

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

Programme : Diploma in CE/EE/ET/ME/MT/CM/IT
Programme Code : 01/02/03/04/05/06/07/15/16/19
Name of Course : Development of Soft Skills - I
Course Code : NE376

Teaching Scheme:

	Hours /Week	Total Hours
Theory	01	16
Practical	02	32

* NON EXAM.NON CREDIT COURSES (COMPULSORY) - B # 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.

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

- 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.

Course Content:

Chapter No.	Name of Topic/Sub topic	Hrs	Weightage
1	Interpersonal Skills through Personal Development		
	1.1 Reducing conflict by preventing problems in the classroom.	03	-
	1.2 Interpersonal Skills through Self Development and change.		
2	Corporate Etiquettes & Professionalism		
	2.1 Understanding Self	03	-
	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	03	-
	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,	03	-
	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		

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

5	Health Management			
	5.1	Importance of health management,	04	--
	5.2	Relevance of it ,		
	5.3	Tips to maintain good health		
Total			16	--

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

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

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 - Effective Communication, Group Discussions, 3. Corporate Eticates and professionalism.

(Prof. Smt. V.P. Ashwatpur)
Prepared By

(Prof. S. B. Kulkarni)
Secretary, PBOS

(Prof. P.B. Kamble)
Chairman, PBOS

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

Programme : Diploma in CE/EE/ET/ME/MT/CM/IT
Programme Code : 01/02/03/04/05/06/07/15/16/17/18/19
Name of Course : Development of Soft Skills – II
Course Code : NE377

Teaching Scheme:

	Hours /Week	Total Hours
Theory	01	16
Practical	02	32

* NON EXAM.NON CREDIT COURSES (COMPULSORY) - B # 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 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 Objectives:

After studying this course, the student will be able to

- Understand importance of goal setting and strategies for setting one's goal.
- Develop and practice self- study techniques.
- Use and practice stress management techniques for good health

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

- Use and practice problem solving skills.
- Understand importance of ethics and value system for positive interpersonal relations.
- Develop overall personality and be successful in his/her career.

Course Content:

Chapter No.	Name of Topic/Sub topic	Hrs	Weightage
1	Motivation & Goal Setting		
	1.1 Importance of goal setting,	02	--
	1.2 How to set SMART goals.		
2	Study Habits		
	2.1 Note taking, Methods of Learning,	02	--
	2.2 Memory Enhancement, self - Study Techniques,		
	2.3 Techniques for effective Reading and Writing.		
3	Stress Management		
	3.1 Stresses in groups, how to control emotions,	03	--
	3.2 Strategies to overcome stress, understanding importance of good health to avoid stress.		
4	Ethics & Motivation		
	4.1 What are ethics, how ethics help to ensure positive interpersonal relations,	03	--
	4.2 Personal value system, and personal quality primer		
5	Creativity		
	5.1 Definition of Creativity, Tips and ways to increase creativity, importance of creativity.	03	--
6	Problem Solving Techniques		
	6.1 Puzzles and technical quizzes to be organized to develop these skills.	03	--
Total		16	--

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

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.	06
Total		32


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. Motivation & Goal Setting 2. Stress Management,3. Ethics & Motivation


(Prof. Smt.V.P.Ashwatpur)
Prepared By


(Prof. S. B. Kulkarni)
Secretary, PBOS


(Prof. P.B.Kamble)
Chairman, PBOS