

All communications should be addressed to the Registrar by designation and not by name.

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# ANNAMALAI UNIVERSITY



(Accredited with 'A+' Grade by NAAC)

From

The Registrar i/c,  
Annamalai University,  
Annamalainagar - 608 002.

To

The Deans of all Faculties,  
The Heads of all Departments,  
Department VAC Coordinators  
Annamalai University.

DAA/273/DEC/2024

Date: 03-01-2025

Sir,

Sub : Guidelines for conduct of Value Added Courses during the Even Semester of 2024-25 - Reg.

Ref : Orders of the Vice-Chancellor Convener Committee dated 31/12/24

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It is informed that the following guidelines are to be followed for the conduct of Value Added Courses (VAC) during the even semester of 2024-25:

## A) CONDUCT OF VAC CLASSES:

- i. **The classes for all VAC will be conducted in physical mode on Saturdays (except 2<sup>nd</sup> Saturdays) (10.00 A.M to 1.00 P.M and 2.30 P.M to 4.30 P.M) during the even semester of academic year 2024-25.**
- ii. The duration of a value added course is 30 hours with a combination of 18 hours (60%) of theory and 12 hours (40%) of practical. However the combination of theory and practical shall be decided by the Course Teacher with the approval of the Head of the Department.
- iii. The VAC can be offered only if there are at least five students opting for it.

## B) REGISTRATION FOR VAC:

- i. A student will be permitted to register for only one VAC in a semester. The registration must be done only through online link provided in the University Website. A print copy of the registration form signed by the student and duly forwarded by the Head of the Department and Dean of the Faculty must be submitted to the VAC course teacher on the first day of commencement of VAC class.
- ii. A student can register for VAC in any semester except during the first semester of his/her study.
- iii. Each student has to study at least one Value Added Course in his/her period of study. However there is no limit on the maximum number of VAC a student can complete during his/her period of study in the University.
- iv. A student **cannot register** for a Value Added Course offered by his/her **parent Department**.
- v. Undergraduate students from the Faculty of Agriculture can register for VAC only from Faculties other than Agriculture.

Yours faithfully,

Registrar i/c'