



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

SCHOOL OF ENGINEERING

DEPARTMENT OF LEARNING AND DEVELOPMENT

Ref. No. PU/SOE-L&D/BOS-01/2021-22/NOTICE-01

Date: 11th August 2021

Minutes of the 1st Meeting of Board of Studies (Department of Learning and Development)

This is to inform you that the 1st Board of Studies (BoS) meeting of Department of Learning and Development, Presidency University, is scheduled on **Wednesday, 11th August 2021 at 10.00 AM** (Venue: QG3) through hybrid mode on MS Team. Your gracious presence at the meeting is anticipated in connection with the enhancement and enrichment of the curriculum following fruitful discussions. Kindly make it convenient to attend the meeting using the link below:

The meeting link is given below:

https://teams.microsoft.com/l/meetup-join/19%3aBZgrIn85EM_EyUSbvUq-sLqbp4vII24GpUDY88oyR3g1%40thread.tacv2/1628499070833?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%22a0ee5b7f-a469-469e-be76-4489b646ddb2%22%7d

AGENDA

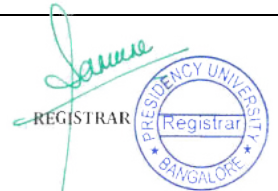
Agenda SOE-L&D 1.1	Approval and Ratification of previous courses
Agenda SOE-L&D 1.2	To review & approve the new courses
Agenda SOE-L&D 1.3	Approval of stakeholders feedback analysis and discussion on the curriculum
Agenda SOE-L&D 1.4	Any other matter with the permission of the Chair

Member Secretary

Dr J G Ravi Kumar

Chairperson

Dr. Venkata Ramani Challa



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Copy to:

- Hon'ble Chancellor, PU
- Hon'ble Vice President, PU
- Hon'ble Vice Chancellor, PU
- Hon'ble Pro Vice Chancellor, PU
- Dean - Academics, PU
- Office of the Registrar, PU
- Members of the BOS-L&D Committee
- Special Invitees





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

SCHOOL OF ENGINEERING

DEPARTMENT OF LEARNING AND DEVELOPMENT

Ref. No. PU/SOE-L&D/BOS-01/2021-22/NOTICE-01

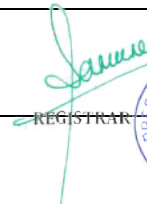

Date: 11th August 2021

Minutes of the 1st Meeting of Board of Studies (Department of Learning and Development)

The 1st Board of Studies (BoS) meeting of Department of Learning and Development, Presidency University, is scheduled on **Wednesday, 11th August 2021 at 10.00 AM** (Venue: QG3) through hybrid mode on MS Team.

The following BoS members are present:

Members	Name and Designation	Remarks
Chairperson	Dr. Venkata Ramani Challa, Associate Professor & Head, Department of Languages	
Members (two) from Soft Skills	Mr. Majunath S, Co-ordinator, Soft Skills Trainer, Presenova. Ms. Nirmal Kaur, Soft Skills Trainer, Presenova.	
Ex-officio	Dr Venkata Ramu, Dean Academics	
External Member	Mr. Karthikraju, Vice-president, FACE academy.	
Member Secretary	Dr. J G Ravi Kumar Associate Professor, Department of Languages	


REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

The member secretary/ HoD extended a warm welcome to the members, particularly to the external members, and introduced all the members of the committee. The chairperson of the 1st BoS meeting, Dr. Venkata Ramani Challa delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed courses in the CBCS system.

With the permission of the chairperson, the member secretary presented the following agenda points, and deliberations were recorded.

Agenda SOE-L&D 1.1: Approval and ratification of previous courses

Annexure SOE-L&D 1.1

Resolution SOE-L&D 1.1: The member secretary presented the course handouts passed by the previous DAC, and were duly approved by the BoS Committee (Annexure SOE-L&D 1.1)

S.No	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	PPS1001	Introduction to Soft Skills	0	0	2	1	2018-19
2	PPS105	Building Self Confidence	0	0	2	1	2019-20
3	PPS107	Design Thinking and Team Building	0	0	2	1	2019-20
4	FOU102	Professional Development I	0	0	2	1	2019-20
5	FOU104	Professional Development III	0	0	2	1	2019-20
6	PPE101	Personal and Professional Enhancement – I	0	0	2	1	2019-20
7	PPS211	Personality Development – I	0	0	2	1	2019-20
8	PPD111	Personal and Professional Development – I	0	0	2	1	2019-20
9	PPD131	Personal and Professional Development – III	0	0	2	1	2020-21
10	PPS301	Aptitude Training-II	0	0	2	1	2018-19
11	PPS302	Personality Development- III	0	0	2	1	2019-20

Release
 REGISTRAR
 PRESIDENCY UNIVERSITY
 BANGALORE

Agenda SOE-L&D 1.2 To review & approve the new courses

1.2 Approval of New course catalogs for the academic year 2021-22



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

S. No.	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	PPS1005	Soft Skills for Lawyers	0	0	2	1	2021-22
2	PPS1002	Soft Skills For Engineers	0	0	2	1	2021-22
3	PPD132	Personal and Professional Development IV	0	0	2	1	2021-22
4	PPS3001	Problem Solving through Aptitude	0	0	2	1	2021-22

The member secretary presented all the course catalogs (Annexure 1.2) which were duly approved after deliberations with the following discussions:

- 1) Assessment: Framework for assessments can be considered. Below mentioned assessments were suggested
 - a) CEFR Framework
 - b) ALT Framework
 - c) IELTS
 - d) BEC (Cambridge Exams)

Expected Grading – B2, C1 is the expected level of grading.

Outcomes: 50% of the batch C1 and another 50% of the batch B1.


