
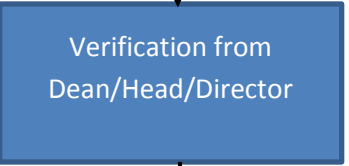

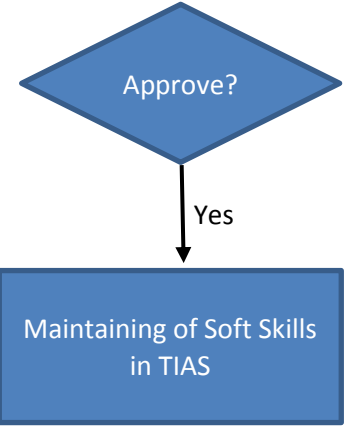


Flow Diagram for Maintaining of Soft Skills Score

Flow	Description	Responsibility
	<ul style="list-style-type: none"> The Officer/Lecturer in-charge of the activity is required to fill in the Soft Skills Application Form <u>within a month</u> after the activity. 	Faculty/Department/ Branch Campus
	<ul style="list-style-type: none"> The completed form to be submitted to Dean/Head/Director of Faculty/Department/ Branch Campus for verification and recommendation. For Society/Club activity in KL, the form shall be verified by Dean of Faculty for Academic Society and Deputy Director of DSA for Non-Academic Society/Club. 	Dean/Head/Director of Faculty/Department/ Branch Campus
	<ul style="list-style-type: none"> The completed form to be submitted to KL DSA Director for moderation and approval. 	KL DSA Director
	<ul style="list-style-type: none"> Once the soft skills application is approved, a copy of Soft Skills Application Form will be forwarded to the respective Dean/Head/ Director of Faculty/Department/Branch Campus. KL DSA will maintain the activity title and the approved soft skills score in TIAS. The respective Faculty/Department/Branch Campus is required to maintain the students' name list/attendance in TIAS <u>within a month</u> after the activity. For Society/Club, the officer in-charge of the Society/Club in KL and Branch Campus will maintain the title, approved soft skills score and students' name list/attendance in TIAS <u>within a month</u> after the activity. 	KL DSA Faculty/Department/ Branch Campus Officer in-charge of Society/Club, DSA, KL/Branch Campus