

# **Sri Sankara Arts and Science College**

**Autonomous**

**Enathur, Kanchipuram**

**Choice Based Credit System (CBCS)**

## **Regulations for Courses on Soft Skills and Internship**

**Common to all PG Programmes**

### **1. General Objectives**

Courses on Soft skills are intended to improve the communication skills and personality development of the students. They will help for the overall development of the students and will enhance the employability of the graduates. The courses are intended to bridge the gap between the skill requirements of the employer or industry and the competency of the students. The internship will enable the students to acquire practical knowledge or hands on training from a potential employer.

All PG students shall undergo courses on Soft Skills in addition to subject core and elective courses.

All Master's degree students shall undergo internship during the summer vacation of the first year.

### **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 and internship in addition to the courses prescribed by the respective Board of Studies for the subject of the Masters Degree.

For two years Master's Degree Programme, a candidate must undergo a minimum of 4 courses (4 x 2=8 credits) and a three year Master's Degree programme, a candidate must undergo a minimum of 6 courses (6 x 2 = 12 credits) from the courses on Soft skills.

A two year Master's Degree student shall undergo 4-6 weeks (2 credits internship during the summer vacation of the First year and submit a report in the beginning of third semester. The report will be evaluated in third semester and the marks forwarded to the University along with third semester internal assessment (CIA) marks. A three years Master's degree student shall undergo 6-8 weeks (3 credits) during the summer vacation of the First /Second year and submit a report after completion of the internship in the beginning of fifth

semester. The report will be evaluated and the marks forwarded to the University along with fifth semester internal assessment (CIA) marks.

### 3. Examinations

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

There is no written examination for internship. A student must submit a report after completing the summer internship. The report will be evaluated by two examiners within the Department of the college/ institution.

### 4. Courses on Soft Skills and Internship 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) in a college/institution, the course need not be offered.

The teaching of the courses on Language and Communication skills and Spoken English may be assigned to the English faculty/Department, courses on personality development by the Psychology or Management or English faculty/Department, Computer knowledge by the any competent faculty member from any Department, and the courses in foreign languages by the competent person with a degree or diploma in the concerned language. However, the Principals/Directors of the Institutions are permitted to assign competent faculty to teach the any of the soft skill courses.

A candidate shall not choose a course on Soft Skills closely related to his/her Master's 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).

S.No	Name of the Course	Semester	Instruc tion Hours per week	Credit	Examina- tion Duration (hours)	Max Marks	
						CIA	External
<b>Language and Communication</b>							
1	Language and Communication	All Semester	3	2	3	40	60
<b>Spoken and Presentation Skills</b>							

2.	Spoken and Presentation Skills	All Semester	3	2	3	40	60
<b>Personality Enrichment</b>							
3	Life and Managerial Skills	All Semester	3	2	3	40	60
4	Managerial Skills	All Semester	3	2	3	40	60
<b>Computing Skills</b>							
5	Computing Skills	All Semester	3	2	3	40	60
<b>Foreign Language Skills</b>							
6	French for Beginners II	All Semester	3	2	3	20	80
7	German for Beginners II	All Semester	3	2	3	20	80
<b>Translation and Communication</b>							
8	Translation and Communication	All semester	3	2	3	40	60
<b>Contemporary Awareness</b>							
9	Contemporary Awareness	All Semester	3	2	3	40	60
<b>Technical Writing and Presentation</b>							
10	Technical Writing and Presentation**	All Semester	3	3	3	40	60
<b>Quantitative Aptitude</b>							
11	Quantitative Aptitude**	All Semester	3	3	3	40	60

Note: Papers 1, 2, 3, 4, 7, 8, 9 and 10 are treated as practical papers and classes and examinations are conducted accordingly

Paper 7 & 8 as alternate papers for Soft skill Paper Computing Skill [i.e. those who are studying M.Sc. Computer Science, M.Sc. Information Technology and M.C.A.]

\*\*Paper 9 & 10 - 3 credits will be helpful to those PG Programmes of three years who chose Soft skill in lieu of Internship.

### **5. Continuous Internal Assessment (CIA) – 20/40 marks**

S.No	Courses	Written Test	Oral Test	Seminar /Presentation	Assignment / Term paper	Practical
1	Language and Communication Skill	10	10	10	10	
2	Spoken and Presentation Skills		20	10	10	
3	Personality Enrichment	10	10	10	10	
4	Computing skills					40
5	Foreign Language skills		20	20		
6	Translation and Communication	10	10	10	10	
7	Contemporary Awareness	10	10	10	10	
8	Technical Writing and Presentation	10	10	10	10	
9	Quantitative Aptitude	10	10	10	10	

## 6. Question Paper Pattern for External Examination

### 1. Courses on Language and Communication (Paper 1) -60 marks

**Practical examination – 3 hours- Paper pattern as described below**

**Examination (60 marks) will be conducted by one external examiner and one internal examiner:**

	Type of Question	Marks
<b>Part A</b>	Reading skills and Comprehension	20
<b>Part B</b>	Writing skills	20
<b>Part C</b>	Speaking and Listening	20

