

COURSE STRUCTURE-R19

COURSE STRUCTURE AND SYLLABUS

For

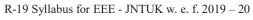
B. TECH ELECTRICAL AND ELECTRONICS ENGINEERING

(Applicable for batches admitted from 2019-2020)



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA KAKINADA - 533 003, Andhra Pradesh, India

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I Year – I SEMESTER

SI.	Course	Subjects	L	Т	Р	Credits
No	Code					
1	HS1101	English	3	0	0	3
2	BS1101	Mathematics - I	3	0	0	3
3	BS1106	Applied Chemistry	3	0	0	3
4	ES1101	Programming for Problem Solving Using C	3	0	0	3
5	ES1103	Engineering Drawing	1	0	3	2.5
6	HS1102	English Lab	0	0	3	1.5
7	BS1107	Applied Chemistry Lab	0	0	3	1.5
8	ES1102	Programming for Problem Solving Using C Lab	0	0	3	1.5
9	MC1101	Environmental Science	<mark>3</mark>	0	0	0
		Total Credits	16	0	12	19

I Year – II SEMESTER

SI.	Course	Subjects	L	Т	Р	Credits
No	Code					
1	BS1202	Mathematics – II	3	0	0	3
2	BS1203	Mathematics – III	3	0	0	3
3	BS1204	Applied Physics	3	0	0	3
4	ES1212	Fundamentals of Computers	3	0	0	3
5	ES1217	Electrical Circuit Analysis - I	3	0	0	3
6	ES1218	Electrical Engineering Workshop	0	0	3	1.5
7	BS1205	Applied Physics Lab	0	0	3	1.5
8	HS1203	Communication Skills Lab	0	1	2	2
9	PR1201	Engineering Exploration Project	0	0	2	1
		Total Credits	15	1	10	21



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II Year – I SEMESTER

S.	Course	Subjects	Catal	L	Т	Р	Credits
No	Code		Category				
1		Electrical Circuit Analysis - II	EE	3			3
2		Electrical Machines-I	EE	3			3
3		Electronic Devices and Circuits	ES	3			3
4		Electro Magnetic Fields	EE	3			3
5		Thermal and Hydro Prime movers	ES	3			3
6		Managerial Economics & Financial	BS	<mark>3</mark>			3
		Analysis					
7		Thermal and Hydro Laboratory	ES			3	1.5
8		Electrical Circuits Laboratory	EE			3	1.5
9		Essence of Indian Traditional Knowledge	MC	<mark>3</mark>		-	0
		Total Credits		24	0	6	21

II Year – II SEMESTER

S.	Course	Subjects	C (L	Т	Р	Credits
No	Code		Category				
1		Electrical Measurements & Instrumentation	EE	3			3
2		Electrical Machines-II	EE	3			3
3		Digital Electronics	ES	3			3
4		Control Systems	EE	3			3
5		Power Systems-I	EE	3			3
6		Signals and Systems	EE	3			3
7		Electrical Machines -I Laboratory	EE			3	1.5
8		Electronic Devices & Circuits Laboratory	EE			3	1.5
9		Professional Ethics and Human Values	MC	3	0	0	0
	Total Credits				0	6	21



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III Year – I SEMESTER

S.	Course	Subjects	Category	L	Т	Р	Credits
No	Code						
1		Power Systems-II	EE	3			3
2		Power Electronics	EE	3			3
3		Linear IC Applications	ES	3			3
4		Digital Signal Processing	EE	3			3
5		Microprocessors and Microcontrollers	EE	3			3
6		Electrical Machines-II Laboratory	EE			3	1.5
7		Control Systems Laboratory	EE			2	1
8		Electrical Measurements & Instrumentation	EE			3	1.5
		Laboratory					
9		Socially Relevant Projects	MC			1	1
	Total Credits				0	9	20

III Year – II SEMESTER

S.	Course	Subjects	Category	L	Т	Р	Credits
No	Code						
1		Electric Drives	EE	3			3
2		Power System Analysis	EE	3			3
3		Data Structures	ES	3			3
4		Digital Control Systems	EE	3			3
5		Elective - I	EL	3			3
6		Open Elective - I	OE	3			3
7		Power Electronics Laboratory	EE			3	1.5
8		Microprocessors & Microcontrollers	EE			3	1.5
		Laboratory	LL				
9		Employability Skills	MC	3			0
		Total Credits		18		6	21



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I Year - I Semester		L	Т	Р	С
1 fear - I Semester		3	0	0	0
	ENVIRONMENTAL SCIENCE (MC1101)			1	1

Learning Objectives:

The objectives of the course are to impart:

- Overall understanding of the natural resources.
- Basic understanding of the ecosystem and its diversity.
- Acquaintance on various environmental challenges induced due to unplanned anthropogenic activities.
- An understanding of the environmental impact of developmental activities.
- Awareness on the social issues, environmental legislation and global treaties.