REGISTRAR


- 2) Would it be possible randomly to do self-introduction?
- 3) Practise to Habit – 21 days practice will become a habit. Follow up needs to be done. The activity can be done with pairs of 2 students who will be monitoring each other and by doing this we can convert it into a habit.

4) Professional Attire Day:

Practice wearing a professional attire on a given day and present themselves during online meeting.

5) Case studies and Videos can be used for Verbal / Body language

6) Post Training Assessment

Post training assessment can be introduced to measure the implementation of training inputs. Formative / Summative assessments can be considered.

7) Targeted Application and Tools

Where can they apply the skills learnt

8) Vedic Math / Speed Math

Introduce Vedic Math / Speed Math for 1 to 2 hours.

9) LPC 1-0-1

If course duration should not be more than 15 for 1 Credit. Ask for more credits as the duration is for 30 hours. Suggested course credits is LPC 1-2-2.

Agenda SOE-L&D 1.3: Discussion on feedback obtained and curriculum from industry, students, alumni and faculty. (Annexure SoE-L&D1.3)

Approval of Stakeholders feedback analysis and discussion on the curriculum

Resolution SOE-L&D 1.3: The member secretary presented the gist of feedback obtained on the existing curriculum from Industry, students, alumni & faculty members as listed and highlighted the necessity of revamping the curriculum.

AGENDA SOE-L&D 1.4: Any other topic with the permission of the chair

NIL

The BOS Chairperson approved the feedback received and deliberated on the changes required as per the norms of the UGC and advised the department to take action and submit suggested changes to the BOS Committee for approval.


REGISTRAR

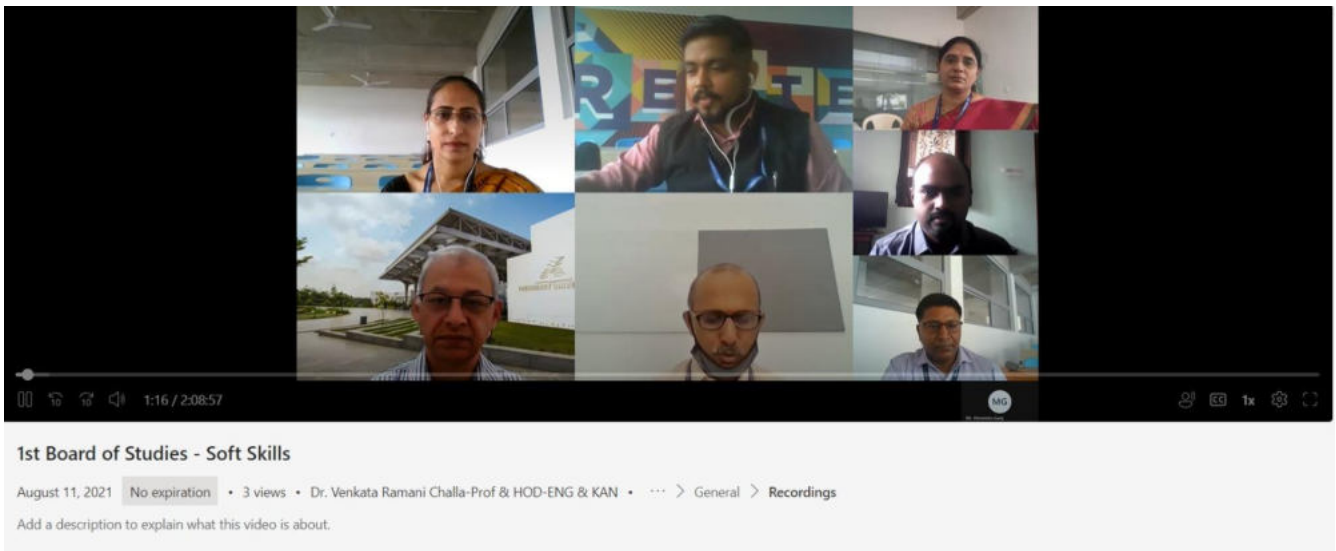




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

The BOS Committee has authorized the Member Secretary (in consent with the chairperson) to incorporate minor corrections/ edits if required. The Chairperson and member secretary expressed special thanks to all the members and requested to extend the same support for future activities. The meeting ended with a vote of thanks by Dr. Venkata Ramani Challa.

The Microsoft Teams meeting screenshot as a note of attendance is inserted below:



S No	Name	Designation with Affiliation	Position
1.	Dr. Venkat Ramani Challa	Professor & HOD, Dept. of Languages, Presidency University	Chairperson
2.	Mr. Supriyo Guharoy	CEO Presenova, PGI group, Bangaluru	Special Invitee
3.	Mr. Karthik Raja R	Vice President, Training and Operations, Focus Academy for Career Enhancement (FACE) – Coimbatore	Industry Expert 
4.	Dr. Venkat Ramu	Dean Academics	Ex-officio Member
5.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova Management Solutions	Presenter

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

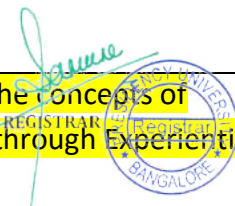
www.presidencyuniversity.in

6.	Mr. Manjunath	Co-ordinator, Presenova Management Solutions	Presenter
7.	Mr. Himanshu Garg	Soft Skills faculty, Presenova Management Solutions	Presenter
8.	Mr. Neeraj Kumar	Soft Skills faculty, Presenova Management Solutions	Presenter

