

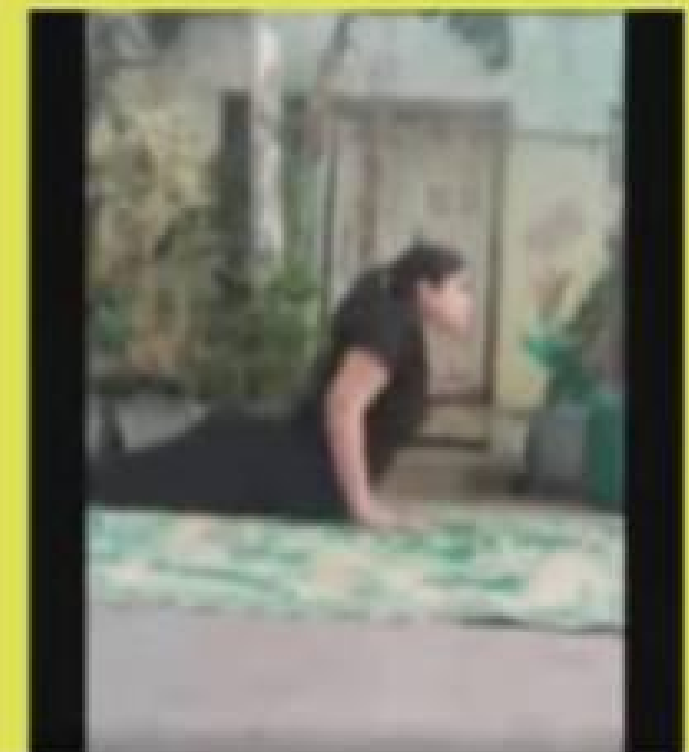


राष्ट्रीय सेवा योजना
अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
देवी अहिल्या विश्वविद्यालय, इंदौर

1. अंतरराष्ट्रीय योग दिवस

वर्ष : 2020-21

क्र.	दिनांक	संस्था का नाम	स्थान	भागीदारी संख्या		आयोजित कार्यक्रम की व्याख्या
				छात्र	शिक्षक	
1.	21/06/21	IET-DAVV	ऑनलाइन माध्यम	45	05	देवी अहिल्या विश्वविद्यालय में अंतरराष्ट्रीय योग दिवस पर 10 दिवसीय योग कार्यशाला का आयोजन किया जा रहा है जो की ऑनलाइन माध्यम से किया जाएगा। इस कार्यक्रम के अन्तर्गत 21 जून 2021 को संस्थान द्वारा प्रातः 7:00 से 8:00 बजे तक योग कार्यशाला की शुरुवात की गई। इस कार्यशाला में श्री अजीत बरगले एवं श्रीमती कृति बरगले मुख्य प्रशिक्षक के तौर पर आमंत्रित थे। जिसमें उन्होंने विभिन्न योग, उनकी पिधि, लाभ, एवं सावधानियों के बारे में बताया। कार्यक्रम की शुरुआत में आदरणीय निदेशक महोदय डॉ संजीव टोकेकर द्वारा सभी प्रतिभागियों को संबोधित करते हुए योग करने के लिए प्रोत्साहित किया। कार्यक्रम में राष्ट्रीय सेवा योजना के कार्यक्रम अधिकारी श्री तपेश सरसोदिया एवं श्रीमती सीमा चौहान मौजूद थे उन्होंने भी प्रतिभागियों को योग करने की सलाह दी जिससे वह अपने जीवन को स्वस्थ एवं सुखी बनाए। कार्यक्रम में कुल 50 प्रतिभागियों ने भाग लिया जो कि विभिन्न कॉलेजो से थे। योग की मानव जीवन में महत्ता एवं शरीर विज्ञान के बारे में सभी को जानने को मिला। योगाभ्यास दिवस 01 सफलता से पूर्ण हुआ।



Devi Ahilya University, Indore, India Institute of Engineering & Technology				II Year B.E. (Mechanical Engg.) (Full Time)			
Subject Code & Name	Instructions Hours per Week			Credits			
SMR3S3 EFFECTIVE COMMUNICATION SKILL	L	T	P	L	T	P	Total
Duration of Theory Paper: 3 Hours	2	0	0	2	0	0	2

Learning Objectives:

1. To make fundamentally strong base for decision making skills by applying the concepts of communication.
2. To develop effective communication skills in engineers for expressing the technical ideas and for discussing the technical issues with confidence.
3. To develop soft skills of presentation, for developing effectivity in communication.

