

**Check List for Value Added Course (VAC)**

**Department** :

**Program** :

**Name of the Value-Added Course** :

**Year / Sem** :

**Course Code** :

**Batch** :

**Name of the Course Instructor with Affiliation** :

**Type of the Instructor (External / Internal)** :

**Email** :

**Contact Number** :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Approval Letter from the Principal for conducting VAC		
2	Approved Course Syllabus		
3	Request Letter to the External Resource Person (If applicable)		
4	Acceptance Letter / Mail from the Resource Person (If applicable)		
5	Profile of the Resource Person		
6	List of enrolled students		
7	Course Materials - Handwritten / PPT / / PDF / Doc / Videos etc.,		
8	Assessment Plan and any other evaluation activities during the course.		
9	Attendance Record.		
10	Evaluation Records.		
11	VAC Certificates of all students		
12	Course Completion Report covering the course description, Objectives, Schedule of content delivery, teaching methodologies employed, details of practical and project works, outcome, etc.		
13	Geo Tagged Photos - Session Wise		
14	Course End Survey - (Survey Forms)		
15	Settlement Form / Account Statement / Bill Copies.		

**Course Coordinator**  
Verified by

**ERP In-charge**

**HoD**

**Dean - Academics**

**IQAC Team**

**Dean-IQAC**