Students Capability Enhancement and Development Schemes

Shroff S.R. Rotary Institute of Chemical Technology

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SOFT SKILLS

1. Peer Learning Initiative (PLI):

To enhance self-learning ability, presentation skills and crowd gathering capability among students, an innovative activity termed Peer learning Initiative (PLI) is conducted in SRICT. The key highlights of PLI are mentioned below

- The PLI sessions are conducted by senior students to their junior students under the supervision of faculty member.
- Students interested in delivering PLI lectures should meet concerned coordinator for prior approval of lecture.
- Students should have secured a minimum overall BB grade in university external examination in respective course.
- The presentation / lecture notes, is to be reviewed by concerned coordinator and the same is planned in advance.
- A student can take a maximum of two PLI in a course in the semester.
- The student will get a reward of Rs. 200 per lecture, if he/she successfully delivers the lecture.
- The record of PLI conducted in a course is to be maintained by concerned course coordinator.
- At the end of academic session, HOD should send the list of student who has taken PLI in department, to institute PLI coordinator.

Report on Felicitation Program for Peer Learner Students

An online felicitation program for Peer Learner students, was organised to felicitate the students who have conducted PLI (Peer learning Initiative) lectures during Jan-2020 to June-2021. Program coordinator, Mr. Shivang Ahir (Assistant Professor, MED), introduced PLI and its details to the audience in his welcome speech. Honourable Vice Chairman ARES, Mr. Ashok Panjwani appreciated the students for their efforts to conduct PLI lectures and motivated them to take part in this unique initiative taken by the Institute. Dr. Shrikant Wagh (Principal, SRICT) motivated students to conduct PLI lectures to improve their stage presence, vocabulary skill, body language etc. He also made aware the students of other benefits and significance of PLI. Dr. Snehal Lokhandwala (Vice Principal, SRICT) praised the students for participation in this activity and motivated them to introduce future innovative aspects of this activity. Dr. Pragna Lad, SRICT central coordinator of PLI activity, thanked the management for granting cash prizes worth Rs. 1,26,400 to 198 students, and all other helping hands for organising such a wonderful event.

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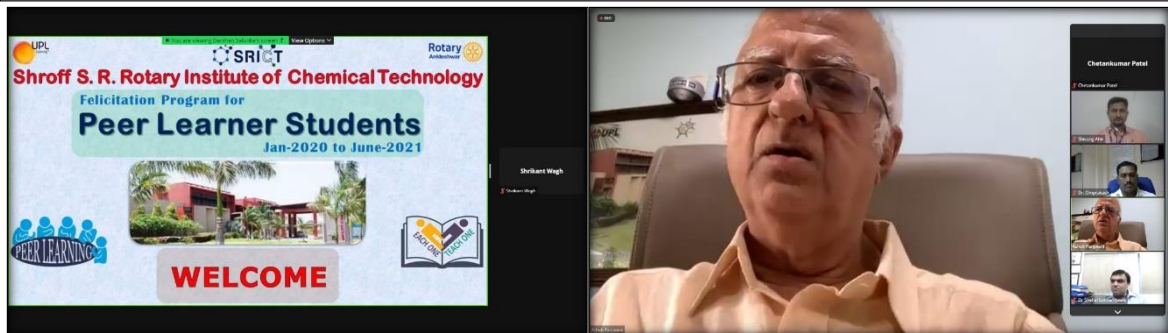
Glimpse of Felicitation Programme

2. Personality Skill Development (PSD):

The objectives of PSD includes,

- To strengthen Industry – Institute partnership.
- To improvise upon personality development of students.
- To develop industry ready human resources.
- To develop perceptual behaviour in students so as to make them adaptable to different kind of situations.
- To minimize the gap of expectation of a corporate sector and perception of young generation.
- To develop managerial skills among engineering graduates.

Syllabus of PSD:

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Sr. No.	Topic
1	Demand & Supply- Case Study
2	Entrepreneurship- Ground reality
3	Market Structure- Technical Products
4	Banking Sector
5	Managerial Skills & Function, Application of Maslow's Hierarchy of Need Theory
6	Marketing aspects for Technocrat
7	Finance for Non-finance Professional
8	Aspects of Production management for Engineers
9	Bird's view of HRM
10	Corporate Social Responsibility
11	Personality Development
12	Positive attitude build up
13	Perception- How to perceive from the environment
14	Motivation- Self & Others
15	Becoming a Perceptual Student & allowing Difficult People & Challenging Situation to be your Teacher
16	Team Spirit & Synergic Effect
17	Leadership- Bringing out the best in Others
18	Create your dream Life- Creating Interpretation & Support your Excellence
19	Quotients- Spiritual, Intelligence, Emotional, Physical
20	Business Communication