Pre requisite(s): Basic English.

COURSE CONTENTS

UNIT-I

Fundamentals of Communication: The Importance of Communication; the Basic forms of Communication; The Process of Communication; Types of Communication; Art of Communication. Barriers of Communication and their remedies.

UNIT-II

Inter-personal skills: Building Positive Relationships; Giving Praise; Dealing with Criticism; Managing Conflicts; Telephone speaking skills and Cross-cultural communication skills.

UNIT-III

Fundamentals of public Speaking: Speeches on topics of current concern ,listening- The importance of listening; Barriers to Effective Listening; Approaches to Listening; How to be a Better Listener; What speakers can do to ensure better listening.

UNIT-IV

Interviews: Points to be remembered as an interviewer or an interviewee; commonly asked questions; Types of interviews; Do's and Don'ts.

UNIT-V

Making Presentations: Speech Purpose- General and Specific; Methods of Speaking; Analyzing the Audience; Nonverbal Dimensions of Presentation, Group Discussions: Importance; Process; Points to be kept in mind while participating; Do's and don'ts.

Learning Outcomes:

Upon Completing the Course, Student will able to:

1. Understand importance of communication process.
2. Understand importance of presentation.
3. Improve the barriers of communication.
4. Participate in interviews and group discussion.

BOOKS RECOMMENDED:

- [1] Chaturvedi P D, Chaturvedi M, *Business Communication: Concepts, Cases and Applications*, Pearson Education, Singapore Pvt. Ltd, 2004.
- [2] ICMR, *Business Communication*, Feb 2001.
- [3] Davies J, *Communication Skills: A Guide for Engineering and Applied Science Students*, 2/e Pearson Education, 2006.

Devi Ahilya University, Indore, India Institute of Engineering & Technology				II Year B.E. (Information Technology)			
Subject Code & Name	Instructions Hours per Week			Credits			
SIR4S4 Communication Skills	L	T	P	L	T	P	Total
	2	-	-	2	-	-	2
Duration of Theory Paper: 2 Hours							

Learning Objectives: introduced to skills involved in making a presentation at a conference.

- To help students acquire the basics of interpersonal skills and public speaking.
- To improve their communication skills and ability to understand others
- To provide the knowledge of Professional Speaking.
- To develop skills involved in making a presentation at a conference.
- To develop understanding about Dressing Sense, Telephone and Mobile Etiquettes.

COURSE CONTENTS

UNIT-I

Introduction to Communication: Purpose of Communication; Process of Communication; Importance of Communication in Business; Differences between Technical and General Communication; Barriers to Communication; Measures to Overcome the Barriers to Communication. Objectives and Principles of Communication.

UNIT-II

Types of Communication & Listening Skills: Types of Communication; Verbal Communication-Importance of verbal communication- Advantages of verbal communication, Significance of Non-verbal Communication. Listening Process: Classification of Listening, Purpose of Listening, Common Barriers to the Listening Process, Measures to Improve Listening. Listening as an Important Skill in Work Place.

UNIT-III

Communication Network: Scope and Types of Communication Network; Formal and Informal Communication Network; Upward Communication; Downward Communication; Horizontal Communication; Diagonal Communication.

UNIT-IV

Oral Communication Skills Attire and Etiquettes: Oral Business Presentation and Public Speaking; Self-Monitoring as tool for Public Speaking; Purpose, Analysis of Audience, Steps in Making a Presentation, Delivering a Presentation. Dressing Sense and Telephone/Mobile Etiquettes.

UNIT-V

Employment Communication – Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview. **Group Discussion;** Purpose, Methods and Importance

Learning Outcomes:

Upon Completing the Course, Student will able to:

1. Analyze different Communication Pattern.
2. Understand Audience while speaking publically.
3. Implement Interview Technique and Group Discussion.
4. Develop understanding toward making own Style of Communication.

