



# College of Vocational Studies

(University of Delhi)  
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06-08-2024

## Notice Regarding SEC options for Semester V students

The students of all the courses of Semester V are required to choose one option for Skill Enhancement Course (SEC) that they want to study for the 2024-25 session (Odd semester, Semester-V).

The College of Vocational Studies is offering 11 options for SEC. List is provided below.

The students are required to give three preferences for SEC in the google form out of which, one will be allotted to them subject to the availability of seats in those papers.

To give your preferences for SEC subjects offered by the College of Vocational Studies, please click on the Google form: <https://forms.gle/xmA9kW9rPhS84QT77>

**Please read the complete guidelines before submitting the form. The students of Semester V must fill their options latest by 09-08-2024 (5:00 PM). Those who fail to fill their preferences by the due date will be allotted any paper by the college.**

**The student will be held responsible in case of any false/misleading information on his/her part.**

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Nodal Officers

Principal (OSD)

## Guidelines for SEC

1. The college will allot the SEC subjects on a first come first serve basis.
2. Students will not be allowed to change their SEC subjects at a later stage. Therefore, the students should follow extreme care while choosing their options.
3. Students are advised to go through the syllabi of the Skill Enhancement Courses (SEC) before choosing their options. The syllabi are available on the DU website: <https://www.du.ac.in/>
4. Students cannot opt for the same paper in Semester V which they have studied in any of the previous semester (Semester I, II, III and IV). For example: if the student has studied the SEC Paper “Digital Marketing” in any of the previous semester (Semester I, II, III or IV), then he/she cannot opt the same paper in Semester V.
5. Semester V students are also informed that they may study any SEC other than those provided by College of Vocational Studies. For details regarding other SEC papers, kindly check the DU website <https://www.du.ac.in/>. In such a case, students are required to send an email at **subjectoptions@cvs.du.ac.in** mentioning their Name, Roll Number, Course, Contact Number, and SEC paper that they wish to study in Semester V. In case the student opts for a SEC paper not offered by College of Vocational Studies, they will have to attend classes in any other college belonging to the Cluster Colleges (South Campus) of the University of Delhi. The fulfillment of the choice of the student depends on the terms and conditions set by the host college.

List of SEC papers offered by College of Vocational Studies	
S. No	SEC Paper
1	Introduction to Blockchain
2	अनुवाद कला
3	Digital marketing
4	Political communication and leadership
5	Public speaking in English language and Leadership
6	E-commerce
7	Finance for everyone
8	Advanced spreadsheet in business
9	Reading the Archives
10	Statistics with R
11	Personality development and communication