

GOVERNMENT POLYTECHNIC, PUNE
(An Autonomous Institute of Govt. of Maharashtra)

Programme	:	Diploma in CE/EE/ET/ME/MT/CM/IT/DDGM
Programme Code	:	01/02/03/04/05/06/07/08/17/21/22/23/24/26
Name of Course	:	Development of Soft Skills - I
Course Code	:	NC 481

Teaching Scheme:

	Hours /Week	Total Hours
Theory	--	--
Practical	02	32

* NON EXAM.NON CREDIT COURSES (COMPULSORY) # Credits over & above 180 credits

Evaluation Scheme:

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

Course Rationale:

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 Objectives:

After studying this course, the student will be able to

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

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Course Content:

Chapter No.	Name of Topic/Sub topic	Hrs	Marks
1.	Interpersonal Skills through Personal Development		
	1.1 Reducing conflict by preventing problems in the classroom.	--	--
	1.2 Interpersonal Skills through Self Development and change.		
2.	Corporate Etiquettes & 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		
3.	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 & urgent versus , Important jobs		
4.	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		
5.	Health Management		
	5.1 Importance of health management,	--	--
	5.2 Relevance of it ,		
	5.3 Tips to maintain good health		
	Total	--	--

List of Practicals/Experiments/Assignments:

Sr. No.	Name of Practical/Experiment/Assignment	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 & discussing results of the same in a group.	04
9.	Live demonstrations on Yoga and other stress relieving techniques by professional persons.	06
	Total	32




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Reference Books:

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

Learning Resources: Video cassettes on 1. Effective Communication 2. Group discussions,
3. Corporate Etiquettes and professionalism.

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