Program	BACHELOR OF TECHNOLOGY (B.Tech)	**Semester - 4**
Type of Course	Humanities, Social Science and Management Course	
Prerequisite		
Rationale	This course equips students with foundational competencies in professional behaviour, teamwork, leadership, and engineering ethics to support responsible practice and workplace readiness. Through practice-based learning, it aims to enhance employability while cultivating ethical and holistic professional identity.	
Effective From A.Y.	2025-26	

Teaching Scheme (Contact Hours)				Examination Scheme				
				Theory Marks		Practical Marks		
Lecture	Tutorial	Lab	Credit	SEE TH	IAT	SEE P	CCE	Total Marks
2	-	2	2	50	30	50	20	150

***SEE** - Semester End Examination, **IAT** - Internal Assessment Test, **CCE** - Continues & Comprehensive Evaluation*

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
1	**Professional Etiquette, Grooming & Workplace Behaviour** • Professional grooming standards • Workplace etiquette (meetings, emails, hierarchy, decorum) • Time management, punctuality & discipline	5	15
2	**Effective Verbal & Non-Verbal & Digital Communication** • Speaking clarity, tone, technical vocabulary • Kinesics: Posture, Gestures • Active listening, paraphrasing, feedback • Digital communication etiquette: chat, online meetings	6	20
3	**Teamwork, Group Dynamics & Conflict Resolution** • Team roles, responsibilities, coordination • Leadership styles & decision-making • Group discussion (GD) frameworks • Emotional intelligence & empathy in teams • Conflict identification, negotiation & resolution models	6	20
4	**Engineering Ethics & Professional Responsibility** • Ethics, moral reasoning & codes of conduct (IEEE, ASME etc.) • Duty of care, safety, accountability • Case-based ethical dilemma analysis • Digital & Online Ethics • Cyber security & Data Responsibility	7	25
5	**Professional Presentation, Pitching** • Structure of technical presentations • Verbal delivery & stage presence • Designing visual aids (PPT, charts, models) • Elevator pitch & persuasive communication • Introduction to Interview Skills	6	20
	Total	30	100

Suggested Distribution Of Theory Marks Using Bloom's Taxonomy

Level	Remembrance	Understanding	Application	Analyze	Evaluate	Create
Weightage	15	35	50	0	0	0

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

Course Outcomes

At the end of this course, students will be able to:	
CO1	Identify and recall professional etiquette and workplace behaviour required in structured engineering tasks.
CO2	Discuss the elements of effective verbal and non-verbal communication in individual and group interactions.
CO3	Collaborate and execute team-based activities, demonstrating leadership and cooperative problem-solving.
CO4	Apply professional responsibility frameworks to address ethical dilemmas in engineering scenarios.
CO5	Deliver structured technical presentations using appropriate content, visuals, and delivery techniques, and demonstrate professional interaction skills through mock interviews and structured Q&A practice.

CO PO Mapping

CO	CO - 1	CO - 2	CO - 3	CO - 4	CO - 5
PO - 1	2	1	2	2	2
PO - 2	1	2	2	2	1
PO - 3	1	1	2	1	2
PO - 4	1	1	1	2	1
PO - 5	1	1	1	1	2
PO - 6	3	2	2	3	2
PO - 7	2	1	1	3	1
PO - 8	2	2	3	2	2
PO - 9	2	3	2	2	3
PO - 10	1	1	2	1	2
PO - 11	2	2	2	2	3

Reference Books

1.	**Robert S. Fredman (2021). Understanding psychology 15th Edition :McGreaw Hill.**
2.	**Technical Communication: Principles and Practice (TextBook)** By Meenakshi Raman and Sangeeta Sharma | Oxford University Press
3.	**Professional Communication** By Aruna Koneru | Mc Graw Hill | Latest Edition

List of Practical

1.	**Grooming & Appearance Audit** UNIT-1, CO1
2.	**Personal SWOT Analysis** UNIT-1, CO1
3.	**Listening Comprehension and Interpretation Exercise** UNIT- 2, CO2
4.	**Impromptu Speaking on Workplace Situations** UNIT-2, CO2
5.	**Extempore / Elocution on Workplace Topics** UNIT -2, CO2
6.	**Structured Group Discussion (GD)** UNIT-3, CO3
7.	**Team-Based Problem-Solving Task** UNIT-3, CO-3
8.	**Conflict Resolution Situational Play Simulation** UNIT-3, CO-3
9.	**Ethical Dilemma Case Study Analysis** UNIT-4, CO-4
10.	**Ethical Culture Interaction Exercise** UNIT-4, CO-4
11.	**Elevator Pitch – 60-Second Idea/Project Pitch** UNIT-5, CO-5
12.	**Technical Presentation with Visual Aids** UNIT-5, CO-5
13.	**Mock Interview** UNIT-5, CO-5