

Instruction for First-Year Skill Training Programme

All first-year students shall comply with the following requirements for successful completion of the Skill Training Programme.

1. Course Duration and Credits

- ✓ Each Skill Lab carries **1 credit**.
- ✓ A minimum of **30 hours of training** must be completed for each Skill Lab.
- ✓ Students shall attend and participate in all scheduled training activities.

2. Attendance

- ✓ A minimum of **100% attendance** is mandatory for each Skill Lab.
- ✓ Attendance shall be recorded for all training sessions.
- ✓ Students who do not satisfy the attendance requirement shall not be eligible to complete the Skill Lab and must **re-enrol in the next programme cycle**, as per institutional regulations.

3. Skill Lab Report

- ✓ Each student shall maintain an official **Skill Lab Report** throughout the training period.
- ✓ The report shall document the prescribed training activities, practical work, observations and learning outcomes.
- ✓ The report shall be evaluated by the **Faculty In-Charge and/or Skill Coordinator**.
- ✓ The completed report shall be submitted **after CIE and before the SEE**.

4. Evaluation and Assessment

4.1 Continuous Internal Evaluation (CIE)

- ✓ CIE shall be conducted through a **project-based assessment**.
- ✓ Students shall complete the assigned project as per the instructions of the Faculty In-Charge.
- ✓ Evaluation shall be carried out jointly by the **Faculty In-Charge and Skill Coordinator**.

4.2 Semester End Examination (SEE)

- ✓ SEE shall be conducted through a **poster presentation**.
- ✓ Each student shall prepare the poster independently based on the assigned Skill Lab/project.
- ✓ Students shall present their work and respond to questions from the evaluation panel.
- ✓ The assessment shall be conducted by the **Faculty In-Charge and an external faculty evaluator from another department**.

4.3 Final Grade

- ✓ The final grade shall be determined from the student's **CIE and SEE performance**.
- ✓ Successful completion of both assessment components is required to complete the Skill Lab.

5. Result Submission and Certification

- ✓ The **Skill Coordinator** shall compile the final grades.
- ✓ The results shall be signed by the:
 1. **Skill Coordinator**
 2. **Head of Department (HoD)**
 3. **Dean of Skill Development**
- ✓ The duly approved results shall be submitted to the **Controller of Examinations (CoE)**.
- ✓ Certificates indicating the grades obtained shall be issued by the **Office of the CoE**.

6. Completion of Skill Courses

- ✓ Each student shall complete **five (5) Skill Courses between the 1st and 6th semesters**.
- ✓ Students shall retain the certificates issued for each successfully completed Skill Course.

7. Final Consolidation

- ✓ All **five Skill Course certificates** shall be submitted during the **8th semester** for verification and consolidation.
- ✓ The consolidated Skill Training achievement shall be recorded in the student's academic record and **reflected in the 8th-semester grade card**.

8. Student Responsibility

Students shall ensure that they:

- ✓ fulfil the prescribed **training hours and attendance requirement**;
- ✓ maintain and submit the **Skill Lab Report** within the specified timeline;
- ✓ complete the prescribed **CIE and SEE** requirements;
- ✓ prepare and present the **SEE poster independently**; and
- ✓ complete all **five Skill Courses** within the prescribed semesters and submit the certificates during the 8th semester.

Compliance with these requirements is mandatory for successful completion and certification of the First-Year Skill Training Programme.