UNIT-I:

Multidisciplinary nature of Environmental Studies: Definition, Scope and Importance – Sustainability: Stockholm and Rio Summit–Global Environmental Challenges: Global warming and climate change, acid rains, ozone layer depletion, population growth and explosion, effects;. Role of information technology in environment and human health.

Ecosystems: Concept of an ecosystem. - Structure and function of an ecosystem; Producers, consumers and decomposers. - Energy flow in the ecosystem - Ecological succession. - Food chains, food webs and ecological pyramids; Introduction, types, characteristic features, structure and function of Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems.

UNIT-II:

Natural Resources: Natural resources and associated problems.

Forest resources: Use and over – exploitation, deforestation – Timber extraction – Mining, dams and other effects on forest and tribal people.

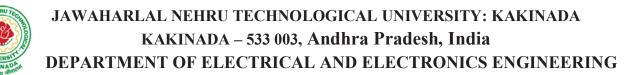
Water resources: Use and over utilization of surface and ground water – Floods, drought, conflicts over water, dams – benefits and problems.

Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.

Food resources: World food problems, changes caused by non-agriculture activities-effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity.

Energy resources: Growing energy needs, renewable and non-renewable energy sources use of alternate energy sources.

Land resources: Land as a resource, land degradation, Wasteland reclamation, man induced landslides, soil erosion and desertification; Role of an individual in conservation of natural resources; Equitable use of resources for sustainable lifestyles.



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UNIT-III:

Biodiversity and its conservation: Definition: genetic, species and ecosystem diversityclassification - Value of biodiversity: consumptive use, productive use, social-Biodiversity at national and local levels. India as a mega-diversity nation - Hot-sports of biodiversity - Threats to biodiversity: habitat loss, man-wildlife conflicts. - Endangered and endemic species of India – Conservation of biodiversity: conservation of biodiversity.

UNIT – IV Environmental Pollution: Definition, Cause, effects and control measures of Air pollution, Water pollution, Soil pollution, Noise pollution, Nuclear hazards. Role of an individual in prevention of pollution. - Pollution case studies, Sustainable Life Studies. Impact of Fire Crackers on Men and his well being.

Solid Waste Management: Sources, Classification, effects and control measures of urban and industrial solid wastes. Consumerism and waste products, Biomedical, Hazardous and e – waste management.

UNIT – **V** Social Issues and the Environment: Urban problems related to energy -Water conservation, rain water harvesting-Resettlement and rehabilitation of people; its problems and concerns. Environmental ethics: Issues and possible solutions. Environmental Protection Act - Air (Prevention and Control of Pollution) Act. –Water (Prevention and control of Pollution) Act -Wildlife Protection Act -Forest Conservation Act-Issues involved in enforcement of environmental legislation. -Public awareness.

Environmental Management: Impact Assessment and its significance various stages of EIA, preparation of EMP and EIS, Environmental audit. Ecotourism, Green Campus – Green business and Green politics.

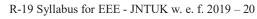
The student should Visit an Industry / Ecosystem and submit a report individually on any issues related to Environmental Studies course and make a power point presentation.

Text Books:

- 1. Environmental Studies, K. V. S. G. Murali Krishna, VGS Publishers, Vijayawada
- 2. Environmental Studies, R. Rajagopalan, 2nd Edition, 2011, Oxford University Press.
- 3. Environmental Studies, P. N. Palanisamy, P. Manikandan, A. Geetha, and K. Manjula Rani; Pearson Education, Chennai

Reference:

- 1. Text Book of Environmental Studies, Deeshita Dave & P. Udaya Bhaskar, Cengage Learning.
- 2. A Textbook of Environmental Studies, Shaashi Chawla, TMH, New Delhi
- 3. Environmental Studies, Benny Joseph, Tata McGraw Hill Co, New Delhi
- 4. Perspectives in Environment Studies, Anubha Kaushik, C P Kaushik, New Age International Publishers, 2014





