

KARNATAK UNIVERSITY, DHARWAD



**VIVEKANANDA INSTITUTE FOR DEVELOPMENT OF
YOUNG ASPIRANTS (VIDYA)**

Regulations and Syllabus

Title of the Open Elective Course

**Human Resource Development and Professional
Skills**

Course Code: HRDPS

Under Choice Based Credit System

From

2009-2010 & onwards

A Place to Learn; A Chance to Grow

Karnatak University wishes to revitalize the Post – Graduate Education System to transform its students into sharp thinkers, writers, communicators, speakers, debators, leaders and personalities having innovative ideas, creative instinct in the profession of their choice. It also desires to bring about, practical, futuristic, holistic and rational modifications in its P.G. education system to accelerate the progress and also to develop the pool of skilled talent with global aspirations to gain edge in the highly competitive world. To achieve all this and to enhance employability of students of this region, University has signed Memorandum of Understanding (MoU) with Infosys B.P.O Ltd. Bangalore. This Academia – Industry Partnership Initiative has resulted in starting of a new Open Elective Course, having a title “**Human Resource Development and Professional Skill (HRDPS)**” in it’s Vivekananda Institute for Development of Young Aspirants (VIDYA), under Choice Based Credit System (CBCS). P.G. students will have an opportunity to choose this Open Elective Course while persuing their P.G. Programme. In VIDYA, students will have a **Place to Learn; and a chance to grow.**

VIDYA, through this Open Elective Course, aims to develop the personality of every student by including activities such as Seminars, Group Discussion, Presentation, Elocution, Debating, Quizzes. This activity based Open Elective Course will be taught by the qualified teachers / resource persons / visiting faculty / professionals from respective services and industry. These professionals adopt, participant centred teaching methods. There is lot of room for creativity and innovation in this method of teaching and learning. Dedicated staff of this institution sets faster, stronger and global standards to make students ethically strong and superior in professional skills. Training imparted at this institution improves the teaching – learning process and ultimately develops the institution as centre of excellence. Main aim of collaboration between University and industry is to make it’s students community a asset in the professions of their choice. VIDYA always works for skill upgradation or for creating new skills and capabilities. Healthy environment, instructors motivating nature, their ability to sell dreams to students, encouragement, their knowledge in the industry all put together function as catalyst in making students successful in every walk of their life. With these aspirations and mindset, VIDYA of the Karnatak University provides this new Open Elective Course to the students community.

Vivekananda Institute for Development of Young Aspirants (VIDYA)

KARNATAK UNIVERSITY, DHARWAD

Regulations governing Post Graduate programmes in Human Resource Development in the faculty of Arts / Commerce / Management / Science Under choice based Credit System (CBCS)

- 1.0 **Title:** These regulations shall be called “Regulations Governing the Post-Graduate Programmes in Human Resource Development and Professional Skills in the faculty of Arts / Commerce / Science / Management under Choice Based Credit System” in Karnatak University, Dharwad.
- 2.0 **Commencement:** These regulations shall come in to force with effect from academic year 2009-2010
- 3.0 **Definitions:** In these Regulations, unless otherwise provided.
 - a) “Academic Council” means Academic Council of the University constituted according to the Karnataka State Universities Act 2000.
 - b) “Board of Studies” means P.G. Board of Studies of the University, Adhoc / Combined and steering committees of International Diploma Programmes in the discipline / subjects concerned.
 - c) “Compulsory Course” means fundamental paper which the student admitted to a particular P.G. Programme, should successfully complete to receive the P.G. Degree in the concerned subject.
 - d) “Course Weightage” means number of credits assigned to a particular course.
 - e) “Credit” means unit by which the course work is measured. One Credit means one hour of teaching work or two hours of practical work / two hours of activity based teaching work per week. As regards the marks for the courses, one credit is equal to 25 marks, two credits are equal to 50 marks, three credits are equal to 75 marks and four credits are equal to 100 marks.
 - f) “Cumulative Grade Point Average (CGPA)” refers to the cumulative grade point averages weighted across all the semesters and is carried forward from First semester to subsequent semesters.

