



CIRCULAR

Additional Learning – reg

The following are the revised norms and modalities to be followed to claim/award marks for additional learning. This comes into effect from Fall Semester 2018-2019 until further notice. This circular overrides the norms stated in the circular referred above.

Marks for Additional Learning is applicable to the following course types: TH, LO, ETL, ETP, ELP and ETLP. However, additional learning component is not applicable for Soft Skills, TARP, LSM, IIP and project only courses.

On-line courses:

1. The course faculty will provide information on the online course(s) related to the registered course. Only these 'faculty approved' courses should be considered for marks.
2. Minimum duration of the online course should be three weeks or 10 hours, depending on the course.
3. Documents related to course completion, assessment and certificate should be uploaded as a single file in V-TOP
4. If the Course Certificate is uploaded, then one-tenth of the percentage of marks obtained in the course assessment should be given (For example, if a student obtains 85% in the assessment, then 8.5 (out of 10) can be given).
5. If the Course Certificate is not uploaded, but the evidence for course completion and assessment is uploaded then 2 (two) marks can be given irrespective of the marks obtained in the course assessment.

Publication:

1. Publication of research paper or review article in a Scopus indexed journal is considered for additional learning.
2. Conference presentations are also considered.
3. The student should be the first author and the course faculty should be the corresponding author. Additional authors are not permitted.
4. The following are the guidelines for awarding marks related to publication:
 - a. 10 Marks – Acceptance of article in peer-reviewed Scopus indexed journals
 - b. 6 Marks – Oral presentation in Conferences
 - c. 4 Marks – Poster presentation in Conferences
 - d. 2 Marks – Article submitted for consideration to peer-reviewed Scopus indexed journals (only one article will be considered)
5. Combinations of the above are not permitted (Example: One oral presentation and one poster presentation in conference amounting to 10 Marks (6 Marks + 4 Marks) should not be considered)



Make-a-Thon and other technical activities

1. The technical activity should be directly related to the course for which the additional mark is claimed.
2. Faculty member handling the course should be a part of the event / evaluation team and therefore only technical activities that are scheduled at VIT is considered for additional learning.
3. Minimum duration of the technical event should be 24 hours (Continuous).
4. The following are the guidelines related to awarding marks for participation in technical events
 - a. 10 Marks - Prize winners in the technical event (irrespective of I/II/III)
 - b. 8 Marks – Letter of appreciation from the industry personnel involved in the assessment
 - c. 6 Marks – Development of Prototype / Working model / coding
 - d. 2 Marks – Participation in the said technical event without substantial output

Other modalities

1. Maximum number of courses for which marks for additional learning can be claimed is three.
2. It is mandatory for the students to upload relevant documents for assessment.
3. The faculty will have access to all the documents (even for other courses) submitted by the student for additional learning
4. The fields 'Mark entry', 'remarks' and 'file submission' will be linked in V-TOP. Therefore, mark entry is possible only if the student had uploaded relevant document and the 'remarks' column is filled by the course faculty.
5. Only one category (on-line course / publication / technical event) per course will be permitted
6. More than one course can have the same category
7. Maximum internal marks that can be obtained by a student will be 60% (even after inclusion of marks related to additional learning). The marks for additional learning will not have any effect on the Final Assessment Test marks (40%).
8. Last date for the submission of documents by the student will be the last instructional of that semester. No offline submissions are permitted after this date.
9. There is no need to enter marks/comments for students who have not claimed marks for additional learning.
10. The marks given by the course faculty is final and there will be no separate School Level Committee
11. The process workflow is given in the Annexure
12. Grievances (by student / faculty), if any, should be addressed to the concerned School Dean.



ANNEXURE