ANNEXURE SOE-L&D 1.1
MINUTES OF 7th BoS MEETING
SCHOOL OF ENGINEERING

ANNEXURE SOE-L&D 1.1

Course Code: PPS1001	Course Title: Introduction to Soft skills Type of Course: Practical Only Course	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	<ul style="list-style-type: none"> Students are expected to understand basic communication. Students should have desire and enthusiasm to involve, participate and learn. 				
Anti-requisites	NIL				
Course Description	This course is designed to enable students to understand the importance of soft skills and improve confidence, communication and professional skills to give the students a competitive advantage and increase chances of success in the professional world. The course will benefit learners in presenting themselves effectively through various activities and learning methodologies.				
Course Objective	The objective of the course is to familiarize the learners with the concepts of INTRODUCTION TO SOFT SKILLS and attain Skill Development through Experiential Learning techniques				





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Course Outcome	<p>On successful completion of this course the students shall be able to:</p> <p>CO1. Prepare professional social media profile CO2. Recognize the significance of personal ethics CO3. List the techniques of unlearning poor habits and forming healthy habits CO4. Demonstrate appropriate team behavior & people management CO5. Identify traits, skills and attributes required for adaptability CO6. Identify styles of effective communication</p>		
Course Content:			
Module 1	INTRODUCTION TO SOFT SKILLS	Review a Movie, Personality, Technology or Book.	04 Hours
<p>Topics: Setting Expectations, Ice Breaker, Significance of soft skills.</p>			
Module 2	PROFESSIONAL BRAND BUILDING	Brand Framework Activity	04 Hours
<p>Topics: Significance of a profile. Creating an online profile. Networking - 100 connections, LinkedIn as a live resume, Create a dashboard.</p>			
Module 3	HABIT FORMATION	Worksheets & Assignment	04 Hours
<p>Topics: Professional and personal ethics for success, Identity based habits, Domino effect, Habit Loop, Unlearning, standing up for what is right, New skills acquisition - 10,000 hours' rule for expertise.</p>			
Module 4	TEAM SYNERGY & PEOPLE MANAGEMENT	Classroom and outdoor team building activities.	04 hours
<p>Topics: Importance of team, Get to know team needs (Maslow's Theory of needs), Trust and Collaboration, Virtual Team building.</p>			
Module 5	ADAPTABILITY	Situation based cases, THEATRIX on adaptability	06 Hours

Signature

Topics: Change management: VUCA, adapting to changes, growth and fixed mindset, Continuous Learning

Module 6	EFFECTIVE COMMUNICATION	Communication activities / Emotional situations activities – group task	04 Hours
-----------------	-------------------------	-------------------------------------------------------------------------	-----------------

Topics: Different styles of communication, Difference between hearing and listening, Effective communication for success. Self-introduction framework.

Emotional Intelligence
Topics: Self-awareness, Empathy, Self-management, Social awareness, and Relationship management

The topics related to Skill Development:

Adaptability, Professional brand building, team synergy, habit formation, effective communication, and professional grooming for Skill Development through Participative Learning Techniques. This is attained through habit formation and maintenance of the professional LinkedIn profile as mentioned in the assessment component.

Targeted Application & Tools that can be used: LMS

References

1. Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones by James Clear (Module – Habit Formation)
2. The 7 Habits of Highly Effective People, first published in 1989, is a business and self-help book written by Stephen R. Covey
3. The Power of Habit: Why We Do What We Do in Life and Business is a book by Charles Duhigg (Module – Habit Formation)
4. Leaders eat last- Simon Sinek (Module: Team skills and People Management)
5. Social Media Marketing Workbook 2021 by Jason McDonald PhD (Module: Professional Brand building)
6. Me 2.0: Build a Powerful Brand to Achieve Career Success (Module: Professional Brand building)



E-Resources:



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

1. [How to Write a Blog on LinkedIn](#)
2. [7 steps for successful career planning \(naukri.com\)](#)

Ted Talk:

1. [An introvert's guide to networking | Rick Turoczy | TEDxPortland - YouTube](#) (Module: Professional Brand building)
2. [How to turn a group of strangers into a team | Amy Edmondson - YouTube](#) (Module: Team skills and People Management)
3. [How Adaptability Will Help You Deal With Change | Jennifer Jones | TEDxNantwich - YouTube](#) (Module: Adaptability)

Topics relevant to development of “SKILL”: Personal brand building, time management, goal setting, habit formation

Catalogue prepared by	Faculty of L&D Department
Recommended by the Board of Studies on	BOS Date: 11 August 2021
Date of Approval by the Academic Council	


REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Code: FOU 102	Course Title: Professional Development -I Type of Course: Practical Only Course	L-P-C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	This training is focused on helping students to develop the qualities to succeed in today's environment. The classes comprise of sessions based on the competency development on the required skill under the guidance of the trainer. This way it is ensured that the students learn skills practically through experiential learning. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.				
Course Objective	Course Objective: The objective of the course is to familiarize the learners with the concept of "Professional Development" and attain SKILL DEVELOPMENT through PARTICIPATIVE LEARNING techniques.				
Course Outcomes	<p>On successful completion of this course the students shall be able to:</p> <p>CO1: Demonstrate confidence in day to day activities.</p> <p>CO2: To overcome stage fear.</p> <p>CO3: Demonstrate strong abilities of working and performing in teams.</p> <p>CO4: To enhance the interpersonal skills of students.</p> <p>CO5: To make the students punctual and well groomed.</p>				


 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Course Content:				
Module 1	Jaan Pehchaan	Introduction		1 Session
Topics: Introducing yourself Audibility, Speech Clarity, Fluency, Voice Modulation, Non-verbal Communication and Body Language. Activity: Individual presentations				
Module 2	Know Thyself	Comprehension		4 Sessions
Topics: Students give a short introduction and video recording session Activity: Introduction.				
Module 3	Parichaya	Comprehension and application		2 Sessions
Topics: Introduce yourself formally as per the given format.				
Module 4	I love myself- self esteem	Knowledge and application		2 Sessions
Topics: Questionnaire on self-esteem and discussing questionnaire.				
Module 5	Chak De	Knowledge		2 sessions


 REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Topics:

Form Teams and present in teams.

