

GUJARAT TECHNOLOGICAL UNIVERSITY (GTU)**Competency-focused Outcome-based Green Curriculum-2023 (COGC-2023)**

Semester – III

Course Title: Soft Skills with Seminar

(Course Code: 1334104)

Diploma programme in which this course is offered	Semester in which offered
Automation and Robotics	3 rd Semester

1. RATIONALE

No matter your background of engineering student you are SoftSkills are essential for overall growth of any person. Seminar course combines management skills, soft skills such as Leadership, Time Management cultural, Teamwork and Project Management, to flourish communication and comprehensive knowledge of any Engineering discipline. The course is excellent for anyone looking to enter a role in leadership or entrepreneurs that want to sharpen his/her soft skills and showcase his/her talent in a appropriate manner.

Seminar has many applications for engineering, businesses and organizations of all sizes. Demand is growing for talented professionals with a strong understanding of theory, research studies, and business models that can be applied to real-world Industries, businesses and organizations.

2. COMPETENCY

The purpose of this course is to help the student to attain the following industry identified competency through various teaching learning experiences:

- **Learn Soft skills like Leadership, Decision Making, Time Management , Teamwork, Project Management and Presentation Skills**

3. COURSE OUTCOMES (COs)

The practical exercises, the underpinning knowledge and the relevant soft skills associated with this competency are to be developed in the student to display the following COs:

- a) Make use of Leadership Excellence**
- b) Discover Methods for Effective Decision Making**
- c) Show Effective Time Management**
- d) Show Effective Teamwork and Project Management**
- e) Show Effective Presentation Skills**



4. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P/2)	Examination Scheme				Total Marks
L	T	P		Theory Marks		Practical Marks		
			C	CA	ESE	CA	ESE	
0	0	2	1	-	-	25	25	50

Legends: *L*-Lecture; *T* – Tutorial/Teacher Guided Theory Practice; *P* - Practical; *C* – Credit, *CA* - Continuous Assessment; *ESE* - End Semester Examination.

5. SUGGESTED PRACTICAL EXERCISES

The following practical outcomes (PrOs) that are the sub-components of the COs. Some of the **PrOs** marked “*” are compulsory, as they are crucial for that particular CO at the ‘Precision Level’ of Dave’s Taxonomy related to ‘Psychomotor Domain’.

S. No.	Practical Outcomes (PrOs)	Unit No.	Approx. Hrs. required
1	Explain Carrots and Sticks methods.	1	2
2	Create list of learnings from Golden Circle Rule	1	2
3	Find out Tipping Point Tips and relate with real life examples	1	2
4	Give your thought on : Communication Is Not About Speaking, It's About Listening	1	2
5	Clarify Flight to Peak Productivity, Virtuosity and Undefeatability in your words	2	2
6	Narrate the 4 Focuses of History-Makers and bid method of implementation in one’s life	2	2
7	Discuss and note down important points for Hyperfocusing On Habits	3	2

S. No.	Practical Outcomes (PrOs)	Unit No.	Approx. Hrs. required
8	Prepare a poster presentation on The Four Stages Of Hyperfocus	3	2
9	Prepare a poster presentation on Boundaries Of Your Attention, Attentional Space and recharging attention	3	2
10	Explain The Law Of The Big Picture in team work give your conclusion	4	2
11	Explain The Law Of The Niche in team work give your conclusion	4	2
12	Explain The Law Of The Mount Everest in team work give your conclusion	4	2
13	Write a speech for principal for an event	5	2
14	Prepare a report on different aspects of presentation	5	2
15	Make a power point presentation for a topic from your subject	5	2
16	Pitch your idea on shark tank	5	2
	Total		32

Note

- i. More **Practical Exercises** can be designed and offered by the respective course teacher to develop the industry relevant skills/outcomes to match the COs. The above table is only a suggestive list.
- ii. The following are some **sample** 'Process' and 'Product' related skills (more may be added/deleted depending on the course) that occur in the above listed **Practical Exercises** of this course required which are embedded in the COs and ultimately the competency..

S. No.	Sample Performance Indicators for the PrOs	Weightage in %
1	Scenario where student can show his/her Leadership Excellence	20
2	Scenario where student can apply his/her Decision Making skills	20
3	Situation where student can show his/her Time Management skills	10
4	Setup where student can show his/her Teamwork and Project Management ideas	20
5	Scenario where student can show his/her Presentation Skills	30
	Total	100

6. MAJOR EQUIPMENT/ INSTRUMENTS REQUIRED

This major equipment with broad specifications for the PrOs is a guide to procure them by the administrators to usher in uniformity of practicals in all institutions across the state.

S. No.	Equipment Name	PrO. No.
1	Projector	All
2	Computer	All
3	Books (Mentioned in Point 13)	All

7. AFFECTIVE DOMAIN OUTCOMES

The following **sample** Affective Domain Outcomes (ADOs) are embedded in many of the above mentioned COs and PrOs. More could be added to fulfil the development of this competency.

