



SRI BALAJI VIDYAPEETH (SBV)

(Deemed to be University)

U/S3 of UGC Act 1956

Puducherry-607402

**Standard Operating Protocol
for Capability Enhancement
Program**

Version 1 (2015)

Version 2 (2019)



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CAPABILITY ENHANCEMENT PROGRAM

STANDARD OPERATING PROCEDURE (SOP)

Version Number : SOP/IQAC/ Capability Enhancement Program	Date : 19.12.2019	Prepared by : IQAC-SBV
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Purpose:

Sri Balaji Vidyapeeth caters to the students of Medicine, Dentistry, Nursing, Pharmacy and Allied health Sciences which include students from Yoga Therapy and Music Therapy Centers. The capability enhancement program helps the students to keep them abreast of the current trends and advancements in their chosen areas of specialization, upgrade their knowledge from rudimentary to higher educational needs and development. It is important to have programs tailor made for suiting specific needs in order to groom Well rounded professionals.

The objectives are:

- a. To identify the strengths of the students and help them communicate effectively in a manner so as to unravel inherent potentials.
- b. To offer opportunities to students drawn from various educational background in order to make them competent in acquiring language skills.
- c. To enhance the performance of the students in soft skills, as a part of professional development such as proper communication, emotional intelligence, to be a team player, to be an adaptable person, to be a good listener and one who has good work ethics.
- d. To offer/provide information on employability in their respective expertise/ speciality. Also, to make them independent to look for higher education or employment opportunities.
- e. To develop new means of reaching out to the student community for enhanced level of career adaptability, besides contributing to their employability skills.
- f. To provide them with adequate knowledge in emerging and niche areas and motivate them to create newer ideas and scale greater heights.



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g. To enable them to cope with stress and to handle any kind of problems that may arise in their professional or personal life. Yoga and music as well as counselling sessions would help the students in improving confidence, concentration and memory, in addition to ensuring optimum physical health as well as psychological wellbeing.

Scope:

Capability enhancement schemes have become a necessity because of the variegated needs of the student population. Students joining the higher education institutions depict diversity in language, culture, society and in learning capabilities. Enhancing the needs of the students has unlimited scope for their comprehensive growth. Every stage of student life reveals the problems in language, communication, writing, knowledge in their speciality areas, and to overcome stress and to forge ahead in their career as confident individuals. The Capability enhancement programs are incorporated into different schemes such as soft skills, analytical skills, yoga & Wellness, Personality & Professional development, employability skills & eventually Human Value development as a whole.

Responsibility

The coordinators of the respective departments/institutions/centres are responsible for the smooth conduct of the program. The Student Support Cell plays a major role in association with the respective Institutional coordinators to keep track of the Capability enhancement programs besides offering holistic support.

Accountability

The programs created and executed by departments/institutions/centers are approved by the administrative functionaries of the University. The departments and centers will coordinate with the Student Support Cell which will also account for the successful completion, as per the Strategic perspective plan, drawn by the respective institutions for the benefit of the students.



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Procedure

The programs are created and executed in a format as prescribed by SBV. The program is customised according to the needs of the student population, keeping in mind the needs and preferences.

The format for the capability enhancement program is depicted below:

1. The number of hours that are in compliance with UGC credit hours. (16 hours theory- 1 credit hour/ 32 hours of practicum, self-reflective report, assignments- 1 credit point)
2. The course/program should essential possess theoretical as well practical sessions
3. The faculty may be internal as well as external (Agencies) effected through specific Memorandum of Understanding (MoUs).
4. The program would necessarily consist of assessments, pre-post-tests as well as structured feedback.
5. Certificates would be distributed on active participation and upon completion of the program.