

Andhra Pradesh State Council of Higher Education
CBCS Syllabus Review Committee
CBCS Syllabus Revision, 2019 - 20
Framework and Guidelines for Preparing Syllabus for V Semester
Skill Enhancement Courses (SECs)

A. FRAMEWORK

I. Framework for BA & BSc:

1. A total of 6 Skill Enhancement Courses (SECs) will be offered in Semester V, two from each of the Major Domain Subjects in a programme. For example, BA-HEP will have two SECs each for History, Economics and Political Science. BSc MPC will have two SECs each for Mathematics, Physics and Chemistry.
2. The two SECs will be Course-6 and Course-7 (Courses 1 to 5 of each domain subject will be offered as core courses from semesters 1 to 4) of the respective domain subjects.
3. The two SECs can be linearly linked or related to each other, as far as possible (*for example, (SEC-1) Tourism and (SEC-2) Archeology OR (SEC-1) Analytical Methods in Chemistry and (SEC-2) Environmental Chemistry*). This is (a) to give students a wider experience in the same/related area and (b) to avoid too many skills areas (already the student is pursuing 3 different domain subjects HEP or MPC)
4. The two SECs can be termed as one 'pair' of courses for each domain subject.
5. Since the SECs are Electives under CBCS, at least three 'pairs' are to be offered by the institution to the students from which 'one pair' will be chosen by students.
6. The minimum total SEC 'pairs' offered for three domain subjects will be 9 (3x3 pairs i.e., 18 courses) for a BA/BSc Programme, of which a student chooses one pair for each domain subject.
7. More than three pairs can also be offered enhancing the selection range to students.

II. Framework for B.Com:

1. There will be Six SECs for B.Com. Programme in Semester V as in case of BA/BSc.
2. Since B.Com. students pursue only one major domain subject, i.e., Commerce, all six SECs will belong to Commerce.
3. However, the Six SECs are offered as 3 pairs preferably in 3 areas to avoid studying six altogether different skills. In each pair, the two SECs will be linked or related, as far as possible (*for example, (SEC-1) Advertising and (SEC-2) Sales Promotion*).
4. To give choice under CBCS to students, a total of 9 SEC sets (18 Courses) will be offered in each college. Therefore, a total of 18 SECs are to be prepared for B.Com. That means skills in a total of 9 areas of Commerce will be offered. Student can choose three pairs.

III. Hours, Credits and Marks for BA, BCom & BSc:

The details of hours, credits and marks for BA and BSc are as shown below.

Table-1: for BA Programme

<i>Sem</i>	<i>Domain Sub</i>	<i>Course</i>	<i>Hours/wk</i>	<i>Credits</i>	<i>Max Marks</i>	<i>Remarks</i>
V	1 (ex. History)	Course – 6	5	4	100	
		Course – 7	5	4	100	
	2 (ex. Economics)	Course – 6	5	4	100	
		Course – 7	5	4	100	
	3 (ex. Pol Sci)	Course – 6	5	4	100	
		Course – 7	5	4	100	

Table-2: for B.Sc. Programme:

<i>Sem</i>	<i>Domain Sub</i>	<i>Course</i>	<i>Hours/wk Theo+Pra</i>	<i>Credits</i>	<i>Max Marks</i>	<i>Remarks</i>
V	1 (ex. Botany)	Course – 6	3+3	3+2	100 +50	
		Course – 7	3+3	3+2	100 +50	
	2 (ex. Zoology)	Course – 6	3+3	3+2	100 +50	
		Course – 7	3+3	3+2	100 +50	
	3 (ex. Chemistry)	Course – 6	3+3	3+2	100 +50	
		Course – 7	3+3	3+2	100 +50	

* Credits for science subjects will be higher as they have more hours, additional practical component and higher max marks.

** For science subjects like Mathematics, hours and credits are 6 and 5. Max marks will be 100.

Table-3: for B.Com. Programme:

<i>Sem</i>	<i>Domain Sub</i>	<i>Course</i>	<i>Hours/wk</i>	<i>Credits</i>	<i>Max Marks</i>	<i>Remarks</i>
V	Commerce Area-1	Course – 16	5	4	100	
		Course – 17	5	4	100	
	Commerce Area-2	Course – 18	5	4	100	
		Course – 19	5	4	100	
	Commerce Area-3	Course – 20	5	4	100	
		Course – 21	5	4	100	

IV. The Format:

The overall format for the curriculum of SECs will be more or less the same as Core Courses 1 to 5, and as shown below.

