

SRI SANKARA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

Enathur, Kanchipuram

Choice Based Credit System (CBCS)

Regulations for Courses on UG Soft Skills

1. General Objectives

Courses on Soft skills are intended to improve the communication skills enrich personality development, Computing skills, Quantitative aptitude and knowledge of Foreign language of the students. These courses are intended to enhance the employability of the students. The courses will help to bridge the gap between the skill requirements of the employer or industry and the competency of the students.

2. Eligibility for the Award of the Degree

A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed courses on Soft Skills

For three year UG degree Programme, a candidate must undergo a minimum of 4 courses with a total of 12 credits ($4 \times 3=12$ credits). Students can undergo more than 4 Soft skill courses and the best of 4 courses will be considered for grading.

The Students enrolled in 5 year Integrated programme must undergo additional courses for 8 credits and a summer Internship of 2 credits.

3. Examinations

Examinations for the courses on soft skills will be held along with the semester examinations of the core and elective courses.

4. Courses on Soft Skills and Scheme of Examination

The Courses on Soft Skills may be offered at the College/Institutional level in a fixed time slot for all students. Students of all departments must be allowed to choose any of the approved Soft Skill courses. All the courses will be offered in all semesters. If the demand for a course is less than 20 (students), the course need not be offered.

A candidate shall not choose a course on Soft Skills closely related to his/her UG

degree programme. The Chairperson /Board of Studies will identify courses on Soft Skills related to the major field of study (Example: A Computer Science student will not be permitted to choose Soft Skill courses on computer skills).

5. Scheme of Examination:

	Name of the Course	Semester	Instruction Hours / Week	Credits	Examination Duration Hours	Max Marks		Course to be taught by
						CIA	Ext	
Paper	Language and Communication							
1	Essentials of Language and Communication - Level- I	All Semester	2	3	3	50	50	English faculty
2	Essentials of Language and Communication - Level- II	All Semester	2	3	3	50	50	- do -
3	Essentials of Spoken and presentation Skills - Level- I	All Semester	2	3	3	50	50	- do -
4	Essentials of Spoken and presentation Skills - Level - II	All Semester	2	3	3	50	50	- do -
5	Technical writing and presentation	All Semester	2	3	3	50	50	- do -
Personality Enrichment								
6	Personality Enrichment Level – I	All Semester	3	3	3	50	50	Psychology faculty

7	Personality Enrichment level – II	All Semester	3	3	3	50	50	-do-
Computing Skills								
8	Computing Skills - Level - I	All Semester	3	3	3	50	50	Computer Science (or) Computer Application faculty
9	Computing Skills - Level – II	All Semester	3	3	3	50	50	-do-
10	French - Level – I	All Semester	3	3	3	50	50	Qualified French Faculty
11	French - Level – II	All Semester	3	3	3	50	50	-do-
12	German - Level - I	All Semester	3	3	3	50	50	Qualified German Faculty
13	German - Level - II	All Semester	3	3	3	50	50	-do-
14	Quantitative Aptitude	All Semester	3	3	3	50	50	Mathematics Faculty

6. (A) Continuous Internal Assessment (CIA) – 50 marks

The break up of Continuous Internal Assessment (CIA) is as follows:

Sl. No	Name of the Course	Written Test	Oral Test	Seminar Presentation	Assignment	Practical General Discussion	Total Marks
1.	Essentials of Language and Communication - Level- I	10	10	10	10	10	50
2.	Essentials of Language and Communication - Level- II	10	10	10	10	10	50
3.	Essentials of Spoken and Presentation Skills - Level- I	-	20	10	10	10	50
4.	Essentials of Spoken And Presentation Skills - Level - II	-	20	10	10	10	50
5.	Technical writing And Presentation	10	10	10	10	10	50
6.	Personality Enrichment Level – I	10	10	10	10	10	50
7.	Personality Enrichment level – II	10	10	10	10	10	50
8.	Computing Skills - Level - I	-	-	-	-	50	50
9.	Computing Skills - Level – II	-	-	-	-	50	50
10	French - Level – I	20	15	-	15	-	50
11	French - Level – II	20	15	-	15	-	50
12	German - Level - I	20	15	-	15	-	50

13	German - Level - II	20	15	-	15	-	50
14	Quantitative Aptitude	20	10	10	10	-	50

(B) University Examination (50 marks)

A written examination for 3 hours for 50 marks will be conducted along with the Core and Elective course examinations. The papers will be evaluated as per the existing procedure followed for Core and Elective courses.

7. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:

- (i) Candidates shall register their name for the First Semester Examination after the admission in the U.G. courses.
- (ii) Candidates shall be permitted to proceed, from the First Semester up to Final Semester irrespective of their failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.
- (iii) Candidates shall be eligible to go to subsequent semester, only if they earn, sufficient attendance as prescribed therefore by the University from time to time.
- (iv) Provided in the case of candidate earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstance such as medical grounds. Such candidates who shall produce Medical Certificate issued by the Authorised Medical Attendant (AMA), duly certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidate shall have to repeat
- (v) The missed semester by re-joining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

8. PASSING MINIMUM:

A candidate shall be declared to have passed:

- (a) There shall be no Passing Minimum for Internal.
- (b) For External Examination, Passing Minimum shall be of 40% (Forty Percentage) of the maximum marks prescribed for the paper
- (c) In the aggregate (External +Internal) the passing minimum shall be of 40%.
- (d) He / She shall be declared to have passed the whole examination, if he/she passes

in all the papers and practicals wherever prescribed / as per the scheme of examinations by earning 140 CREDITS in Parts –I, II, III, IV & V. He /She shall also fulfill the extension activities prescribed earning a minimum of I Credit to qualify for the Degree.

9. CLASSIFICATION OF SUCCESSFUL CANDIDATES FOR SOFT SKILL

PAPER:

There will be separate grading, weighted overall grade point and classification (First, Second and Third Class) for the Courses on Soft Skills.

Successful candidates passing the examinations for Core Courses together and securing the marks (i) 60 percent and above (ii) 50 percent and above but below 60 percent in the aggregate of the marks prescribed for the Soft skill courses together shall be declared to have passed the examination in the **FIRST and SECOND** Class respectively. All other successful candidates shall be declared to have passed the examinations in the **Third Class**.

Successful Candidates who obtain 75% of the marks in the aggregate (CIA + External) shall be deemed to have passed the examination in **First Class with Distinction**, provided they pass all the examinations (theory and practical papers), prescribed for the soft skill course in the First appearance.

10. GRADING SYSTEM:

As followed in the other Under-graduate degree papers

Question Paper Pattern

SOFT SKILL (UG /5 YEAR INTEGRATED DEGREE COURSES)

That in the Regulations relating to Soft Skill for **UG and 5 year Integrated Degree Courses**. Question Paper Pattern is added :

Question Paper Pattern for

1. Essentials of Language and Communication - Level- I
2. Essentials of Language and Communication - Level- II
3. Essentials of Spoken and Presentation Skills - Level- I
4. Essentials of Spoken and Presentation Skills - Level - II
5. Technical Writing and Presentation

Max. Marks: 50

Duration : 3 Hrs.

Part – A

10 x 2 Marks = 20 Marks

Answer Any ten questions out of 15

Each question carries 2 marks

Part – B

5 x 6 Marks = 30 Marks

Answer Any five Questions out of 8

Each questions carries 6 marks

Question Paper Pattern for

6. Personality Enrichment Level – I
7. Personality Enrichment Level – II

Max. Marks : 50

Duration: 3 Hrs.

Part – A

10x 2 Marks = 20

Answer all the Questions. Each Question carries 2 marks.

Write a short note in the following for 50 words:

Part – B

5 x 6 Marks = 30

Answer any 5 questions out of 7. Each question carries 6 marks.

Answer should not exceed 500 words

Question Paper Pattern for**8. Computing Skills Level – I****9. Computing Skills Level – II****8. Computing Skills Level – I****Max. Marks: 50****Duration: 3 Hrs.**Note: All questions carry equal marks **(5 x 10 Marks =50 Marks)**

1. (a) or (b) (Based on Unit I)
2. (a) or (b) (Based on Unit II)
3. (a) or (b) (Based on Unit III)
4. (a) or (b) (Based on Unit IV)
5. (a) or (b) (Based on Unit V)

For examiners: (i) each question could contain sub questions, if need be (ii) question 1 is descriptive as the Unit I is introduction.

9. Computing Skills Level – II**Max. Marks: 50****Duration : 3 Hrs.**Note: All questions carry equal marks **(5 x 10 Marks = 50 Marks)**

- (1) (a) or (b) (Based on Unit I)
- (2) (a) or (b) (Based on Unit II)
- (3) (a) or (b) (Based on Unit III)

(4) (a) or (b) (Based on Unit IV)

(5) (a) or (b) (Based on Unit V)

For examiners: (i) each question could contain sub questions, if need be

Question Paper Pattern for

10. French – Level I

11. French – Level II

12. German – Level I

13. German – Level II

Max. Marks : 50

Duration : 3 Hrs.

Section A

4 x 5 Marks = 20 Marks

1. Answer all the Questions each question carries 5 marks
Four (4) Questions based on Grammar from exercises
taken from the text

Section B

10 x 1.5 Marks = 15 Marks

2. Answer 10 questions out of 15 Questions

short questions on simple elements of civilization taken from the text

Prescribed

Section C

3 x 5 Marks = 15 Marks

3. Answer 3 Questions out of 4 Questions
based on vocabulary question taken from the text prescribed
(simple comprehension, micro dialogue – reorganize the text)
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Question Paper Pattern for**14. Quantitative Aptitude****\Maximum: 50 Marks****Duration: 3 Hours****Part-A****(5 x 4 = 20 Marks)**

Answer ALL questions

Each question carries 4 marks

(either-or Type : covering all the five Units)

Q.1 to Q.5

Part-B**(3 x 10 = 30 Marks)**

Answer any THREE questions out of 5 Questions.

Each question carries 10 marks.

(One Question from each Unit.) Q.6 to Q.10.