- g) "Degree" means Post-Graduate Degree.
- h) "Grade" is an index to indicate the performance of a student in the selected course. These grades are arrived at by converting marks scored in each course by the candidate in both Internal Assessment and semester - end Examinations.
- i) "Grade Point Average"(GPA)" refers to an indication of the performance of the student in a given semester. GPA is the weighted average of all grades a student gets in a given semester.
- j) "Open Elective Course" means a paper offered by a department to the students of other departments.
- k) "Post Graduate Programme" means semesterized Master's Degree Programme.
- l) "Specialisation Course" means advanced paper offered by a Department that a student of that department can opt as a special course.
- m) "Student" means the student admitted to programmes under (K).
- n) "University means Karnatak University, Dharwad

4.0 Minimum Eligibility for Opting this Open Elective Course:

A Candidate, who has taken admission in any one of the P.G. Departments of Karnatak University, studying in any semester, shall be eligible for opting this course only once during his / her entire P.G. programme.

4.A Selection Process:

In case of more applicants than the required intake, selection shall be made by conducting entrance examination and personal interview.

While selecting the candidate for this course, his merit shall be computed giving 40% weightage to qualifying basic U.G. degree + 40% weightage to entrance examination + 20% weightage to result of personal interview.

5.0 Duration of the Course: A Semester comprising 16 weeks with a minimum of 90 working days

6.0 Medium of Instruction and Evaluation:

Medium of instruction shall be English and evaluation process shall be in English.

7.0 Programme Structure:

- 7.1 The board of studies / Adhoc Committee and the Academic council of the University have approved the course, as one of the Open Elective Courses for students studying in any P.G. programmes of the Karnatak University.
- 7.2 Each department shall offer Open Elective Courses for students of other Departments. Students of a Department shall choose Open Elective Courses from among those prescribed by the University and selected by their Parent Department from time to time. Such Open Elective Courses shall be taught by the qualified teachers / resource persons / visiting faculty / professional form respective services and industry approved by the University.
- 7.3 Student, who opts this Open Elective Course provided by VIDYA, must complete this course in all respects to get the concerned P.G. Degree.
- 7.4 The credits for this Open Elective Course are 4.
- 7.5 Vivekananda Institute for Development of Young Aspirants through this Open Elective Course aims to develop the personality of every student by including activities such as seminars, Group discussions, presentations, Elocutions, Debating, Quizzes, Development of Communication skills, Interview skills, body language & Etiquettes, Writing Skills, Analytical skills, Creative thinking, Interpersonal skills, and stress management skills etc.
- 7.6 The candidate studying in any P.G. department in any semester can opt this Open Elective Course of 4 credits. One credit means two hours of activity based teaching work at a stretch.
- 7.7 Open Elective Course is mainly activity based course. The number of students admitted to the course shall commensurate with the availability of infrastructure.

8.0 Attendance:

- 8.1 This Open Elective Course shall be taken as a unit for the purpose of calculating the attendance.
- 8.2 Each student shall sign the attendance register maintained by the VIDYA for every hour / unit of teaching / activity. The course teacher shall submit the monthly attendance report to the chairperson of the VIDYA who shall notify the same on the notice board of the centre during the second week of the subsequent month.
- 8.3 Marks shall be awarded to the student for attendance as specified in the regulations concerning evaluation.
- 8.4 A student shall be considered to have satisfied the required attendance for the course if he / she has attended not less than 75% of the total number of instructional hours of the course during the semester.
- 8.5 There is no provision for condoning shortage of attendance.
- 8.6 Students who do not satisfy the prescribed requirement of attendance shall not be eligible for the ensuing examination. Such candidate may seek admission a fresh to the given semester.
- 8.7 Such of the candidates who have participated in State / National level Sports, NSS, NCC, Cultural activities and other related activities as stipulated under the existing regulations, shall be considered for giving attendance for actual number of days utilized in such activities (including travelling days) subject to the production of certificates from the relevant authorities within two weeks after the event.

9.0 Examination:

- 9.1 There shall be examinations at the end of each semester. Examinations shall be conducted by the University.
- 9.1.1 There shall be semester end examination carrying 75 marks, which consists of two components.
 - i) First component corresponds to semester-end theory examination of 50 marks and 2 hour duration.

