

CHANDIGARH UNIVERSITY
SOP & Guidelines
“General Proficiency Courses Basket”

Option1: General proficiency course.

Students need to complete course that are available on <https://www.saylor.org/> and earn a certificate. Following General Proficiency courses basket is introduced for the upcoming semester/ Batch 2021 ODD semester who opt ‘Option1’, students need to complete any one course out of the below mentioned list that are available on <https://www.saylor.org/> and earn a certificate.

The List of courses is attached as below:

PRDV008: [Preparing and Delivering Presentations](#)

PRDV211: [Foundations of Human Communication](#)

PRDV212: [Interpersonal Communication](#)

PRDV005: [Time and Stress Management](#)

PRSM107: [Crisis Communication](#)

SALES103: [Public Speaking for Sales](#)

PRDV009: [Writing Grant Proposals](#)

PRDV151: [Bitcoin for Everybody](#)

PRDV223: [Organizational Culture, Diversity, and Ethics](#)

Process for Registration of the Course & General Guidelines

The following process will be adopted for the registration, completion of course and credit transfer for those who opt ‘Option1’:-

Step 1. Students will be registering into one of the courses as mentioned above through <https://www.saylor.org/>

Step 2. The MOOCs coordinator/mentor of the respective department will be Single point of Contact (SPOC) to the students for any queries. MOOCs coordinator/mentor to ensure the registration in respective course and closely monitor the complete registration process.

Step 3. Students need to follow the instructions as mentioned in the MOOCs platform regarding the teaching learning process of the course. Students need to complete their

weekly learning process as per the course instruction along with assessments / assignments / Tasks if any.

Step 4. Students can access the study material or any other course related information available in the MOOCs platform itself.

Step 5. During Course registration, the MOOCs coordinator/mentor will collect the information / undertaking from the students regarding the choice of Option 1.

Step 6. Student should adhere to the deadlines regarding the course wise assessments mentioned in the MOOCs platform.

Step 7. The Student will upload the certificate on CUIMS after completion of the course. Respective department MOOC coordinator/mentor will compile the certificate with grade awarded to student after successfully completing the final assessment of selected course at <https://www.saylor.org/> and submit the same to the office of CoE, after recommendation of Moderation committee, chaired by respective ED and University MOOC Coordinator and approved by Office of Dean Academic Affairs.

Step 8. The grading system for Saylor courses will be weighted as follows:

Letter Grade	Performance	Grade Point
A ⁺	Outstanding	10
A	Excellent	9
B ⁺	Very Good	8
B	Good	7
C ⁺	Average	6
C	Below Average	5
D	Marginal	4
E	Exposed	0
F	Fail/Poor	0
I	Incomplete	0

Step 9. University MOOC, CU coordinator will inform student and Dean Academics Affairs office if any discrepancy observed.

Step 10. The University MOOC Coordinator will submit all the original documents in a bound volume to CoE for preserving as a record for all future purposes and maintain the photocopies with the office of Dean Academics and university MOOC coordinator.