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Employability skills and professional development of engineers (VI Semester)			
Course Code	: 18SK601		CIE Marks : 50
Hrs/Week	: L-T-P-C:	0-0-2-1	Credits : 01
<b>Course Learning Objectives:</b> Students are able to			
1. Improve qualitative and quantitative problem solving skills.			
2. Apply critical and logical thinking process to specific problems.			
<b>UNIT 1</b>			<b>6 Hours</b>
<b>Aptitude Test Preparation-</b> Importance of Aptitude tests, Key Components, Quantitative <b>Aptitude</b> – Problem Solving, Data Sufficiency, Data Analysis - Number Systems, Math Vocabulary, fraction decimals, digit places etc.			
<b>Reasoning and Logical Aptitude,</b> - Introduction to puzzle and games organizing information, parts of an argument, common flaws, arguments and assumptions. Analytical Reasoning, Critical Reasoning,			
<b>UNIT 2</b>			<b>4 Hours</b>
<b>Verbal Analogies</b> - What are Analogies, How to Solve Verbal Analogies & developing Higher Vocabulary, Grammar, Comprehension and Application, Written Ability. Non- Verbal Reasoning, Brain Teasers. Creativity Aptitude.			
<b>Group Discussion-</b> Theory & Evaluation : Understanding why and how is the group discussion conducted, The techniques of group discussion, □ Discuss the FAQs of group discussion, body language during GD.			
<b>UNIT 3</b>			<b>6 Hours</b>
<b>Resume Writing-</b> Writing Resume, how to write effective resume, Understanding the basic essentials for a resume, Resume writing tips Guidelines for better presentation of facts.			
<b>Technical Documentation</b> - Introduction to technical writing- Emphasis on language difference between general and technical writing, Contents in a technical document, Report design overview & format Headings, list & special notes, Writing processes, Translating technical information, Power revision techniques, Patterns & elements of sentences, Common grammar, usage & punctuation problems.			
<b>UNIT 4</b>			<b>6 Hours</b>
<b>Interview Skills</b> -a) Personal Interviews , b) Group Interviews , c) Mock Interviews - Questions asked & how to handle them, Body language in interview, Etiquette, Dress code in interview, Behavioral and technical interviews, Mock interviews - Mock interviews with different Panels. Practice on stress interviews, technical interviews, General HR interviews etc.			
<b>Unit – 5</b>			<b>6 Hours</b>
<b>Interpersonal Relations</b> - Optimal Co-existence, Cultural Sensitivity, Gender sensitivity Adapting to the Corporate Culture- Capability & Maturity Model, Decision Making Analysis, Brain Storm. Adapting to the Corporate Culture			
<b>Note:</b> The respective departments should discuss case studies and standards pertaining to their domain			

  
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Communication skills and professional ethics ( V Semester)				
Course Code	:	18SK501	CIE Marks	: 50
Hrs/Week	:	L-T-P-C:	0-0-2-1	Credits : 01
<b>Course Learning Objectives:</b>				
Students are able to				
<ol style="list-style-type: none"> <li>1. Understand their own communication style, the essentials of good communication and develop their confidence to communicate effectively.</li> <li>2. Manage stress by applying stress management skills.</li> <li>3. Ability to give contribution to the planning and coordinate Team work.</li> <li>4. Ability to analyze make problem solving decisions related to ethics.</li> </ol>				
<b>UNIT 1</b>				<b>6 Hours</b>
<b>Communication Skills:</b> Basics, Method, Means, Process and Purpose, Basics of Business Communication, Written & Oral Communication, Listening.				
<b>Communication with Confidence &amp; Clarity-</b> Interaction with people, the need the uses and the methods, Getting phonetically correct, using politically correct language, Debate & Extempore.				
<b>UNIT 2</b>				<b>4 Hours</b>
<b>Assertive Communication-</b> Concept of Assertive communication, Importance and applicability of Assertive communication, Assertive Words, being assertive.				
<b>Presentation Skills-</b> Discussing the basic concepts of presentation skills, Articulation Skills, IQ & GK, How to make effective presentations, body language & Dress code in presentation, media of presentation.				
<b>UNIT 3</b>				<b>6 Hours</b>
<b>Team Work-</b> Team Work and its important elements Clarifying the advantages and challenges of team work Understanding bargains in team building Defining behavior to sync with team work Stages of Team Building Features of successful teams.				
<b>Body Language &amp; Proxemics - Rapport Building - Gestures, postures, facial expression and body movements in different situations, Importance of Proxemics, Right personal space to maintain with different people.</b>				
<b>UNIT 4</b>				<b>6 Hours</b>
<b>Motivation and Stress Management:</b> Self motivation, group motivation, leadership abilities, Stress clauses and stress busters to handle stress and de-stress; Understanding stress - Concept of sound body and mind, Dealing with anxiety, tension, and relaxation techniques. Individual Counseling & Guidance, Career Orientation. Balancing Personal & Professional Life-				
<b>UNIT 5</b>				<b>6 Hours</b>
<b>Professional Practice - Professional Dress Code, Time Sense, Respecting People &amp; their Space, Relevant Behavior at different Hierarchical Levels. Positive Attitude, Self Analysis and Self Management.</b>				
<b>Professional Ethics - values to be practiced, standards and codes to be adopted as professional engineers in the society for various projects. Balancing Personal &amp; Professional Life</b>				
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**Subject Name: Reasoning ability and career skills**