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II Year – I SEMESTER	L	Т	Р	С		
II TEAR - I SEMIESTER	3	0	0	3		
MANAGERIAL ECONOMICS AND FINANCIAL ANALYS	MANAGERIAL ECONOMICS AND FINANCIAL ANALYSIS					

Course Objectives:

- The Learning objectives of this paper are to understand the concept and nature of Managerial Economics and its relationship with other disciplines and also to understand the Concept of Demand and Demand forecasting.
- To familiarize about the Production function, Input Output relationship, Cost-Output relationship and Cost-Volume-Profit Analysis.
- To understand the nature of markets, Methods of Pricing in the different market structures and to know the different forms of Business organization and the concept of Business Cycles.
- To learn different Accounting Systems, preparation of Financial Statement and uses of different tools for performance evaluation.
- Finally, it is also to understand the concept of Capital, Capital Budgeting and the techniques used to evaluate Capital Budgeting proposals.

Unit-I

Introduction to Managerial Economics and demand Analysis:

Definition of Managerial Economics –Scope of Managerial Economics and its relationship with other subjects –Concept of Demand, Types of Demand, Determinants of Demand- Demand schedule, Demand curve, Law of Demand and its limitations- Elasticity of Demand, Types of Elasticity of Demand and Measurement- Demand forecasting and Methods of forecasting, Concept of Supply and Law of Supply.

Unit – II:

Theories of Production and Cost Analyses:

Theories of Production function- Law of Variable proportions-Isoquants and Isocosts and choice of least cost factor combination-Concepts of Returns to scale and Economies of scale-Different cost concepts: opportunity costs, explicit and implicit costs-Fixed costs, Variable Costs and Total costs –Cost –Volume-Profit analysis-Determination of Breakeven point(problems)-Managerial significance and limitations of Breakeven point.

Unit – III:

Introduction to Markets, Theories of the Firm & Pricing Policies:

Market Structures: Perfect Competition, Monopoly, Monopolistic competition and Oligopoly – Features – Price and Output Determination – Managerial Theories of firm: Marris and Williamson's models – other Methods of Pricing: Average cost pricing, Limit Pricing, Market Skimming Pricing, Internet Pricing: (Flat Rate Pricing, Usage sensitive pricing) and Priority Pricing, Business Cycles : Meaning and Features – Phases of a Business Cycle. Features and Evaluation of Sole Trader, Partnership, Joint Stock Company – State/Public Enterprises and their forms.



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Unit – IV:

Introduction to Accounting & Financing Analysis:

Introduction to Double Entry System, Journal, Ledger, Trail Balance and Preparation of Final Accounts with adjustments – Preparation of Financial Statements-Analysis and Interpretation of Financial Statements-Ratio Analysis – Preparation of Funds flow and cash flow analysis (Problems)

Unit – V:

Capital and Capital Budgeting: Capital Budgeting: Meaning of Capital-Capitalization-Meaning of Capital Budgeting-Time value of money- Methods of appraising Project profitability: Traditional Methods(pay back period, accounting rate of return) and modern methods(Discounted cash flow method, Net Present Value method, Internal Rate of Return Method and Profitability Index)

Course Outcomes:

- The Learner is equipped with the knowledge of estimating the Demand and demand elasticities for a product.
- The knowledge of understanding of the Input-Output-Cost relationships and estimation of the least cost combination of inputs.
- The pupil is also ready to understand the nature of different markets and Price Output determination under various market conditions and also to have the knowledge of different Business Units.
- The Learner is able to prepare Financial Statements and the usage of various Accounting tools for Analysis.
- The Learner can able to evaluate various investment project proposals with the help of capital budgeting techniques for decision making.

TEXT BOOKS:

A R Aryasri, Managerial Economics and Financial Analysis, The McGraw – Hill companies.