Module 6

Speak better-Speaking skills	Comprehension and application	4 sessions
------------------------------	-------------------------------	------------

Topics:

Audibility, speech clarity, and body language.

Module 7

Story Telling	Comprehension and application	3 sessions
---------------	-------------------------------	------------

Topics:

Tips on how to use body language, voice modulation & facial expression for communicating better

Module 8

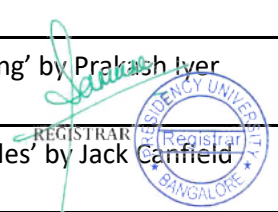
I am a Rockstar – Confidence Building	Comprehension	1 session
---------------------------------------	---------------	-----------

Topics:

Tips on how to gain confidence

SELF LEARNING TOPICS:

No.	Self-study Topic	Source
1	Karoly Takacs story	'The habit of winning' by Prakash Iyer
2	Chapter 1	'The Success Principles' by Jack Canfield
3	Steve Jobs Presentation of I pod launch	YouTube





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

4	Sir Ken Robinson presentation	TED.com
1.		
References Prakash Iyer, <i>“The Habit of Winning”</i> , 2 nd Edition, Penguin Books Ltd., 2016 Jack Canfield, <i>“The Success Principles”</i> , 8 th Edition, HarperCollins Publishers India, 2015 Shiv Khera, 3 ^d Edition, <i>“You Can Win”</i> , Bloomsbury India, 2014		

Topics relevant to development of “SKILL”:

Parichaya, Storytelling, confidence building, communication skills for **Skill Development** through **Participative Learning Techniques**.

Catalogue prepared by	L&D Department Faculty members
Recommended by the Board of Studies on	BOS Date: 11 August 2021
Date of Approval by the Academic Council	


REGISTRAR


Course Code: FOU 104	Course Title: Professional Development Type of Course: Practical's	L-P-C	0	2	1
--------------------------------	-------------------------------------------------------------------------------------	--------------	---	---	---


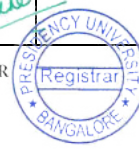
City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in


Version No.	1.0		
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.		
Anti-requisites	NIL		
Course Description	The course is designed to enhance confidence level through effective communication, presentation and group discussion skills. The corporate etiquette module intends to provide an understanding of the culture and etiquettes to be followed in the corporate world. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.		
Course Objective	The objective of the course is to familiarize the learners with the concepts of Professional Development and attain Skills through Participative Learning techniques.		
Course Out Comes	<p style="text-align: center;">On successful completion of this course the students shall be able to:</p> <p>CO1: Have fair knowledge & practice of memory techniques CO2: Develop good interpersonal skills CO3: Demonstrate better capabilities in the areas of reading & grasping content</p>		
Course Content:			
Module 1	Memory Techniques	Retain and recollect information	10 Sessions
Topics: Remembering dates, years, numbers, penal codes and linking various cases and judgements is essential for every lawyer. Remembering difficult terms and their definitions as well as people names help them to perform better.			
Module 2	Interpersonal skills	Maintaining better relationships at different levels	8 Sessions


REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

<p>2.1 How to build relationships 2.2 How to resolve conflict 2.3 The concept of emotional bank 2.4 Understand PAC- ego states</p>				
Module 3	Networking skills	Creating connections		4 Sessions
<p>Topics:</p> <p>Connecting with people Listening Skill- Gyaan Session Activities on Listening Skill GD, Brainstorming & Feedback</p>				
Module 4	Reading Techniques			4 Sessions
<p>Topics:</p> <p>Tips by the trainer Skimming, scanning and screening exercise for effective reading</p>				
<p>Targeted Application & Tools that can be used:</p> <p>LMS</p> <p>YouTube Links: https://youtu.be/z_jxoczNWC</p> <p>TED Talks: https://youtu.be/xkq8dr_5ofs</p>				
<p>Project work/Assignment:</p>				
<p>2. Individual presentations 3. LMS MCQ</p>				

Reference Books

'Never eat alone' by Keith Ferrazzi

'A rulebook for arguments' by Anthony Weston

'Connect' - Building Exceptional Relationships with Family, Friends, and Colleagues

'The Speed Reading Book' by Tony Buzan

E-Resources:

(i) The Power of Meaningful Networking | Andrew Griffiths

<https://youtu.be/-30m8D6gTrg>

(ii) How to Read a Book a Day | Jordan Harry | TEDxBathUniversity

<https://youtu.be/e2-ahs905MQ>

(iii) How to become a memory master | Idriz Zogaj | TEDxGoteborg

<https://youtu.be/9ebJlcZMx3c>





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Topics relevant to development of 'SKILL'.

Group discussions, Interactive, Role play & Participative Learning Techniques. This is attained through assessment component mentioned in course handout.

Catalogue prepared by	L & D Faculty Members
Recommended by the Board of Studies on	1st BOS held on 11th August 2021
Date of Approval by the Academic Council	
DAC meeting number & Date	

Course Code: PPS 105	Course Title: BUILDING SELF CONFIDENCE Type of Course: Practical Only Course	L-P-C	0	2	1
Version No.	1.1				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	The course is designed to enhance confidence levels through effective communication, skills. The need and importance of soft skills. This helps to give the students a competitive advantage and increase their chances of success in the professional world. The course will benefit learners in presenting themselves effectively through various activities and learning methodologies. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.				

