

SYMBIOSIS COLLEGE OF ARTS AND COMMERCE, PUNE
(AN AUTONOMOUS COLLEGE UNDER SPPU)

VALUE ADDITION (NON CGPA) CREDITS TO BE EARNED BY STUDENTS FROM
THE ACADEMIC YEAR 2018-19

From the academic year 2018-19 students of B.A./B.Com (Regular) will have to earn a minimum total of 132 credits (prior to which students earned 125 credits only).¹ Thus students who have enrolled for F.Y.B.A./F.Y.B.Com from 2018-19 will have to earn 7 value addition (Non CGPA) credits.

The students who have taken admission after 2018-19 will have to earn 5 Value addition (Non CGPA Credits).

General Rules:

- 1) Students will have to earn the value addition credits till the end of Semester 5
- 2) These extra credits have to be acquired between semester 1 and semester 5
- 3) These additional credits will be graded and appear only in the transcript.

Process:

- Students will first have to join concerned avenue Microsoft Teams through which they want to earn credits
- Students will be guided to the Avenue in charge.
- Students will have to get approval from teachers in charge for source from which credits will be awarded.
- Students will have to maintain a detailed record of completion and credits acquired in a record book provided.

¹ Students for Degree with Honours earn 148 credits (125+23)

- Students will have to maintain a daily diary about number of hours and the learning outcomes while acquiring the credits.

Award of Credits:

- Credits will be granted only after students meet the following criteria:
- Students will have to prepare a detailed report on completion on the activity/course.
- The students will have to appear before a panel for a viva - voce providing details about the objectives and learning outcomes achieved.
- The students will have to submit their certificate (if received) as a proof of having completed and acquired the credits
- No Viva will be conducted for the courses from Centre for Skill development and Centre for Liberal Arts, SCAC.
- The Viva will be conducted twice a year.

Avenues: The avenues through which the students could earn the value addition (Non CGPA) credits are:

Sr. No.	Avenues to acquire Credits	Teacher-In-Charge
1	Centre for Skill Development	Dr. Neelofar Raina
2	Cultural	Dr. Shubhada Tamhankar & Dr. Swati Chiney
3	Extension/ Outreach Programme. (Participation in various social Initiatives of Government or NGO)	Dr. Zakira Shaikh
4	Internships	Mrs. Sarika Wagh
5	National Service Scheme (NSS) extension	Dr.Santosh Marwadikumbhar
6	Online Courses approved by college	Dr. Jini Jacob
7	SCLA- Symbiosis Centre for Liberal Arts	Dr. Hilda David
8	Sports	Mr. Aniruddha Sharma
9	Summer school or Winter School	Mrs. Monica Parikh
10	Project Campus Entrepreneur	Dr. Sharayu Bhakare

The Detailed information about each avenue is as follows:

1. Name of the Avenue: Symbiosis Centre for Skill Development

Name of the in charge: Prof. (Dr). Neelofar Raina

Names of the staff assisting: Ms. Supriya Patil

Information about the avenue:

The Symbiosis Centre for Skill Development aims to skill the young minds, both in domain specific skills and soft skills. The interactive sessions organized by the Centre in collaboration with industry experts, soft skill and corporate trainers, entrepreneurs and senior academicians have been instrumental in transforming and training the young minds.

The Centre's vision is to create a 'Skill Eco System' that promotes a pro-active skilling environment in a multi-cultural atmosphere. CSD is providing a platform to students for learning and reskilling Higher order, Interpersonal and Domain specific skills from its Certificate courses, Workshops, Training Programs, Industry Mentoring Sessions and Skill Conventions.

Certificate courses organized by the Centre are of 45 hours (3 Credits)

1.Microsoft Excel

2.Campus to Corporate

3.Smart Investor Program

4.Professional Retail Banking Skills

5.Negotiation Skills

6.Effective communication Skills

7.U Spark Future Ready

8.Digital Marketing

Rules for applying for credits:

1.75 % attendance Compulsory for all courses.

