

Course Name : All Branches of Diploma in Engineering & Technology

Course Code : EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ME/PG/PT/AE/CE/CS/CR/ CO/CM/IF/EE/EP/CH/PS/CD/ED/EI/CV/FE/FG/IU/MH/MI/TX/TC/DC/AU

Semester : Fifth for EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ME/PG/PT/AE/CE/CS/CR/CO/CM/IF/EE/EP/CH/PS/AU and Sixth for CD/MH/IU/CV/FE/FG/MI/ED/EI/DC/TC/TX

Subject Title : Behavioural Science

Subject Code : 17075

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
01	--	02	--	--	--	25 #	25 @	50

Rationale:

With increased globalization and rapid changing business expectations, employers are looking for wide cluster of skills to cater to the changing demand. Personality traits and soft skills are playing a key role in a student's career in this changing scenario. Corporate houses look for soft skills that supplement hard skills.

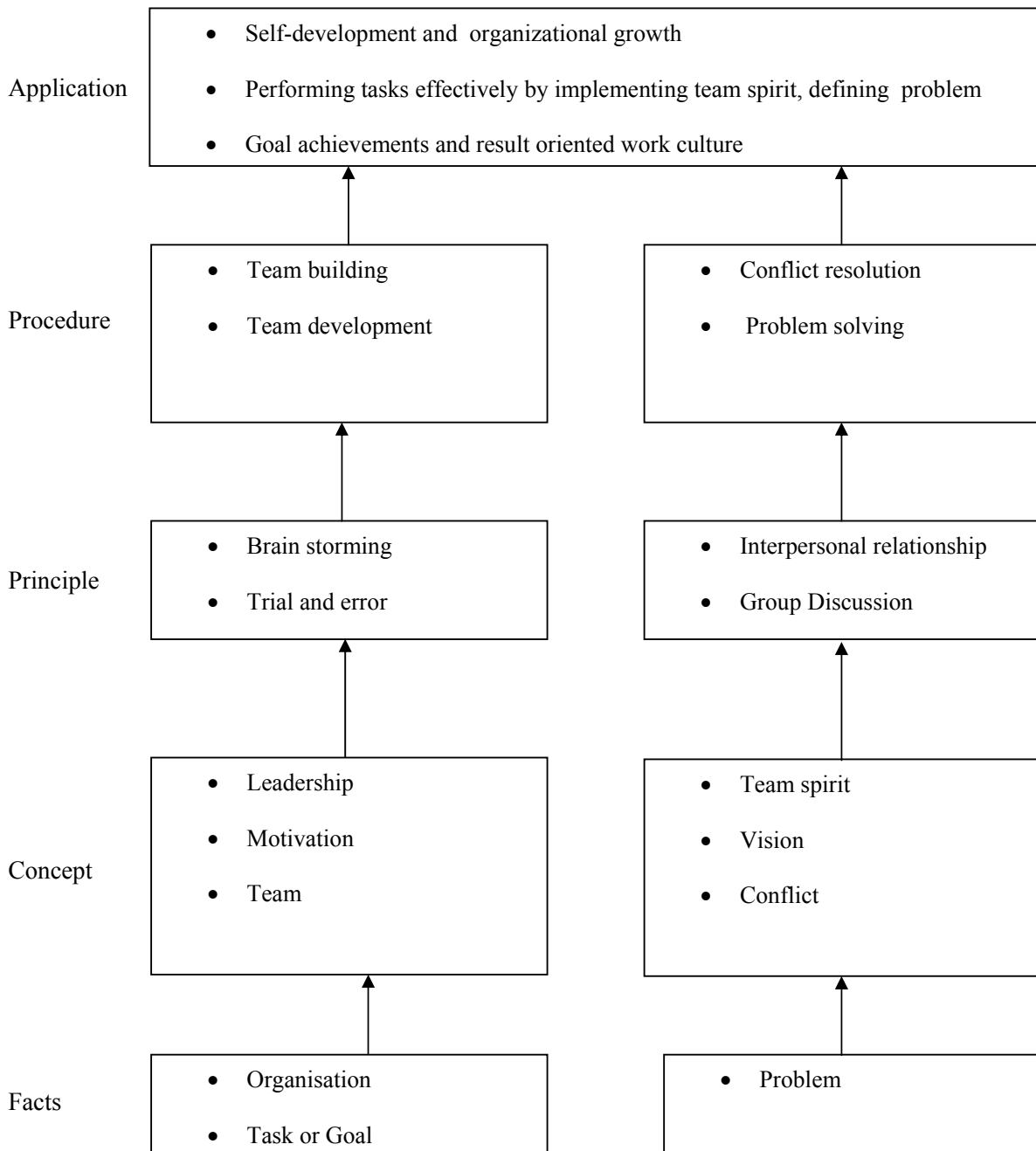
Addition of behavioural science in curriculum is intended to enhance the efficiency of a person so that he can contribute to overall growth of organisation. It aims at developing insight into leadership, team building, motivation, interpersonal relationship, problem solving, decision making and aspects of personality in a technician's profile. Addition of the topic of organizational culture will further mould him/ her in the organisational role.