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Objective	The objective of the course is to familiarize the learners with the concepts of BUILDING SELF-CONFIDENCE and attain Skill Development through Experiential Learning techniques.			
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <p>CO 1 Recognize the fundamental nuances of Corporate Etiquette</p> <p>CO2 Demonstrate appropriate team behaviour</p> <p>CO 3 Demonstrate excellent interpersonal skills to build better relationships at work, family and society.</p>			
Course Content:				
Module 1	Jaan Pehchan	Ice breaking activity		01Session
<p>Topics: This module is designed as an ice breaker to develop a connect with students, introduce them to soft skills and share session-wise program details and the rules to follow for optimum benefits.</p> <p>Activity: Class activity</p>				
Module 2	Know Thyself	SWOT, individual activity/Class Practice		2 Sessions
<p>Topics: This module is designed to help students to get familiar and comfortable with the class environment and an opportunity to be on stage and introduce themselves.</p> <p>Activity: Stage practice, Practice video sessions(recorded)</p>				
Module 3	Parichaya	Class Practice		2 Sessions

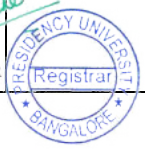

REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Topics: The importance of grooming and creating impressions. In this module trainer will share the format and tips with students for an impactful introduction. Activity : Stage practice				
Module 4	Self Esteem	Tips, questionnaire, discussion		01 Session
Topics: The need for having self-esteem. Its importance in personal and professional life and tips to build it. Activity: Questionnaire followed by discussion				
Module 5	Being positive in difficult times	Discussions, role plays, Activity based sessions & feedback		01 Session
Topics: The importance of grooming and creating impressions. In this module trainer will share the format and tips with students for an impactful introduction. Activity : Case studies, role plays				
Module 6	Speak Better	Demonstration, class participation		02 Session
Topics : Tips on audibility, voice clarity, voice modulation, and body language Activity : Class practice				

Seenu
REGISTRAR



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Module 7	Story Telling	Demonstration & class participation, videos		4 sessions
<p>Topics : Training & Assessing students to improve voice modulation and body language through stories.</p> <p>Activity : Videos, Story telling activity</p>				
Module 8	I am a rock star (Confidence building)	Activity-based sessions		1 session
<p>Topics:. Understand fear and nervousness, learn tips to become confident, practice facing people and gain confidence</p> <p>Activity : Team activity</p>				
Module 9	Mad Ads	Activity-based sessions		1 session
<p>Topics- Learning team building through team activity. Designing and presenting Mad Ads</p> <p>Activity : Teams to create and present mad ads</p>				
<p>Targeted Application & Tools that can be used: LMS YouTube Links &TED Talks</p>				


 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013


References

7. Talk Like TED - The 9 Public-Speaking Secrets of the World's Top Minds By Carmine Gallo
St. Martin's Press Copyright © 2014 Carmine Gallo All rights reserved. ISBN: 978-1-250-04112-8
8. The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience MP3 CD – Import, 22 April 2014
9. The Definitive Book of Body Language: The Hidden Meaning Behind People's Gestures and Expressions Hardcover – Illustrated, 25 July 2006
10. Crucial Conversations: Tools for Talking When Stakes Are High Paperback – Import, 1 July 2002
11. Priyadarshi Patnaik, “Group Discussion and Interview Skills”, Cambridge University Press India; Second edition (1 September 2015)
12. The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success Paperback by Barbara Pachter – 16 August 2013

Web links:

1. <http://www.forbes.com/sites/lisaquast/2014/04/07/office-etiquette-tips-to-overcome-bad-manners-at-work/>
2. <https://www.wordstream.com/blog/ws/2014/11/19/how-to-improve-presentation-skills>
3. <https://www.cbs.de/en/blog/15-effective-presentation-tips-to-improve-presentation-skills/>

Topics relevant to development of “SKILL”: SWOT, Self-introduction, Confidence building, communication skills, team building for **Skill Development** through **Participative Learning Techniques**. This is attained through assessment component mentioned in course



Catalogue prepared by	L&D Department Faculty members	
Recommended by the Board of Studies on	1st BOS held on 11th August 2021	
Date of Approval by the Academic Council		

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Code: PPS301	Course Title: Aptitude Training - II			L- P- C	0	2	1
	Type of Course: Practical Only Course						
Version No.	1.0						
Course Pre-requisites	<ul style="list-style-type: none"> • Basic mathematical operations. • Basic English. 						
Anti-requisites	NIL						
Course Description	The objective of this course is to prepare the trainees to tackle the questions on various topics and various difficulty levels based on Quantitative Ability, Logical Reasoning and Verbal Ability asked during the placement drives. There will be sufficient focus on building the fundamentals of all the topics, as well as on solving the higher order thinking questions. The focus of this course is to teach the students to not only get to the correct answers, but to get there faster than ever before, which will improve their employability factor.						
Course Objective	The objective of the course is to familiarize the learners with the concepts of APTITUDE and attain SKILL DEVELOPMENT through PROBLEM SOLVING Techniques.						
Course Outcomes	On successful completion of the course the students shall be able to: CO1: Identify the principle concept needed in a question. CO2: Solve the quantitative and logical ability questions with the appropriate concept. CO3: Examine the data given in complex problems.						
Course Content:							
Module 1	Logical Reasoning	Problem solving	Bloom's Level - Application	10 Hours			
Topics: Coding & Decoding, Syllogism, Ordering & Ranking, Puzzles, Data Sufficiency							 REGISTRAR
Module 2	Quantitative Ability	Problem solving	Bloom's Level - Application	10 Hours			
Topics: Percentages, Simple Interest, Compound Interest, Time Speed Distance, Time & Work							