REFERENCES:

- 1. Varshney R.L, K.L Maheswari, Managerial Economics, S. Chand & Company Ltd,
- 2. JL Pappas and EF Brigham, Managerial Economics, Holt, R & W; New edition edition
- 3. N.P Srinivasn and M. SakthivelMurugan, Accounting for Management, S. Chand & Company Ltd,
- 4. MaheswariS.N,AnIntroduction to Accountancy, Vikas Publishing House Pvt Ltd
- 5. I.M Pandey, Financial Management, Vikas Publishing House Pvt Ltd
- 6. V. Maheswari, Managerial Economics, S. Chand & Company Ltd,

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R-19 Syllabus for EEE - JNTUK w. e. f. 2019 - 20



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA KAKINADA – 533 003, Andhra Pradesh, India DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

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II Year – I SEMESTER	L	Т	Р	С
II YEAF - I SEMIESTER	3	0	0	0
ESSENCE OF INDIAN TRADITIONAL KNOWL	EDG	E		

Course Objectives:

To facilitate the students with the concepts of Indian traditional knowledge and to make them understand the Importance of roots of knowledge system

- The course aim of the importing basic principle of third process reasoning and inference sustainability is at the course of Indian traditional knowledge system
- To understand the legal framework and traditional knowledge and biological diversity act 2002 and geographical indication act 2003
- The courses focus on traditional knowledge and intellectual property mechanism of traditional knowledge and protection
- To know the student traditional knowledge in different sector

Course Outcomes:

After completion of the course, students will be able to:

- Understand the concept of Traditional knowledge and its importance
- Know the need and importance of protecting traditional knowledge
- Know the various enactments related to the protection of traditional knowledge
- Understand the concepts of Intellectual property to protect the traditional knowledge

UNIT I

Introduction to traditional knowledge: Define traditional knowledge, nature and characteristics, scope and importance, kinds of traditional knowledge, the physical and social contexts in which traditional knowledge develop, the historical impact of social change on traditional knowledge systems. Indigenous Knowledge (IK), characteristics, traditional knowledge vis-à-vis indigenous knowledge, traditional knowledge Vs western knowledge traditional knowledge vis-à-vis formal knowledge

Learning Outcomes:

At the end of the unit, the student will able to:

- Understand the traditional knowledge.
- Contrast and compare characteristics importance kinds of traditional knowledge.
- Analyze physical and social contexts of traditional knowledge.
- Evaluate social change on traditional knowledge.

UNIT II

Protection of traditional knowledge: the need for protecting traditional knowledge Significance of TK Protection, value of TK in global economy, Role of Government to harness TK.

Learning Outcomes: At the end of the unit, the student will able to:

- Know the need of protecting traditional knowledge.
- Apply significance of tk protection.



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- Analyze the value of tk in global economy.
- Evaluate role of government

UNIT III

Legal framework and TK: A: The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006, Plant Varieties Protection and Farmers Rights Act, 2001 (PPVFR Act);B:The Biological Diversity Act 2002 and Rules 2004, the protection of traditional knowledge bill, 2016. Geographical indications act 2003.

Learning Outcomes:

At the end of the unit the student will able to:

- Understand legal framework of TK.
- Contrast and compare the ST and other traditional forest dwellers
- Analyze plant variant protections
- Evaluate farmers right act

UNIT IV

Traditional knowledge and intellectual property: Systems of traditional knowledge protection, Legal concepts for the protection of traditional knowledge, Certain non IPR mechanisms of traditional knowledge protection, Patents and traditional knowledge, Strategies to increase protection of traditional knowledge, global legal FORA for increasing protection of Indian Traditional Knowledge.

Learning Outcomes:

At the end of the unit, the student will able to:

- Understand TK and IPR
- Apply systems of TK protection.
- Analyze legal concepts for the protection of TK.
- Evaluate strategies to increase the protection of TK.

UNIT V

Traditional knowledge in different sectors: Traditional knowledge and engineering, Traditional medicine system, TK and biotechnology, TK in agriculture, Traditional societies depend on it for their food and healthcare needs, Importance of conservation and sustainable development of environment, Management of biodiversity, Food security of the country and protection of TK. Learning Outcomes:

At the end of the unit, the student will able to:

- Know TK in different sectors.
- Apply TK in engineering.
- Analyze TK in various sectors.
- Evaluate food security and protection of TK in the country.



