

## VISION, MISSION, PEO AND PLO TEMPLATE

**FACULTY:**  
**PROGRAMME:**

<b>VISION</b>	
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<b>MISSION</b>	
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**PROGRAMME EDUCATIONAL OBJECTIVE (PEO):**

PEO1	
PEO2	
PEO3	
PEO4	
PEO5	
PEO6	

**PROGRAMME LEARNING OUTCOME (PLO):**

PLO1	
PLO2	
PLO3	
PLO4	
PLO5	
PLO6	
PLO7	
PLO8	
PLO9	
PLO10	
PLO11	
PLO12	

Course Code: BFC 4111  
 Course: Occupational Safety & Health  
 Soft Skills 1. Communication Skills  
 2. Teamwork Skills

GROUP MEMBERS: 1  
 2  
 3  
 4  
 5

Section :

Component	Part	Sub Criteria	1	2	3	4	Marks
COMMUNICATION SKILLS	Report	Describing Idea	Fails to describe the ideas fully.	Describes the ideas but mumbles.	Describes the ideas	Clearly describes the ideas	
		Conclusion	No conclusions	Conclusions are stated but supporting information is not strong as 4 and 3.	The conclusion are drawn and described.	The conclusions are drawn and described.	
		Delivering Sentence	Fails to deliver correctly	The delivery and sentence structure are generally correct.	The delivery and sentence structure are generally correct.	The delivery is engaging and sentence structure is consistently correct.	
	Presentation	Eye Contact	Ignore of the eye contact with audiences	Eye contact to audience can be improved.	Concern of eye contact with the audiences	Eye contact is made and sustained throughout the presentation.	
		Presentation Tools	' Chalk and talk ' only.	Only using slide of over head projector (OHP).	Just presented with Microsoft PowerPoint only present with limited use of multimedia	Present with multimedia software that enhanced presentation	
		Confidence	No confidence	Lack of confidence	The confidence level sometime gone wobbly/unstable/shaky	Presentation is full with confidence	
		Body language	bad uses of body postures and movements, inert and boring	Suitable uses of body postures and movements, shaky all the time	Good uses of body postures and movements, discontinue a little bit	Excellent uses of body postures and movements, smooth and convincing	
TEAMWORK SKILLS	Interview	Group Cooperation	Members work in isolation	Some members of group cooperate	All members of group cooperate	High level of cooperation between all members of group	
		Decision Responsibility	Responsibility for group decisions is shirked (to avoid)	Responsibility for group decisions is not always shared by group	Responsibility for task is shared by group	All members shared responsibility for group decision	
<b>TOTAL (36)</b>							