

GOVERNMENT POLYTECHNIC, NAGPUR.

(An Autonomous Institute of Govt. of Maharashtra)

COURSE CURRICULUM

PROGRAMME	: DIPLOMA IN CE/ME/EE/EC/CM/IT/MT/PK/AE/TX/TR
LEVEL NAME	: ELECTIVE COURSES
COURSE CODE	: FS501E
COURSE TITLE	: FINISHING SCHOOL
PREREQUISITE	: NIL
TEACHING SCHEME	: TH: 00; TU: 00; PR: 04(CLOCK Hrs.)
TOTAL CREDITS	: 02(1 TH/TU CREDIT = 1 CLOCK HR., 1 PR CREDIT = 2 CLOCK HR.)
TH. TEE EXAM	: NIL
PR. TEE EXAM	: 02 HRs (Internal)
PT. EXAM	: NIL

❖ RATIONALE:

Polytechnic Diploma pass outs who are not readily employable in the desired target jobs, need further grooming. Diploma engineers are not fit for relevant jobs in related work areas in corporate due to lack of required skills like communication, team work, arithmetic, public speaking, attitude building, ethics, business etiquettes etc. This 'disconnects' between the desired jobs and the qualifications obtained needs to be addressed by institutes. This course helps in bridging the gap between Formal education and Industry requirements. Industries and Institutes have a role to play. A pre-employment training programme in which curriculum is developed for students to prepare them for requirements of industries. It aims to provide soft skills to student to facilitate their employability and play a part in the supply side issues (of talent) of the industry. Students then can adapt themselves to the industrial scenario.

❖ COURSE OUTCOMES:

After completing this course students will be able to–

- 1 Perform SWOT analysis
- 2 Demonstrate soft skills.
- 3 Enhance employability skills.
- 4 Adapt ethics and values.
- 5 Practice interpersonal skills.
- 6 Refine communication skills.

❖ **COURSE DETAILS:****A. THEORY :**

Units	Specific Learning Outcomes(Cognitive Domain)	Topics and subtopics	Hrs
Nil			

B. LIST OF PRACTICALS/LABORATORY EXPERIENCES/ASSIGNMENTS:

Practicals	Specific Learning Outcomes (Psychomotor Domain)	Units	Hrs.
1.	<ul style="list-style-type: none"> Identify Strengths and Weaknesses of Self Observe Opportunities and Threats in Self Exhibit different interpersonal skills in given situations. 	A. Soft Skills Understanding self & others a. SWOT Analysis b. Interpersonal Skills	4
2	<ul style="list-style-type: none"> Practise face to face communication in formal/informal groups. Observe Body Language of others and note the changes in different persons. Construct and demonstrate short public speech of five minutes on a topic of interest. Identify signs and signals as a means of communication and list them. 	A. Soft Skills Communication Skills a. Verbal & Non Verbal Communication b. Body Language c. Sixth sense Intuition d. Public Speaking	8
3	<ul style="list-style-type: none"> Identify factors in self esteem. Produce a list of behavioural elements of concentration. Practise tongue twister to enhance power of concentration. 	A. Soft Skills Self Confidence a. Strength of Conviction b. Power of Concentration c. Self Esteem	4
4	<ul style="list-style-type: none"> Practise three different dress combinations for professional presentation. Demonstrate three social manners and etiquettes in a group task 	A. Soft Skills Presenting Self a. Fine Grooming b. Dress Sense c. Manners & Etiquettes	4
5	<ul style="list-style-type: none"> Set career goals for next five years and list activities to achieve these goals. Prepare a chart of daily routine activities with Important, Very important, Urgent and Very urgent 	A. Soft Skills Effective Self Management a. Goal Setting b. Time Management c. Emotional Quotient d. Motivating self and	6

	classification. <ul style="list-style-type: none"> Identify assertive behavioural aspects of persons in your surrounding Identify factors/elements related to emotional balance in given situations. 	Others e. Positive Thinking & Assertiveness	
6	<ul style="list-style-type: none"> Practise yoga /meditation. Prepare a habit plan and list steps for action plan. Construct diet chart for self. 	A. Soft Skills Personality Development a. Physical & Mental Health b. Habit formation- Do's & Don'ts c. Diet Pyramid	6
7	<ul style="list-style-type: none"> Exhibit attitude as response to various situations (case studies). 	B. Employability Skills Attitudes	2
8	<ul style="list-style-type: none"> Demonstrate technical skills of different subjects. 	B. Employability Skills Technical Skills	6
9	<ul style="list-style-type: none"> Observe the weakness domain of the individuals in given situations. 	B. Employability Skills Adaptability	4
10	<ul style="list-style-type: none"> Compose creative essay. Suggest creative solutions to various given situations. 	B. Employability Skills Creativity and Innovation	4
11	<ul style="list-style-type: none"> Exhibit team spirit and leadership qualities while working in a team. 	B. Employability Skills Interpersonal Skills a. Working in Team b. Leadership	4
12	<ul style="list-style-type: none"> Practise Role play in group to exhibit corporate culture. 	B. Employability Skills Corporate culture	4
13	<ul style="list-style-type: none"> Prepare Resume. Practise Group Discussions. Demonstrate interview techniques through mock interview. 	B. Employability Skills Job Selection Process a. Resume Writing b. Group Discussions c. Personal Interview	8
Total Hrs.			64