2.Passing in Internal Assessments (Continuous Evaluation of 100 marks)

3.Successfully completing 45 hours program for earning 3 credits



Query solving day of the week: Friday

How to contact Avenue in charge: Scsd@symbiosiscollege.edu.in

2. Name of the Avenue: Cultural Activities

Name of the in charge: Dr. Shubhada Tamhankar, Dr. Swati Chiney



Dr. Shubhada Tamhankar



Dr. Swati Chiney

Names of the staff assisting you: Mr. Shekhar Paranjape

Information about the avenue:

Cultural activities mean all types of Performing Arts and Fine Arts only

List of Activities covered:

1. Music (Vocal and Instrumental)
 - a. Classical (Western, Hindustani, Karnataki and allied)
 - b. Semi classical
 - c. Light
2. Dance
 - a. Classical (Kathhak, Bharat Natyam and allied)
 - i. Semi classical
 - ii. Western
 - iii. Other contemporary forms
 - b. Theatre and allied
 - c. Drawing, painting, sculpting, photography and allied

***The activity must be approved by teacher in charge before registration**

Rules for applying for credits:

1. Training sessions from “Teacher of Reputation” (Teacher of reputation means a performing or fine artist recognized at national or international level) and certification of the same by them will be taken into consideration for granting the credits.
2. If training is taken from a local artist, student has to appear for and pass examinations conducted by recognized institutions. An indicative list of recognized institutes is given below:
 - a. Gandharv Mahavidyalay
 - b. Bharat Gayan Samaj
 - c. Sangeet Natak Academy
 - d. Prasar Bharati
 - e. Prayag Sangeet Samiti
 - f. Trinity Institute
 - g. And any other allied institutes of repute

Rules for granting the credits

- Credits will be granted only if the activity is carried out during the first five semesters of B.Com./ B. A.
- 30 hours of one-to-one training sessions will gain 1 credit.
- Attending workshop for acquiring skills in performing and fine arts and a certificate of the same will gain 1 credit for 60 hours.
- Student will have to maintain a record of these training sessions in the format prescribed by college and the same must be certified by the teacher
- Training and certificate by recognized institution or certificate by teacher of reputation together will be considered for granting the credits
- Mere participation in a competition or an event and/or winning merit certificate in such competition or event will not fetch any credit.

Query solving day of the week: Monday

How to contact Avenue in charge: Send a mail on the official email address to both the teachers in charge -

shubhada.tamhankar@symbiosiscollege.edu.in

swati.chiney@symbiosiscollege.edu.in

3. Name of the Avenue: Extension and Outreach Program

Name of the in charge: Dr. Zakira Shaikh

Information about the avenue:

Symbiosis College of Arts and Commerce is playing an active role of sensitizing social conscience by linking the institute to the society. The Extension Programme under SCAC is a platform where students get an opportunity to associate themselves and participate in social activities that contribute in benefiting the society at large. The extension activities will help students extend their academic skills and knowledge towards promoting and participating in various outreach programmes.



Objectives of Extension Activities.

1. To create conducive environment for students to reach beyond books through a process of extended knowledge and serve society.
2. To inculcate the spirit of voluntary participation in sustainable community interaction.

Rules for applying for credits:

- Students who have not registered with NSS are eligible to register for the extension programme.
- The students have to register with Dr. Zakira Shaikh (Teacher Coordinator, Extension Programme) before participating or being part of organizing committee.
- The Students interested in participating or conducting any social activity within the college or outside the institution has to keep the record

(Organization Certificate and Hand written Report) of the activities and submit it to the designated teacher.

- Students will be evaluated on the basis of social activity report and testimonials.
- The students are required to join Microsoft teams class (the code for joining will be displayed on the website , within the Extension and Outreach tab)
- All the necessary notices and guidelines will be shared through the Microsoft team.
- **A total of 60 hours of activity/ activities will gain 1 credit.**

Query solving day of the week: Saturday

How to contact Avenue in charge: Through the Microsoft teams

4. Name of the Avenue: Internship Avenue

Name of the in charge: Mrs. Sarika Wagh

Name of the staff assisting: Mrs. Tripti Sharma

Information about the avenue:

Internship refers to a “position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification”.



A student shall apply for internship Credits after completing internship as mentioned above and receiving a certification for the same.

