

Modalities and Mechanism Evaluation of SEC and LAPWC

A] Skill Enhancement Courses (Total Credits **09** over three semesters – I, II, and III, Each Semester Carries 3 Credit), **90 Hours/Semester**

Objectives:

- To inculcate skills related to the domain subject
- To impart practical training on the skills embedded in the syllabus citing related real field situations
- To integrate theory and practice

Learning Outcomes:

Students will be able to

- Communicate effectively in a professional environment.
- Employ critical thinking skills in both their personal and professional lives.
- Demonstrate intellectual skills by understanding concepts, rules, and procedures.
- Utilize cognitive strategies, such as summarizing, imagery, and repetition, to enhance their learning.
- Solve problems and grasp complex concepts more easily.
- Report findings in written and verbal forms
- Use library, OERs and other tools to search for content relevant to their topic

Modalities:

- Each Semester will carry **03 credits**. **01 credit means 02-hour of contact per week**. Full Marks 50.
- The course contents of these courses will be specific to disciplinary and/or interdisciplinary areas.
- Each college will frame the syllabus of these courses of minimum 90 hours duration as per the students' needs and available institutional resources.
- Depending on the resources, these courses may be conducted online, offline or in a hybrid mode.
- Each semester, every student must choose one three-credit skill enhancement course offered by the college. There will never be any repetition of the same course during the semesters.
- The College will inform the University about the list of titles and detailed syllabus of these skill enhancement courses on a prior basis, subject to approval by the University (UGB). At the same time, the College will send the list of names of course coordinators to the controller's office both in hard copy and through e-mail. Preferably the University will appoint those coordinators as internal examiners during the evaluation of these courses.
- In any given semester at a particular college, all students from a specific major must choose the same SEC. This means that students within the same major cannot select different SECs during that semester.
- Upon successful completion of this course, students will receive a certificate of completion


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issued by the college.

- ix) The college will maintain the **Record of Attendance, Activity Log Book, and Syllabus** for each of these courses offered by the college under SEC. The college must provide a **'Certificate of Performance'** to each student after course completion. The teachers will preserve (up to 120 days from the date of publication of the University result) the **evaluated documents** (graded by some marking system) as well as the **"Activity Log Book"** and the **"Record of Attendance"** for every student to support the certificates issued. If required the University may ask for those evaluated documents as and when required. Both the student and the concerned teacher will put their signature in the log book with date.
- x) College may engage external resources to conduct the course smoothly and effectively. Colleges may also conduct these courses in collaboration with external institutions/agencies under MoU.
- xi) The Skill Enhancement Courses aim to impart practical skills, hands-on training, soft skills, etc. to enhance the employability of students.
- xii) Since it is a kind of training program (vocational type), adequate attention needs to be given in curriculum design to hands-on training (for practical based subjects), development of student portfolios and project work.
- xiii) Each HEI should have a Nodal Officer for the SEC program.

The course title may be like this e.g Public Relations, Fruits & Vegetable Preservation, Food Adulteration, Tally, GST, IT Return, Mushroom Cultivation, Environment Audit, Financial Markets, Soft Skill, Logistics & Supply Chain Management, Solar Energy, Elementary Statistics, Basic Computer Applications, Basics of Office and AI tools, Event Management, e-Commerce & Digital Marketing, Beauty Management, Soft Toy Making, English for Communication & Employability, House Cleaning Materials, Cutting & Tailoring, Computer Animations, Advertising, Creative Writing, Performing art, Sustainable Development, public speaking, photography, video editing, mobile repairing, Data Analysis with Excel/ sheet, Graphic Design with Canva, Python Programming for Beginners, ophthalmology, Public Speaking and Presentation Skills, Basics of Blockchain Technology, Introduction to Cloud Computing with AWS, Adobe Photoshop for Beginners, Cybersecurity Essentials, Introduction to Artificial Intelligence and Machine Learning, Entrepreneurship Bootcamp, Mobile App Development, Ethical Hacking Basics, Content Writing and Copywriting, Remote Sensing, Stress Management, Yoga and Meditation, GPS, Drone Technology etc. and **any other courses feasible for the concerned institute to introduce for its students.**