❖ **SPECIFICATION TABLE FOR THEORY PAPER:**

Not Applicable

❖ **QUESTION PAPER PROFILE FOR THEORY PAPER:**

Not Applicable

❖ **ASSESSMENT AND EVALUATION SCHEME:**

	What		To Whom	Frequency	Max Marks	Min Marks	Evidence Collected	Course Outcomes
Direct Assessment Theory	CA (Continuous Assessment)	Progressive Test (PT)	Students	Two PT (average of two tests will be computed)	--	--	--	--
		Assignments		Continuous	--	--	--	--
	TEE (Term End Examination)	End Exam	Students	End Of the Course	--	--	--	--
				Total	--	--	--	--
Direct Assessment Practical	CA (Continuous Assessment)	Skill Assessment	Students	Continuous	20	--	Rubrics & Assessment Sheets	1, 2, 3, 4,5,6
		Journal Writing		Continuous	05	--	Journal	1, 2, 3, 4,5,6
				TOTAL	25	10		
	TEE (Term End Examination)	End Exam	Students	End Of the Course	50	20	Rubrics & Printouts	1, 2, 3, 4,5,6
Indirect Assessment	Student Feedback on course		Students	After First Progressive Test	Student Feedback Form		1, 2, 3, 4,5,6	
	End Of Course			End Of The Course	Questionnaires			

❖ **SCHEME OF PRACTICAL EVALUATION:**

S.N.	Description	Max. Marks
1	Report writing	20
2	Presentation Skills	20
3	Viva voce	10
Total		50

❖ **MAPPING COURSE OUTCOMES WITH PROGRAM OUTCOMES:**

Course Outcomes (Cos)	Program Outcomes (Pos)										PSOs	
	1	2	3	4	5	6	7	8	9	10	1	2
1	-	-	3	2	-	-	-	3	-	3	-	-
2	-	-	3	-	3	-	3	3	3	3	-	-
3	-	-	-	2	3	-	3	3	3	3	-	-
4	-	-	-	-	3	2	3	3	3	3	-	-
5	-	-	3	-	3	2	3	3	3	3	-	-
6	-	-	3	-	3	2	-	3	3	3	-	-

1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)

❖ **REFERENCE & TEXT BOOKS:**

S.N.	Title	Author, Publisher, Edition and Year Of publication	ISBN Number
1.	How to win friends and Influence people	Dale Carnegie, Fingerprint Edition 2016	10: 8175993480 13: 978-8175993488
2.	The SWOT Analysis	Lawrence G. Fine, Createspace Edition 2009	10: 1449546757 13: 978-1449546755
3.	Body Language	Allan Pease, Manjul Publishing House Pvt. Ltd., Edition 2014	10: 8183224105 13: 978-8183224109
4.	The Spark is Within You	Jagdish Bali, Authorspress, Edition 2016	10: 9352072332 13: 978-9352072330
5.	How to Read a Person Like a Book	Rupa Publications India, Edition 2012	10: 8129119188 13: 978-8129119186

6.	Believe in Yourself	Dr. Joseph Murphy, Manjul Publishing House Pvt. Ltd., 1 st Edition 2014	10: 8183225098 13: 978183225090
7.	Think and Grow Rich	Napoleon Hill, Jaico Publishing House; First edition 2007	10: 817992792X 13: 9788179927922
8.	Communication Skills	Sanjay kumar, Oxford Edition 2011	10: 0198069324 13: 9780198069324
9.	The Power of your Sub conscious Mind	Dr. Joseph Murphy, Amazing Reads Edition 2015	10: 8192910962 13: 9788192910963
10.	The Power of Positive Thinking	Norman Vincent Peale,	10: 0091906385 13: 9780091906382
11.	The Ace of Soft Skills: Attitude, Communication and Etiquette for Success	Gopalaswamy Ramesh	10: 8131732851 13: 978-8131732854

❖ E-REFERENCES:

- https://en.wikipedia.org/wiki/Soft_skills accessed on 20th September, 2016
- <http://www.p21.org/about-us/p21-framework/262> accessed on 1st November 2016
- <http://innovationexcellence.com/blog/2012/08/04/whats-the-difference-between-creativity-and-innovation/> accessed on 10th October 2016
- <http://study.com/academy/lesson/self-understanding-and-self-concept.html> accessed on 20th October, 2016
- <http://www.skillsyouneed.com/ips/understanding-others.html> accessed on 20th October, 2016
- <http://articles.bplans.com/how-to-perform-swot-analysis/> accessed on 19th September, 2016
- <http://www.skillsyouneed.com/ips/body-language.html> accessed on 19th September, 2016
- <https://www.mindtools.com/CommSkll/PublicSpeaking.htm> accessed on 19th September 2016
- https://www.mindtools.com/pages/article/newHTE_90.htm accessed on 20th October 2016

❖ LIST OF MAJOR EQUIPMENTS/INSTRUMENTS WITH SPECIFICATION

Nil

❖ **LIST OF EXPERTS & TEACHERS WHO CONTRIBUTED FOR THIS CURRICULUM:**

S.N.	Name	Designation	Institute / Industry
1.	Mr. D.S. Kulkarni	HOD, Textile Manufacture	Government Polytechnic, Nagpur.
2.	Dr. Surendra Gole	Corporate HR Trainer, Former Principal,	Nagpur Institute of Technology, Nagpur
3.	Mr. Ashish Khole	Divisional Manager	TAL - Areospace Business Unit – (Tata Group of company) Nagpur
4.	Dr. Rozina Rana	Director	ELAN Finishing School, Priyadarshini Group of Institutions
5.	Mr. Sarang Sawangikar	Asstt. Vice President(HR)	Vidarbha Power Ltd., Butibori
6.	Ms. M.M.Machale	Lecturer in English	Government Polytechnic, Nagpur
7.	Dr. S.W.Rajurkar	In-Charge, Curriculum Development Cell	Government Polytechnic, Nagpur.
8.	Mr. G.V.Gotmare	In-Charge, Curriculum Development Cell	Government Polytechnic, Nagpur.

(Member Secretary PBOS)

(Chairman PBOS)