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Module 3	Verbal Ability	Assignment	Bloom's Level - Understand	4 Hours
Topics: Synonyms & Antonyms, Error Detection, Sentence Completion				
Targeted Application & Tools that can be used: Application area: Placement activities and Competitive examinations. Tools: LMS				
Assignment: Assignment proposed for this course				
Assignment: Complete all the questions and solutions covered in the class.				
Text Book 1. Quantitative Aptitude by R S Aggarwal 2. Verbal & Non-Verbal Reasoning by R S Aggarwal				
References 13. www.indiabix.com 14. www.youtube.com/TheAptitudeGuy				
Topics relevant to "SKILL DEVELOPMENT": Quantitative Aptitude, Logical Reasoning and Verbal Ability for Skill Development through Problem Solving Techniques. This is attained through assessment components mentioned in the course handout.				
Catalogue prepared by	L&D Department faculty members			
Recommended by the Board of Studies on	1 st BOS held on 11 th August 2021			
Date of Approval by the Academic Council				


REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Annexure SOE-L&D1.2

<p>Course Code: PPS 1005</p>	<p>Course Title: Effective Communication for Lawyers</p> <p>Type of Course: Practical Only Course</p>	<p>L- P- C</p>	<p>0</p>	<p>2</p>	<p>1</p>
<p>Version No.</p>	<p>1.0</p>				
<p>Course Pre-requisites</p>	<ul style="list-style-type: none"> • Students are proficient in English. • Students should have desire and enthusiasm to involve, participate and learn. 				
<p>Anti-requisites</p>	<p>NIL</p>				
<p>Course Description</p>	<p>This course is designed to build effective communication skills and boost confidence. The modules are designed to develop skills in listening, Questioning, writing letters / emails, managing time, setting goals and participate in discussions. The pedagogy for conducting the sessions involve role plays, asking thought provoking questions, problem solving, brain storming and group discussions.</p>				
<p>Course Objective</p>	<p>Course Objective: The objective of the course is to familiarize the learners with the concepts of “Effective Communication for Lawyers” and attain SKILL DEVELOPMENT through PARTICIPATIVE LEARNING techniques.</p>				
<p>Course Outcome</p>	<p>On successful completion of this course the students shall be able to:</p> <p>CO 1. Compose well-structured emails</p> <p>CO 2. Employ writing skills to describe one’s ability.</p> <p>CO 3. Employ the art of questioning to elicit information.</p> <p>CO 4. Apply SWOT analysis for self-assessment</p> <p>CO 5. Practice SMART goals.</p> <p>CO 6. Schedule time effectively.</p> <p>CO 7. Choose activities to balance professional and personal life.</p> <p>CO 8. Express Knowledge, ideas and perceptions with confidence in a group.</p>				


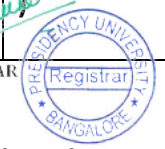

 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Course Content:			
Module 1	WRITING SKILLS	Bloom's Level: Application	04 Hours (02 Sessions)
ACTIVITY. Email - Etiquette, Practice session on E-Mail Etiquette-, Resume writing, Practice session on Resume Writing			
Module 2	ART OF QUESTIONING	Bloom's Level: Application	04 Hours (02 Sessions)
ACTIVITY. Capture information, Use probing, open & close ended questions, Practice session on the art of questioning			
Module 3	SWOT & PEST ANALYSIS	Bloom's Level: Understanding	06 Hours (03 Sessions)
ACTIVITY. Personal, Action Plan Development, 360 Feedback, PEST analysis, practice session on SWOT analysis.			
Module 4	TIME MANAGEMENT, GOAL SETTING & STRESS MANAGEMENT	Bloom's Level: Application	06 Hours (03 sessions)
ACTIVITY. Smart goal setting, Steven covey time matrix, Art of happiness			
Module 5	GROUP DISCUSSION	Bloom's Level: Application	06 Hours (03 Sessions)
ACTIVITY. Formally express thoughts, ideas, knowledge and perception on a topic in a group Develop the ability to listen actively, summarize and respond to ideas, thoughts and perceptions expressed by others in the group.			
Module 6	Revision & Recap		04 Hours

REGISTRAR



			(02 sessions)
<p>The topics related to Skill Development:</p> <p>Communication, group discussion, and professional grooming, SWOT and PEST Analysis time and stress management, and goal setting, writing and the art of asking questions FOR SKILL DEVELOPMENT THROUGH PARTICIPATIVE LEARNING TECHNIQUES. This is attained through student group discussion as mentioned in course handout.</p>			
<p>Assignments proposed for this course</p>			
<ol style="list-style-type: none"> 1. Assignment to evaluate Group Discussion (team of five / six students or as decided by the instructor) 2. Assignment to evaluate Email Writing under various circumstances 3. LMS QUIZ 			
<p>Text Book</p> <p>T1. Personal and Professional Skills Training Manual no 2</p>			
<p>References</p> <p>R1. Letters to a Law Student – Nicholas McBrideack Canfield, <i>“The Success Principles”</i>, 8th Edition, HarperCollins Publishers India, 2015</p> <p>R2. The Art of Cross Examination by FRANCIS WELLMAN</p> <p>R3. The Presentation Secrets of Steve Jobs by Carmine Gallo</p> <p>Digital References.</p> <p>D1. Ted talks links - Killer Cross Examination - Cooperating Witness Cross Examination By Attorney Neil Rockind - YouTube, How to stay calm when you know you'll be stressed Daniel Levitin - YouTube</p> <p>Movie References</p> <p>D2. 12 Angry men - Studio One ~ Twelve Angry Men ~ Robert Cummings, Franchot Tone, Edward Arnold - YouTube</p> <ol style="list-style-type: none"> a. Erin Brockovich – influencing tactics - YouTube , A Lame-Ass Offer - Erin Brockovich (6/10) Movie CLIP (2000) HD - YouTube, Erin Brockovich (1/10) Movie CLIP - On the Prowl for Papers (2000) HD - YouTube b. Marshall - Marshall - Sam's Closing Argument In Front of Jury - YouTube, 			