Suggested Readings:

1. Pal, R. & Korlahalli, J.S. Essentials of Business Communication, Sultan Chand & Sons, New Delhi.
2. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
3. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
4. Prasad, P. Communication Skills, S.K. Kataria & Sons.
5. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition.
6. Bill Scott, The Skills of Communication, Bombay, Jaico
7. Ronald E. Dulek & John S. Fielden, Principles of Communicatin, New York, McMillan.

Devi Ahilya University, Indore, India Institute of Engineering & Technology			II Year B.E. (Information Technology)				
Subject Code & Name	Instructions Hours per Week			Credits			
SIR3S3 Life Management Skills	L	T	P	L	T	P	Total
	2	-	-	2	-	-	2
Duration of Theory Paper:3 Hours							

Learning Objectives:

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Pre requisites: Nil

COURSE CONTENTS

UNIT-I

Understanding Self

Evolution and us, Basics of brain-structure, Our feel-good and feel-bad brain-chemicals, Role of genes, Understanding how brain stores information. Understanding emotions, Basics of nervous system, dealing with anxiety, Ways to offset depression, Managing anger, and Right attitude towards competition. Understanding hormones and dealing with hormonal changes, Understanding and managing mood-fluctuations, Understanding the reasons behind OCD and addictions.

Unit-II

Managing Habits

Neurology of habits, developing discipline, creating new habits, Science behind will-power, Changing destructive habits, Habits of highly effective people. How to relax, How meditation works, How to bring positivity in oneself, How to bring equanimity in oneself, Happiness – a state of mind, related techniques.

Unit-III

Relationship Management

Ability to size-up situations, Interconnections between emotions and nonverbal behavior, Observing nonverbal behavior, Profiling people's personal environments. Roots of empathy,

Basics of interpersonal communication, Understanding the types of people & their motivating-factors, Listening skills, Dealing with difficult people.

Unit-IV

Stress Management

Understanding the physiology of stress, Understanding how stress affects learning, How oversensitivity harms, How to focus, Concepts of crisis management, techniques of stress management. Dealing with peer pressure and complexes, Assertiveness Training, Avoiding groupthink, Dealing with distractions, Concepts of healthy relationships.

Unit-V

Wellness Basics

How sleep affects mind, Exercising and mind, Concepts of balanced diet, Importance of recreational habits, Role of art in wellness, How imagination shapes our brain. (more contents can be added in this unit to make it complete)

Text book and other reading resources

Learning Outcomes :

Upon completing the course, students will be able to:

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BOOKS RECOMMENDED:

Devi Ahilya University, Indore, India Institute of Engineering & Technology				ME – I Year (Spl Digital Communication) Semester- B			
Subject Code & Name	Instructions Hours per Week			Credits			
ASR2S2: Soft Skill-2	L	T	P	L	T	P	Total
		2	-	-	2	-	-
Duration of Theory Paper: 3 Hours							

Objective: To learn about basic Life and Organizational skills.

Pre-requisites: Nil.

COURSE CONTENTS

Unit I

Perception & Learning

Perception: Importance of Perception, Factors influencing perception – Selective Perception, Halo effect, Projection, Stereotyping.

Learning : Defining & Importance, Theories of Learning – Behavioral, Cognitive & Social Learning, Learning Curves – Diminishing-returns, Increasing-returns & S Shaped. Reinforcement – Positive, Negative, Punishment & Extinction.

Unit II

Values, Attitude & Job Satisfaction

Values – Meaning, Importance & Types; Loyalty & Ethical Behaviour; Values across Cultures, Hofstede’s Framework for assessing Cultures.

Attitude & Job Satisfaction – Meaning & Components of Attitude; Attitudes towards Job – Job Satisfaction, Job Involvement, Organizational Commitment; Job Satisfaction & Productivity, Absenteeism & Turnover; Attitudes & Consistency; Cognitive Dissonance Theory.

Unit III

Group Dynamics

Groups – Definition & Meaning , Stages & Process of Group Formation, types,

Work Group Behaviour – structure, factors affecting – Norms, Conformity, status, Groupthink, Group shift, Social Loafing, Production Blocking. Group Decision making techniques.

Unit IV

Team Building & Sustaining

Team : Meaning , Types & Process of Team- building, Characteristics of a Matrix, Organizational Matrix and Team work ,Conflict and Communication in teams , Effective Team Member and Team Relations , Successful Teams, Team Leadership, Team Performance - Evaluation and Rewarding System .

