

Date : 13/06/2014

## ADD ON COURSES / VALUE ADDITION COURSES COMMITTEE

### STANDARD OPERATING PROCEDURE

The SOP for Add On Courses/Value Addition Courses Committee is as follows:

1. Conveners should be sure that a wide variety of faculties with different perspectives are involved in a team from different department.
2. Frame the meeting and the issues. The convener must establish a purpose for each meeting and help to ensure that the issue is framed in a way that enables all faculties to work together productively. Defining and naming the issue jointly can ensure that everyone is willing to contribute to the solution.
3. Assign tasks to members of team.
4. Ensure the Add on Courses / Value Addition Courses are conducted on time by team members from different departments.
5. The convener should provide feedback to the group on their progress. Where there is an obstacle in the process, the convener should consider using his or her own capabilities to overcome them.
6. Make sure there is an outcome. The convener can help a group get to closure by establishing timetables for the process and reminding people of those timetables. The best outcomes involve written agreements that spell out an action and implementation plan, including specifying different people's responsibilities.
7. The convener must enable faculties to talk with each other, rather than talking only to the convener. It is often useful for someone else to facilitate the discussions so the convener can listen and ask questions.
8. Manage and monitor deliverables according to the plan. Ensuring that courses are managed according to agreed target dates and in accordance with the courses plan