Teaching methodology:

- Expert Speakers (Informational /Case Study/ Demonstration)
- Management Games/Simulation
- Brainstorming- GD & Role Play
- Film Show
- Picture Perception Test (PPT)
- Competition

Teaching Aids:

- Chalk & Talk
- PPT
- Video Films/ Documentary
- Business/Technical Model
- e-Sources

Semester: 6th

![SRICT logo]

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3. English Proficiency Course (EPC):

The objectives of EPC course is to,

- To enable students to communicate effectively in English
- To ensure students are using English as a medium of communication for science, technology & research.
- To build up the confidence level of students to use English in their day to day life.
- To create an atmosphere where English can be made as a medium of communication in SRICT campus.
- To help students, especially those who lag in their engineering studies due to vernacular language issues.

Policy of English Proficiency Course

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Syllabus of EPC

Prerequisite: Zeal to learn subject

Rationale: The rationale of English Proficiency Course is to help students understand how to write and speak in English which are most productive aspects of communication. Moreover, Levels also cover receptive skills listening and reading along with Grammar (to aid students to improve writing skills and speaking skills) which will help students to acquire competence over linguistic skills. This would be developed through balanced and integrated tasks. This course will foster students to communicate effectively in their professional career.

		Level 1 [Sem-4]	**Level 2** [Sem-5]	**Level 3** [Sem-7]
Speaking Skills		Wishing Techniques	Telephonic Communication	Incident Explanation
		Basic Grammar-Tenses, Active-passive, etc	Presentation-1	Presentation-2
		Talking Etiquettes	Group Discussion,	Communicate in meetings/ interviews
		Sentence Formation [through story telling]	Pronunciation (use of Dictionary/ synonyms)	Talking to colleagues/ co- workers
		Role Play	5 min. speech	
		Self-Introduction		
Writing Skills		Paragraphs-1	Paragraphs- 2	Paragraphs- 3
		Business Letters	Notice Writing	projects
		Reports- technical	Translations	E-mail drafting
		Agenda- MOM	Memo	

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LANGUAGE AND COMMUNICATION SKILLS

Language Lab:

Language Lab-is dedicated to the improvement of English Language Skills of BE students. We have licensed version of software Orell Digital Lab installed in the server and lifetime license of the same is purchased for 29 systems. The software has several modules like role plays, Comprehension passages, phonetics lessons and many more designed to polish the language of students with respect to their Listening, speaking, Reading and writing skills.

Details of facilities available at Language Lab	
Name of Asset	**Quantity**
Language Lab Software Orell Digital Lab software	30 User License
Web camera	01
Zenith Desktop PC Intel H-S5 Express Chipset Intel Core i3-550/3.20 Hkz, Micro ATX G31 M/B 2B DR2 RAM, 250 GB HDD (SATA) On Board 10/100/1000 LAN, Optical Mouse, Multimedia Keyboard, 15.6" Wide TFT Monitor	11
Projector	01
Projector Screen	01
Gigabyte Brix GB Base, Intel Celeron Processor, Windows,10 professional,500GB,HDD SATA,2GB,DDR3, VGA and HDMI Ports, Gigabyte ,LAN, Audio, WI-FI & Bluetooth 4.0, VESA Mounting Kit, Power Adaptor 12W Optical Mouse, Multimedia Keyboard, 15.6" Wide TFT Monitor	19
Head Phone i-ball rocky	
Portable speaker	01
Chairs	30

English/Communication Skills Course (Language lab) is mandatory for all the students studying in all the UG programs (BE) under the Gujarat Technological University, Ahmedabad regulations. The syllabus of Language lab is

ENGLISH
B.E. 1ST YEAR

Type of course: Language and Communication

Prerequisite: Zeal to learn the subject

Rationale: The rationale of the curriculum is to help students refresh their knowledge of English language. It also targets the understanding of grammar, focusing on comprehension, and reading, speaking and writing skills. This would be developed through balanced and integrated tasks.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P	C	Theory Marks		Practical Marks		
				ESE (E)	PA (M)	ESE (V)	PA (I)	
2	0	2	3	70	30	30	20	150

Content:

Sr. No.	Topics	Teaching Hours	Module Weightage
1	Vocabulary building: Introduction to Word Formation Types of word formation processes: compounding, clipping, blending, derivation, creative respelling, coining and borrowing Acquaintance with prefixes and suffixes Synonyms, antonyms, and standard abbreviations.	06	20%
2	Phonetics: IPA Transcription Introduction to different accents	04	10%
3	Identifying Common Errors in Writing: Tenses Subject-verb agreement Noun-pronoun agreement Misplaced modifiers Articles Prepositions Modal Auxiliaries Redundancies	06	20%
4	Basic Writing Skills: Sentence Structures Use of phrases and clauses in sentences Importance of proper punctuation Creating coherence Organizing principles of paragraphs in documents	04	10%