Mechanism of the Evaluation:

1. There will be no separate written examination for these courses at the University level. However, these courses will be assessed in the presence of internal and external examiners appointed by the University.
2. The college authority will nominate internal examiner(s). This assessment will occur on the same scheduled day along with the major courses' evaluation presentations/projects and viva voce. However, two separate ACSRs, one for major and one for SEC provided by the University, will be allotted for these courses.

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3. On the day of the evaluation the student will produce his/her "**Certificate of Performance**" on the specific course and the internal examiner(s) will produce **Syllabus of Course, Activity Log Book, and Students' Attendance Sheets** before the external examiner(s). The obtained marks **out of 50** will be finalized after scrutinizing all the documents and conducting a short viva.
4. The final marks will be officially recorded by both the external and internal examiners in the award list issued by the University.
5. After completion of the evaluation process, the examiners will submit (a) **Award Lists**, (b) two **ACSRs** (One for Major Course(s) and another for SEC), and (c) the **Syllabus of the Skill Enhancement Course** to the controller's office, UGB.
6. The University will issue appointment letters for internal examiners (for SEC courses) based on the recommendation provided by the respective colleges. The external examiner will be exclusively appointed by the University.


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B) Internship/Apprenticeship/Project/Workshop/Community Outreach Program (IAPWC)
(Total Credits 06 over three semesters – I, II, and III, Each Semester carries 2 Credit), 60
Hours/Semester

Objectives:

- To align classroom learning with real-world outcomes, integrating academic knowledge with practical workplace skills.
- To help students gain insight into the challenges, expectations, and culture of the professional world.
- To introduce students to emerging technologies and their applications in various fields.
- To develop problem-solving, decision-making, and teamwork skills for professional growth.
- To instill a sense of social responsibility and citizenship among students.
- To promote collaboration between Higher Education Institutions (HEIs) and industries. This initiative aims to encourage institutions, universities, organizations, academics, and students to engage in mutual learning and knowledge-sharing.
- To instill professional principles, ethics, values, and integrity to excel in the job market by developing the necessary competencies.

Learning Outcomes:

1. **Problem-Solving Abilities:** Through projects and workshops, students will develop critical thinking and problem-solving skills relevant to their fields of study.
2. **Professional Exposure:** Internships and apprenticeships will provide students with exposure to professional environments, helping them understand workplace dynamics and expectations.
3. **Interpersonal Skills:** Community outreach and collaborative projects will enhance students' communication, teamwork, and leadership skills, essential for their future careers.
4. **Civic Responsibility:** Students will gain a heightened sense of civic duty and social responsibility through community outreach activities, encouraging them to contribute positively to society.
5. **Career Readiness:** Engagement in diverse practical experiences will improve students' employability by making them industry-ready and better equipped to face job market challenges.

Modalities:

- i) Each Semester will carry 03 credits. 01 credit means 02-hour of contact per week. Full Marks 25.
- ii) Each college will organize and implement the course activities based on student needs and the resources available within the institution.
- iii) Each semester, every student must choose one three-credit IAPWC offered by the college.
- iv) The College will inform the University about the list of titles on a prior basis, subject to approval by the University (UGB). At the same time, the College will send the list of names of course coordinators to the controller's office both in hard copy and through email. Preferably the University will appoint those coordinators as internal examiners during the evaluation of these courses.
- v) The college will maintain the **Record of Attendance, Summary of Curricular Components** (learning domains, objectives, assessments, learning activities and instructional delivery

methods/mode of execution), and **Activity Log Book** for each of the courses offered by the college under IAPWC. The college must provide a "**Certificate of Completion**" to each student after course completion. Both the student and the concerned teacher will put their signature in the log book with date. Each student will also prepare an **Activity Based Report** (500-1000 words) duly signed by the concerned teachers/supervisor. The report will describe the objectives, the work performed during Internship/Apprenticeship/Project/Workshop/Community Outreach activity and its practical/social impact/utility. The teachers will preserve (up to 120 days from the date of publication of the University result) all the **relevant and necessary documents/records** as well as the "**Activity Log Book**" and the "**Record of Attendance**" for every student to support the certificates issued.