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Reference Books:

- 1) Traditional Knowledge System in India, by Amit Jha, 2009.
- 2) Traditional Knowledge System and Technology in India by Basanta Kumar Mohanta and Vipin Kumar Singh, PratibhaPrakashan 2012.
- 3) Traditional Knowledge System in India by Amit Jha Atlantic publishers, 2002
- 4) "Knowledge Traditions and Practices of India" Kapil Kapoor, Michel Danino

e-Resources:

- 1) https://www.youtube.com/watch?v=LZP1StpYEPM
- 2) http://nptel.ac.in/courses/121106003/



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II Year – II SEMESTER		L	Т	Р	С	
II Year – II SEMIESTER		3	0	0	0	
PROFESSIONAL ETHICS AND HUMAN VALUES						

Course Objectives:

- To create an awareness on Engineering Ethics and Human Values.
- To instill Moral and Social Values and Loyalty
- To appreciate the rights of others
- To create awareness on assessment of safety and risk

Course outcomes:

Students will be able to:

- Identify and analyze an ethical issue in the subject matter under investigation or in a relevant field
- Identify the multiple ethical interests at stake in a real-world situation or practice
- Articulate what makes a particular course of action ethically defensible
- Assess their own ethical values and the social context of problems
- Identify ethical concerns in research and intellectual contexts, including academic integrity, use and citation of sources, the objective presentation of data, and the treatment of human subjects
- Demonstrate knowledge of ethical values in non-classroom activities, such as service learning, internships, and field work
- Integrate, synthesize, and apply knowledge of ethical dilemmas and resolutions in academic settings, including focused and interdisciplinary research.

UNIT I

Human Values: Morals, Values and Ethics-Integrity-Work Ethic-Service learning - Civic Virtue - Respect for others -Living Peacefully -Caring -Sharing -Honesty -Courage-Cooperation-Commitment – Empathy –Self Confidence Character –Spirituality.

Learning outcomes:

- 1. Learn about morals, values & work ethics.
- 2. Learn to respect others and develop civic virtue.
- 3. Develop commitment
- 4. Learn how to live peacefully

UNIT II

Engineering Ethics: Senses of 'Engineering Ethics-Variety of moral issued –Types of inquiry – Moral dilemmas -Moral autonomy -Kohlberg's theory-Gilligan's theory-Consensus and controversy -Models of professional roles-Theories about right action-Self-interest -Customs and religion –Uses of Ethical theories –Valuing time –Cooperation –Commitment.

Learning outcomes:

- 1. Learn about the ethical responsibilities of the engineers.
- 2. Create awareness about the customs and religions.



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- 3. Learn time management
- 4. Learn about the different professional roles.

UNIT III

Engineering as Social Experimentation: Engineering As Social Experimentation –Framing the problem –Determining the facts –Codes of Ethics –Clarifying Concepts –Application issues – Common Ground -General Principles –Utilitarian thinking respect for persons.

Learning outcomes:

- 1. Demonstrate knowledge to become a social experimenter.
- 2. Provide depth knowledge on framing of the problem and determining the facts.
- 3. Provide depth knowledge on codes of ethics.
- 4. Develop utilitarian thinking

UNIT IV

Engineers Responsibility for Safety and Risk: Safety and risk –Assessment of safety and risk – Risk benefit analysis and reducing risk-Safety and the Engineer-Designing for the safety-Intellectual Property rights (IPR).

Learning outcomes:

- 1. Create awareness about safety, risk & risk benefit analysis.
- 2. Engineer's design practices for providing safety.
- 3. Provide knowledge on intellectual property rights.

UINIT V

Global Issues: Globalization –Cross-culture issues-Environmental Ethics –Computer Ethics – Computers as the instrument of Unethical behavior –Computers as the object of Unethical acts – Autonomous Computers-Computer codes of Ethics –Weapons Development -Ethics and Research –Analyzing Ethical Problems in research.

Learning outcomes:

- 1. Develop knowledge about global issues.
- 2. Create awareness on computer and environmental ethics
- 3. Analyze ethical problems in research.
- 4. Give a picture on weapons development.



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Text Books:

- 1) "Engineering Ethics includes Human Values" by M.Govindarajan, S.Natarajan and, V.S.Senthil Kumar-PHI Learning Pvt. Ltd-2009
- 2) "Engineering Ethics" by Harris, Pritchard and Rabins, CENGAGE Learning, India Edition, 2009.
- 3) "Ethics in Engineering" by Mike W. Martin and Roland Schinzinger –Tata McGraw-Hill–2003.
- 4) "Professional Ethics and Morals" by Prof.A.R.Aryasri, DharanikotaSuyodhana-Maruthi Publications.
- 5) "Professional Ethics and Human Values" by A.Alavudeen, R.Kalil Rahman and M.Jayakumaran-LaxmiPublications.