Rules for applying for credits:

1. Students are required to join the google classroom specifically made for the Internship Avenue.

2. A minimum of 60 hours of work is required by the student to earn one credit under the internship avenue.
3. Once the teacher in charge has uploaded the Google Form, the students shall upload the asked details along with the certification given to them by the said organization, post the internship.
4. The College would then conduct a viva to verify the quality of the tasks undertaken by the student in the said organization.
5. On certifying that the activity is acceptable, the Dept. would then submit a report to the Examination Dept., not later than the end of September of the that student's Semester V

Query solving day of the week: Tuesday

How to contact Avenue in charge: The students shall write their queries as a post on the Microsoft teams which will be answered by the teacher every Tuesday.

5. Name of the Avenue: National Service Scheme

Name of the in charge: **Dr. Santosh Marwadikumbhar**

Information about the avenue: **Value Addition- NON CGPA credit for NSS Volunteers**

Rules for applying for credits:

1. NSS Volunteers need to fill up NSS Avenue Completion Form for Value Addition- NON CGPA credit on the following Link:
<https://forms.gle/NBRUz3wvUqvgpvhh6>
2. NSS Volunteer shall entitle to get **One (1) Extra Value Addition Credit** for the services rendered/work done through various NSS activities. For this, enrolled NSS volunteer must complete **60 clock hours of effective work** in addition to 120 hours of regular activities and attended the necessary number of camps as required under NSS programme.



3. Following services and work done by NSS Volunteer shall be considered for One (1) Extra Credit:

Sr. No.	NSS Activities	Work Details for 60 clock hours of effective work
1	Rural Projects	The rural projects generally include the working of NSS volunteers in adopted villages for eradication of illiteracy, watershed management and wasteland development, agricultural operations, health, nutrition, hygiene, sanitation, mother and child care, family life education, gender justice, development of rural cooperatives, savings drives, construction of rural roads, campaign against social evils etc.
2	Community Services	<ul style="list-style-type: none"> • Students can help the local communities' in launching a number of programmes like setting up a free milk distribution centre, sanitation drive, recreation, adult lad primary education, health projects like immunization, first aid centre, child care, nutrition classes, and free legal aid center's etc. They can also help in forming youth clubs, children's groups, mahila mandals etc. • Manual work for accomplishment of the project like construction of small village complex, sustainable development activities like laying out gardens, tree plantation etc. or any other project depending on local needs and priorities.
3	Campus Projects	Participation in Blood Donation Camp, Special Residential Camp, Tree plantation, Health Camps and awareness drive on various social and economic issues
4	Community Investigators	NSS Volunteer can prepare brief community profile on various slums in the city or town covering different amenities, services, and living conditions etc.
5	Community Workers	NSS Volunteer can identify local leaders and in cooperation with them discuss local problems on which cooperative action can be initiated.
6	Community Organizers	NSS students, after establishing rapport with the slum dwellers, can form community association to tackle local problems on a group basis with reliance on local

		resources, self-help and mutual aid and with some minimum external assistance.
7	Other Activities	<ul style="list-style-type: none"> • Participation in Various state/national/international competitions. (Debate, Elocution, etc.) • Was enrolled in National Physical Efficiency Drive and has acquired three stars under the programme. • Participated in Inter-University/Divisional/special Winter/Summer Camp Organised by SSPU.

Note: One extra credit shall be given to NSS Volunteer after verification of documents/certificates related to work done by him/her.

4. **Viva Voce Exam will be conducted to** verify documents/certificates related to work done by him/her.

Query solving day of the week: Saturday

How to contact Avenue in charge: NSS Department [Fourth Floor]

Contact No.: 9960098552

6. Name of the Avenue: Online Courses

Name of the In- charge: Dr. Jini M. Jacob

Names of the staff assisting : Dr. Manasi Desai

Information about the avenue:

- To keep pace with the changing times and to have a competitive edge, various online platforms have created open online courses, which aims at holistic development of students by providing them with the opportunity to learn at their own pace.
- There are few government portals and few private platforms which offers such online courses.