- ii) Second component corresponds to semester – end activity based examination of 25 marks and about 20 minutes duration per candidate.
- 9.1.2 Every student shall register for each semester - end examination as per the University Notification by submitting duly completed application form through the proper channel and shall also pay prescribed fees.
- 9.1.3 The office of the Registrar (Evaluation) shall allot the Register Number to the candidate at the first semester – end examination. That will be the Register Number of the candidate for all subsequent appearances and semester – end examinations.
- 9.1.4 The answer scripts shall be in the safe custody of the University for a maximum period of six months from the date of announcement of the result. These shall be disposed off after six months.
- 9.1.5 The programme under CBCS is a fully carry over system. A candidate reappearing for either the odd or even semester examinations shall be permitted to take examinations as and when they are conducted (even semester examination in even semester and odd semester examination in odd semester).
- 9.1.6 Candidates who have failed, remained absent or opted for improvement in the course shall appear for such course in the two immediate successive examinations that are conducted. However, in the case of the candidates appearing for improvement of their marks, the marks secured in the previous examination shall be retained, if the same is higher.
- 9.1.7 Candidates who desire to challenge the marks awarded to them, in the semester - end examinations, may do so by submitting an application along with the prescribed fees to the Registrar (Evaluation) within 15 days from the announcement of results.
- 9.2.1 There shall be board of examiners to set, scrutinize and approve question papers.
- 9.2.2 The BOE shall scrutinize the question paper submitted in two sets by the paper - setters and submit the same to the office of the Registrar (Evaluation).

- 9.2.3 The office of the Registrar Evaluation shall dispatch the question papers to the concerned authority in the department / VIDYA who shall conduct the examinations according to the schedule announced by the University.
- 9.2.4 Chairperson of the VIDYA shall appoint one of their fulltime course teachers as Post Graduate Programme (PGP) coordinator, who shall conduct the examinations and arrange for evaluation of answer scripts.
- 9.2.5 Answer scripts shall be valued by the examiners appointed by the University. However, in the case of non availability of examiners, the answer scripts shall be dispatched to the office of Registrar evaluation, who shall arrange for valuation of the same.
- 9.2.6 Each answer script of the semester – end theory examination shall be assessed by two examiners (one internal and another external). The marks awarded to that answer script shall be the average of these two evaluations. If the difference in marks between two evaluations exceeds 20% of maximum marks, such a script shall be assessed by a third examiner. The marks allotted by the third examiner shall be averaged with the nearer award of the two evaluations.
- 9.2.7 Activity based semester end examination of 25 marks shall be evaluated by both internal and external examiners appointed by the University. Evaluation shall be as prescribed by the concerned BOS / Adhoc Committee.
- 9.2.8 A marks list in a sealed cover, a copy the examination attendance report and sealed bundles of answer scripts shall be dispatched by the PGP coordinator to the Registrar (Evaluation)'s office at the conclusion of the evaluation.
- 9.2.9 Office of the Registrar Evaluation shall process and announce the results.

9.3 Evaluation

- 9.3.1 This Open Elective Course shall have two evaluation components.
- i) Internal assessment component (IA)
 - ii) Semester end examination which is divided into

- a) Theory examination for 50 marks
- b) Activity based examination of 25 marks

9.3.2 Out of the 25 marks kept for IA, 3 marks are reserved for attendance remaining 22 marks are reserved for actual IA.

9.3.3 Marks for attendance shall be awarded to the students according to the following table:

Attendance	Marks
75%	No Marks
above 75% up to 80%	1
Above 80% up to 90%	2
Above 90%	3

9.3.4 The internal assessment (IA) shall be based on written tests and continuous internal assessment. However the number of tests for internal assessment per course per semester shall not be less than two.

1st Internal Test: This means the continuous internal assessment where in every student shall be assessed continuously in all activities throughout the semester. Teacher handling the class shall make this assessment taking the following one or more (as deemed fit) components into account. These components are

- i) Punctuality
- ii) Attentiveness
- iii) Participation in Discussion
- iv) Participation in activities
- v) Communication skill
- vi) Presentation skill
- vii) Analytical skill
- viii) Decision making ability
- ix) Group behavior
- x) Answering capacity

- xi) Creativity
- xii) Innovative approach and ideas
- xiii) Leadership qualities
- xiv) Stress managing ability
- xv) Inter personal skills
- xvi) Attitude
- xvii) Confidence level
- xviii) Dedication
- Etc.

Average of all such assessment marks is treated as the result of 1st internal assessment.

2nd and 3rd IA: Two written tests shall be conducted. First written test shall be conducted between the period of 6th to 8th week of the semester for 22 marks second written test shall be conducted between the 12th to 14th week of the semester for 22 marks.

Note: Out of the two written tests, one may be activity based tests.