- a) Work as a leader/a team member.
- b) Follow safety practices while using electrical appliances.
- c) Practice environmental friendly methods and processes. (Environment related)

8. UNDERPINNING THEORY

Unit	Unit Outcomes (UOs) (4 to 6 UOs at Application and above level)	Topics and Sub-topics
Unit – I Leadership Excellence	1a. A WORLD THAT DOESN 'T START WITH WHY 1b. AN ALTERNATIVE PERSPECTIVE 1c. LEADERS NEED A FOLLOWING	1.1 Carrots and Sticks 1.2 The Golden Circle Rule 1.3 How a Tipping Point Tips 1.4 Communication Is Not About Speaking, It's About Listening
Unit – II Decision Making	2a. THE 5 SCIENTIFIC TRUTHS BEHIND EXCELLENT HABITS 2b. THE 3 VALUES OF HEROIC HABIT-MAKERS	2.1 Flight to Peak Productivity, Virtuosity and Undefeatability 2.2 The 4 Focuses of History-Makers 2.3 The 5 AM Club Discovers The Habit Installation Protocol
Unit– III Time Management	3a. THE POWER OF HYPERFOCUS. 3b. THE LIMITS OF YOUR ATTENTION 3c. RECHARGING YOUR ATTENTION	3.1 Introducing Hyperfocus 3.2 Hyperfocusing On Habits 3.3 The Four Stages Of Hyperfocus 3.4 The Boundaries Of Your Attention 3.5 Meet Your Attentional Space 3.6 Multitasking With Habits

Unit	Unit Outcomes (UOs) (4 to 6 UOs at Application and above level)	Topics and Sub-topics
		3.7 When You Should Recharge Your Attention 3.8 Timing
Unit– IV Laws of Teamwork and Project Management	4a. CASE STUDY 4b. OBSERVATION AND LEARNINGS 4c. CONCLUSION AFTER CASE STUDY	5.1 The Law Of The Big Picture 5.2 The Law Of The Niche 5.3 The Law Of Mount Everest
Unit– V Presentation Skills	5a. PRESENT AN INTRODUCTION SPEECH 5b. PRESENT AN MOTIVATIONAL SPEECH 5c. CREATE A PRESENTATION IN A SOFTWARE	5.4 Gestures in Presentation 5.5 Use of Stage during Presentation 5.6 Eye Contact with the audience 5.7 Preparing and Presenting on a topic

Note: The UOs need to be formulated at the 'Application Level' and above of Revised Bloom's Taxonomy' to accelerate the attainment of the COs and the competency.

9. SUGGESTED SPECIFICATION TABLE FOR SEMINAR FINAL ESE (VIVA) DESIGN

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	U Level	A	Total Marks
I	Leadership Excellence		-Not Applicable-			
II	Decision Making					
III	Time Management					
IV	Teamwork and Project Management					
V	Presentation Skills					
Total						

Legends: R=Remember, U=Understand, A=Apply and above (Revised Bloom's taxonomy)

Note: This specification table provides general guidelines to assist student for their learning and to teachers to teach and question paper designers/setters to formulate test items/questions assess the attainment of the UOs. The actual distribution of marks at different taxonomy levels (of R, U and A) in the question paper may vary slightly from above table.

10. SUGGESTED STUDENT ACTIVITIES

Other than the classroom and laboratory learning, following are the suggested student-related **co-curricular** activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should conduct following activities in group and prepare reports of about 5 pages for each activity, also collect/record physical evidences for their (student's) portfolio which will be useful for **their placement interviews**:

- a) Create a video about describing his/her self at least 5 minutes long
- b) Prepare a Poster for an college event
- c) Make a Digital Marketing campaign for a local shop nearby
- d) Help any three people by any means and create a social media post

11. SUGGESTED SPECIAL INSTRUCTIONAL STRATEGIES

Following Sample strategies teacher can use to accelerate the attainment of the various outcomes in this course:

- a) Guide Student to read books on soft skills and note down summary / create a summery audio / video of that book.
- b) Prepare a small note on special habits of great leaders of the world
- c) Guide students to make presentation on how to address issues on environment and sustainability
- d) Guide students for make presentation on any Indian business case study.

12. SUGGESTED MICRO-PROJECTS

One group based micro-project is planned to be undertaken by a students.