- vi) Colleges may also conduct these courses in collaboration with external institutions/agencies under MoU. In case of Internship there should be a proper documentation of the allocation: Allocation letter/consent letter. The colleges will also preserve the joining letters of the students.
- vii) **In the 1st Semester** students will perform the Community Outreach based activity. Through this activity they would have the opportunity to gain an understanding of the complex socio-economic problems in the community, and innovative practices required to generate solutions to the identified problems. During this activity the students must have to enroll themselves in the particular unit of the following: (a) National Service Scheme (NSS), (b) National Cadet Corps (NCC), (c) Adult Education and literacy initiatives or mentoring programs for school students framed by the local body, (d) Other community work conducted by the college.
- viii) **In the 2nd Semester** students will perform the project based activity. This project activity includes Field work, Survey, Case-Study, Review work, Data Analysis, Stimulations, Comparative Studies, Sociolinguistic Studies, Linguistic Landscaping, Film and Media Studies, Semiotic Analysis. Depending on the resources, project based activities may be conducted online, offline or in a hybrid mode.
- ix) **In the 3rd Semester** students will engage themselves for Internship based activity/workshop/apprenticeship. There are certain verticals that a college may incorporate as options while choosing a sector by a student while making registration and undergoing Internship based activity/workshop/apprenticeship. The list is indicative only:
1. Trade and Agriculture Area
 2. Economy & Banking Financial Services and Insurance Area
 3. Logistics, Automotive & Capital Goods Area
 4. Fast Moving Consumer Goods & Retail Area
 5. Information Technology/Information Technology enabled Services & Electronics Area
 6. Handcraft, Art, Design & Music Area
 7. Healthcare & Life Science Area
 8. Sports, Wellness and Physical Education Area
 9. Tourism & Hospitality Area
 10. Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.) Area
 11. Humanitarian, Public Policy and Legal Service Area
 12. Communication Area
 13. Education Area
 14. Sustainable development Area
 15. Environment Area


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16. Commerce, Medium and Small-Scale Industries Area

- x) Each HEI should have a Nodal Officer for the internship program.

Mechanism of the Evaluation:

1. There will be no separate written examination for these courses at the University level. However, these courses will be assessed in the presence of internal and external examiners appointed by the University.
2. College authority will nominate internal examiner(s). This assessment will take place on the same scheduled day along with the evaluation and *vis-a-voce* for the minor courses. However, two separate ACSRs, one for the minor and one for IAPWC provided by the University, will be allotted for these courses.
3. On the day of the evaluation the student will produce his/her certificate of completion for the specific course along with the submission of the activity based report. The internal examiner(s) will produce the **Summary of Curricular Components, Activity Log Book, Students' Attendance Sheets** before the external examiners. The obtained marks **out of 25** will be finalized after scrutinizing all the documents and conducting viva voce.
Attendance -05 marks,
Sessional (from Activity Based Report + Activity Log Book) - 15 marks
Viva-Voce - 05 marks
4. The final marks will be officially recorded by both the external and internal examiners in the award list issued by the University.
5. After completion of the evaluation process, the examiners will submit (a) **Award Lists**, (b) **Two ACSRs** (One for the Minor Course and another for SEC), and (c) **Summary of Curricular Components** to the controller's office, UGB.
6. The University will issue appointment letters to internal examiners (for IAPWC) based on the recommendation provided by the respective colleges. The external examiner will be exclusively appointed by the University.

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