- 9.3.5 Average marks, of the 1st IA and marks of best out of two remaining written tests + the marks awarded for attendance are treated as the marks of IA of a candidate.
- 9.3.6 IA marks list shall be notified on the notice board of VIDYA as and when the individual IA components are completed.
- 9.3.7 The tests shall be written in separately designed book supplied by the University which shall be open for inspection by the students after evaluation.
- 9.3.8 There is no provision for seeking improvement of IA marks.
- 9.3.9 IA Records pertaining to semester examination shall be preserved by the centre for a period of one year from the date of semester examination. These records may be called by the University or a Body Constituted by the University as and when deemed necessary.
- 9.3.10 Final IA marks list shall be sent to the office of the Registrar (Evaluation) after displaying a copy of it on the Notice Board.

9.3.11 To assess the semester - end theory paper refer annexure I where pattern of question paper is shown.

9.3.12 The methodology adopted to assess semester end activity based examination is described in annexure-II

9.3.13 Marks distribution per course shall be as follows:

Max. marks per course	Max. IA Marks			Semester End Exam			No. of Teaching hours	No. of credits
	Tests Marks	Mark for attendance	Total	Theory Max.	Activity based, Max.	Total		
100	22	3	25	50	25	75	4	4

10.0 Maximum duration for completion of the programme:

10.1 A candidate admitted to a post graduate programme shall complete it within a period, which is double the duration of the programme from the date of admission.

10.2 Whenever the syllabus is revised the candidate reappearing shall be allowed for the examinations only according to the new syllabus.

11.0 Declaration of the Results

11.1 The minimum for a pass in the course shall be 40% of the total marks including both IA and the semester end examinations. Further, the candidate shall obtain at least 40% of the marks in the semester end examination. There is no minimum marks for IA.

11.2 Candidate shall secure a minimum of 50% in aggregate in all courses of a programme in each semester to successfully complete the programme.

11.3 Candidate shall earn the prescribed number of credits for the programme to qualify for the P.G. Degree.

11.4 For the purpose of announcing the results, the aggregate of the marks secured by a candidate in all the semester examinations shall be taken into account. However, Ranks shall not be awarded in case the candidate who has not successfully completed each of the semesters in First attempt or has not completed the programme in the stipulated time prescribed for the respective P.G. programme or has applied for improvement of results.

12.0 Marks, Credit Points, Grade Points, Grades and Grade Point Average:

12.1 The Grade points and the Grade letters to candidates in each course shall be awarded as follows:

Sl.No.	% of marks	Grade Points	Grade Letter
1.	75 and above up to 100	7.50 to 10.00	A
2.	60 and above but less than 75	6.00 and above but less than 7.5	B
3.	50 and above but less than 60	5.00 and above but less than 6.0	C
4.	40 and above but less than 50	4.00 and above but less than 5.0	D
5.	Less than 40.00	Less than 4.00	F

12.2 **Credit Points (CP):** The Credit point for each course shall be calculated by multiplying the Grade point obtained by the credit of the course.

12.3 The award of **Grade Point Average (GPA)** for any student is based on the performance in the whole semester. The student is awarded Grade Point Average for each semester based on the total Grade Points obtained and total number of credits opted for. The GPA is calculated by dividing the total Credit Points earned by the student in all the courses by the total number of credits of those courses of the semester.

12.4 **The Cumulative Grade Point Average (CGPA)** shall be calculated by dividing the total number of credit points in all the semesters by the total number of credits in all the semesters. The CGPA to date shall be calculated by dividing the total number of credit points in all the semesters to date by the total number of credits in all the semesters to date.

$$\text{CGPA for I Sem.} = \frac{\text{Sum of the CP of the I Sem.}}{\text{Sum of the credits of the I Sem.}}$$

$$\text{CGPA for II Sem.} = \frac{(\text{Sum of the CP of the I Sem.} + \text{Sum of the CP of second sem.})}{(\text{sum of the credits of the I sem.} + \text{sum of the credits of the II sem.})}$$

sum of the credits of the II Sem.)

CGPA for the III and IV semester shall be computed accordingly.

12.5 The Grade card at each semester examination shall indicate the courses opted by the students, the credit for the course chosen by the student, the credit points obtained in each course, the Grade letter and Grade Point Average. No class shall be awarded for each semester and the same would only be awarded at the end of all the semesters based on cumulative Grade Point Average.

