

**Vivekanand Education Society's  
College of Arts, Science & Commerce College (Autonomous)  
Chembur, Mumbai - 71**

***IQAC Guidelines***

***for Co-curricular Credits Acquisition & Documentations for VESASC Students***

(Applicable from Academic Year 2023-24 onwards for First Year NEP batch)

(Guidelines for Internal Circulation among Students only)

**Objective of the Guidelines:**

The objective of developing these guidelines is to put in place a judicious and suitable system for Co-curricular Credits (CC) to be acquired by the students under the National Education Policy 2020 (NEP) framework adopted by the college from the academic year 2023-24.

**About Co-curricular Credits**

1. **TWO CREDITS** are assigned for Co-curricular participation in each semester of First and Second Year of undergraduate program.

| SEM. I | SEM. II | SEM. III | SEM. IV |
|--------|---------|----------|---------|
| 02     | 02      | 02       | 02      |

2. Acquisition of Co-Curricular Credits is mandatory and binding on each student.
3. Students must earn respective credits in each semester only. Except for Sem. I, wherein students are allowed to earn credits beyond Term I. They must earn a total of 04 credits in First Year (02 for Sem I and Sem II respectively by the month of March of an academic year).
4. One credit corresponds to 15 Hrs of academic participation and/or 30 Hrs of active co-curricular participation by the student, unless otherwise mentioned.
5. College/Department/Committee/Staff is the final authority on deciding the Hrs/credits to be awarded for an event/activity.
6. Students must log their hours of participation in academic/co-curricular activities in the Co-curricular Book from time to time and take signatures of In-charge faculty/mentors.
7. Once the credits are earned, the same will be reflected in their semester wise grade card.
8. Grade O will be awarded to all those who have earned co-curricular credits.
9. Certificate/Degrees won't be awarded unless all mandatory credits are earned by the students.
10. There will be ample opportunities given to the students in college beyond the classrooms to acquire their credits. Nevertheless, students are free to choose and opt for activities beyond the college boundary to acquire credits by doing Internships, Online courses offered by selected institutions (as mentioned later), Sports, NSS, NCC, Intercollegiate events etc. Prior discussion and approval from a mentor is necessary.

### Suggested areas where students can earn Co Curricular Credits

- Any participation done by the student, does not entitle him/her for the hours/credits unless evaluated and/or validated by the department/committee/ mentor.
- Students are encouraged to attend expert talks organised by the departments/ committee. The discretion to award hours of participation is with the organising departments/ committee and binding on the students.
- Students enrolling as volunteers of the committee work will be considered for Credits. The discretion to allot hours of participation/ volunteering will be decided by the committee and binding on the students.
- The mentor may review exceptional achievements of the student and recommend credits over and above the credits as mentioned in these guidelines.
- Students are advised to routinely update their Co-curricular Credit Book with information of their activities and take signs of the concerned teachers/mentors.
- Mentor reserves the right to take viva-voce/ ask for a brief report on any activity claimed by the student before allocating the hours/credits.

| No | Activity  | Page No | Duration (Credit)   | Co-curricular Book signed and Proof maintained by                | Proof of activity to be submitted to the Mentor for verification |
|----|---|---------|---|--|--|
| 1  | Massive Open Online Course (MOOC)<br>I. Discipline Specific<br>II. Interdisciplinary    | 4       | 15 hrs / 4 Weeks<br><br><b>(1 Credit)</b><br>or as mentioned by the external agency   | Mentor   | Certificate with Evaluation / assessment grade                   |
| 2  | Certificate Course<br>(Refer 2A, 2B and 2C at the end) #                                | 4       | 15 hrs Theory<br>30 hrs Practical / Tutorial / Problem Solving <b>(1 Credit)</b> or as mentioned by the external agency     | Convener of the Event<br><br>(Mentor in case of external agency) | Certificate with Evaluation / assessment grade                   |
| 3  | Workshops / Seminars / Hands-on training / Field Work / Projects / Exhibitions / Visits | 4       | 30 Hrs or 5 Full Days<br><b>(1 Credit)</b> or as mentioned by the external agency   | Convener of the Event<br>(Mentor in case of external agency)     | Certificate with Evaluation / assessment grade                   |
| 4  | Internships at VESASC or external agency  | 5       | 30 hrs / 5 Full days<br><b>(1 credit)</b>   | Mentor   | Certificate of Participation                                     |
| 5  | Student Research Intern / Assistant   | 5       | 30 hrs active research<br><b>(1 credit)</b><br>Presenting Work<br><b>(1 credit)</b><br>Publishing Work<br><b>(2 credit)</b> | Project Guide In-charge  | Certificate of Participation / Presentation / Publication        |