 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

<p>c. Kramer VS Kramer – Kramer vs. Kramer (6/8) Movie CLIP - Were You A Failure? (1979) HD - YouTube, NCR 525 Group 6 "Kramer vs Kramer" 4 - YouTube, Kramer vs. Kramer (5/8) Movie CLIP - I'm His Mother (1979) HD - YouTube,</p> <p>d. Judgement at Nuremberg - "Nuremberg" starring Alec Baldwin as Robert H. Jackson - YouTube</p>	
Catalogue prepared by	Faculty members of L&D department
Recommended by the Board of Studies on	1 st BOS held on 11 th August 2021
Date of Approval by the Academic Council	

References

References

15. Talk Like TED - The 9 Public-Speaking Secrets of the World's Top Minds By Carmine Gallo
St. Martin's Press Copyright © 2014 Carmine Gallo All rights reserved. ISBN: 978-1-250-04112-8
16. The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience MP3 CD – Import, 22 April 2014
17. The Definitive Book of Body Language: The Hidden Meaning Behind People's Gestures and Expressions Hardcover – Illustrated, 25 July 2006
18. Crucial Conversations: Tools for Talking When Stakes Are High Paperback – Import, 1 July 2002
19. Priyadarshi Patnaik, “Group Discussion and Interview Skills”, Cambridge University Press India; Second edition (1 September 2015)
20. The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success Paperback by Barbara Pachter – 16 August 2013

Web links:

4. <http://www.forbes.com/sites/lisaquast/2014/04/07/office-etiquette-tips-to-overcome-bad-manners-at>

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

[-work/](#)

5. <https://www.wordstream.com/blog/ws/2014/11/19/how-to-improve-presentation-skills>
6. <https://www.cbs.de/en/blog/15-effective-presentation-tips-to-improve-presentation-skills/>

Topics relevant to development of “SKILL”: Art of Presentation, Group Discussion, Corporate Behavior for Skill Development through Participative Learning Techniques. This is attained through assessment component mentioned in course handout.

Catalogue prepared by	Faculties of the Department
Recommended by the Board of Studies on	BOS no 1 dated 21 August 2021
Date of Approval by the Academic Council	

Course Code: PPS 1002	Course Title: Soft skills for Engineers Type of Course: Practical Only Course	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				

Shruti
REGISTRAR
PRADEENANCI UNIVERSITY
BANGALORE
Registrar



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Course Description	This course is designed to develop effective communication skills and boost confidence levels. The activity-based modules cover the art of Questioning, how to ask questions, goal setting with emphasis on time and stress management, creating the first impression and introducing one self and finally culminating with the etiquettes of email writing. The pedagogy used will be group discussions, flipped classrooms, continuous feedback, role-play and mentoring.		
Course Objective	The objective of the course is to familiarize the learners with the concepts of "Soft Skills for Engineers" and attain Skill Development through Experiential Learning techniques.		
Course Out Comes	On successful completion of this course the students shall be able to: CO1 Employ effective communication skills CO2 Practice questioning techniques for better decision making CO3 Differentiate individual strengths and weaknesses for self-awareness and stress management CO4 Recognise the need to set SMART GOALS		
Course Content:			
Module 1	Art of Questioning	Role plays	4 classes
Topics: Note Taking, Framing Open-ended and Close-ended questions, Funnel technique, Probing questions, Leading questions, Rhetorical questions, 5W1H Technique			
	Vocab Building		
Dedicate 5-10minutes towards vocabulary building in every session			
Module 2	Goal Setting & Time Management	Journal + Outbound training	8 Classes
Goal Setting (SMART Goals), Time Management Matrix, Steps to managing time through outbound group			

Seema
REGISTRAR
Every Class
PRESIDENCY UNIVERSITY
BANGALORE

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

activity, Making a schedule, Daily Plan and calendars (To Do List), Monitoring/charting daily activity			
Module 3	Self-introduction and Creating an Impression	Grooming checks + Evaluation	8 classes
Topics: Body Language, Grooming guidelines for boys/girls, Common mistakes in Grooming at workplace and social gathering, Etiquettes at work place & social gathering, SWOT – Self-awareness analysis, Self-introduction template, evaluation of self-introduction in class			
Module 4	E-mail Etiquette	Industry expert / Trainer	4 Classes
Topics: Dos and Don'ts of professional email etiquette, practice writing emails (activity)			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			
Topics relevant to development of "SKILL": Art of Questioning, Goal Setting & Time Management, Self-introduction and Creating an Impression, E-mail Etiquette for Skill Development through Participative Learning Techniques. This is attained through assessment component mentioned in course handout.			
Catalogue prepared by	L&D Department Faculty members		
Recommended by the Board of Studies on	BOS NO 1 dated 21 August 2021		
Date of Approval by the Academic Council			

Course Code: PPD 132	Course Title: Personal and Professional Development IV Type of Course: Practical Only Course	L-P-C	0	2	1
Version No.	1.1				
Course Pre-requisites	Students are proficient in English. Students should have attitude to learn and excel in their field.				
Anti-requisites	NIL				




 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Course Description	This course is designed to build effective communication skills with the ability to present in a professional manner. The activity -based modules cover Resume Writing, Professional Learning Network (PLN), and Group Discussions. The pedagogy involves, asking thought provoking questions, brainstorming, research and group discussion.		
Course Objective	The objective of the course is to familiarize the learners with the concepts of Personal and Professional Development and attain Skill Development through Participative Learning techniques.		
Course Out Comes	On successful completion of this course the students shall be able to: CO1: Demonstrate effective communication skills CO2: Practice Professional Networking CO3: Employ writing skills to describe one's abilities / skills CO4: Analyse ideas, knowledge & perceptions with confidence		
Course Content:			
Module 1	Resume Building		8 Sessions
Topics: Outline skills, experiences, and achievements. Sharing formats of resumes, keywords to be discussed, tips on making smart video resumes, Creating a resumes. Cover letter sample and practice.			
Module 2	Professional Learning Network		10 Sessions
Topics: Identifying companies, researching information, detailed analysis, the vision, mission and goals, different positions and job description. Preparing questions and interviewing professionals, presentation on the organisation researched, professional interviewed.			
Module 3	Group Discussions		8 Sessions


 REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Topics:

Importance of group discussions, a recruitment process, different kinds of group discussions- case based, debatable, abstract, current affairs. Diverse ideas discussed. Developing listening skills. Maintaining group decorum, creating content, taking lead and showing team behavior. Practice group discussion, do's & Don'ts.

