



Lok Jagruti Kendra University
University with a Difference

Diploma in Information Technology



Course Code: 025040206

Professional Practices

Programme/ Branch Name			Diploma in Information Technology			
Course Name	Professional Practices				Course Code	025040206
Course Type	HSSC	BSC	ESC	PCC	OEC	PEC

Legends: HSSC: Humanities and Social Sciences Courses BSC: Basic Science Courses
ESC: Engineering Science Courses PCC: Program Core Courses
OEC: Open Elective Courses PEC: Program Elective Courses

1. Teaching and Evaluation Scheme

Teaching Hours / Week / Credits				Evaluation Scheme			
L	T	P	Total Credit	CCE	SEE (Th)	SEE (Pr)	TOTAL
4	0	0	4	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 etcetra.

4. Objectives

- ✓ This course aims to help the students to attain the following industry-identified competency through various teaching-learning experiences. It will enable them to;
 - 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.	Topics	Sub-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	- 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 & Time Management 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 2.6. Aspects of Time Management 2.7. Fundamentals of Time Management 2.8. Practicing Time Management	- Develop individual confidence & acquire life skills to handle various assignments. - Understand the value of time & communication	20	08
3	Social & Cultural Values	3.1. Values – Concept & Definition 3.2. Social Values 3.3. Cultural Values 3.4. Value for Education 3.5. Helping Mentality - Citizenship Behavior	- Understand the core values and its utilization in organization - Understand the importance of organizational subcultures	20	08

4	Self-Management & Etiquette	4.1. Self-Evaluation 4.2. SWOT Analysis 4.3. Self-Awareness 4.4. Managing Self - Emotions, Ego, Pride 4.5. Positive Relationship 4.6. Positive Attitudes 4.7. Basics of Etiquette 4.7.1 Etiquette in Public Places 4.7.2 Workplace Etiquette 4.7.3 Interview Etiquette 4.7.4 Telephonic Interview Etiquette 4.7.5 Telephone Etiquette 4.7.6 E-Mail Etiquette 4.7.7 Dining Etiquette	• Develop individual confidence & acquire life skills to handle various assignments. • Understand the numerous Etiquettes & its importance in professional life • Understand & visualize the positive outcome in life	20	12
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	• Understand the concept of goal setting. • Understand the importance of goal setting. • Understand how to apply techniques & achieve goals	20	10

**Total 48
Hours**

6. Reference Books

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