Guidelines and Standard Operating Procedure- General Proficiency

(Aug- Dec 2023)

About General Proficiency Course

"General Proficiency, at its base, refers to the ethics of a person regarding his/her dealings with their work environment. It is imperative to understand what the terms 'General Proficiency' means before concluding its positive as well as negative impacts. Proficiency-based or competency-based learning refers to systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating understanding or mastery of the knowledge and skills they are expected to learn as they progress through their education. In most cases, proficiency-based systems use state learning standards to determine academic expectations and define "proficiency" in a given course, subject area, or grade level. To complement the graduate student interest/hobby like Photography, Drama, sports etc. and proficiency like presentation skills, Ethics, communication etc. to enable a student to become a better learner a General Proficiency courses are offered at university level.**"**

Semester-3

Option-1: ACP Courses

Credit Transfer from Advanced Credit Program (ACP)

Three credits (maximum) which is applicable to 2022 batch will be awarded to student who will successfully complete the ACP course before Semester-I. One credit in one semester will be redeemed to student as per the scheme.

Student who had completed the advanced credit program, before commencement of the Semester-I, and not redeemed the credit in Semester-I or in semester-II can opt **Option-1** for direct credit transfer in Semester-III. The student has to select his/her opted ACP course from the GP Portal after selecting the option of ACP course. GP Portal will be open for students and GP coordinators for registration of GP course from 01-08-2023 to 20-08-2023.

GP coordinator will ensure that the students opt this option if he/she is eligible for this option.

ACP Courses SPOC- Mr. Nitin Verma, AP, Civil Engineering, E1939

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Option-2: Online Proficiency Courses

Table-3.1

Course Name	Course Code	Max. Seats	Credit

1	LinkedIn - Team Skills	22GPB101	1000	01
2	LinkedIn - Become a Business Analytics & Developing Manager	22GPB205	1000	01
3	LinkedIn - Time Management and ways of thinking	22GPB203	1000	01
4	LinkedIn - Interpersonal Skills with Cultural Knowledge & Intrapersonal Awareness	22GPB204	1000	01
5	Coursera -The Sustainable Development Goals – A global, transdisciplinary vision for the future (University of Copenhagen)	22GPB301	1000	01
6	Coursera -The Science of Well-Being (Yale University)	22GPB305	1000	01
7	Coursera - Introduction to Psychology (Yale University)	22GPB206	1000	01
8	Coursera - Innovation through Design (University of Sydney)	22GPB207	1000	01
9	Coursera - Learning How to Learn: Powerful mental tools to help you master tough subjects (Prof. Barbara Oakley)	22GPB209	1000	01
10	Coursera - Sustainable Tourism – Promoting environmental public health (University of Copenhagen)	22GPB210	1000	01
11	Coursera - Successful Negotiation: Essential Strategies and Skills (University of Michigan)	22GPB214	1000	01
12	UNESCO- Youth Waging Peace(refer Appendix 1.2)	22GPB211	2500	01

Learning Path Links:

1	https://www.linkedin.com/learning-login/share?account=92961692&forceAccount=true&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fpaths%2Fchandigarh-university-team-skills-16840899%3Ftrk%3Dshare_ent_path_url%26shareId%3Dh3duoX2%252FRaez8QEHqJuIMA%253D%253D
2	https://www.linkedin.com/learning-login/share?account=92961692&forceAccount=true&redirect=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Fpaths%2Fchandigarh-university-become-a-business-analytics-developing-manager%3FshareId=c220584f-fbb0-40a5-ab12-7cfa4c01a2a6
3	https://www.linkedin.com/learning/paths/chandigarh-university-time-management-and-ways-of-thinking?shareId=097f7deb-ed38-4c1e-82b2-333939fd8de7&accountId=92961692&u=92961692&success=true&authUUID=aUEAADvQQpyN1Dx2TvM%2FDg%3D%3D
4	https://www.linkedin.com/learning/paths/chandigarh-university-interpersonal-skills-with-cultural-knowledge-intrapersonal-awareness?trk=share_ent_path_url&shareId=dByzZEciTTakWsCRBjvfAw%3D%3D&accountId=92961692&u=92961692&success=true&authUUID=J0p%2Fh21cQxSChRaWaULgug%3D%3D

5	https://www.coursera.org/learn/global-sustainable-development
6	https://in.coursera.org/learn/the-science-of-well-being
7	https://in.coursera.org/learn/introduction-psychology
8	https://in.coursera.org/learn/innovation-through-design
9	https://in.coursera.org/learn/learning-how-to-learn
10	https://in.coursera.org/learn/sustainable-tourism
11	https://www.coursera.org/learn/negotiation-skills
12	https://www.framerspace.com/cohort/ywp/t5nTArvTla0n-sel-for-youth-waging-peace-chandigarh-university

The following process will be adopted for the registration, completion of course and credit transfer for those who opt '**Option-2'**.

