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<th>Course code</th>
<th>Course Name</th>
<th>L-T-P-Credits</th>
<th>Year of Introduction</th>
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<tr>
<td>HS210</td>
<td>LIFE SKILLS</td>
<td>2-0-2</td>
<td>2016</td>
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Prerequisite : Nil

Course Objectives

- To develop communication competence in prospective engineers.
- To enable them to convey thoughts and ideas with clarity and focus.
- To develop report writing skills.
- To equip them to face interview & Group Discussion.
- To inculcate critical thinking process.
- To prepare them on problem solving skills.
- To provide symbolic, verbal, and graphical interpretations of statements in a problem description.
- To understand team dynamics & effectiveness.
- To create an awareness on Engineering Ethics and Human Values.
- To instill Moral and Social Values, Loyalty and also to learn to appreciate the rights of others.
- To learn leadership qualities and practice them.

Syllabus


**Critical Thinking & Problem Solving**: Creativity, Lateral thinking, Critical thinking, Multiple Intelligence, Problem Solving, Six thinking hats, Mind Mapping & Analytical Thinking.

**Teamwork**: Groups, Teams, Group Vs Teams, Team formation process, Stages of Group, Group Dynamics, Managing Team Performance & Team Conflicts.

**Ethics, Moral & Professional Values**: Human Values, Civic Rights, Engineering Ethics, Engineering as Social Experimentation, Environmental Ethics, Global Issues, Code of Ethics like ASME, ASCE, IEEE.

**Leadership Skills**: Leadership, Levels of Leadership, Making of a leader, Types of leadership, Transactions Vs Transformational Leadership, VUCA Leaders, DART Leadership, Leadership Grid & leadership Formulation.

Expected outcome

The students will be able to

- Communicate effectively.
- Make effective presentations.
- Write different types of reports.
- Face interview & group discussion.
- Critically think on a particular problem.
- Solve problems.
- Work in Group & Teams
- Handle Engineering Ethics and Human Values.
- Become an effective leader.
**Resource Book:**

**References:**
- Shalini Verma (2014); “Development of Life Skills and Professional Practice”; First Edition; Sultan Chand (G/L) & Company
- John C. Maxwell (2014); “The 5 Levels of Leadership”, Centre Street, A division of Hachette Book Group Inc.

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<th>Course Plan</th>
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<td>Module</td>
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| III | Introduction to Groups and Teams, Team Composition, Managing Team Performance, Importance of Group, Stages of Group, Group Cycle, Group thinking, getting acquainted, Clarifying expectations. |
|     | Group Problem Solving, Achieving Group Consensus. |
|     | Group Dynamics techniques, Group vs Team, Team Dynamics, Teams for enhancing productivity, Building & Managing Successful Virtual Teams. Managing Team Performance & Managing Conflict in Teams. |
|     | Working Together in Teams, Team Decision-Making, Team Culture & Power, Team Leader Development. |

| IV | Morals, Values and Ethics, Integrity, Work Ethic, Service Learning, Civic Virtue, Respect for Others, Living Peacefully. |
|    | Caring, Sharing, Honesty, Courage, Valuing Time, Cooperation, Commitment, Empathy, Self-Confidence, Character Spirituality, 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, application of ethical theories. |
|    | Engineering as experimentation, engineers as responsible experimenters, Codes of ethics, Balanced outlook on. |
|    | The challenger case study, Multinational corporations, Environmental ethics, computer ethics, |
Weapons development, engineers as managers, consulting engineers, engineers as expert witnesses and advisors, moral leadership, sample code of Ethics like ASME, ASCE, IEEE, Institution of Engineers(India), Indian Institute of Materials Management, Institution of electronics and telecommunication engineers(IETE), India, etc.

Introduction, a framework for considering leadership, entrepreneurial and moral leadership, vision, people selection and development, cultural dimensions of leadership, style, followers, crises.

Growing as a leader, turnaround leadership, gaining control, trust, managing diverse stakeholders, crisis management.

Implications of national culture and multicultural leadership

Types of Leadership, Leadership Traits.

Leadership Styles, VUCA Leadership, DART Leadership, Transactional vs Transformational Leaders, Leadership Grid, Effective Leaders, making of a Leader, Formulate Leadership

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**END SEMESTER EXAM**

**EVALUATION SCHEME**

**Internal Evaluation**

*(Conducted by the College)*

**Total Marks: 100**

**Part – A**

*(To be started after completion of Module 1 and to be completed by 30th working day of the semester)*

1. Group Discussion – Create groups of about 10 students each and engage them on a GD on a suitable topic for about 20 minutes. Parameters to be used for evaluation is as follows;

   (i) Communication Skills – 10 marks
   (ii) Subject Clarity – 10 marks
   (iii) Group Dynamics - 10 marks
   (iv) Behaviors & Mannerisms - 10 marks

   *(Marks: 40)*

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Part – B

(To be started from 31st working day and to be completed before 60th working day of the semester)

2. Presentation Skills – Identify a suitable topic and ask the students to prepare a presentation (preferably a power point presentation) for about 10 minutes. Parameters to be used for evaluation is as follows;

(i) Communication Skills* - 10 marks
(ii) Platform Skills** - 10 marks
(iii) Subject Clarity/Knowledge - 10 marks

(Marks: 30)

* Language fluency, auditability, voice modulation, rate of speech, listening, summarizes key learnings etc.

** Postures/Gestures, Smiles/Expressions, Movements, usage of floor area etc.

Part – C

(To be conducted before the termination of semester)

3. Sample Letter writing or report writing following the guidelines and procedures. Parameters to be used for evaluation is as follows;

(i) Usage of English & Grammar - 10 marks
(ii) Following the format - 10 marks
(iii) Content clarity - 10 marks

(Marks: 30)

External Evaluation

(Conducted by the University)

Total Marks: 50

Time: 2 hrs.

Part – A

Short Answer questions

There will be one question from each area (five questions in total). Each question should be written in about maximum of 400 words. Parameters to be used for evaluation are as follows;

(i) Content Clarity/Subject Knowledge
(ii) Presentation style
(iii) Organization of content
Part – B

Case Study

The students will be given a case study with questions at the end the students have to analyze the case and answer the question at the end. Parameters to be used for evaluation are as follows;

(i) Analyze the case situation
(ii) Key players/characters of the case
(iii) Identification of the problem (both major & minor if exists)
(iv) Bring out alternatives
(v) Analyze each alternative against the problem
(vi) Choose the best alternative
(vii) Implement as solution
(viii) Conclusion
(ix) Answer the question at the end of the case

(Marks: 5 x 6 = 30)

(Marks: 1 x 20 = 20)