

Ramgarhia Polytechnic College, Phagwara



Electrical Engineering Department

Head of Department:	S. Jasvir Singh
Name of the Faculty:	Er. Medha Walia
Discipline:	Electrical Engineering Department
Semester:	3 rd
Subject:	Generic Skills and Entrepreneurship Development
Lesson Plan Duration:	16 Weeks



















RATIONALE

Generic Skills and Entrepreneurship Development is one of the courses from “Human Science” subject area. Generic skills have emerged as an important component of employability skills, which enable an individual to become and remain employable over lifetime and to lead happy and prosperous life. Entrepreneurship development aims at developing conceptual understanding for setting-up one’s own business venture/enterprise. This aspect of Human Resource Development has become equally important in the era, when wage employment prospects have become meager. Both the subject areas are supplementary to each other and soft skills are required to be developed in diploma pass-outs for enhancing their employability and self-confidence.

Learning Outcomes

After undergoing this course, the students will be able to:

- CO1. Explain the importance of Generic skills.
- CO2. Demonstrate Self Development.
- CO3. Manage himself/herself physically, intellectually and psychologically.
- CO4. Work effectively as a team member.
- CO5. Manage tasks effectively.
- CO6. Apply knowledge to solve problems.
- CO7. Develop an entrepreneurial mindset.
- CO8. Recognize a business opportunity.
- CO9. Prepare a Project report.

PO \Rightarrow	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO \Downarrow							
CO1							
CO2							
CO3							
CO4							
CO5							
CO6							
CO7							
CO8							
CO9							

Syllabus

Units	Details	Hours
1.	<p>Introduction to Generic Skills</p> <p>1.1 Importance of Generic Skill Development</p> <p>1.2 Global and Local Scenario of Generic Skill Development</p> <p>1.3 Life Long Learning and associated importance of Generic Skill Development</p>	(04 hrs)
2.	<p>Managing Self</p> <p>2.1 Knowing Self for Self Development Self-concept, personality, traits, multiple intelligence such as language intelligence, numerical intelligence, psychological intelligence etc.</p> <p>2.2 Managing Self - Physical Personal grooming, Health, Hygiene, Time Management</p> <p>2.3 Managing Self – Intellectual development Information Search: Sources of information Writing Skills – Official & business correspondence, Job application covering letter and resume Speaking Skills – Mock interview, Preparing for meeting, Group discussion</p> <p>2.4 Managing Self – Psychological Stress, Emotions, Anxiety-concepts and significance Techniques to manage stress</p>	(08 hrs)
3.	<p>Managing in Team</p> <p>3.1 Team - definition, team dynamics</p> <p>3.2 Team related skills- sympathy, empathy, co-operation, concern, lead and negotiate, work well with people from culturally diverse background</p>	(06 hrs)
4.	<p>Task Management</p> <p>4.1 Task Initiation, planning, execution, close out</p> <p>4.2 Exercises/case studies on task planning towards development of skills for task management</p>	(03 hrs)
5.	<p>Problem Solving</p> <p>5.1 Prerequisites of problem solving- meaningful learning, ability to apply knowledge in problem solving</p>	(05 hrs)

	<p>5.2 Different approaches for problem solving.</p> <p>5.3 Steps followed in problem solving.</p> <p>5.4 Exercises/case studies on problem solving.</p>	
6.	<p>Entrepreneurship</p> <p>6.1 Introduction-Concept/Meaning and its need</p> <p>Qualities of an entrepreneur</p> <p>Entrepreneurial Support System e.g., District Industry Centres (DICs), Commercial Banks, State Financial Corporations, Small Industries 98 Service Institute (SISIs), Small Industries Development Bank of India (SIDBI), National Bank of Agriculture and Rural Development (NABARD), National Small Industries Corporation (NSIC) and other relevant institutions/organizations at State/National level.</p> <p>6.2 Market Survey and Opportunity Identification (Business Planning)-How to start a small scale industry Procedures for registration of small-scale industry</p> <p>Assessment of demand and supply in potential areas of growth.</p> <p>Understanding business opportunity</p> <p>Considerations in product selection</p> <p>6.3 Project Report Preparation-Preliminary Project Report</p> <p>Techno-Economic Feasibility Report</p> <p>Preparation of Detailed Project Report</p>	(22 hrs)

Reference Books:

1. Soft Skills for Interpersonal Communication by S. Balasubramanian
Published by Orient Black Swan, New Delhi.
2. Generic skill Development Manual, MSBTE, Mumbai.
3. Lifelong learning, Policy Brief
4. A Handbook of Entrepreneurship, Edited by BS Rathore and Dr JS Saini;
Aapga Publications, Panchkula (Haryana)
5. Entrepreneurship Development by CB Gupta and P Srinivasan, Sultan Chand
and Sons, New Delhi
6. Handbook of Small Scale Industry by PM Bhandari

