

GANPAT UNIVERSITY

FACULTY OF DIPLOMA ENGINEERING

Programme	Diploma in Civil, Mechanical, Electrical, Computer, Information Technology, Electronics and Communication, Mechatronics, Automobile, Bio-medical, Petrochemical, Chemical, Agriculture Engineering				
Semester	IV		Version	1.0.0.0	
Effective from Academic Year	2026-27		Effective for the batch Admitted in	JULY-2025	
Course code	1HS1102	Course Name	Employability Skills		

I. TEACHING-LEARNING AND ASSESSMENT SCHEME

Course Type	Course Code	Learning Scheme						Assessment Scheme										Total Marks
		Actual Contact Hrs./Week			SLH	NLH	Credits	Theory				Practical				Based on SL		
		CL	TL	LL				FA-TH	SA-TH	TOTAL		FA-PR	SA-PR	TOTAL		SLA		
										MAX	MIN			MAX	MIN	MAX	MIN	
SEC	1HS1102	--	---	02	02	04	02	--	--	-	--	30	20	50	20	20	8	70

Abbreviation:	CL- Classroom Learning	TL - Tutorial Learning	LL - Laboratory Learning
	SLH - Self Learning Hours	NLH - Notional Learning Hours	SLA - Self Learning Assessment
	FA - Formative Assessment (Term work +Mid Sem Exam +Attendance)		SA - Summative Assessment

II. PRE-REQUISITES

Basic communication ability and general awareness gained during secondary education.

III. INDUSTRY / EMPLOYER EXPECTED OUTCOMES

- Professional workplace behaviour
- Ethical conduct and responsibility
- Teamwork and leadership readiness
- Digital competency and safety awareness
- Career preparedness and entrepreneurial mindset

IV. COURSE LEARNING OUTCOMES

At the end of the course, students will be able to achieve the following course learning outcomes:

- CO1.** Understand workplace culture, ethics, and professional responsibilities
CO2. Demonstrate personal effectiveness and professional behaviour
CO3. Apply teamwork, leadership, and problem-solving skills
CO4. Use digital tools responsibly with safety and quality practices
CO5. Prepare for employment, higher studies, or entrepreneurship

V. COURSE CONTENT:

Unit I: Workplace Awareness and Professional Ethics

Meaning and scope of the corporate and professional world, Differences between academic life and workplace culture, Types of organizations and organizational structures, Roles and responsibilities of diploma engineers, Workplace rules, discipline, punctuality, and accountability, Professional ethics, values, and office etiquette.

Unit II: Personal Effectiveness, Grooming, and Professional Behaviour

Personal grooming and professional appearance, Importance of grooming in employability, Dress code, hygiene, and body language, Self-awareness, self-confidence, and emotional intelligence, Goal setting and basic career planning, Time management and stress management, Adaptability, integrity, and ethical behaviour at the workplace.

Unit III: Teamwork, Leadership, and Problem-Solving Skills

Importance of teamwork and team roles, Team dynamics and collaboration, Leadership qualities and basic leadership styles, Effective communication in teams, Conflict management techniques, Critical and creative thinking, Problem-solving and decision-making techniques

Unit IV: Digital Literacy, Safety, and Quality Practices

Meaning and importance of digital literacy, Basics of computers, operating systems, and file management, Office productivity tools: documents, spreadsheets, presentations, Professional digital communication: email and online meetings, Cyber safety, digital ethics, and responsible online behaviour, Workplace safety, hazards, safety symbols, and use of PPE, Quality concepts (5S, Kaizen) and environmental sustainability

Unit V: Career Development, Employability, and Entrepreneurship

Career opportunities for diploma engineers, Resume and cover letter writing, Interview skills and group discussion techniques, Aptitude and basic reasoning skills, Introduction to entrepreneurship and innovation, Basics of small enterprises, freelancing, and self-employment, Financial literacy fundamentals