- SWAYAM which is Study of Webs of Active Learning for Young Aspiring Minds is one such government portal which offers more than 1600 courses.
- NPTEL- National Program Technology Enhanced Learning- is a joint initiative of Ministry of Education and various IIT's and it offers various courses not only in Engineering but also in social sciences and humanities.
- Apart from these, there are various private portals like Coursera, Udemy, Udacity, Saylor, EdX etc. which offers various online courses.
- Interested students have the choice to identify and enrol into any of the online courses offered by the above-mentioned platforms or from any other platforms of their own choice. However, students are advised to enrol in a course which is offered by a good College/ Institute /University of repute and get it approved by the teacher-in charge.

Rules for applying for credits:

The credits will be granted only after the students meet the following criteria.

1. Students will have to maintain a daily diary which consists of information about the number of hours and the learning outcomes which the student has acquired while undergoing the course.
2. The students after completing a particular course will have to submit the certificate as a proof of having completed their course.
3. The students will have to appear before a panel for a viva -voce providing the details about the course outcomes and objectives achieved. The credits will be granted based on the performance of the student in the viva.
4. Generally, Completion of 60 hours of online learning from a private portal will enable the student to acquire 1 credit.

5. However, availing online courses from government portals will enable the student to acquire the same number of credits as has been mentioned on the course certificates.

There are some students who have enrolled for ACCA course. Apart from the above-mentioned courses, students enrolled for the B. Com with specialization in Accounting and Finance is required to complete the Ethics and Professionalism Skill Module (EPSM) and is given 1 credit under value addition.

Ethics and Professionalism Skill Module (EPMS) for value addition

(1 credit) Applicable only to ACCA students

This is an online module with 7 units as follows:

1. Ethics and Professionalism –
2. Personal Effectiveness
3. Innovation and Scepticism
4. Commercial Awareness
5. Leadership and Team working
6. Communication and interpersonal skills
7. End of module assessment.

At the end of each module the student is assessed using case study. If the answers are not satisfactory, the students will be required to study the unit again. Each unit is unlocked and made accessible only after the previous unit is complete.

The time taken to complete all units is minimum 25 hours and no maximum limit.

Query solving day of the week: Every Saturday of the Week.

How to contact Avenue in-charge:

Write in to:

jini.jacob@symbiosiscollege.edu.in

manasi.desai@symbiosiscollege.edu.in

7. Name of the Avenue: Symbiosis Centre for Liberal Arts

Name of the in charge:

Dr. Hilda David

Names of the admin staff assisting: Mrs. Meenal Joshi

Information about the avenue:

- Offers Diploma and Certificate Programme which can be done along with the Bachelors of Arts and Commerce
- Based on Credit System:
18 credits for Diploma and
3 credits for Certificate Programme
- Duration: 45 hours/course



Rules for applying for credits:

- More than 85% attendance required.
- Dues to be cleared before the allotment of credits.
- It is mandatory to complete the course with minimum required grades.

Query solving day of the week:

Friday

How to contact Avenue in charge:

Students can mail their queries to scla@symbiosiscollege.edu.in

8. Name of the Avenue – Sports and NCC

Name of the In charge – Mr. Anirudha Sharma



Evaluation Points for Sports & NCC -

1. A student has to keep record of the time he has given for practice; it should also have some documentary proof. (e.g. coach letter, attendance record, direct teaching learning time detail) 1 Credit can be given for every 45-60 hours of practice depending upon the intensity.
2. A student practices and participates in Intercollege sports (gives 60 hours in total), 1 Credit can be given depending upon the time given for the practice and result of the matches.
3. A student participates regularly in other invitational tournaments. 1 Credit can be given if he/ she has participated in 3 tournaments in that academic year.
4. A student who has not received benefit under the Ordinance 0.163 can be given 1-3 credits depending upon the level of achievement.
5. A student who has been into adventure sports and has made any achievement in it, 1-3 credits can be given depending upon time given and achievement.
6. A student completes a Fitness/ Sports/ Zumba/ Yoga course from a recognised institution, 1-3 credits can be given depending upon time given.
7. A student does any activity which comes under Scout & Guide, Red Cross, self-defence, Yoga etc., 1-3 credits can be given depending upon time given.
8. A student who practices regularly for NCC parade (any wing) or passes B/ C certificate exam, 1 - 2 credits can be given.

