 2nd October 2019. Shri Narendra Modi said "A clean India would be the best tribute India could pay to Mahatma Gandhi on his 150 birth anniversary in 2019".

#### **Objectives**

The objective of this programme is to engage the youth across the country and develop their skill and orientation for sanitation related work, amplify mass awareness on cleanliness and cement the people's movement (Jan andolan) aspect of Swachh Bharat Mission. This is in line with the Prime Minister Narendra Modi's call on October 2, 2014 for each individual to devote 100 hours to Swachhata through the year.

The programme is expected to not only provide a great learning experience to students but hopes to also further the existing measures undertaken by the government in ensuring a clean and healthy India.

#### **Aim of Swachhata Program**

- Develop their skill and orientation for sanitation related work.
- Bring youth across the country an opportunity to make a significant contribution to the swachhata revolution.
- Integrate youth in the community service in rural.

#### **Participation in Swachh Bharat Mission**

Students from various departments of Guru Ghasidas Vishwavidyalaya have been actively involved in Swachhata activities through this Swachh Bharat Summer Programme. The University is offering 2 additional credits to the students of GGV for the community service rendered by them during summer vacations.

### **Key Activity of the Swachhata Summer Programme**

The 100-hour swachhata programme would require the students to visit one or more villages and conduct Swachhata activities of their choice to contribute to the cause of rural sanitation in India.

At least 100 hour of Swachhata related activities in rural areas and urban slum areas will be required to earn 2 additional credits.

### **Application process**

Interested Students has to enroll in swachh bharat summer programme to the Nodal Officer, Swachh Bharat Mission of GGV through the Head of the Department, before commencing the activity in the prescribed proforma. ([Annexure-VII](#))

### **Reporting**

A programme report citing the area where student has performed activity, must be submitted to the nodal officer along with 3 photographs, a video and a certificate from local public representatives to Nodal Office, Swachh Bharat Mission of GGV, within 20 days of completion of fieldwork. On the recommendation of the Nodal Officer, Swachh Bharat Mission of GGV, the student will be awarded with 2 additional credit. (Recommendation proforma- [Annexure-I](#))

List of Local Public Representatives

- a. Sarpanch
- b. Gram Pradhan
- c. Block Development Officer (BDO) or any officer above the rank of BDO
- d. Parshad / MLA (if worked in Urban slum area)

## **V. Online Certificate Courses (OCC):**

**The expert faculties of Guru Ghasidas Vishwavidyalaya will offer certificate course in online mode only to the students of GGV.**

**Admission to OCC:** All the Bonafide students of the GGV are eligible for registration to these courses, subject to fulfilment of the required minimum qualification as notify for the course, as and when offered by the University.

**Modalities:**

- a. Course modules will be designed in all the four quadrant by the expert course coordinator.
- b. The minimum number of seats for any online course will be 30 and there will be no maximum limit.
- c. Course coordinator will prepare 30 hour course modules with examination / assessment methodology and other criteria for proper execution of the course. For These courses students will be awarded 2 credits at successful completion of the course.
- d. The technical support required for video recording etc. will be provided by the University.
- e. The fee for the course will be proposed by the course coordinator and approved by the dean.
- f. For the registration the link will be generated by the course coordinator. The registered student will be informed for the required fee payment. After payment of the fee student will be registered for the course and will be eligible to access all the online resources and modules related to that course.
- g. Budgetary provisions: the total collected fee from the course will be distributed in the ratio of 50 : 50 between course coordinator and the University

**The credits earned through value added courses / University Additional credit electives / NCC / NSS / Swachhata, Online certificate courses etc. shall not be considered for calculating GPA / CGPA or merit. However if any student is not able to acquire minimum credits required for the award of degree at the end of last semester, he/she may be eligible to transfer maximum four earned additional credits to the transcript, to get the degree.**