6) "Professional Ethics and Human Values" by Prof.D.R.Kiran-

"Indian Culture, Values and Professional Ethics" by PSR Murthy-BS Publication

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III Year –II SEM	IESTER
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EMPLOYABILITY SKILLS

Preamble: This course is introduced to enhance the soft and hard skills of students based on industry needs and helping the student to get the employment in the competitive industrial environment.

Course Objective: In the this course the student should understand:

(i) Aptitude skill (ii) Soft skills (iii) Skills required for campus placement interview

Unit 1: Aptitude Skills

Quantitative Aptitude:

Numbers, HCF and LCM, Problems on ages, Averages, Ratio and Proportion, Percentages, Profit and Loss, Partnership, Interest calculations, Time and Work, Time and Distance, Pipes and Cisterns, Mensuration

Reasoning:

Number and Letter Analogy, Coding and decoding, Odd Man out, Symbols and Notations, Permutations and Combinations, Probability, Data Interpretation, Data Sufficiency, Clocks and Calendars, Deductions, Logical Connectives, Venn Diagrams, Cubes, Binary Logic, Ordering and Sequencing, Blood relations – Syllogisms - Seating arrangement, Analytical Reasoning

Unit 2: Skills - I

Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development. **Self-Discovery:** Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue. Goal Setting-Vision Vs Mission Vs Goals, SMART Technique to Goal Setting, SWOT Analysis. **Self Esteem:** Types of Self Esteem, Causes of Low Self Esteem, Merits of Positive Self Esteem and Steps to build a positive Self Esteem; Art of Compromise, Learn to Say:'I Don't Know', Being organized, Showing Self-awareness, Self-Assessment for Attainable Career Objectives. **Attitude & Confidence:** Attitude Vs Skills Vs Knowledge, Attitude Vs Behaviour, Developing Positive Attitude and Confidence; Fear-Public Speaking, Steps to Overcome Fear, developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels, Adjusting Your Attitude-Arrogance has no Place in the Workplace, Cultural Sensitivity in the Workplace, Corporate Culture: Learning How to Fit in. **Motivational Talk:** Team Work, Team Vs Group, Stages in Team Building, Mistakes to avoid and Lessons to Learn. www.android.universityupdates.in | www.universityupdates.in | www.ios.universityupdates.in

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Unit 3: Skills – II:

Interpersonal Communication: Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships through effective communication; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation. **Listening:** Listening Vs Hearing, Possible reasons for why people do not Listen at times, Active Listening Vs Passive Listening, Listening effect on relationships. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective. **Non-Verbal Communication:** Importance and Elements; Body Language-Postures, gestures, eye contact. **Teamwork and Leadership Skills:** Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness. **Etiquette and Manners:** Social and Business. **Time Management** – Concept, Essentials, Tips.

Unit 4: Personality Development: Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills. **Decision-Making and Problem-Solving Skills**: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills. **Conflict Management:** Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution. **Stress Management:** Stress - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behaviour; Assertiveness Skills. **Emotional Intelligence:** Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

Unit 5: Group Discussions (GD):

Stages of a GD, GD Vs Debate, Skills assessed in a GD, Blunders to be avoided, Dos & Don'ts, GD-Practice: Conducting practice sessions and Brain Storming Sessions, Evaluation, feedback on their performance

Resume Preparation: Resume Templates, Steps followed for resume preparation, Common mistakes in a resume; Covering letter

Campus Placements Skills: Stages of Campus Placement, Skills assessed in Campus Placements, Changing scenario and its Challenges & How to get ready, Motivational Talk on Positive Thinking: Beliefs, Thoughts, Actions, Habits & Results (Success);

Interview Skills: Types of Interview, Interviewer and Interviewee – in-depth perspectives; Before, During and After the Interview; Tips for Success, Dress code and Grooming, Dos & Don'ts, Skills assessed in an Interview, Mistakes to be avoided, How to equip oneself to excel;

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How to handle the Typical Interview Questions; Mock Interviews: Unconventional HR questions, Practice sessions with Feedback, **Simulated Testing:** Previous model papers of companies,

Business Terminology: Financial Terms such as Debt, Equity, Share, Working Capital, Turnover, Net worth etc; Vision, Mission, Objectives, Goals, Targets

Course Outcomes: After studying this course the student should able to

(i) solve aptitude and reasoning problems (ii) apply the soft skills in dealing the issues related to employability (iii) successful in getting employment in campus placement interview

References:

- 1) B. K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
- 2) S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.
- 3) R.S.Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand & Company Ltd., 2018.
- 4) Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.