# VIDYASAGAR UNIVERSITY

## Office of the Secretary, Council for Undergraduate Studies

Midnapore – 721102, Paschim Medinipur, West Bengal.

Ref. No. VU/UG/**23** /2024                                            Dated: 03.04.2024

To
The Principal/TIC/OIC(s)
All the affiliated Colleges under
Vidyasagar University

**Reg. - Guidelines for examination of Skill Enhancement Course (SEC)-01 of English, under CCFUP, 2023-24**

Sir / Madam,

The guidelines for examination of Skill Enhancement Course (SEC)-01 related to English programmes under CCFUP, 2023-24 (NEP) with effect from Semester-I Examinations, 2023-24, have been enclosed herewith for your kind perusal and needful action.

All concerned are hereby informed and requested to follow the said guidelines.

Thanking you with regards,

Sd/-

**Secretary**
**UG Council**

**Copy forwarded to:**

1. The Chairperson, UG BOS in English
2. The Controller of Examination, VU
3. The Inspector of Colleges, VU

03/04/24

**Secretary**
**UG Council**
Secretary
U. G. Council
VIDYASAGAR UNIVERSITY

## Guidelines for Examination of Skill Enhancement Course (SEC)-01 of English Programme under CCFUP, 2023-24

*(w.e.f. Semester-1 Examination, 2023-24)*

The following are the guidelines in relation to the examination/ assessment of Skill Enhancement Course (SEC)-01 of English (Hons. / Multidisciplinary) Programmes under CCFUP, 2023-24.

| Course Code | Course Title | Credit | L-T-P | CA | ESE | TOTAL |
|---|---|---|---|---|---|---|
| SEC 01 | Soft Skills | 3 | 0-0-3 | 10 | 40 | 50 |

The examination / assessment of the SEC-01 paper of full marks 50 shall include following marks distribution.

**CA (Continuous Assessment)**    - 10 Marks    (conducted by the College)

Continuous Assessment includes:
- Internal Assessment   - 05 marks      -do-
- Class Attendance   - 05 marks      -do-

**Practical /Project Examination**    - 40 Marks    (conducted by the College in presence of External Examiner)

Practical /Project Examination includes:
- Project   - 30 marks
- Viva-Voce   - 10 marks

*Enclosed*: Basic Components of the Project Report and sample evaluation sheet as Annexure

03/04/24

Secretary
UG Council

Secretary
U. G. Council
VIDYASAGAR UNIVERSITY

**Basic Components of the Project Report:-**

- Top Page (must include the title of the project, name of the student, Roll no. Registration no. etc.)
- Student's declaration – countersigned by the Mentor
- Contents
- Introduction
- Goals/Objectives of the Study
- Origin/Statement of the Problem/Case
- Theoretical Framework/Strategies applied
- Analysis of the Issue/Problem/Case
- Findings/Observations
- Conclusion
- Bibliography/Works Cited

## OTHER DETAILS

Word Limit: 1500-2000 words
- Font Style & Size
  Running Font – Times New Roman – Size 12 - Normal
  Headings – Times New Roman – Size 14 – Bold
  Sub headings – Times New Roman – Size 12 - Bold
- Spacing : Double-spaced
- Printing on one side of the paper

- Handwritten project reports will also be accepted.

# Sample Evaluation Sheet with indicative parameters

| Sl. | Roll | Number | Clarity in Objectives & Statement of the Problem/Case | Theoretical Framework/ Strategies & Analysis | Observation & Conclusion | Total on Submitted Project Report | Viva- Voce | Grand Total |
|---|---|---|---|---|---|---|---|---|
| | | | A FM - 10 | B FM - 10 | C FM - 10 | D = A+B+C | E | F = D+ E |
| | | | 5 + 5 | 5 + 5 | 5 + 5 | FM - 30 | 10 | FM - 40 |
| | | | | | | + | = | |
| | | | | | | | | |