



**Lok Jagruti Kendra University**  
University with a Difference

# **Diploma in Automation & Robotics**



**Course Code:025120306**  
**Social and Cultural Values**

<b>Programme / Branch Name</b>		Diploma in Automation & Robotics				
<b>Course Name</b>	Social and Cultural Values			<b>Course Code</b>	025120306	
<b>Course Type</b>	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 Courses

## 1. Teaching and Evaluation Scheme

Teaching Hours / Week				Evaluation Scheme			
<b>L</b>	<b>T</b>	<b>P</b>	<b>Total Credit</b>	<b>CCE</b>	<b>SEE (Th)</b>	<b>SEE (Pr)</b>	<b>TOTAL</b>
0	0	2	1	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

- ✓ Earn a credit from professional practices subject and have an enthusiasm to explore new things by taking individual tasks and acquire 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

- ✓ Learn the values of human ethics and its importance in their life.
- ✓ Identify and use appropriate sources of information when developing professional documents.
- ✓ Understand the social and organization values and able to replicate their character according to the need of organization.
- ✓ Enhancing their employability skills and increasing their ability to engage in and life-long learning.



## 5. Contents

Unit No.	Topics	Sub-Topics	Learning Outcome	% Weightage	Hours
1	<b>Basic Human Ethics</b>	1.1. General Ethics 1.2. Coordination 1.3. Helping Mentality: Citizenship Behavior 1.4. Justice 1.5. Value for Education	<ul style="list-style-type: none"> <li>Understand the ideas of values, ethics and morality in a multicultural context</li> <li>Understand Value of education in life</li> </ul>	20	6
2	<b>Organization Culture and Values</b>	2.1. Values – Concept & Definition 2.2. Social Values 2.3. Cultural Values 2.4. Organizational Culture	<ul style="list-style-type: none"> <li>Understand the core values and its utilization in organization</li> <li>Understand the importance of organizational subcultures</li> </ul>	20	6
3	<b>Etiquettes and Positive Attitude</b>	3.1. Basics of Etiquette 3.2. Etiquette in Public Places 3.3. Workplace Etiquette 3.4. Interview Etiquette 3.5. Telephonic Interview Etiquette 3.6. Telephone Etiquette 3.7. E-Mail Etiquette 3.8. Dining Etiquette 3.9. Positive Attitude & Related Concepts	<ul style="list-style-type: none"> <li>Understand the numerous Etiquettes and its importance in professional life</li> <li>Understand and visualize the positive outcome in life</li> </ul>	35	8
4	<b>Inspirational and Motivational Stories and their Review</b>	4.1. Story Session(s) on Social Entrepreneurs	<ul style="list-style-type: none"> <li>Motivate students in different zones like entrepreneurship, humanity and others.</li> </ul>	15	4
5	<b>Case Study</b>	5.1. Case Study – 1	<ul style="list-style-type: none"> <li>Learn the ability to plan, implement &amp; adopt social and cultural values through Case Study</li> </ul>	10	2

**Total Hours**

**26**



## 6. Reference Books

1. Raghu Palat Indian Business Etiquette, Jaico Books
2. Dorothea Johnson and Liv Tyler Modern Manners: Tools to take up to the top Potter Style
3. Professional Ethics: R. Subramanian, Oxford University
4. The Values-Driven Organization: Cultural Health and Employee Well-Being as a Pathway to Sustainable Performance
5. Take Me Home: Rashmi Bansal
6. Stay Hungry Stay Foolish: Rashmi Bansal
7. I have a dream: Rashmi Bansal