Delivery/Instructional Methodologies

Sr.No.	Description
1.	Chalk and Talk
2.	PowerPoint Presentation

Assessment Methodologies

Sr. No.	Description	Type
1.	Student Assignment	Direct
2.	Test	Direct
3.	Board Examination	Direct
4.	Student Feedback	Direct

Gaps in the syllabus - to meet industry/profession requirements

S.NO.	DESCRIPTION	PROPOSED ACTIONS	PO MAPPING
	N/A	N/A	N/A

Topics beyond syllabus/advanced topics

Units	Details	Hours
N/A	N/A	N/A

Web Source References

Sr. No.	URL
1.	https://nptel.ac.in/
2.	www.oecd.org

Lesson Plan

Week	Theory		Practical	
	Lecture Day		Practical Day	
1 st	1 st	Introduction to Generic Skills	1.	N/A
	2 nd	Importance of Generic Skill Development		
	3 rd	Global and Local Scenario of Generic Skill Development		
2 nd	4 th	Knowing Self for Self Development Self-concept	2	N/A
	5 th	Personality, and Personality development Traits and its types.		
	6 th	Multiple intelligence such as language intelligence, numerical intelligence, psychological intelligence etc.		
	7 th	Managing Self - Physical Personal grooming, Health, Hygiene, Time Management		

3 rd	8 th	Managing Self – Intellectual development Information Search: Sources of information	3	N/A
	9 th	Writing Skills – Official & business correspondence, Job application covering letter and resume		
4 th	10 th	Speaking Skills – Mock interview, Preparing for meeting, Group discussion	4.	N/A
	11 th	Managing Self – Psychological Stress, Emotions, Anxiety-concepts and significance Techniques to manage stress		
	12 th			
5 th	13 th	Managing in Team and Team - definition	5.	N/A
	14 th	Team related skills- sympathy, empathy, co-operation.		
	15 th			
6 th	16 th	In team, work well with people from culturally diverse background	6.	N/A
	17 th			
	18 th	REVISION		
	19 th	1st Sessional Test (Tentative)		

7 th	20 th	Task Management, Task Initiation, planning, execution, close out	7.	N/A
	21 st	Exercises/case studies on task planning towards development of skills for task management		
8 th	22 nd			8.
	23 rd	Problem Solving Prerequisites of problem solving- meaningful learning, ability to apply knowledge in problem solving		
	24 th	Different approaches for problem solving.		
9 th	25 th	Steps followed in problem solving	9.	N/A
	26 th	Exercises/case studies on problem solving.		
	27 th	Entrepreneurship Introduction Concept/Meaning and its need.		
10 th	28 th	Qualities of an entrepreneur Introduction to Entrepreneurial Support System	10.	N/A
	29 th	Entrepreneurial Support System e.g., District Industry Centres (DICs), Commercial Banks, State Financial Corporations, Small Industries 98		
	30 th			
	30 th	Service Institute (SISIs),		

11 th	31 st	Small Industries Development Bank of India (SIDBI), National Bank of Agriculture and Rural Development (NABARD), National Small Industries Corporation (NSIC) and other relevant institutions/organizations at State/National level.	11.	N/A
	32 nd	REVISION		
	33 rd	PTM		
12 th	34 th	2nd Sessional Test (Tentative)	12.	N/A
	35 th	Market Survey and Opportunity Identification (Business Planning)		
	36 th	How to start a small scale industry		
13 th	37 th	Procedures for registration of small-scale industry	13.	N/A
	38 th	Assessment of demand and supply in potential areas of growth.		
	39 th	Understanding business opportunity		
	40 th	Considerations in product selection		

14 th	41 st	Introduction to Project Report Preparation	14.	N/A
	42 nd	Preliminary Project Report		
15 th	43 rd	Techno-Economic Feasibility Report	15.	N/A
	44 th	Preparation of Detailed Project Report		
	45 th			
16 th	46 st	PTM	16.	N/A
	47 nd	REVISION		
	48 th	3rd Sessional Test (Tentative)		

NBA has defined the following seven POs for an Engineering diploma graduate:

- i) **Basic and Discipline specific knowledge:** Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
- ii) **Problem analysis:** Identify and analyze well-defined engineering problems using codified standard methods.
- iii) **Design/ development of solutions:** Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
- iv) **Engineering Tools, Experimentation and Testing:** Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
- v) **Engineering practices for society, sustainability and environment:** Apply appropriate technology in context of society, sustainability, environment and ethical practices.
- vi) **Project Management:** Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
- vii) **Life-long learning:** Ability to analyze individual needs and engage in updating in the context of technological changes.

Program Specific Outcomes (PSOs)

PSOs are a statement that describes what students are expected to know and be able to do in a specialized area of discipline upon graduation from a program. Program may specify 2-4 program specific outcomes, if required.

These are the statements, which are specific to the particular 11 program. They are beyond POs. Program Curriculum and other activities during the program must help in the achievement of PSOs along with POs.