12.6 Class shall be awarded to the successful candidates based on the CGPA as specified below.

CGPA	Class to be awarded
7.5 to 10.0	First Class with Distinction
6.0 and above but below 7.5	First Class
5.0 and above but below 6.0	Second class

13.0 Miscellaneous:

- a) Notwithstanding any thing contained in these regulations, semester system at Post-Graduate level is hereby repealed.
- b) The provision of any order, Rules or regulations in force shall be in applicable to the extent of its inconsistency with these Regulations.
- c) The University shall issue such orders, instructions, procedures and prescribe such format as it may deem fit to implement the provisions of this Regulations.
- d) The procedural details may be given by the University from time to time.
- e) The candidate is advised to refer the booklet of regulations and syllabus of the respective P.G. Programme for any clarification.
- f) Any unforeseen problems / difficulties may be resolved by the Vice-Chancellor, whose decision in the matter shall be final.

Annexure – I

Pattern of Question Paper

	No. of questions to be given	No. of question to be answered	Total Marks
1 Marks Questions	12	10	10 X 1 =10
2 marks Questions	6	5	5 X 2 = 10
5 Mark Questions	8	6	6 X 5= 30
Total			= 50

Annexure – II

Semester end activity based examination is of 25 marks. Model of sub division of these marks is as in the chart

Sl. No.	Item	Max. Marks	Marks Obtained
(i)	Presentation Skill	5	4
(ii)	Communication Skill	6	4
(iii)	Depth in subject matter	6	3
(iv)	Innovative and creative approach & skills	4	2
(v)	Body language and confidence level	4	3
Total Marks		25	16

such different innovative models may be designed and adopted by examiners wherever and whenever situation demands depending on activity / assignment given to candidates.

Illustrative Model:

**Grade Card
Programme**

Name of the Candidate:

Semester: I

Seat No.:

Month & Year:

Course	Course code no	Credits	Max Marks	Mark Obtained	Semester Grade Point	Credit Points
Compulsory Courses						
• Course-I		04	100	60	6.00	24.00
• Course-II		04	100	74	7.40	29.60
• Course-II		04	100	43	4.30	17.20
.....						
.....						
Specialisation Course						
Course-I		04	100	52	5.20	20.80
Course-II		04	100	65	6.50	26.00
.....						
.....						
Open Elective Course						
Course - I		04	100	80	8.00	32.00
Course – II		02	50	35	7.00	14.00
Total		26.00	650	409		163.6

$$\text{GPA for I Semester} = \text{Total no. of CP} \div \text{Total no. of Credits} = 163.60/26.00 = 6.25$$

$$\text{CGPA for I Semester} = \text{GPA} = 6.25$$

Calculation of CGPA for II, III and the Final Semester

$$\text{CGPA for II Sem} = \frac{\text{CP (I Sem)} + \text{CP (II Sem)}}{\text{Credits (I Sem)} + \text{Credits (II Sem)}}$$

$$\text{CGPA for III Sem} = \frac{\text{CP(I Sem)} + \text{CP(II Sem)} + \text{CP (III Sem)}}{\text{Credits(I Sem)} + \text{Credits (II Sem)} + \text{Credits (III Sem)}}$$

$$\text{CGPA for the programme} = \frac{\text{CP (I Sem)} + \text{CP (II Sem)} + \text{CP (III Sem)} + \text{CP (IV Sem)}}{\text{Credits (I Sem)} + \text{Credits (II Sem)} + \text{Credits (III Sem)} + \text{Credits (IV Sem)}}$$

Title of the paper

Human Resource Development and performance Skills

Unit 1: General principles and aspects of Integrated Human Development

- ✚ Physical development
- ✚ Psychological development
- ✚ Social development
- ✚ Spiritual awareness and development

Unit 2 :Self Development

- ✚ Harnessing positive thinking and attitude
- ✚ Character Building
- ✚ Will power development
- ✚ Unfolding empathetic and compassionate qualities

Unit 3 :Brain , Mind and Behavior

- ✚ Overview of functions of the brain
- ✚ General principles of functioning of mind
- ✚ Effect of positive thinking ,meditation
- ✚ Empathetic quality of functioning of brain and body

Unit 4:professional skill development

- ✚ Language and communication skill development
- ✚ Analytical skill development

Unit 5: leadership quality development

- ✚ Group Discussion
- ✚ Presentation skills
- ✚ Interpersonal relationship

Practicals will be held for all the above mentioned units

References :

1. Fan A (1983):Introduction to personality development
2. Advaita (1997):Will power and character development
3. Swami Vivekananda :His call to the nation
4. Siwami Chinmayananda :The Art of man making