***Please note that no credits will be given to any student who benefits under the Ordinance 0.163 Scheme.**

Query Solving Day of the Week – Monday

Contact Details (Email Address) – sports@symbiosiscollege.edu.in

9. Name of the Avenue: Summer and Winter School

Faculty in charge: Mrs. Monica Parikh

Email : monica.parikh@symbiosiscollege.edu.in



INTRODUCTION

The Symbiosis motto is Vasudhaiva Kutumbakam which means the world is one family. Our campus like every other campus of Symbiosis promotes international understanding through quality education. Symbiosis promotes both outbound and inbound international exchange programs to add an additional perspective to this vision of quality education. Credits are applicable only to outbound programs as of now

Following is the policy that will apply to students intending to participate in these programs:

OUTBOUND EXCHANGE PROGRAM

Under this activity students can

- Join study abroad programs of short/long duration
 - Be a part of cultural exchange programs
 - Join Summer schools
1. The foreign universities that the student opts for should be universities which may or may not have signed an MOU with Symbiosis but which is a reputed international institution
 2. The student must secure his admission and obtain an invitation letter prior to going for the exchange program. A copy of this will have to be submitted to the college office and the Avenue in-charge before proceeding for the program
 3. On completion the student is required to obtain an official course completion certificate bearing the letterhead and logo of the institute
 4. He is also required to obtain the official document specifying the contents of the course as well as the duration and hours. This can be downloaded from the official website or obtained directly from the university

Value Addition Credits

Credits will be granted on the following basis

- a. One credit point is defined as 15 hours of academic contact sessions out of a total of 30 student hours.
Therefore 30 hours = 15 contact hours = 1 credit
- b. The student should have secured a minimum of C+ grade
- c. The Avenue in-charge will scrutinize the work done by the student at the foreign university.
- d. Related documents will be scrutinized at face value

How to Contact Avenue In charge:

Mail on: monica.parikh@symbiosiscollege.edu.in

10. Name of the Avenue: Project 'Campus Entrepreneur'

Faculty in charge: Dr. Sharayu Bhakare

Information about the avenue:

'Experiment to Experience'

Project Campus Entrepreneur is a formal, structured pre-incubation programme under the Centre for innovation and Entrepreneurship, with the objective of guiding students in all stages of doing business, from business idea generation to building a start-up. With the motto 'Experiment to Experience' this is a platform connects the aspiring entrepreneurs of our college with mentors and experts from the external entrepreneurial eco-system. The students receive firsthand knowledge of business dimensions which helps them to start their business. Students are also given opportunity to market and sell their products on campus and in exhibitions in Pune city.



Objective: The main objective of this project is to give our college students experience of doing 'business' during their graduation. The project aims to provide students an experimental platform to be entrepreneurs. This is open to the students of all faculties.

The participants interact with the mentors through dedicated sessions, where the mentors attempt to solve the queries of the students through one-on-one personal interaction. The sessions cover the following dimensions of building a start-up.

- 1) Business idea validation
- 2) Prototype development, innovation, and packaging
- 3) Business plan preparation
- 4) Offline and Online marketing
- 5) Budgeting, financing and revenue model
- 6) Managing business risks

OUTCOME: This project is open to the students of all the faculties and aims to provide students with a platform to experiment so that they can get the experience of being an entrepreneur on the campus itself.

1. Hands on experience of starting business on the campus
2. Converting student's business idea into a startup.
3. Get exposure to do business on a commercial platform.
4. Widen their network which will be helpful to them in future
5. Develop analytical, logical and problem solving skill.
6. Develop an entrepreneurial and intrapreneurial mindset.

Number of Hours: 60

Intake: 30 Students

Credits: 2

How to Contact Avenue In charge:

Mail on: sharayu.bhakare@symbiosiscollege.edu.in



For more information, contact

Mrs. Ashwini Kothari

Assistant Controller of Examinations &

In Charge Value addition credits, SCAC

valueaddition@symbiosiscollege.edu.in