|           |  |                |  |   |   |
|-----------|--|----------------|--|---|---|
| 6         | Department Association activities  | 6              | Participating hours will be added at the end of the term               | Event Teacher In-charge                   | Certificate of Participation/ Sign in CC book by staff  |
| <b>No</b> | <b>Activity</b>  | <b>Page No</b> | <b>Duration (Credit)</b>   | <b>Co-curricular Book to be signed by</b> | <b>Proof of activity done</b>                           |
| 7         | NSS  | 6              | <b>02 Credits</b> in each Sem of enrollment year                       | PO  | NSS Book  |
| 8         | NCC  | 6              | <b>02 Credits</b> in each Sem of enrollment year                       | CO  | Certificate of Completion                               |
| 9         | LLE  | 6              | <b>02 Credits</b> in each Sem of enrollment year                       | Extension Teacher                         | Project Report  |
| 10        | Student Council  | 6              | <b>01 Credit</b> in the Even Sem                                       | Committee Members                         |   |
| 11        | Sports & Cultural Committee<br>A. SPORTS<br>B. Youth Festival / Forum Activities / Talentia / Annual Day / VESCON / Music / Science Mela   | 6 - 7          | Participating / Volunteering hours will be added at the end of the Sem | Committee Members                         | Certificate of Participation / Sign in CC book by staff |
| 12        | Other Committees <ul style="list-style-type: none"> <li>• IQAC</li> <li>• Research Circle</li> <li>• WDC</li> <li>• Green Club</li> <li>• Outreach</li> <li>• Magazine</li> <li>• Marathi Vangmay Mandal</li> <li>• Value Lab</li> <li>• Library</li> <li>• Placement</li> <li>• Sindhi Circle</li> <li>• The Sunday School</li> </ul> | 7              | Participating / Volunteering hours will be added at the end of the Sem | Committee Members                         | Certificate of Participation / Sign in CC book by staff |
| 2A #      | Discipline Specific Certificate Courses offered by VESASC  | 8              | Course Specific  | Course Convener                           | Certificate with Evaluation / assessment grade          |
| 2B #      | Generic Certificate Courses offered by VESASC  | 9              | Course Specific  | Course Convener                           | Certificate with Evaluation / assessment grade          |
| 2C #      | Capacity Building Courses offered by VESASC  | 9              | Course Specific  | Course Convener                           | Certificate with Evaluation / assessment grade          |
|           | FAQs   | 10             |  |   |   |

## 1. Massive Open Online Course (MOOC)

SWAYAM, NPTEL, Coursera, Udemy, Iversity, edX, Udacity, FutureLearn and others, **as per the discretion of the respective Department Board of Studies.**

**15 Hrs / 4 weeks - 01 Credit OR As per credits mentioned by the external agency conducting the course.**

### I. Discipline Specific

- Course Content must preferably be **an extension of the syllabus.**
- Students must take approval from the concerned Department / Mentor before joining the course.
- Students may opt for free courses with Certificate of Completion or paid courses from their end with Certificate of Completion.
- Certificate of Completion with minimum D grade will be considered for awarding credits.
- Students must email the certificate of completion to the mentor and take signatures of the Mentor on the Credit Book after the successful completion of the course.

### II. Interdisciplinary -

- Students may take up in-house courses offered by other departments of the college or other institutes/agencies.
- Students must take approval from the Mentor before joining the course.
- Students may opt for free/paid courses with Certificate of Completion
- Certificate of Completion with minimum D grade will be considered for awarding Credits
- Students must email the certificate of completion to the mentor and take signatures of the Mentor on the Credit Book after the successful completion of the course.

## 2. Certificate Courses

Students may choose to take up Discipline Specific/General/Capacity Building Certificate Courses offered by the College (list appended at the end of these guidelines) or offered by an external agency.

- The Certificate Courses offered by our college are free or on nominal charges for the in-house students.
- Certificate of Completion with minimum grade as specified will be considered for awarding Credits.
- Students must email the certificate of completion to the mentor and take signatures of the Event Convener in case of a VESASC organised event or the Mentor in case of external agency on the Credit Book after the successful completion of the course.

## 3. Workshops / Seminars / Hands-on training / Field Work / Projects/ Exhibitions/ Industrial Visits (30 Hrs - 01 Credit)

- Students must take approval from the Mentor before participating in the activity.

