

## **R 2020**

HS1521

## **PROFESSIONAL COMMUNICATION**

### **OBJECTIVES:**

The course aims to:

•

the Employability and Career Skills of students

•

the students towards grooming as a professional

•

them Employable Graduates

•

their confidence and help them attend interviews successfully.

### **UNIT I**

Introduction to Soft Skills– Hard skills & soft skills – employability and career

Skills—Grooming as a professional with values—Time Management—General awareness of Current Affairs

### **UNIT II**

Self-Introduction-organizing the material – Introducing oneself to the audience – introducing the topic – answering questions with clarity and appropriate phrases – individual presentation practice— presenting the visuals effectively – 5 minute presentations

### **UNIT III**

Introduction to Group Discussion— Participating in group discussions – understanding group dynamics – brainstorming the topic – questioning and clarifying –GD strategies- activities to improve GD skills

### **UNIT IV**

Interview etiquette – dress code – body language – attending job interviews– telephone/skype interview -one to one interview &panel interview – FAQs related to job interviews

### **UNIT V**

Recognizing differences between groups and teams- managing time-managing stress- networking professionally- respecting social protocols-understanding career management-developing a long-term career plan-making career changes

**30 PERIODS**

### **OUTCOMES:**

At the end of the course Learners will be able to:

- Make effective presentations
- Participate confidently in Group Discussions.
- Attend job interviews and be successful in them.
- Develop adequate Soft Skills required for the workplace

Available Software:

1. Odyl

REFERENCES:

1. Butterfield, Jeff Soft Skills for Everyone. Cengage Learning: New Delhi, 2015
2. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015
3. Interact English Lab Manual for Undergraduate Students, .OrientBalckSwan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014
5. S. Hariharanet al. Soft Skills. MJP Publishers: Chennai, 2010.

**R2017**

**PT8811 PROJECT WORK L T P C 0 0 20 10**

Each student will be assigned a project involving some design and fabrication work as well as theoretical and experimental studies on issues related to Polymer Technology. Continuous internal assessment marks for the project will be given during project review meeting. The student has to prepare and present a detailed project report at the end of the semester and give a presentation about the work done. End semester examination mark will be based on viva voce examination.

PE1221

**SEMINAR**

L	T	P	C
0	0	2	1

**OBJECTIVES:**

The seminar power point presentation shall be fundamentals oriented and advanced topics in the polymer engineering with references of journal papers. Presentation is to be planned for duration of 15 minutes including a question answer session of five minutes. The marks will be awarded based on the presentation of the seminar.

PE1321

**PROJECT WORK (PHASE -I)**

L	T	P	C
0	0	12	6

**Project report:** To be prepared in proper format. The report may include the aspects of the literature review. Members of a project group shall prepare and submit the report. A comprehensive oral Viva-voce examination will be conducted to assess the student's, depth of understanding in the specified field of engineering and technology.. etc.

An internal and external examiner is appointed for the Conduct of viva voce end examination.

PE1322

**Industrial Training**

L	T	P	C
0	0	0	1

Students are required to undertake Industrial Training in an industry related to the field of polymer engineering for a period not less than 4 weeks immediately after first year second semester examination is over.

Students are required to submit neatly typed and bound training report after joining the college.

The report should include information about working of the industry as also specific information of the work done by the student in the industry. The students are also required to attach the Original Certificate issued by the competent authority from the industry where he / she has undergone training mentioning the successful completion of the training.

The student is required to present the report of the skills / knowledge acquired by her/him during the training for his industrial training evaluation.

PE1421

PROJECT WORK (PHASE –II)

L	T	P	C
0	0	24	12

**Project report:** To be prepared in proper format. The report shall record all aspects of the work. Members of a project group shall prepare and submit the report.

A comprehensive oral Viva-voce examination will be conducted to assess the student's intellectual achievement, depth of understanding in the specified field of engineering and technology etc.

An internal and external examiner is appointed for the Conduct of viva voce end examination