- Title** of the Course along with other details, total hours, maximum marks etc.
- Outcomes:** Not more than five. Shall focus on skills outcomes along with knowledge outcomes. There is no need for writing 'Objectives' of the SEC.
(Outcomes are different from objectives and are usually written as possible future attainments. For example, outcomes in Economics can be written like this.
At the end of the course the student will be able to;
 - Analyse the annual budget of the country/state.
 - Prepare a real time budget document
- Syllabus Content:** Will consist of Five units. Unlike the Core Courses, SEC syllabus content will be more oriented towards learning of field related skills rather than mere

knowledge content by students. The skills to be learnt by students shall match with 'Outcomes' mentioned.

4. **Hours:** Total classroom/lab/field hours for each course: 90 in Science (incl. Maths) and 75 in Arts/Commerce.
 - a. Science subjects: The total 90 hours include 80 hours of theory and practical classes in classroom and lab, 10 hours for imparting field related skills in the lab/field and 05 hours for training in the field by the teacher. The remaining 05 hrs are for other activities including unit tests.
 - b. Arts and Commerce subjects: 65 hours for teaching and other activities including tests etc. and 10 hours for training in the actual field related skills in the classroom/field by the teacher.
5. **Maximum Marks:** Maximum marks for a SEC in arts/commerce are 100 (incl IE). For a SEC in science: 150 (theory, incl IE: 100 and Practical: 50) as in core courses.
6. **References:** list of textbooks/practical/field manuals/reference books and web sources.
7. **Co-curricular activities:** Mandatory and Suggested.
 - a) **Mandatory:**
 1. As suggested above teacher shall impart actual field related skills to students for 15 hours in Science and 10 hours in Arts/Commerce subjects in the classroom/lab/field. A list of suggested skills (based on the syllabus of the course) to be taught to students in the classroom/lab/field may be recommended under this title. The skills suggested may be related to the outside field/agency/lab/industry concerned.
 2. Field work will be mandatory for students of both science and arts/commerce domains for learning/practicing skills (this is in addition to the laboratory work and record in case of science subjects). The curriculum document may suggest some areas of field work related to the SEC.
 3. Each student has to submit a simple, hand-written Fieldwork Report on white paper not exceeding 10 pages as an evidence of his/her work in the field. A maximum of 5 marks may be allotted for this report from the Internal Assessment quota.
 4. A format for the Fieldwork Report may be suggested for the SEC.
 - b) **Suggested Co-curricular activities:** a few co-curricular activities like assignments, seminars, invited lectures, group discussion, quiz, compilation of information including model documents, photographs of tools/equipment, visits, preparation of videos etc. may be suggested under this title.

B. GUIDELINES

1. SECs are different from Core Courses as well as SDCs. SDCs are introductory courses for general skills whereas SECs belong to the Domain Subject Concerned. The scope of SDC is small (2 hrs and 2 credits) while the scope of SEC is larger (5hrs and 4 credits for arts/commerce and 6hrs and 5 credits for science).
2. Curricula for SECs are to be prepared keeping in mind the students of urban, rural and remote areas including slow learners. The intention is to inculcate skills related to the

domain subjects that are practiced in markets, industry, agencies around the college. The college shall be able to inculcate the skill with its available resources.

3. Since the main objective of SECs is to inculcate the skills related to the areas of domain subject concerned, the curriculum has to cover aspects such as knowledge, protocols of skills and practicing of skills in classroom/lab/field.
4. It is desirable that the skills part in the syllabus may be not less than 30%.
5. The skills to be included in SECs, whether simple or advanced, shall be currently in practice in the field and available in all areas of the State. No use of including outdated skills.
6. As there will not be any separate practical examination for SECs in Arts and Commerce, the student shall answer the skills part also theoretically. Hence, terms with high technicality and complicated procedures shall be avoided.
7. The existing domain subject lecturers shall be able to teach all the skills of the SECs concerned.
8. It is desirable that the format for field work report is very simple and short so that students of remote areas will also be able to prepare and submit.
9. The fact that our arts and commerce classrooms will have large student strengths shall be kept in mind while choosing the skills for syllabus.
10. It is essential that the syllabus document is prepared in Word file with 12 Times New Roman font and in 'No Space' style. Tables copied and pasted from other files like pdf, MS power point & Excel etc. will seriously hamper correcting and editing. It is important that use of disabled tables in the syllabus document is avoided. Bolding, italicizing and colouring of sentences may be rare and for the purpose only.
11. Templates will be circulated, and the format is adhered to.

*Draft Prepared by Dr.KVRR,
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