



Lok Jagruti Kendra University
University with a Difference

Diploma in Automobile Engineering



Course Code 025010206
Professional Practices

Programme / Branch Name			Diploma in Automobile Engineering			
Course Name	Professional Practices			Course Code	025010206	
Course Type	HSSC	BSC	ESC	PCC	OEC	PEC

Legends: HSSC-Humanities and Social Sciences Courses

ESC- Engineering Science Courses

OEC- Open Elective Courses

BSC- Basic Science Courses

PCC- Program Core Courses

PEC-Program Elective Course

1. Teaching and Evaluation Scheme

Teaching Hours / Week					Evaluation Scheme				
L	T	P	Total Teaching Hours	Total Credit	CA	CCE	SEE (TH)	SEE (PR)	Total
0	0	4	4	2	50	-	-	50	100

Legends: L: Lectures

T: Tutorial P: Practical

CCE: Continuous & Comprehensive Evaluation

SEE (Th): Semester End Evaluation (Theory)

SEE (Pr): Semester End Evaluation (Practical)

2. Prerequisite

- ✓ Enthusiasm to explore new things by taking individual tasks and acquires skills from participating in group activities.

3. Rationale

Professional development of diploma engineering students is to be done by exposing them to various simulative situations in the industries. This is achieved by involving students in activities such as inviting experts from various industries for sharing their experiences, arranging industrial visits, seminars etc.

4. Objectives

- ✓ Communicate effectively to transfer complex knowledge and ideas to technical and non-technical listeners.
- ✓ Identify and use appropriate sources of information when developing professional documents.
- ✓ Demonstrate effective team involvement skills and contribute collaboratively within diverse team environments.
- ✓ Enhancing their employability skills and increasing their ability to engage in and life-long learning.

5. Contents

Unit No.	Unit Name	Topics	Learning Outcome	% Weightage	Hours
1	Communication Skills	1.1. Nature of Communication 1.2. Importance of Communication 1.3. Process of Communication 1.4. Levels of Communication 1.5. Flow of Communication 1.6. General & Technical Communication 1.7. Verbal & Non – Verbal Communication 1.8. Barriers in Communication 1.9. Ways to Remove Barriers in Communication	<ul style="list-style-type: none"> Students will understand the concept of communication minutely and will be able to implement the same in daily routine life. This unit will enable the students to develop their communication skills. 	20	10
2	Team Building Skills	2.1. Group Dynamics 2.2. The Stages of Team Development 2.3. Types of Teams 2.4. Barriers to Team Building 2.5. Problem Solving Approach	<ul style="list-style-type: none"> Develop individual confidence and acquire life skills to handle various assignments. 	20	08
3	Time Management Skills	3.1. Aspects of Time Management 3.2. Fundamentals of Time Management 3.3. Productive Work 3.4. Time Management System 3.5. Practicing Time Management	<ul style="list-style-type: none"> Understand the value of time and communication. 	20	08
4	Self-Management and Interpersonal Skill Development	4.1. Self-Evaluation 4.2. Self-Discipline 4.3. Self-Criticism 4.4. Recognition of one's limits and Deficiencies 4.5. Independency etc. 4.6. Thoughtful & Responsible 4.7. Self-Awareness 4.8. Managing Self – Emotions, Ego, Pride 4.9. Positive Relationship 4.10. Positive Attitudes 4.11. Empathies: Comprehend Other Opinions Points of Views, and Face them with Understanding 4.12. Mutuality 4.13. Trust	<ul style="list-style-type: none"> Develop individual confidence and acquire life skills to handle various assignments. 	20	12

		4.14. Emotional Bonding 4.15. Handling Situations			
5	Effective Goal Setting	5.1. Introduction 5.2. Importance of Goal Setting 5.3. Reasons for not Setting Goals 5.4. Influence in Goal Setting 5.5. Obstacles in Goal Achievement 5.6. Techniques to Set & Achieve Goals 5.6.1. SMART 5.6.2. Plan & Preparation 5.6.3. Training 5.7. Benefits of goal setting	<ul style="list-style-type: none"> • Understand the concept of goal setting. • Understand the importance of goal setting. • Understand how to apply techniques & achieve goals 	20	10
				Total Hours	48

6. Reference Books

- 1) Business Communication by V. K. Jain & Omprakash Biyani, S.Chand
- 2) Communication Skills in English by Dr. Almas Juneja, Trinity Press
- 3) Soft Skills and Professional Communication by Franci Peter, Tata McGraw Hill
- 4) Developing Soft Skills by R. M. Sherfield, Montgomery and Moody, Pearson.
- 5) Interpersonal Effectiveness and Self Actualization by D.W. Johnson, Allyn and Bacon
- 6) Personality Development and Soft Skills by Barun Mitra, Oxford University Press