3.2.1 Students have to mandatorily use *cuchd.in* email id for registration and communication purpose. No other email id will be allowed. HoDs will ensure that students use their *cuchd.in* email id in all official purpose.

3.2.2 Students will register the course on their CUIMS and GP coordinator will keep record of registration of students and also guide them in case of any problem. One credit will be awarded for this course. GP Portal will be open for students and GP coordinators for registration in GP course from 01-08-2023 to 20-08-2023. Once GP course choice is opted, it will not be changed. GP Coordinator will lock the course from their CUIMS after verifying the details.

3.2.3 GP coordinator will ensure that students register through @*cuchd.in* email id only and follow learning path link of chosen course.

3.2.4 Students need to complete the course under guidance of GP coordinator within stipulated time.

3.2.5 GP coordinator will also compile unique registration Ids (received from UNESCO YWP course website) from all students who opted this course.

3.2.6 There will be an online exam conducted by university for those students who successfully complete their online courses in time, upload their certificate on GP Portal which must be verified by GP coordinator on CUIMS (GP Portal). HoDs/GP Coordinator will submit the marks hard copy (only downloaded copy from CUIMS after marks uploading) duly signed and stamped by HoD and GP coordinator to the office of DAA for compilation and onward submission to the Examination department.

3.2.7 Cluster Coordinators will monitor the progress of GP course in their assigned cluster and submit weekly report to DAA office.

Option-3: Department of Student Welfare (DSW) offered courses

The following process will be adopted for the registration, completion of course and credit transfer for those who opt **Option-3**. Table-3.2 shows GP courses offered by DSW with seats availability.

3.3.1 Students have to mandatorily use *cuchd.in* email id for registration and communication purpose. No other email id will be allowed.

3.3.2 Student will have to enquire about seat availability from DSW coordinator and do the pre-registration in DSW for any chosen course from options given in Table-3.2 on their CUIMS. During pre-registration DSW coordinator will provide the seat availability to student and will email the same to GP coordinator to maintain record. GP Coordinator will lock the course from their CUIMS after verifying the details and no request for course change will be entertained once the course is locked in the CUIMS.

3.3.3 Seats of DSW offered courses are limited so first cum first serve basis will be applied for each course. Students will register the course on their CUIMS and GP coordinator will keep record of registration of students and also guide them in case of any problem. One credit will be awarded for this course. GP Portal will be open for students and GP coordinators from 01-08-2023 to 20-08-2023 for registration in GP course. Once GP course choice is opted, it will not be changed.

3.3.4 DSW coordinator may plan the flexible assessment model as per duration of different courses.

3.3.5 DSW coordinator will be responsible to submit the marks/grade of students to examination department after assessment and evaluation as per defined rubrics.

3.3.6 One credit will be awarded for each DSW offered course as mentioned in Table-3.2.

Table-3.2 DSW Offered Courses for Semester-III

	SR.NO	COURSE NAME	SUBJECT CODE	NO.OF SEATS PROPOSED
SPORTS	**1**	Basketball Basics	21GPC013	100
	2	Cricket Masterclass	21GPC014	100
	3	Table Tennis for beginners	21GPC015	100
	4	Badminton Tips and Techniques	21GPC016	100
	5	Judo: An Introductory Guide for Beginners	21GPC017	100
	6	Self-defense with Taekwondo	21GPC025	100
	7	Basic Skills of WuShu	21GPC019	100
	8	Athletics- Track and Field	21GPC020	100
	9	Beginner's guide for boxing	21GPC021	100
	10	A Fundamental Guide to Weightlifting Training	21GPC022	100
	11	Fundamental skills of Volleyball	21GPC023	100
	12	Learn Baseball	21GPC024	100

