

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 |

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|-----|---|--|--------------------------------------|
| 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)