

Programme : Diploma in CE/EE/ET/ME/MT/CM/IT/DDGM

Programme Code : 01/02/03/04/05/06/07/08/21/22/23/24/26

Name of Course : Development of Soft Skills - I

Course Code : NC 481

Teaching Scheme:

	Hours /Week	Total Hours
Theory	–	–
Term Work/Practical	02	32

NON EXAMINATION CREDIT COURSES (COMPULSORY)

Credits over above 180 credits Course Rationale:

Evaluation:

	Progressive Assessment	Semester End Examination			
		Theory	Practical	Oral	Term work
Duration	–	–	–	–	–
Marks	–	–	–	–	25

This course aims to make students aware of good interpersonal relations, Professionalism in etiquettes, importance of time management and importance of good health. The techniques such as role play, group discussions can be used effectively to demonstrate understanding emotions of persons in daily contact.

Course Outcomes:

Students should be able to

1. Develop better interpersonal relations among their peer group, subordinates and superiors and work effectively.
2. Display corporate etiquette's and professionalism while attending /answering phone calls.
Plan time optimally/effectively in office –work as well for their personal growth.
3. Understand strengths and weaknesses of self.
4. Understand /feel emotions of persons (from office and family) in daily contact and take appropriate actions.
5. Demonstrate habits for keeping good health by following good food habits and daily exercise.
6. Develop overall personality and be successful in his/her career.

Course Contents:

A. Theory

Unit Name. Marks	Topics and subtopics	Hrs.
Interpersonal Skills through Personal Development	1.1 Reducing conflict by preventing problems in the classroom. 1.2 Interpersonal Skills through Self Development and change.	06
Corporate Etiquettes and Professionalism	2.1 Understanding Self 2.2 Polished personal habits 2.3 Ethics Etiquettes: a way of life 2.4 Personal Attire Grooming 2.5 Cell phone manners	06
Time Management	3.1 Time management skills in groups for completion of project 3.2 Factors that lead to time loss and how they can be avoided 3.3 Time matrix and urgent versus , Important jobs	04
Managing Emotions	4.1 To understand and identify emotions 4.2 To know our preferences 4.3 Strength, weaknesses ,opportunities and threats , Techniques of self control 4.4 To get desirable response from others	06
Health Management	5.1 Importance of health management 5.2 Relevance of it 5.3 Tips to maintain good health	06
Total Hrs		32

B. List of Practicals/Laboratory Experiences/Assignments:

Practical No.	Specific Learning Outcomes (Psychomotor Domain)	Practical Hrs.
1	Case studies to be discussed in a group and presentation of the same by group /group leader.	04
2	Field exercises for the group of students.	02
3	Role play by individual/group leader.	04
4	Arranging Quizzes, puzzle- solving and educational games.	02
5	Group discussions.	04
6	Sharing of self -experiences in a group.	04
7	Brain storming sessions	02
8	Questionnaire -filling and discussing results of the same in a group.	04
9	Live demonstrations on Yoga and other stress relieving techniques by professional persons.	06
Total Hrs		32

Reference & Text Books:**Text Book**

Sr. No	Title	Author
1	You can win	Mr. Shiv Khera
2	Wings of Fire	Mr Abdul Kalam
3	Prabhavi Vyaktimatwa.(Marathi)	Mr Nirfarake
4	YogaDipika	Mr Iyyengar
5	Tan tanavache niyojan (Marathi)	Mr. Anand Nadkarni
6	Khusit raha ,Mast Jaga.(Marathi)	Mr. Rajiv Sharangpani

Learning Resources:

Video cassettes on

1. Effective Communication
2. Group discussions
3. Corporate Etiquettes and professionalism

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Programme Code : 01/02/03/04/05/06/07/08/21/22/23/24/26

Name of Course : Development of Soft Skills - II

Course Code : NC 482

Teaching Scheme:

	Hours /Week	Total Hours
Theory	–	–
Term Work/Practical	02	32

*** NON EXAM.NON CREDIT COURSES (COMPULSORY)**

Credits over above 180 credits

Evaluation:

	Progressive Assessment	Semester End Examination			
		Theory	Practical	Oral	Term work
Duration	–	–	–	–	–
Marks	–	–	–	–	25

Course Rationale:

This course aims to make students aware of importance of goal setting , develop self study techniques , importance of ethics and value system , This also aims one to inculcate creative mind along with interest in using problem solving techniques while dealing with any work. It also emphasizes about importance of stress relieving techniques to be practiced for good health.

Course Outcomes:

Students should be able to

1. Understand importance of goal setting and strategies for setting one's goal
2. Develop and practice self- study techniques
3. Use and practice stress management techniques for good health
4. Use and practice problem solving skills.
5. Understand importance of ethics and value system for positive interpersonal relations.
6. Develop overall personality and be successful in his/her career.

Course Contents:

A. Theory

Unit Name.	Topics and subtopics	Hrs.
Motivation and Goal Setting	1.1 Importance of goal setting. 1.2 How to set SMART goals.	04
Study Habits	2.1 Note taking, Methods of Learning 2.2 Memory Enhancement, self - Study Techniques 2.3 Techniques for effective Reading and Writing.	04
Stress Management	3.1 Stresses in groups, how to control emotions 3.2 Strategies to overcome stress, understanding importance of good health to avoid stress	04
Ethics and Motivation	4.1 What are ethics, how ethics help to ensure positive interpersonal relations, 4.2 Personal value system and personal quality primer	06
Creativity	5.1 Definition of Creativity, Tips and ways to increase creativity importance of creativity	06
Problem Solving Techniques	6.1 Puzzles and technical quizzes to be organized to develop these skills.	06
Total Hrs		32

B. List of Practicals/Laboratory Experiences/Assignments:

Practical No.	Specific Learning Outcomes (Psychomotor Domain)	Practical Hrs.
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2	Field exercises for the group of students.	02
3	Role play by individual/group leader.	04
4	Arranging Quizzes, puzzle- solving and educational games.	02
5	Group discussions.	04
6	Sharing of self -experiences in a group.	04
7	Brain storming sessions	02
8	Questionnaire -filling and discussing results of the same in a group.	04
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1. Effective Communication
2. Group discussions
3. Corporate Etiquettes and professionalism