	13	Skills and Techniques of Rugby	21GPC026	100
	14	Powerlifting-Skills & Techniques	21GPC027	100
	15	Course in Meditation and Yoga	21GPC028	100
	16	Learn Aerobics	21GPC029	100
	17	Learn Zumba	21GPC030	100
	18	Self Defense With Karate	21GPC031	100
	19	Learn Martial Arts-Gatka	21GPC032	100
	20	Football- The Basics	21GPC018	100
	21	TUG OF WAR	21GPC033	100
	22	Skills and Techniques of American Football	21GP034	100
CULTURAL	**23**	Foundation Course in Folk Dance: Bhangra	21GPC201	100
	24	Foundation Course in Folk Dance: Gidda	21GPC205	100
	25	A Guide to Classical Dance (Kathak)	21GPC206	100
	26	Basics of modern/contemporary dance	21GPC207	100
	27	Basics of Hip-Hop dance	21GPC208	100
	28	Fundamental Course on Vocal Practice.	21GPC209	100
	29	Learn Keyboard (Instrumental)	21GPC211	100
	30	Fundamental Course in Guitar	21GPC212	100
	31	The Art of poster design	21GPC214	100
	32	Artistic Skills in Theatre (Acting)	21GPC216	100
	33	Art of Story Telling	21GPC217	100
	34	Art of debate	21GPC218	100
	35	Beginner's course in Modelling	21GPC219	100
	36	Develop your Photography skills	21GPC220	100
EVENT MANAGEMENT	**37**	Basics of Event Guest Management	21GPC276	100
	38	Learn Event Planning & Team Management	21GPC277	100
	39	Basic guide to Event Branding & Promotion	21GPC278	100
	40	A guide to Event Accounting and Finance	21GPC279	100
	41	Learn Event Advertising & PR	21GPC280	100
	42	A guide to Event Production & Logistics	21GPC281	100
	43	Make effective Event Marketing & Sponsorship	21GPC282	100
	44	Learn Stage Conduct &Management	21GPC283	100
	45	Fundamentals of Event Hospitality	21GPC284	100
	46	Learn Risk and Crisis Management during Event	21GPC285	100
NGO-CUYSET	**47**	Slum Area Upliftment	21GPC287	100
	48	Animal Care	21GPC288	100
	49	Senior Citizen Care	21GPC289	100
	50	Neighborhood Development	21GPC290	100

	51	Health and Sanitation	21GPC291	100
	52	Women Empowerment	21GPC292	100

Assessment Pattern(NGO-CUYSET)-Internal and External

	Theory	
Components	**Continuous Internal Assessment (CAE)**	**End Term Examination(ETE)**
Marks	60	40
Total Marks	100	

Internal Evaluation Rubrics:

S.NO	Type of Assessment	Weightage of actual conduct		Frequency of Task
1	ACTIVITY	15		3
2	ATTENDANCE	90% and above		NA

External Evaluation Component:

S. No.	Type of Assessment	Final Weightage in Internal Assessment		Rubrics
1	External Evaluation	40		Report of all 3 activities: 10 marks
				Viva: 10 marks
				Practical Activity/Performance:20 marks

DSW SPOC/MSC: Ms. Sonia Sangwan E13405

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Option-4: Center of Excellence

Table-3.3 :Center of Excellence Offered Courses for Semester-III

Course Name	Course Code	Max Seat	Credit
Knowing the Meditation (KEM)	**23GPD302**	**30**	**01**

The following process will be adopted for the registration, completion of course and credit transfer for those who opt **Option-4**.

3.4.1 Students have to mandatorily use *cuchd.in* email id for registration and communication purpose. No other email id will be allowed.

3.4.2 Students will register the course on their CUIMS and GP coordinator will keep record of registration of students and also guide them in case of any problem. One credit will be awarded for this course. GP Portal will be open for students and GP coordinators from 01-08-2023 to 20-08-2023 for registration in GP course. Once GP course choice is opted, it will not be changed.

3.4.3 Seats of the course are limited so first cum first serve basis will be applied for this course.

3.4.4 Detailed timeline of classes will be provided by GP Coordinators to registered students directly.

3.4.5 *There will be the one physical class (tentative time 8:00AM-9:00AM in Campus) and one Online Class (tentative 7:30 PM-9:00 PM) per week and timetable of the course will be shared by Course Coordinator.* See course plan below in **Appendix 1.2** for more details.

3.4.6 Course coordinators will submit the marks/grade of students to examination department after assessment and evaluation as per defined rubrics.