



**Mundeshwari College for Teacher Education  
Srari-Usri Road khagaul, Patna**

**2.2.3- Relevant documents highlighting the activities to  
address the differential student needs**

# Documentary Evidence Value Added Courses

## VALUE ADDED COURSES

Making students better prepared to meet demands of the profession as well as to develop their interests and aptitude is possible through supplementing curriculum with value added courses. Value added courses help the students to develop their skills, teaching and ensure the development of life skills. The value added courses offered to increase the employability quotient of our students with essential skills to succeed in life.

### Course Learning Outcomes:

After completion of the course the trainee will be able to:

- Acquire specialized knowledge and skills in their respective fields.
- Bridge the skill gap and become ready for teaching profession.
- Enhance their professional competencies and career prospects.

### Guidelines for conducting value added course:

1. Classes for Value Added Courses are conducted during weekdays under regular working hours.
2. Resources persons from other institutions shall be invited along with in-house staff for conduction of the classes.
3. For each course there will be course coordinators for smooth conduction of the course.
4. A student shall be permitted to register only one value added course in a session.

### List of value added courses offered in our institution:

1. English for professional Communication (VAC-01)
2. Waste Management and Recycling (VAC-02)
3. Cyber Safety (VAC-03)

The courses are mandatory for all students.

### Duration of the course

The duration of the value added course shall be for 2 unit (60 hours) combination of theory and practical.

### Rules for Admission in Value Added Courses

1. College students can take direct admission after announcing of admission date of this course.
2. Class conducted two days in a week in the evening after/before regular course classes.
3. All learners must adhere to starting and finishing times.
4. All mobile phones must be switched off during the classes of course.
5. After completion of curriculum/syllabus of the course examination will be conducted for the issuance of certificate.
6. The assessment of the course will be done through grading system.
7. Students will be awarded with a certificate on successful completion of the course.

### Examination and Evaluation

Evaluation of Value Added Courses is purely internal. Each course followed by objective type written examination for fifty marks at the end of each year along with end of annual university examination. Evaluation will be done by the course coordinators.

### Award of Certificates

The learners who successfully complete the Value Added Courses shall be issued a certificate duly signed by the authorized signatory of the institution and course in charge. The grade earned in VAC shall be entered in the grade sheet.

  
Principal

Mundeshwar College for Teacher Educator  
Saran, Patna-801105

# Value Added Courses

## Syllabus/Curriculum of VAC-01

### Year 1: Foundations of Professional Communication

Sl. No.	Lesson	Duration
1.	Introduction to Professional Communication	Week 1-2
2.	Oral Communication Skills	Week 3-4
3.	Listening Skills	Week 5-6
4.	Professional Writing Skills	Week 7-8
5.	Reading Skills	Week 9-10
6.	Non-Verbal Communication	Week 11-12
7.	Practical Application	Week 13-14

### Year 2: Advanced Professional Communication

Sl. No.	Lesson	Duration
1.	Advanced Speaking Skills	Week 1-2
2.	Professional Writing Skills II	Week 3-4
3.	Communication in Meetings and Interviews	Week 5-6
4.	Intercultural Communication	Week 7-8
5.	Digital Communication	Week 9-10
6.	Professional Etiquette	Week 11-12
7.	Practical Application II	Week 13-14
8.	Final Assessment and Project	Week 15-16

## CLOs of VAC-01

- Improve proficiency in English for professional communication.
- Develop effective speaking, listening, reading, and writing skills.
- Understand and apply the principles of clear and concise communication.
- Learn to communicate effectively in various professional contexts, including interviews, meetings, and presentations.
- Build confidence in using English in professional and academic settings.

## Syllabus/Curriculum of VAC-02

### Year 1: Foundations of Waste Management and Recycling

Sl. No.	Lesson	Duration
1.	Understanding Waste	Weeks 1-3
2.	Principles of Waste Management	Weeks 4-6
3.	Waste Collection and Segregation	Weeks 7-9
4.	Legal and Ethical Issues in Waste Management	Weeks 10-12
5.	Practical Application I	Weeks 13-16
6.	Basics of Recycling	Weeks 1-3
7.	Recycling Technologies and Innovations	Weeks 4-6
8.	Composting and Organic Waste Management	Weeks 7-9
9.	Community Involvement in Waste Management	Weeks 10-12
10.	Practical Application II	Weeks 13-16

### Year 2: Advanced Waste Management and Recycling Practices

Sl. No.	Lesson	Duration
1.	Hazardous and E-Waste Management	Weeks 1-3
2.	Sustainable Waste Management Strategies	Weeks 4-6
3.	Policy and Legislation in Waste Management	Weeks 7-9
4.	Education and Advocacy in Waste Management	Weeks 10-12
5.	Practical Application III	Weeks 13-16
6.	Future Trends in Waste Management	Weeks 1-4
7.	Capstone Project	Weeks 5-12
8.	Reflection and Career Pathways	Weeks 13-16

## CLOs of VAC-02

- Understand the principles and practices of waste management and recycling.
- Develop the ability to integrate waste management concepts into educational curricula.
- Foster environmental responsibility and sustainable practices among students and communities.
- Learn to plan and implement waste reduction and recycling programs in educational settings.
- Stay informed about emerging trends and technologies in waste management.

# Value Added Courses

## Syllabus/Curriculum of VAC-03

### Year 1: Foundations of Cyber Safety



Sl. No.	Lesson	Duration
1.	Understanding Cyber Safety	Weeks 1-3
2.	Digital Footprint and Privacy	Weeks 4-6
3.	Online Behavior and Etiquette	Weeks 7-9
4.	Cyber Safety in Education	Weeks 10-12
5.	Practical Application I	Weeks 13-16
6.	Securing Personal and Institutional Data	Weeks 1-3
7.	Cyber Safety Tools and Technologies	Weeks 4-6
8.	Teaching Cyber Safety	Weeks 7-9
9.	Responding to Cyber Incidents	Weeks 10-12
10.	Practical Application II	Weeks 13-16

### Year 2: Advanced Cyber Safety Strategies

Sl. No.	Lesson	Duration
1.	Legal and Ethical Issues in Cyber Safety	Weeks 1-3
2.	Developing Cyber Safety Policies	Weeks 4-6
3.	Cyber Safety and Emerging Technologies	Weeks 7-9
4.	Promoting Cyber Safety Culture	Weeks 10-12
5.	Practical Application III	Weeks 13-15

### CLOs of VAC-03

- Understand the principles of cyber safety and the risks associated with digital technology.
- Develop strategies for promoting safe online practices among students and educators.
- Implement measures to protect personal and institutional data.
- Educate students about responsible internet use and online security.
- Create a safe digital environment in educational settings.

# Life Skill Education



# Communication Skill



# Digital Skill



# Debate



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