Unit V

Organizational Dynamics

Power & Politics : Bases of Power- Formal & Personal, Dependency- a key to Power, Contrasting Leadership & Power, Coalitions, Sexual Harassment, Power Tactics, Organizational Politics, Impression Management.

Organizational Culture – Organizational Structure, Work Specialization, Departmentalization, Chain of Command, Span of Control, Centralization & Decentralization. Organizational Culture & National Culture, Resistance to Change & Change Management.

BOOKS RECOMMENDED:

- [1] Stephen P. Robbins, Organizational Behaviour, Pearson Edu., 10th Ed., 2003.
- [2] R. D. Agarwal, Organization & Management, Tata McGraw-Hill Publishing Co.Ltd, 2007
- [3] Jit S. Chandan , Organizational Behaviour, Vikas Publishing House, 3rd Ed., 2006.
- [4] Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, Organizational Behaviour, Dorling Kindersley (India) Pvt. Ltd., Pearson Edu., 2007.

[5] Ramneek Kapoor, Managerial Skills, Pathmaker Bangalore, Nakoda Publishers & Printers, 1st Ed.

[6] Life Skills – Skills for Life: A handbook, International Federation of Red Cross and Red Crescent Societies Reference Centre for Psychosocial Support, Paramedia 1662, Denmark. 1st edition, 2013.

Devi Ahilya University, Indore, India Institute of Engineering & Technology				ME – I Year (Spl Digital Communication) Semester- A			
Subject Code & Name	Instructions Hours per Week			Credits			
ASR1S1: Soft Skill-1	L	T	P	L	T	P	Total
	2	-	-	2	-	-	2
Duration of Theory Paper: 3 Hours							

Objective: To learn about basic Life and Organizational skills.

Pre-requisites: Nil.

COURSE CONTENTS

Unit I

Social Skills and Negotiation Skills

Life Skills: Generic, Problem Specific and Area Specific Skills, Self-Awareness : Definition, Types of Self- Self Concept, Body Image, Self Esteem Techniques used for Self Awareness: Johari Window, SWOT Analysis Empathy- Sympathy, Empathy & Altruism, Effective Communication - Definition, Functions, Models, Barriers.

Unit II

Thinking Skills

Thinking Nature, Elements of Thought, Types of Thinking, Concept Formation, Reasoning, Creative & Critical Thinking - Definition, Nature, Stages Problem Solving Definition, Steps in Problem Solving Factors Influencing Problem Solving Decision Making Definition, Process, Need, Consequences, Models of Decision Making Goal Setting.

Unit III

Coping Skills

Coping with Emotions - Definition, Characteristics, Types, Classification: Wheel Model, Two-Dimensional Approach, Coping Strategies Coping with Stress, Definition, Stressors, Sources of Stress, The General Adaptive Syndrome Model of Stress. Conflict Management- Sources, Impacts of Conflict and Conflict Resolution.

Unit IV

Personality

Defining Personality, Personality Determinants, Personality Development, Personality Change Various types of Personality. Motivation and its Process.

Unit V

Leadership

Definition of Leadership, Classification: Types of Leaders and Styles of Leadership, Characteristics and Functions of Leadership, Values and Ethics of Leadership.

Theories Of Leadership

Leader Member Exchange Theory, Contingency Theory, Path- Goal Leadership Theory Transformational Leadership Theory, Charismatic Theory.

BOOKS RECOMMENDED:

- [1] Stephen P. Robbins, Organizational Behaviour, Pearson Edu., 10th Ed., 2003.
- [2] Debra McGregor, Developing Thinking; Developing Learning. A Guide to Thinking Skills in Education, Open University Press, McGraw Hill House, 2007.
- [3] Kumar Mahi. Stress Coping Skills Ebook, [Health & Medicine, Technology](#), 2009.
- [4] Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, Organizational Behaviour, Dorling Kindersley (India) Pvt. Ltd., Pearson Edu., 2007.
- [5] Ryan Carey, The Effective Altruism Handbook, Published in 2015 by the Centre For Effective Altruism Oxford, Oxfordshire United Kingdom.
- [6] Life Skills – Skills for Life: A handbook, International Federation of Red Cross and Red Crescent Societies Reference Centre for Psychosocial Support, Paramedia 1662, Denmark. 1st edition, 2013.