**Subject Code: 18SK401**

**L-T-P-C: 0-0-2-1**

**Course Objectives**

<b>Sl. No.</b>	<b>Course Objectives</b>
1	Unique shortcut techniques for mental ability to improve speed and accuracy
2	Improve logical thinking to solve various questions and puzzles in reasoning.
3	Excellent communication, time management and problem solving
4	Approach oriented training and interactive methodology.
5	Create amicable relationships to meet professional objectives
6	To give better idea on different topics to increase the competency of the students in the subject.

**Course Outcomes**

<b>Course outcome</b>	<b>Descriptions</b>
CO1	Understand the basic concepts of quantitative ability, logical reasoning, verbal reasoning and also soft skills.
CO2	Inclusive and engaging environment for a dynamic campus community
CO3	Proficient use of qualitative and quantitative methods in problem solving
CO4	Critical and analytical thinking across a range of discipline.



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**Reference Books:**

<b>Sl No</b>	<b>Text Book title</b>	<b>Author</b>	<b>Volume and Year of Edition</b>
1	Quantitative aptitude for cat	Arun Sharma	2012
2	Fast Track objective Arithmetic	Arihant publications	2016
3	Quantitative Aptitude quantum cat	Sarvesh K.Verma	2015
4	The power of soft skills	Robert A. Johnson	New edition 2019
5	The 7 habits of highly effective people	Stephen R. Covey	2010

  
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**Subject Name: Quantitative aptitude and life skills**

**Subject Code: 18SK301**

**L-T-P-C: 0-0-2-1**

**Course Objectives**

<b>Sl. No.</b>	<b>Course Objectives</b>
1	Unique shortcut techniques for mental ability to improve speed and accuracy
2	Improve logical thinking to solve various questions and puzzles in reasoning.
3	Excellent communication, time management and problem solving
4	Approach oriented training and interactive methodology.
5	Create amicable relationships to meet professional objectives
6	To give better idea on different topics to increase the competency of the students in the subject.

**Course Outcomes**

<b>Course outcome</b>	<b>Descriptions</b>
CO1	Understand the basic concepts of quantitative ability, logical reasoning, verbal reasoning and also soft skills.
CO2	Inclusive and engaging environment for a dynamic campus community
CO3	Proficient use of qualitative and quantitative methods in problem solving
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Department: Mechanical Engineering

Semester: III

Subject Name: MANAGEMENT AND ENTREPRENEURSHIP

Subject Code: ME3TH2

L-T-P-C: 3-0-0-3

**Course Objectives:**

Sl. No	Course Objectives
1	To understand the concept of management and functions of a manager in industry.
2	To understand the concept of planning, organizing, directing and controlling process in management
3	To understand the concept of entrepreneurship and small-scale industries
4	To understand the concept of industrial ownership and partnership

Unit	Description	Hours
I	<b>MANAGEMENT:</b> Introduction, Meaning, nature and characteristics of Management, Management & Administration, Levels of Management, Principles and functions of Management <b>PLANNING:</b> Nature, importance and purpose of planning process Objectives, Types of plans (Meaning only) Decision making, Importance of Planning, steps in planning & planning premises	9
II	<b>ORGANIZING:</b> Nature and purpose of organization – Principles of organization Types of organization, Departmentation, Committees, Centralization Vs Decentralization of authority and responsibility, Span of control <b>DIRECTING &amp; CONTROLLING:</b> Meaning and nature of directing, Leadership styles, Motivation Theories-Maslow hierarchy of needs & Herzberg's two factor theory, Communication, Meaning and importance, Coordination, Meaning and importance, Essentials of a sound control system	9
III	<b>ENTREPRENEURSHIP:</b> Meaning of Entrepreneur, Evolution of the Concept, Functions of an Entrepreneur, Types of Entrepreneur an emerging class. Concept of Entrepreneurship, Evolution of Entrepreneurship, Development of Entrepreneurship: stages in entrepreneurial process; Role of entrepreneurs in Economic Development; Entrepreneurship; Entrepreneurship in India; Entrepreneurship & its Barriers	9
IV	<b>MICRO AND SMALL ENTERPRISES:</b> Definition of micro and small enterprises, characteristics and advantages of micro and small enterprises, steps in establishing micro and small enterprises, Government of India industrial policy 2007 on micro and small enterprises, case study (Microsoft), Case study (Captain G R Gopinath), case study (N R Narayana Murthy & Infosys), <b>Institutional support:</b>	9



	Different Schemes; TECKSOK; KIADB; KSSIDC; KSIMC; DIC. Single Window Agency; SISI; NSIC; SIDBI; KSFC	
V	<b>INDUSTRIAL OWNERSHIP:</b> Definition and meaning of Partnership, Characteristics of Partnership, Kinds of Partners, Partnership Agreement or Partnership Deed, Registration of Partnership Firm, Rights, Duties and Liabilities of Partners, Advantages and Disadvantages of Partnership, Sole proprietorship, Features, Scope Advantages and Disadvantages of Sole Proprietorship.	<b>9</b>

**Course Outcomes:**

Course outcome	Descriptions
CO1	Describes the fundamentals of management, functions of a manager. Also explain the planning and decision making processes in management
CO2	Explain understanding of Entrepreneurships and Entrepreneurship development process.
CO3	Illustrate Small Scale Industries, various types of supporting agencies and financing available for an entrepreneur.
CO4	Summarize the concept of partnership and to explain about industrial ownership.