5	Nature and Style of Writing: Describing Defining Classifying Writing introduction and conclusion	06	20%
6	Writing Practices: Comprehension Précis Writing Letter Writing Email etiquettes Abstract Memo writing	06	20%

Suggested Specification table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
10	**10**	**40**	**20**	**0**	**20**

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create and above Levels (Revised Bloom's Taxonomy)

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books:
  (i)   Technical English, Dr. M. Hemamalini, Wiley. 2014
  (ii)   Practical English Usage, Michael Swan, OUP. 1995
  (iii)   Remedial English Grammar, F.T. Wood, Macmillan. 2007
  (iv)   Oxford Language Reference, (Indian Edition) OUP
  (v)   On Writing Well, William Zinsser, Harper Resource Book. 2001
  (vi)   Study Writing, Liz Hamp-Lyons and Ben Heasly, Cambridge University Press. 2006
  (vii)   Communication Skills, Sanjay Kumar and Pushp Lata, Oxford University Press. 2011
  (viii) Exercises in Spoken English, Parts. I-III. CIEFL, Hyderabad. Oxford University Press
  (ix)   The Study of Language, George Yule, CUP, 4th Edition. 2010
  (x)   A Course in English Phonetics, T R Kansakar, Orient Longman. 1998
  (xi)   Spoken English, R K Bansal and J B Harrison, Orient Longman. 2013

Course Outcome: At the end of the course students will be able to –

Sr. No	Course Outcomes	Weightage
CO1	Use various forms of vocabulary in varied situations in oral and written communication.	10%
CO2	Understand the phonetics and the transcription pattern to learn correct pronunciation.	10%
CO3	Comprehend the dynamics of various rules of grammar and check its validation while they speak and write language correctly.	20%

CO4	Use grammar effectively to make themselves competent Listener, Speaker, Reader and Writer by exposing to various set of situations.	20%
CO5	Write various formal and informal documents of day to day life and professional set up.	20%
CO6	Demonstrate the qualities of writing in diverse situation by using the nuances such as conciseness, clarity, accuracy, organization, and coherence.	20%

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List of Experiments:

Sr. No.	Practical/ Exercise	Apprx. Hours required
1	Word Formation-1	02
2	Word Formation-2	02
3	Listening Comprehension	02
4	Transcription and dictionary usage	02
5	Common Everyday Situations: Conversations and Dialogues	04
6	Communication at Workplace	04
7	Common errors in writing	04
8	Reading Comprehension	02
9	Letter Writing, Precis Writing	04
10	Email Writing: Formal and Informal	02
11	Practical assessment	04

GUJARAT TECHNOLOGICAL UNIVERSITY

Bachelor of Engineering
Subject Code: 3130004
Semester – III
Subject Name: Effective Technical Communication

Type of course: Communication and ethics

Prerequisite: Zeal to learn the subject

Rationale: The rationale of the curriculum is to help students learn technical communication along with necessary moral and ethical dimensions of engineering.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P	C	Theory Marks		Practical Marks		
				ESE (E)	PA (M)	ESE (V)	PA (I)	
2	0	2	3	70	30	30	20	150

Contents:

Sr. No.	Topics	Teaching Hours	Module Weightage
1	**Dynamics of Communication**: Definition and process Kinesics Proxemics Paralinguistic features Importance of Interpersonal and Intercultural Communication in today's organizations	06	20%
2	**Technical Writing**: Report writing Technical proposal Technical description Business letters(sales, order, complaint, adjustment, inquiry, recommendation, appreciation, apology, acknowledgement, cover letter) Agenda of meeting, Minutes of meeting Resume writing	08	25%
3	**Technical Communication**: Public speaking Group discussion Presentation strategies Interview skills Negotiation skills Critical and Creative thinking in communication	06	20%
4	**Ethics in Engineering**: Scope of engineering ethics Accepting and sharing responsibility Responsible professionals and ethical corporations Resolving ethical dilemmas Making moral choices	04	12%
5	**Etiquettes**: Telephone etiquettes Etiquettes for foreign business trips Visits of foreign counterparts Etiquettes for small talks	05	16%

	Respecting privacy Learning to say NO Time management		
6	**Self-development and Assessment:** Change, Grow, Persist, Prioritize, Read, Learn, Listen, Record, Remember, Asses, Think, Communicate, Relate, Dream.	03	7%

Distribution of Theory Marks					
Remember	Understand	Analysis	Application	Evaluation	Creativity
05	**05**	**15**	**15**	**15**	**15**

Language Laboratory Activities:

Sr. No.	Practical/ Exercise	Apprx. Hours required	Preferably to be conducted in:
1	Role Play	02	Classroom/Hall
2	Letter writing: Formal	02	Classroom/Lab
3	Group Discussion	04	Classroom/Hall
4	Presentations	04	Classroom/Hall
5	Book Review(Preferably related to self-development)	04	Classroom/Hall
6	Mock Interview	04	Classroom/Hall
7	Report writing	02	Classroom/Lab
8	Case studies related to unit 4, 5 and 6	06	Classroom/Lab
9	Conducting meetings and minutes of meeting	02	Classroom/Hall
10	Practical assessment	02	Classroom/Lab

Suggested books for review:

1. You Can Win by Shiv Khera
2. How to Win Friends and Influence People by Dale Carnegie
3. Getting Things Done: The Art of Stress Free Productivity by David Allen
4. Quiet: The Power of Introverts in a World That Can't Stop Talking by Susan Cain
5. The Alchemist by Paulo Coelho
6. The 7 Habits of Highly Effective People by Stephen Covey
7. What to Say When You Talk to Yourself by Dr. Shad Helmstetter
8. The Big Leap by Gay Hendricks
9. Thinking Fast and Slow by Daniel Kahneman
10. The Art of Thinking Clearly by Ralf Dobelli
11. Upside Down Key by Sudha Murthy
12. Born to be Happy by Pramod Batra
13. Kiss That Frog by Brian Tracy

14. Build From Scratch by Vineet Bajpai
15. Ten Much by A G Krishnamoorthy
16. Poor Little Rich Slum by Rashmi Bansal
17. Our Ice Berg is Melting by John Paul Cotter
18. Most and More by Mahatria Ra
19. Third Curve by Mansoor Ali Khan
20. Selected Short Stories of Rabindranath Tagore edited by William Radice
21. That Thou Art by Dhruv Bhatt
22. Old Man and the Sea by Ernest Hemingway

Reference Books:

1. Raman and Sharma, *Technical Communications*, OUP, New Delhi, 2017

2. Lata and Kumar, *Communication Skills*, OUP, New Delhi, 2018

3. Mike Martin and Roland Schinzinger, *Ethics in Engineering*, McGraw Hill, New York, 2014

4. Mohapatra and Sreejesh S., *Case Studies in Business Ethics and Corporate Governance*, Pearson, UP, 2013

5. Ramesh and Ramesh, *The Ace of Soft Skills*, Pearson, UP, 2019

6. Sherfield, Montgomery and Moody, *Cornerstone: Developing Soft Skills*, UP, 2009

Open Sources:

https://www.scu.edu/ethics/focus-areas/more/engineering-ethics/engineering-ethics-cases/

Course Outcomes:

At the end of the course students will be able to:

Sr. No.	Course Outcome	Weightage
1	Define and discuss dynamics of Verbal and Non Verbal aspects of Communication	20%
2	Write various formal documents of technical and professional communication	25%
3	Communicate in diverse formal situations taking place in organizations	20%
4	Illustrate and examine the knowledge of ethical aspects of engineering	12%
5	Demonstrate and explain social and professional etiquettes	16%
6	Plan self-development and practice self-assessment	7%

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ICT/COMPUTING SKILLS

1. Virtual Labs (VLabs):

Virtual labs are immersive media-rich online learning environments, where users can perform physical laboratory experiments in a computer simulated environment - Anytime, Anywhere. Traditional physical laboratories require tremendous resources, preparations, time and space management. Also, possibility of wastage of energy and certain resources cannot be avoided in traditional labs. On the other hand Virtual labs are cost effective whilst providing near hands on experience of experimentation. Virtual labs provide an educational experience that helps broaden learner's perspective.

Vlabs will provide new learning technologies that are exciting and fun for the new generation of students. To transform the landscape of Science and Engineering education, through the use of virtual labs- a revolutionary technology-enhanced educational tool, laboratory learning is being extended beyond the walls of the classroom.

SRICT is deployed by IIT Bombay, as the Nodal Center for Virtual Lab Projects in Gujarat Section. Ms. Richa Dubey is Virtual Lab Coordinator at SRICT.

Annual Report

IIT Bombay | Virtual Labs

Virtual Labs Annual Report 2020

Nodal Center:	Shroff S R Rotary Institute of Chemical Technology, Ankleshwar	**31**
Region:	Vadodara	NCID
Established Since:	2015-10-21	

Month	Usage
August	0
September	0
October	32
November	0
December	0
Total Usage	**32**

Nodal Coordinator Signature

Richa Dubey.

Head of Institute / Principal

Signature & Stamp

1. Scan and Upload the duly signed original Soft-Copy of this Annual Report.