This subject of 'Behavioural Science' provides a broad base in which a technician can develop a successful career in the world of work.

General Objectives:

After studying this subject, the students will be able to:

1. Develop him/her as Team leader.
2. Use self-motivation and motivate others.
3. Build a team and develop team spirit among the team members.
4. Improve the interpersonal relationship skills.
5. Learn Problem solving and decision making skills.
6. Discuss a particular topic in a group and face the interview.

Learning Structure:

Theory:

Topic and Contents	Hours
Topic 1: Leadership 1.1 Management Education-History, Development, Importance, Areas of specialization, need and importance of behavioural science 1.2 Meaning and Types of Leaders, Qualities of leader, Examples 1.3 Leadership- Definition, importance, leadership in various organizations 1.4 Leadership styles-task -people matrix. Persuasive, Authoritative, Democratic, Delegative Leadership styles. Maturity of followers, situational leadership	02
Topic 2: Motivation 2.1 Meaning 2.2 Importance of Motivation 2.3 Types of Motivation- Intrinsic, Extrinsic, Examples 2.4 Maslow's motivation theory- pyramid of needs, individual and industrial applications 2.5 Tips for Motivation	02
Topic 3: Emotional Intelligence 3.1 Major concepts - emotion, families of emotion, components of emotional expressions 3.2 Emotional intelligence, cognitive intelligence 3.3 Basic emotional competencies	02
Topic 4: Team Building 4.1 Team- Need, Definition, Difference between group and team 4.2 Characteristics of a good team 4.3 Steps in team formation- forming, norming, storming, performing, adjourning 4.4 Roles of team members 4.5 Characteristics of a good team member 4.6 Types of teams-Work, mgmt, cross functional, quality circle, self-managed team	03
Topic 5: Conflict Resolution 5.1 Definition, types (interpersonal, intrapersonal, groups), indicators of conflicts 5.2 Sources of conflict - ego, poorly defined authority and responsibility, power, interests, greed, difference in value system, complex work situations 5.3 Skills for conflict resolution 5.4 Steps in conflict management -Mapping of conflict, negotiation- steps in negotiation, 5.5 Styles of conflict management- collaborating, competing, cooperating, avoiding, compromising	03
Topic 6: Decision Making 6.1 Importance of decision making 6.2 Definition Characteristics of good decision 6.3 Characteristics of good decision	02

6.4 Types of decisions- programmed, non programmed, strategic, tactical, impulsive	
6.5 Group decision making	
6.6 Steps of decision making	
Topic 7: Interview Techniques	
7.1 Job search opportunities	
7.2 Development of résumé' and cover letter- essentials of a good résumé', contents of Résumé', layout of résumé', cover letter	
7.3 Group discussion- objectives, do's and don'ts for effective participation, evaluation parameters, suggested topics	
7.4 Psychometric tests- Aptitude test, guidelines for preparations for aptitude test, Personality test	
7.5 Personal interview-guidelines for preparing for job interviews, common questions	
Total	02
	16

Practical:**Skills to be developed:****Intellectual Skills:**

- Develop ability to find his strengths
- Select proper source of information.
- Follow the technique of time and stress management.
- Set the goal.

Motor Skills:

- Follow the presentation of body language.
- Work on internet and search for information.
- Prepare slides / transparencies for presentation.

List of Assignments:

01	Case study: Employee motivation and leadership.
02	To build a tower from a given material as a team activity
03	To prepare Jigsaw puzzles (common shapes) from the given jigsaw pieces as a team.
04	Case study on conflict Resolution
05	Assess your style of conflict resolution
06	Decision making activity: of Selection of the best suitable company.
07	Participate in a guided group discussion
08	Assessment of self-aptitude in numerical computation, estimation, data interpretation, mechanical, spatial and abstract reasoning
09	Assessment of self-aptitude in Verbal ability and data checking.
10	Development of résumé' and covering letter

Note: Subject teacher shall guide the students in completing the assignments based on above practicals.

Learning Resources:**Books:**

Sr. No.	Author	Name of Book	Publication
1	Subject Experts-MSBTE	Handbook and assignment book on Development of Life Skills-II	MSBTE
2	Dr. Kumkum Mukherjee	Principles of management and organizational behaviour	Tata McGraw Hill Education Pvt Ltd.
3	Dr.T.Kalyana Chakravarti Dr.T.Latha Chakravarti	Soft Skills for Managers	Biztantra
4	Barun K Mitra	Personality Development and soft skills	Oxford University Press
5	Priyadarshini Patnaik	Group discussion and interview skills	Foundation Books