A suggestive list of micro-projects is given here. This has to match the competency and the COs. Similar micro-projects could be added by the concerned course teacher:

- a) Create an **Advertisement** using Special effects in Power Point
- b) Create a Design for ID card in Power Point
- c) Create a College event Poster using Power Point
- d) Create a Certificate of any event using Power Point
- e) Create a Presentation for any unit of Seminar Subject
- f) Create a Loop video in Power Point
- g) Create a Presentation on Renewable Energy with any software without Power Point

13. SUGGESTED LEARNING RESOURCES (MUST READ ONES!!!)

S. No.	Title of Book	Author	Publication with place, year and ISBN
1	Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones	James Clear	Publisher : Avery; Illustrated edition (October 16, 2018) ISBN-10 : 0735211299 ISBN-13 : 978-0735211292
https://archive.org/details/atomic-habits-tiny-changes-remarkable-results-by-james-clear-z-lib.org			
2	Practicing Mindfulness An Introduction to Meditation	Mark W. Muesse, Ph.D.	The Teaching Company, 2011
https://archive.org/details/PracticingMindfulnessAnIntroductionToMeditation/page/n1/mode/2up?view=theater			
3	Digital Minimalism	Cal Newport	ISBN: 9781455509126
https://archive.org/details/cal-newport-digital-minimalism-choosing-a-focused-life-in-a-noisy-world-portfolio-2019/page/n87/mode/2up			
4	Hyperfocus: How to Manage Your Attention in a World of Distraction	Chris Bailey	Publisher : Penguin Books; Reprint edition (August 27, 2019) ISBN-10 : 0525522255

S. No.	Title of Book	Author	Publication with place, year and ISBN
https://archive.org/details/Hyperfocus			
5	The 5AM Club: Own Your Morning. Elevate Your Life	Robin Sharma	©2018 Robin Sharma (P)2018 HarperCollins Publishers Ltd
https://archive.org/details/the-5am-club/page/n57/mode/2up			
6	Start With Why	Simon Sinek	Publisher : Penguin UK; Latest Edition (6 October 2011) ISBN-10 : 9780241958223
https://archive.org/details/simon-sinek-start-with-why_201709			
7	THE 17 INDISPUTABLE LAWS OF TEAMWORK	JOHN C. MAXWELL	NELSON IMPACT: Since 1798 ISBN 0 7852-6576-7
https://www.pdfdrive.com/the-17-indisputable-laws-of-teamwork-d4346404.html			

14. SOFTWARE/LEARNING WEBSITES

- Leadership Excellence <https://www.youtube.com/watch?v=7RigpEbuTYQ>
- Effective Decision Making <https://www.youtube.com/watch?v=-EgOmMfyxk4>
- Effective Time Management <https://www.youtube.com/watch?v=xhJC3AYwrzA>
- Effective Teamwork <https://www.youtube.com/watch?v=Vtd7ki1KdRo>
- Effective Project Management <https://www.youtube.com/watch?v=oTrkgn66Jwo>
- Career Development Guidance <https://www.youtube.com/watch?v=RDBOpLCHqDc>
- A Practical guide to managing hybrid teams - The Oxford Group

15. PO-COMPETENCY-CO MAPPING

Semester III	Seminar (Course Code: 1334104)						
	POs						
Competency & Course Outcomes	PO 1 Basic & Discipline specific knowledge	PO 2 Problem Analysis	PO 3 Design/ development of solutions	PO 4 Engineering Tools, Experimentation & Testing	PO 5 Engineering practices for society, sustainability & environment	PO 6 Project Management	PO 7 Life-long learning
Competency <i>"Learn Soft skills like Leadership, Decision Making, Time Management, Teamwork, Project Management and Presentation Skills."</i>							
Make use of Leadership Excellence	-	3	2	-	2	3	2
Discover Methods for Effective Decision Making	1	2	2	-	-	1	2
Show Effective Time Management	1	2	2	-	-	1	2

Semester III	Seminar (Course Code: 1334104)						
	POs						
Competency & Course Outcomes	PO 1 Basic & Discipline specific knowledge	PO 2 Problem Analysis	PO 3 Design/ development of solutions	PO 4 Engineering Tools, Experimentation & Testing	PO 5 Engineering practices for society, sustainability & environment	PO 6 Project Management	PO 7 Life-long learning
Competency <i>"Learn Soft skills like Leadership, Decision Making, Time Management, Teamwork, Project Management and Presentation Skills."</i>							
Show Effective Teamwork and Project Management	1	1	1	-	2	3	2
Show Effective Presentation Skills	2	1	1	2	-	2	2

Legend: '3' for high, '2' for medium, '1' for low or '-' for the relevant correlation of each competency, CO, with PO/ PSO

16. COURSE CURRICULUM DEVELOPMENT COMMITTEE

Member – Board of Studies (GTU), Electrical and Allied branches

Prof. Suresh Z. Shyara, IC Engineering, AVPTI, Rajkot

Prof. Mahesh J. Vadhvaniya, IC Engineering, Government Polytechnic, Palanpur

Prof. Urvish P. Soni, IC Engineering, Government Polytechnic, Ahmedabad

Prof. Parth S. Thaker, IC Engineering, Government Polytechnic, Gandhinagar

Prof. Zankhana D. Mehta, IC Engineering, Government Polytechnic, Ahmedabad

GTU Resource Persons

Prof. Parth H. Modi, IC Engineering, Government Polytechnic, Ahmedabad

Prof. Nitesh H. Jamalia, IC Engineering, Government Polytechnic, Gandhinagar