**Text Books:**

SI No	Text Book title	Author	Volume and Year of Edition
1	Principles of Management	P.C. Tripathi, P.N. Reddy	Tata McGraw Hill
2	Dynamics of Entrepreneurial Development & Management	Vasant Desai	Himalaya Publishing House

**Reference Books:**

SI No	Text Book title	Author	Volume and Year of Edition
1	Management Fundamentals Concepts, Application, Skill Development	Robers Luiser	Thomson
2	Entrepreneurship Development	S.S.Khans	S.Chand & Co
3	Entrepreneurship Development- Small Business Enterprises	Poornima.M.Char antimath	Pearson Education – 2006

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**Syllabus for the Academic Year – 2022 - 2023**

**Department:** Electronics and Telecommunication Engineering      **Semester:** V

**Subject Name:** Management and Entrepreneurship

**Subject Code:** ET5TH4

**L-T-P-C:** 3-0-0-3

**Course Objectives:** Student will be able to learn:

Sl.No	Course Objectives
1	Acquire necessary knowledge and skills required for organizing and carryout entrepreneurial activities.
2	Develop the ability of analyzing and understanding business situations in which entrepreneurs act.
3	To master the knowledge necessary to plan entrepreneurial activities.
4	To make the students understand acquiring patents and copyrights

UNIT	Description	Hours
I	<b>BASICS OF MANAGEMENT:</b> Introduction - Meaning - nature and characteristics of Management, Scope and functional areas of management - Management as a science, art or profession Management & Administration - Roles of Management, Levels of Management, Development of Management Thought early management approaches - Modern management approaches. (Text 1: Chapters 1 and 2)	7
II	<b>PLANNING, ORGANIZING AND STAFFING:</b> Nature, importance and purpose of planning process Objectives - Types of plans (Meaning only) - Decision making - Importance of planning - steps in planning & planning premises - Hierarchy of plans.: Nature and purpose of organization Principles of organization Types of organization - Departmentation Committees - Centralization Vs Decentralization of authority and responsibility - Span of control - MBO and MBE (Meaning only) Nature and importance of Staffing - Process of Selection & Recruitment (in brief) (Text 1: Chapters 4, 7, 11)	9
III	<b>DIRECTING &amp; CONTROLLING:</b> Meaning and nature of directing -Leadership styles, Motivation Theories, Communication - Meaning and importance - Coordination, meaning and importance and Techniques of Co - ordination. Meaning and steps in controlling - Essentials of a sound control system - Methods of establishing control (in brief). (Text 1: Chapters 9, 16 and 18)	8
IV	<b>ENTREPRENEURSHIP:</b> Meaning of Entrepreneur, Evolution of the Concept, Functions of an Entrepreneur, Types of Entrepreneur. Concept of Entrepreneurship - Development of Entrepreneurship, Stages in entrepreneurial process, Role of entrepreneurs in Economic Development; Entrepreneurship in India.	7



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	(Text 2: Chapters 1,2,10 and 11)	
V	<b>SMALL SCALE INDUSTRY:</b> Definition, Characteristics, Need and rationale: Objectives, Scope, role of SSI in Economic Development. Advantages of SSI Steps to start an SSI - Government policy towards SSI. <b>PREPARATION OF PROJECT:</b> Meaning of Project, Project Identification, Project Selection, Project Report, Need and Significance of Report, Contents, formulation, Guidelines by Planning Commission for Project report, Network Analysis, Errors of Project Report, and Project Appraisal. (Text 2: Chapters 12 and 13)	8

**Course Outcomes**

Course Outcome	Descriptions
C01	Describe the basic principles and concepts of management.
C02	Distinguish different plans and list steps in planning.
C03	Demonstrate the meaning, functions, types and roles of an entrepreneurial describe various institutional support.
C04	Explain in detail about the small scale industries, preparation of project report and intellectual property rights.

**Text Book:**

Sl. No.	Author	Text Book title	Publisher	Volume / Issue	Year of Edition
1	P.C. Tripathi, P.N. Reddy	Principles of Management	Tata McGraw Hill	-	2007
2	S S Khanka	Entrepreneurship Development	S Chand & Co	-	2007

**Reference Books:**

Sl. No.	Author	Text Book title	Publisher	Volume / Issue	Year of Edition
1	Robert Lusier, ThomsonEshraghian	Management Fundamentals - Concepts, Application, Skill Development	-	-	2007