Value-Added Courses Checklist
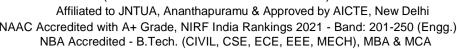
Name of the Department   :

Responsibility   :

Designation   :

1. **Name of Add On / Certificate Programs Offered:**
   - ☐ Clearly list the name of the Add-On or Certificate Programs.
2. **Course Code (If Any):**
   - ☐ Assign a unique course code if applicable.
3. **Duration of Course:**
   - ☐ Clearly define the duration of the course.
4. **Number of Students Enrolled in the Year:**
   - ☐ Keep a record of the total number of students enrolled.
5. **Link to Course Details:**
   - ☐ Provide a link to detailed information about the course.
6. **Post Event Report:**
   - ☐ Report Date
   - ☐ Event Date and Time
   - ☐ Course Name & Course Code
   - ☐ Year Offered
   - ☐ Duration
   - ☐ Assessment mode & date
   - ☐ Event Coordinator
   - ☐ Objective
   - ☐ Course Outcome
   - ☐ Feedback analysis Chart & Geo-tagged photo.
7. **Principal Approval Letter:**
   - ☐ Obtained approval from the principal.
8. **Circular:**
   - ☐ Circular distributed to relevant stakeholders.
9. **Brochure:**
   - ☐ Brochure designed and disseminated.
10. **Resource Person's Details:**
    - ☐ Details of the resource person(s) confirmed.
11. **Syllabus:**
    - ☐ Syllabus for the course finalized.

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12. **Schedule of the Course:**
    - ☐ Course schedule prepared and communicated.
13. **Student Enrollment List:**
    - ☐ List of enrolled students compiled.
14. **Attendance Copy:**
    - ☐ Documented attendance records.
15. **Assessment Questionnaire:**
    - ☐ Prepared assessment questionnaire.
16. **Answer Key Indicator:**
    - ☐ Answer key for assessments created.
17. **Sample Assessment Answer Sheet:**
    - ☐ Sample answer sheet for assessments.
18. **Feedback Form (Unfilled) – 1:**
    - ☐ Unfilled feedback forms prepared.
19. **Feedback Form (Filled) - 1:**
    - ☐ Filled feedback forms collected.
20. **Mark Sheet Statement Report:**
    - ☐ Compilation of student marks.
21. **Rubrics:**
    - ☐ Rubrics for assessments defined.
22. **Sample Certificate (Unfilled) - 1:**
    - ☐ Unfilled sample certificates designed.
23. **Certificates Issued to Students – 3:**
    - ☐ Issued certificates to students.