



**DHARMAMURTHI RAO BAHADUR  
CALAVALA CUNNAN CHETTY'S HINDU COLLEGE**

**"LINGUISTIC (TELUGU) MINORITY STATUS  
CONFERRED BY THE GOVERNMENT OF TAMIL NADU"  
(Re-accredited by NAAC with B+ Grade - Affiliated to University of Madras)  
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Dated: 07.01.2025

**DECLARATION**

The Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College, Pattabiram, Chennai - 72 is affiliated to the University of Madras. All the Thirty (30) programs conducted on Choice Based Credit System (CBCS) by affiliated University from the academic year of 2008-2009 to till date and directions from Directorate of Collegiate Education, Government of Tamil Nadu Rc.No.2909/M1/08 Dated 02.05.2008. The 30 program details are already uploaded in the template no.1.2.1 in excel format under number of programs in which choice based credit system (CBCS)/ elective course system has been implemented.



*G. Kalvikkarasi*  
**Dr.G. KALVIKKARASI**  
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# **Appendix – (R)**

## **University of Madras**

**Choice Based Credit System (CBCS) for Affiliated Non-autonomous Colleges**

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

Common to all UG Programmes of the Affiliated Non-autonomous Colleges (w.e.f 2008-09)

#### **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.

All UG students shall undergo courses on Soft Skills such as (1) Language and Communication in English (2) Spoken and Presentation Skills (3) Personality Enrichment (4) Computing Skills and (5) Foreign Language Skills, in addition to subject core and elective courses.

#### **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

For three years UG degree Programme, a candidate must undergo a minimum of 4 courses (4 x 3=12 credits).

#### **3. Examinations**

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

#### 4. Courses on Soft Skills 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 UG 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	Cre dits	Examin ation Duratio n (hours)	Max Marks	
						CIA	Externa l
<b>Language and Communication</b>							
1	Essentials of LANGUAGE AND COMMUNICATION -UOMS001	All Semester	3	3	3	40	60
<b>Spoken and Presentation Skills</b>							
2.	Essentials of SPOKEN AND PRESENTATION SKILLS UOMS003	All Semester	3	3	3	40	60
<b>Personality Enrichment</b>							
3	PERSONALITY ENRICHMENT - UOMS005	All Semester	3	3	3	40	60
<b>Computing Skills</b>							
4	COMPUTING SKILLS - UOMS007	All Semester	3	3	3	40	60

**Note: Papers 1, 2, 3, and 4 are treated as practical papers and classes and examinations are conducted accordingly**

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

S.No	Courses	Written Test	Oral Test	Seminar /Presentation	Assignment / Term paper	Practical
1	Essentials of Language and Communication Skill	10	10	10	10	
2	Essentials of Spoken and Presentation Skills		20	10	10	
3	Personality Enrichment	10	10	10	10	
4	Computing skills					40

### **6. Question Paper Pattern for External Examination**

#### **i. 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 appointed by the University 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

#### **ii. 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 appointed by the University and one internal examiner**

	<b>Type of Question</b>	<b>Marks</b>
<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

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

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

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

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

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

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

## 7. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:

- (i) Candidates shall register their name for the First Semester Examination after the admission in the U.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 therefore 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.
- (v) 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 candidate shall be declared to have passed:

- (a) There shall be no Passing Minimum for Internal.
- (b) For External Examination, Passing Minimum shall be of 40% (Forty 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 40%.
- (d) He/She shall be declared to have passed the whole examination, if he/she passes in all the papers and practicals wherever prescribed / as per the scheme of examinations by earning 140 CREDITS in Parts –I, II, III, IV & V. He /She shall also fulfill the extension activities prescribed earning a minimum of I Credit to qualify for the Degree.

#### **9. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

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

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)

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
`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 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 Practical, Project, Viva-voce, Field work.

Web source: <https://www.unom.ac.in/webportal/uploads/admissions/cbcs/2008-2009/skug2008-09.doc>



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