## 2. Courses on Spoken and Presentation Skill (paper 2) - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	Type of Question	Marks
<b>Part A</b>	<b>Any one type of presentation:</b> extempore, choosing a topic, formal presentation, presenting a report etc.,	20
<b>Part B</b>	<b>Group Discussion:</b> Self Introduction , Asking Questions, Handling Questions, Extending the discussion, Summing up etc.,	20
<b>Part C</b>	<b>Interview:</b> Knowledge of subject, Thinking on their feet,, Appropriate use of language, Body language	20

## 3. Personality Enrichment (Papers 3) – 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	Type of Question	Marks
<b>Part A</b>	Record writing	30
<b>Part B</b>	Application /Analysis Synthesis /Evaluation Understanding -	30

	Demonstration	
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#### 4. Computing Skills (Papers 4) -60 Marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	Type of Question	Marks
<b>Part A</b>	Record writing	10
<b>Part B</b>	Practicals covering all the units of the syllabus	50

#### 5. Courses on Foreign Languages skills (Papers 5-6) 80 marks

**Written examination – 3 hours – 80 marks**

**Question paper pattern for the Written examination:**

	Type of Question	Marks	Choice
<b>Part A</b>	Grammar ( <i>Definition and practical application of rules</i> )	20	No choice 5 questions (one from each unit) (5 x 4 marks = 20 marks)
<b>Part B</b>	Culture and Civilisation, and Vocabulary ( <i>understanding and description of matter studies</i> )	30	No Choice – 10 questions covering all cultural components presented in the units. (10x2 marks = 20 marks) 2 questions Vocabulary required from all units (2 x 5 marks = 10 marks) Total : 30 marks
<b>Part C</b>	Comprehensive and Expression ( <i>Synthesis and evaluation of matter studies</i> )	30	Either-or type 3 questions from all units (3 x 10 marks=30 marks)

### 6. Courses on Translation and Communication - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	Type of Question	Marks
<b>Part A</b>	<b>Translation:</b> Translating a Passage – Spoken skills	20
<b>Part B</b>	<b>Translation:</b> Translating a Passage – Writing Skills	20
<b>Part C</b>	<b>Oral Test</b>	20

### 7. Courses on Contemporary Awareness - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	Type of Question	Marks
<b>Part A</b>	Record writing	30
<b>Part B</b>	Application /Analysis Synthesis /Evaluation Understanding - Demonstration	30

### 8. Courses on Technical Writing and Presentation - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	Type of Question	Marks
<b>Part A</b>	Record writing	30
<b>Part B</b>	Oral Test	30

### 9. Courses on Quantitative Aptitude - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

	<b>Type of Question</b>	<b>Marks</b>
<b>Part A</b>	Record writing	20
<b>Part B</b>	Written Test	20
<b>Part C</b>	Oral Test	20

### 7. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:

- (i) Candidates shall register their name for the First Semester Examination after the admission in the P.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 therefor by the Syndicate 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 the missed semester by rejoining 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) There shall be no Passing Minimum for Internal.
- b) For External Examination, Passing Minimum shall be of 50% (Fifty Percentage) of the maximum marks prescribed for the paper for each Paper/Practical/Project and Viva-voce.
- c) In the aggregate (External + Internal) the passing minimum shall be of 50%.
- d) Grading shall be based on overall marks obtained (Internal + External).

**9. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

There will be separate grading, weighted grade point overage and classification (First and Second Class) for the Courses on Soft Skills and internship combined together.

Candidates who secured not less than 60% of aggregate marks (CIA + External) in the whole examination shall be declared to have passed the examination in the First Class.

All other successful candidates shall be declared to have passed in Second Class. 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 papers, practicals, project and viva-voce) prescribed for the course in the First appearance.

**10. GRADING SYSTEM:**

The term grading system indicates a Seven (7) Point Scale of evaluation of the performances of students in terms of marks obtained in the CIA and External Examination, grade points and letter grade.

**SEVEN POINT SCALE (As per UGC notification 1998)**

<b>GRADE</b>	<b>GRADE POINT</b>	<b>PERCENTAGE EQUIVALENT</b>
`O' = Outstanding	5.50 – 6.00	75 – 100
`A' = Very Good	4.50 – 5.49	65 – 74
`B' = Good	3.50 – 4.49	55 – 64
`C' = Average	3.00 – 3.49	50 – 54
`D' = Below Average	1.50 – 2.99	35 – 49
`E' = Poor	0.50 – 1.49	25 – 34
`F' = Fail	0.00 – 0.49	0 - 24

**11. RANKING:**

Candidates who pass all the examinations of the courses on Soft skills & internship in the **FIRST APPEARANCE ITSELF ALONE** are eligible for Ranking / Distinction.

Provided in the case of candidates who pass all the examinations prescribed for the Soft skills courses with a break in the First Appearance due to the reasons as furnished in the Regulations under “Requirements for Proceeding to subsequent Semester” are only eligible for Classification.

**12. APPEARANCE FOR IMPROVEMENT:**

Candidates who have passed in a theory paper / papers are allowed to appear again for theory paper / papers only once in order to improve his/her marks, by paying the fee prescribed from time to time. Such candidates are allowed to improve within a maximum period of 10 semesters counting from his/her first semester of his/her admission. If candidate improve his marks, then his improved marks will be taken into consideration for the award of Classification only. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his previous marks will be taken into consideration.

No candidate will be allowed to improve marks in the Practicals, Project, Viva-voce, Field work.