- Students who have successfully completed the concerned activity either organised by the department or through an external agency are eligible to earn credits
- Students may opt for free/paid workshops with Certificate of Completion
- Certificate of Completion with minimum grade as specified will be considered for awarding Credits.
- Students must email the certificate of completion to the mentor and take signatures of the Event Convener (in case of a VESASC organised event) or the Mentor (in case of external events) on the Credit Book after the successful completion of the course.

#### **4. Other Internships**

- Students may opt for Internship provided in the college or through external agencies, either free or paid.
- Internship for 30 Hrs / 5 full days - **01 Credit.**
- Internship for 60 Hrs/ 10 full days - **02 Credits.**
- Students must submit a report at the end of their Internship.
- If Internship does not include an assessment, the teacher incharge will conduct a small viva-voce to validate the learning and if found satisfactory, grant the credit to the student.
- Completion of Internship does not guarantee credits
- Students must email the Internship certificate to the mentor and take signatures of the Incharge(in case of a VESASC Internship) or the Mentor (in case of external agency) on the Credit Book after the successful completion of the course.

#### **5. Student Research Intern / Assistant**

- Students involved in active research can earn credits **(30 Hrs - 01 Credit).**
- **Maximum** credits earned through active research work - **02 Credits.**
- Students making presentations of their work in the form of Oral/ Poster Presentations at a Research Convention (e.g **University Avishkar Research Convention/ National/ International level Conferences/ Research Meets**) - **01 Credit** (over and above credits earned through active research).
- Students publishing their research work as a full-length paper in peer reviewed journals/ UGC Care List journals/ Conference proceedings - **02 Credits. (If the same work is also presented then the credits of only published work will be considered)**
- Students must take signatures of the guide with hours devoted to active research on the Credit Book after the successful completion of the research work.
- In case of presentation and/or publication, students must email the certificate to the mentor

#### **6. Department/Association activities (30 Hrs - 01 Credit)**

- Students participating/volunteering in competitions like seminar/ debate/ quiz/ essay writing /poster making/ elocution/ skit/ role play/ movie making/ article writing/ educational visits etc. organised by the department associations are eligible to earn credits
- Students must inform, get approval and record this activity with the Mentor
- Students must email the certificate of completion to the mentor and take signatures of the Mentor on the Credit Book after the successful completion of the event.

### 7. NSS (National Service Scheme)

- Students enrolled under NSS are eligible to earn **02 credits in each semester.**
- Students must satisfy the completion criteria laid down by the NSS Committee.
- The Committee's decision will be final and binding on the student.
- At the end of the semester, students must take the sign of the NSS Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

### 8. NCC (National Cadet Corps)

- Students enrolled under NCC are eligible to earn **02 credits in each semester.**
- Students must inform **Sports committee** about his/her enrollment in any college offering NCC
- Students must satisfy the completion criteria laid down by the College offering NCC.
- Students must produce the Certificate of Completion from the College offering NCC.
- At the end of the semester, students must take the sign of the Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

### 9. LLE (LifeLong Learning & Extension)

- Students enrolled under LLE are eligible to earn **02 credits in each semester.**
- SY and TY students are eligible to join LLE
- Students must satisfy the completion criteria laid down by the LLE Committee.
- The Committee's decision will be final and binding on the student.
- At the end of the semester, students must take the sign of the LLE Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

### 10. Student Council

- Students who are part of the Student Council are eligible to earn **01 Credit** in even semester
- Students must satisfy the criteria laid down by the Committee to earn credits..
- Being a mere member of the Student Council does not make students eligible for the Credit
- The Committee's decision will be final and binding on the student.
- At the end of the semester, students must take the sign of the Student Council Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

### 11. Sports & Cultural Committee

#### A. Sports

- Students who work as volunteers of the Sports Committee are eligible to earn credits after the completion of an academic year.
- Participation in Annual Sports of the college
- Representing College and Winning at Intercollegiate Sports events - State/ National/ International.
- Representing College and Winning at University Level Sports Event.
- The sports committee reserves the right to send students to inter-collegiate competitions and decide the duration of hours spent by the student preparing for the event.
- Students must satisfy the completion criteria laid down by the Committee to earn credits..
- The committee's decision will be final and binding on the student.