VI. LABORATORY LEARNING OUTCOME AND ALIGNED PRACTICAL

Sr. No.	Practical/Laboratory Learning Outcome (LLO)	Practical Titles	Relevant COs
1	LLO 1.1 Identify workplace rules and professional conduct LLO 1.2 Analyze differences between academic life and workplace culture	Unit I: Workplace Awareness and Professional Ethics 1. Case Study on Workplace Rules and Professional Conduct 2. Group Discussion: Academic Life vs Workplace Culture	CO1
2	LLO 2.1 Demonstrate personal grooming and professional appearance LLO 2.2 Apply effective body language and emotional intelligence	Unit II: Personal Effectiveness, Grooming, and Professional Behaviour 1. Practical on Personal Grooming and Professional Appearance 2. Activity on Body Language and Emotional Intelligence	CO2
3	LLO 3.1 Perform team-based activity to understand teamwork LLO 3.2 Apply leadership and problem-solving skills	Unit III: Teamwork, Leadership, and Problem-Solving Skills 1. Team Activity on Team Roles and Collaboration 2. Leadership Role Play and Problem-Solving Exercise	CO3
4	LLO 4.1 Use digital tools for professional communication LLO 4.2 Identify workplace safety hazards and quality practices	Unit IV: Digital Literacy, Safety, and Quality Practices 1. Professional Email Writing and Online Etiquette 2. Safety Awareness and 5S Activity	CO4
5	LLO 5.1 Prepare a professional resume LLO 5.2 Demonstrate interview readiness and career planning	Unit V: Career Development, Employability, and Entrepreneurship 1. Resume Writing Practical 2. Mock Interview and Career Planning Activity	CO5

VII. SUGGESTED MICRO PROJECT / ASSIGNMENTS / ACTIVITIES FOR SELF LEARNING / SKILL DEVELOPMENT (SELF LEARNING)

- Workplace ethics poster or presentation
- Digital safety awareness report
- Career planning chart
- Resume portfolio development
- Start-up idea pitch

VIII. LIST OF TEACHING AIDS REQUIRED

1	LCD Projector
2	Whiteboard
3	Case study handouts
4	Videos on workplace skills
5	Computer system
6	Internet resources
7	Presentation tools

IX. LIST OF REFERENCE BOOKS

Sr. No.	Title	Author	Publication
1	Employability Skills	CBSE	CBSE
2	Soft Skills	Alex K	S. Chand
3	Developing Soft Skills	Krishna Mohan	Pearson
4	Professional Ethics	R. Subramanian	Oxford

X. LINK OF LEARNING WEB RESOURCE

1	NASSCOM Skill Development Portal https://www.nasscomfoundation.org/skill-development
2	LinkedIn Learning https://www.linkedin.com/learning
3	Coursera – Employability Skills Courses https://www.coursera.org/browse/business/personal-development
4	NSDC (National Skill Development Corporation) Portal https://www.nsdcindia.org
5	Digital India Initiative https://www.digitalindia.gov.in
6	Skill India Portal https://www.skillindia.gov.in
7	Interview Preparation Platforms https://www.indeed.com/career-advice/interviewing https://www.glassdoor.co.in/Interview/index.htm
8	Resume Builders https://www.canva.com/resumes https://www.resume.com
9	Cyber Safety and Digital Awareness Portals https://www.cybercrime.gov.in https://www.staysafeonline.org
10	Entrepreneurship Development and Startup Support https://www.startupindia.gov.in

XI. SUGGESTED WEIGHTAGE TO LEARNING EFFORTS & ASSESSMENT PURPOSE

Unit	Unit Title	Aligned COs	Learning Hours	R-Level	U-Level	A-Level	Total Marks
1	Workplace Awareness and Professional Ethics	CO1	6	2	2	1	5
2	Personal Effectiveness and Professional Behaviour	CO2	6	2	2	1	5
3	Teamwork, Leadership and Problem Solving	CO3	6	1	2	2	5
4	Digital Literacy, Safety and Quality Practices	CO4	6	2	2	1	5
5	Career Development and Employability	CO5	6	4	4	2	10
Grand Total			30	11	12	07	30

XII. COs AND POs AND PSOs MAPPING

Course outcome (Cos)	Programme Outcomes (POs)							Programme Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	1	1	1	0	3	2			
CO2	2	2	1	1	1	3	2			
CO3	3	2	2	1	1	2	2			
CO4	2	3	2	2	2	1	2			
CO5	3	3	2	2	2	1	3			

Legends: - 3- High 2-Moderate/Medium 1-Slight/Low 0-None