**BTech Third Year**

**FILENAME: PROFESSIONAL SKILLS ENHANCEMENT**

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| 1 | Course number | **PCM 401** | |
| 2 | Course Title | **Professional Skills Enhancement** | |
| 3 | Credits | 4 | |
| 4 | Contact Hours (L-T-P) | 2-0-4 | |
| 5 | Course Objective | To enhance the overall personality of an individual at the work place.  To improve the accuracy of expressions. To understand the nuances of spoken English. | |
| 6 | Course Outcomes | Students would be able to   1. Construct meaningful sentences in a formal setting. 2. Learn corporate etiquettes 3. Speak coherently and communicate in a group. 4. Identify her/his strength and work on weaknesses 5. Participate in GDs with emphasis on four main areas viz.   Communication skills, Thought content, Group dynamics, Team working and  Leadership.   1. Learn the techniques to be successful in GDs. 2. Understand the different types of Interview. 3. Understand the pre planning of the interview 4. Prepare for the interview through the mock interviews conducted | |
| 7 | **Outline Syllabus: Professional Skills Enhancement** | | |
| 7.01 | PCM 401.A | **Unit A** | **Aptitude in English Communication (Revision exercises and Tests)** |
| 7.02 | PCM 401.A1 | Unit A Topic 1 | Ability to construct meaningful sentences in a formal setting |
| 7.03 | PCM 401..A2 | Unit A Topic 2 | Ability to read and comprehend (short articles), write effective summaries |
| 7.04 | PCM 401..A3 | Unit A Topic 3 | Ability to communicate in writing |
| 7.05 | PCM 401..A4 | Unit A Topic 4 | Ability to speak coherently and convey the required message in a group setting (Role Plays) |
| 7.06 | PCM 401..B | **Unit B** | **Personality Tree Exercise to identify personality traits** |
| 7.07 | PCM 401..B1 | Unit B Topic 1 | Understanding of one’s value system, life structure, relationships, qualities, aspirations, accomplishments, areas of improvement, through a group participatory exercise |
| 7.08 | PCM 401..B2 | Unit B Topic 2 | How to leverage on the Personality Tree output during the interview |
| 7.09 | PCM 401.B3 | Unit B Topic 3 | Identify own traits required for the job applied for |
| 7.10 | PCM 401.. B4 | Unit B Topic 4 | Match them with own traits to show an optimum fit |
| 7.11 | PCM 401..C | **Unit C** | **Group Discussion** |
| 7.12 | PCM 401..C1 | Unit C Topic 1 | Types of GDs |
| 7.13 | PCM 401.. C2 | Unit C Topic 2 | Techniques for success in GDs |
| 7.14 | PCM 401.C3 | Unit C Topic 3 | Body Language, Communication, Content, Teamwork, Leadership DOs and DON’Ts |
| 7.15 | PCM 401.C4 | Unit C Topic 4 | Mock GD sessions (Topics and Case based) Demonstration and Practice |
| 7.16 | PCM 401. D | **Unit D** | **Preparing for Personal Interview** |
| 7.17 | PCM 401.D1 | Unit D Topic 1 | Pre planning interview : dress code , body language |
| 7.18 | PCM 401.D2 | Unit D Topic 2 | HR Interviews – analytical and behavioural interviews |
| 7.19 | PCM 401.D3 | Unit D Topic 3 | Stress Interviews Dos and Donts |
| 7.20 | PCM 401.D3 | Unit D Topic 4 | Mock Interviews in class for demonstration purposes  Golden Questions and how to develop answers to them ; resume writing |
| 8 | Course Evaluation | | |
| 8.1 | Course work: 30% | | |
| 8.11 | Attendance | None | |
| 8.12 | Homework | Two best assignments out of 4 : 10 marks | |
| 8.13 | Mock GD | 10 markS | |
| 8.14 | Mock interviews | 10 marks | |
| 8.15 | Presentations | 10 marks | |
| 8.16 | Any other | None | |
| 8.2 | MTE | 20% | |
| 8.3 | End-term Examination: 40% | | |
| 9 | References | | |
| 9.1 | Text book | Communication Skills by Sanjay Kumar and Pushp Lata, OUP publication | |
| 9.2 | Other references | Overcoming Shyness and Hesitation  Seven Keys to a Positive Personality  Inspirational Video: Change Your Mind in 2.5 minutes  inspirational Video: Even Eagles Need a Push Inspirational Video: Never Give Up  Virtual TV’s Essentials of Presentations  Oxford Professional Presentation  Oxford Presentation on Interviews  Good Examples of Interview I  Good Examples of Interview 2  Wipro and McGraw-Hill’s How Group Discussion should be Handled Oxford Video on Group Discussion  Presentation on Personality Tree | |
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**Mapping of Outcomes vs. Topics**

**FILENAME: Professional Enhancement Skill**

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| Outcome no. →  Syllabus topic↓ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| PCM 401.A | X |  |  |  |  |  |  |  |  |  |  |  |
| PCM 401.A1 |  | X |  |  |  |  |  |  |  |  |  |  |
| PCM 401.A2 |  |  | X |  |  |  |  |  |  |  |  |  |
| PCM 401.A3 |  |  | X |  |  |  |  |  |  |  |  |  |
| PCM 401.A4 |  |  |  | X |  |  |  |  |  |  |  |  |
| PCM 401.B |  |  |  |  | X |  |  |  |  |  |  |  |
| PCM 401.B1 |  |  |  |  |  | X |  |  |  |  |  |  |
| PCM 401.B2 |  |  |  |  |  | X |  |  |  |  |  |  |
| PCM 401.B3 |  |  |  |  |  |  | X |  |  |  |  |  |
| PCM 401.B4 |  |  |  |  |  |  |  | X |  |  |  |  |
| PCM 401.C |  |  |  |  |  |  |  | X |  |  |  |  |
| PCM 401.C1 |  |  |  |  |  |  |  |  | X |  |  |  |
| PCM 401.C2 |  |  |  |  |  |  |  |  |  | X |  |  |
| PCM 401.C3 |  |  |  |  |  |  |  |  |  | X |  |  |
| PCM 401.C4 |  |  |  |  |  |  |  |  |  | X |  |  |
| PCM 401.D |  |  |  |  |  |  |  |  |  |  | X |  |
| PCM 401.D1 |  |  |  |  |  |  |  |  |  |  |  | X |
| PCM 401.D2 |  |  |  |  |  |  |  |  |  |  |  | X |
| PCM 401.D3 |  |  |  |  |  |  |  |  |  |  |  | X |
| PCM 401.D4 |  |  |  |  |  |  |  |  |  |  |  | X |