

HS8581

**PROFESSIONAL COMMUNICATION**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>

**OBJECTIVES: The course aims to:**

- Enhance the Employability and Career Skills of students
- Orient the students towards grooming as a professional
- Make them Employable Graduates
- Develop 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 – 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

**TOTAL : 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

**Recommended Software**

1. Globearena
2. Win English

**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,. OrientBlackSwan: Hyderabad, 2016.
4. Raman, Meenakshi and Sangeeta Sharma. Professional Communication. Oxford University Press: Oxford, 2014
5. S. Hariharanetal. Soft Skills. MJP Publishers: Chennai, 2010.

**OBJECTIVE:**

- To develop and strengthen entrepreneurial quality and motivation in students and to impart basic entrepreneurial skills and understanding to run a business efficiently and effectively.

**UNIT I ENTREPRENEURSHIP****9**

Entrepreneur – Types of Entrepreneurs – Difference between Entrepreneur and Intrapreneur Entrepreneurship in Economic Growth, Factors Affecting Entrepreneurial Growth.

**UNIT II MOTIVATION****9**

Major Motives Influencing an Entrepreneur – Achievement Motivation Training, Self Rating, Business Games, Thematic Apperception Test – Stress Management, Entrepreneurship Development Programs – Need, Objectives.

**UNIT III BUSINESS****9**

Small Enterprises – Definition, Classification – Characteristics, Ownership Structures – Project Formulation – Steps involved in setting up a Business – identifying, selecting a Good Business opportunity, Market Survey and Research, Techno Economic Feasibility Assessment – Preparation of Preliminary Project Reports – Project Appraisal – Sources of Information – Classification of Needs and Agencies.

**UNIT IV FINANCING AND ACCOUNTING****9**

Need – Sources of Finance, Term Loans, Capital Structure, Financial Institution, Management of working Capital, Costing, Break Even Analysis, Taxation – Income Tax, Excise Duty – Sales Tax.

**UNIT V SUPPORT TO ENTREPRENEURS****9**

Sickness in small Business – Concept, Magnitude, Causes and Consequences, Corrective Measures - Business Incubators – Government Policy for Small Scale Enterprises – Growth Strategies in small industry – Expansion, Diversification, Joint Venture, Merger and Sub Contracting.

**TOTAL : 45 PERIODS****OUTCOME:**

- Upon completion of the course, students will be able to gain knowledge and skills needed to run a business successfully.

**TEXT BOOKS :**

- Donald F Kuratko, "Entrepreneurship – Theory, Process and Practice", 9<sup>th</sup> Edition, Cengage, Learning, 2014.
- Khanka. S.S., "Entrepreneurial Development" S.Chand & Co. Ltd., Ram Nagar, New Delhi, 2013.

## REFERENCES :

1. EDII "Faculty and External Experts – A Hand Book for New Entrepreneurs Publishers: Entrepreneurship Development", Institute of India, Ahmadabad, 1986.
2. Hisrich R D, Peters M P, "Entrepreneurship" 8<sup>th</sup> Edition, Tata McGraw-Hill, 2013.
3. Mathew J Manimala, "Enterprenuership theory at cross roads: paradigms and praxis" 2<sup>nd</sup> Edition Dream tech, 2005.
4. Rajeev Roy, "Entrepreneurship" 2<sup>nd</sup> Edition, Oxford University Press, 2011.



**ME8682**

**DESIGN AND FABRICATION PROJECT**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>

**OBJECTIVE:**

- The main objective is to give an opportunity to the student to get hands on training in the fabrication of one or more components of a complete working model, which is designed by them.

**GUIDELINE FOR REVIEW AND EVALUATION**

The students may be grouped into 2 to 4 and work under a project supervisor. The device/ system/component(s) to be fabricated may be decided in consultation with the supervisor and if possible with an industry. A project report to be submitted by the group and the fabricated model, which will be reviewed and evaluated for internal assessment by a Committee constituted by the Head of the Department. At the end of the semester examination the project work is evaluated based on oral presentation and the project report jointly by external and internal examiners constituted by the Head of the Department.

**TOTAL : 60 PERIODS**

**OUTCOMES:**

**Upon the completion of this course the students will be able to**

CO1 design and Fabricate the machine element or the mechanical product.

CO2 demonstrate the working model of the machine element or the mechanical product.

**ME8811**

**PROJECT WORK**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>0</b>	<b>0</b>	<b>20</b>	<b>10</b>

**OBJECTIVE :**

- To develop the ability to solve a specific problem right from its identification and literature review till the successful solution of the same. To train the students in preparing project reports and to face reviews and viva voce examination.

The students in a group of 3 to 4 works on a topic approved by the head of the department under the guidance of a faculty member and prepares a comprehensive project report after completing the work to the satisfaction of the supervisor. The progress of the project is evaluated based on a minimum of three reviews. The review committee may be constituted by the Head of the Department. A project report is required at the end of the semester. The project work is evaluated based on oral presentation and the project report jointly by external and internal examiners constituted by the Head of the Department.

**TOTAL: 300 PERIODS**

**OUTCOME :**

- On Completion of the project work students will be in a position to take up anychallenging practical problems and find solution by formulating proper methodology.