- At the end of the semester, students must take the sign of the Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

**B. Cultural: Youth Festival /Forum Activities /Talentia /Annual Day /VESCON /Science Mela /Inter-Collegiate Events**

- Students who work as volunteers of Cultural Committees are eligible to earn credits from a committee after the completion of an academic year.
- Participation in Intra-collegiate events
- Representing College and Winning at Intercollegiate events
- Representing College and Winning at University Level Events.
- The cultural committee reserves the right to send students to inter-collegiate competitions and decide the duration of hours spent by the student preparing for the event.
- Students must satisfy the completion criteria laid down by the Committee to earn credits..
- The committee's decision will be final and binding on the student.
- At the end of the semester, students must take the sign of the Cultural Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

**12. Other Committees**

- Students who work as members / volunteers of other college Committees are eligible to earn credits after the completion of an academic year.
- The respective committee reserves the right to select students for the activity.
- Students must satisfy the criteria laid down by the respective Committee to earn credits.
- The Committee's decision will be final and binding on the student.
- At the end of the semester, students must take the sign of the respective Committee Member in the student Credit Book mentioning the hours of participation and credits earned.

**Activities included**

- Involvement in campus publication or other publications in newspapers, magazines
- Community work such as promotion of values of National Integration, Environment, Human rights and duties, Peace, Civic sense etc
- A Small project work concerning the achievements of India in different fields
- Evolution of study groups/seminar circles on Indian civilizations
- Involvement in popularisation programmes such as scientific temper
- Innovative compositions and creations in dance/music/theatre and visual arts.

**IQAC reserves the right to consider activities done by the students over and above those defined here.**

**Participation in any activity does not entitle the student for the credit unless and until he/ she is certified by the authority.**

**Credits for the same activity done in collaboration with different committees will be considered only under one heading for the purpose of earning credit.**

**In the event of any ambiguity or clarification needed with respect to credits, the IQAC decision will be final and binding on the student**

The process of earning and awarding credits will be revised and streamlined from time to time, as per the decision taken by IQAC.

## Principal

### Frequently Asked Questions

|   |   |
|---|---|
| For how many credits is the Co-curricular Course?   | 2 Credits   |
| For which Semesters Co-curricular credits is applicable?                                  | Semester I, II, III and IV respectively   |
| Is accumulating Co-curricular credits compulsory?   | YES   |
| How many hours will lead to earning me Co-curricular Credits?                             | <ul style="list-style-type: none"> <li>- For academic activities like MOOC/Certificate course: <b>15 hrs</b> is equivalent to <b>1 credit</b></li> <li>- For extra-curricular activity: <b>30 hrs</b> is equivalent to <b>1 credit</b></li> <li>- Or as specified by organiser</li> </ul> |
| Which activities will give Co-curricular Credits?   | Refer to the IQAC Guidelines for Co-curricular Credits Acquisition.   |
| How should I document my activities for the Co-curricular course?                         | In the Co-curricular Credit (CC) Book issued by IQAC, signed by the concerned teacher In-charge and/or mentor.  |
| Is there a need for submission of proofs for the activities done?                         | Refer to the IQAC Guidelines for Co-curricular Credits Acquisition.   |
| Who will sign the CC Book for activities done outside college through an external agency? | Class-Coordinator/Mentor. Prior permission to be taken.   |
| Do I have to pay for the co-curricular activities?  | College will conduct many activities free of cost for the benefit of the students. Nevertheless students can choose paid courses offered in the college or through external agencies.   |
| Can I add hours from different activities?  | YES   |
| Can hours be added for two semesters in an academic year?                                 | Only allowed in First Year.<br>Not allowed for Second Year.   |
| Does course done from an external agency like MS-CIT/Tally will be considered             | YES   |



|  |  |
|--|--|
| Will internship/training done on vacation be allowed?  | YES  |
| What if I pass all courses but am not able to earn the Co-curricular Course credits?   | Grade Card for the respective semester will not be issued unless mandatory credits (number of hours) completed.                        |
| Whom should I approach for any doubts related to Co-curricular credits?  | Class Coordinator/Mentor   |
| Is there a need to take permission from the class-coordinator for any MOOC course/certificate course/internship/Workshop/Seminar participated outside the college? | YES  |
| Is there a need to take permission from the class-coordinator for college activities to accumulate hours for the credits?  | NO   |
| Does doing a job / taking tuitions will be considered for Co-curricular hours?   | NO   |
| Does attending remedial lectures give Co-curricular credits?   | NO   |
| Does participation in any activity in the college or outside will give me hours for Co-curricular credits?   | NO, it will be the decision of the Class-coordinator/ Mentor to consider the same.   |
| What if I misplace my Co-curricular book?  | Fine of Rs. 100 to be paid for the issue of the new book. Activities for which proof is there to be re-entered and will be considered. |