Targeted Application & Tools that can be used:

1. <https://www.livecareer.com/resources/resumes/how-to/write/5-tips-for-writing-your-fresh-graduate-resume>
2. <https://in.indeed.com/career-advice/resumes-cover-letters/writing-a-resume-with-no-experience>
3. [Andrew Griffiths: The Power of Meaningful Networking | TED Talk](#)
4. [How To Make A Perfect Video Resume / CV for Students | ChetChat - YouTube](#)

References

1. Bibliography of Group Discussion– Lyman Spicer Judson, Ellen MacKechnie Judson
2. Priyadarshi Patnaik, "Group Discussion and Interview Skills", Cambridge University Press India; Second edition (1 September 2015)
3. Stephen R Covey, "7 Habits of Highly Effective People", Simon & Schuster, (2018)
4. Dinesh Mathur, "MASTERING INTERVIEWS AND GROUP DISCUSSIONS", CBS Publishers & Distributors (2017)
5. 13 ways to get your message across- Ernest W Brewerack Canfield, "*The Success Principles*", 8th Edition, Harper-Collins Publishers India, 2015
6. Lisa McGrimmon, "*The Resume Writing Guide*", 2nd Edition, CareerChoice /guide 2013
7. Donna Fisher and Sandy Vilas *Power Networking* 2nd Edition Bard
8. Sheetal Desarda, "*Master the Group Discussion and Personal Interview*", 3d Edition, *Bloomsbury India*, 2014
9. The presentation secrets of Steve Jobs by **Carmin Gallo**
10. YOU tube (specific links)
11. Ted talks links
12. Specific Blogs
13. Presentation Zen By Garr Reynolds





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Topics relevant to development of "SKILL": Resume Building , Professional Learning Network ,Group Discussions for Skill Development through Participative Learning Techniques. This is attained through assessment component mentioned in course handout.

Catalogue prepared by	L&D Department Faculty members
Recommended by the Board of Studies on	BOS dated 11 August 2021
Date of Approval by the Academic Council	

SCHOOL OF ENGINEERING

Department of Learning & Development

Ref. No.: PU/SOE/L&D/BOS-02/2022-23/CIR01

Date 26th July, 2022

Minutes of the 2nd Meeting of Board of Studies (Department of Learning and Development)

The 2nd meeting of the Board of Studies of the Department of Learning and Development was held on 26-07-2022 from 1:30 pm to 4.00 pm in Online Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

MeetingLink:

<https://teams.microsoft.com/l/meetup-join/19%3ab1aeb788fd7c43879f99dd6bbf2e03b0%40thread.tacv2/1658771372162?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2223e5b59c-34d0-4f48-9c69-24fe84fac76%22%7d>

AGENDA

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Agenda SOE- LNG 2.1	To approve the minutes of 1st Board of Studies Meeting held on 11th August 2021
Agenda SOE- LNG 2.2	Approval of Course Catalogues for AY2022-23 Ratification of existing Courses
Agenda SOE- LNG 2.3	Discussion on the Feedback obtained on courses from Industry, students, alumni & faculty members
Agenda SOE- LNG 2.4	Discussion on the Course Catalogues for the 2021 admitted students
Agenda SOE- LNG 2.5	Approval of Examiner's List

2nd BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	Chairperson
2.	Dr. Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Mr. Karthik Raja R	Vice President, Training and Operations, Focus Academy for Career Enhancement (FACE) – Coimbatore	Industry Expert
4.	Ms. Sreelekha Premjit	Dy Head, Dept. of Learning and Development	Member Secretary
5.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Internal Member
6.	Mr. Manjunath	Co-ordinator, Presenova	Internal Member
7.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Internal Member



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

8.	Ms. Archana M	Soft Skills faculty, Presenova	Presenter
9.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Presenter
10.	Mr. Naganathan	Soft Skills faculty, Presenova	Presenter
11.	Mr. Manjunath	Soft Skills faculty, Presenova	Presenter
12.	Mr. Roopesh Salian	Soft Skills faculty, Presenova	Presenter
13.	Ms Nisha	Soft Skills faculty, Presenova	Presenter
14.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Presenter

The member secretary/ HoD extended a warm welcome to the members, particularly to the external member, and introduced all the members in the committee. The chairman of 2nd BoS meeting, Dr. Ramani Venkat Challa delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed courses across all the Schools.

With the permission of the chairperson, the member secretary presented the following agenda points, and deliberations were recorded.

Agenda SOE-L&D 2.1: To approve the minutes of 1st Board of Studies Meeting held on 11th August 2021

Annexure L&D 2.1.1: Approval of the Minutes of the 1st BOS meeting.

Annexure L&D 2.1.2: Approval of the ATR of the 1st BOS meeting.

Resolution SOE- L&D 2.1.1 & 2.1.2: The Minutes of 1st BOS meeting held on 11th August 2021 and its Action taken report (ATR) was discussed and approved by the members.

Agenda SOE- L&D 2.2: Discussion on the Feedback obtained on courses from Industry, students, alumni & faculty members

Annexure L&D 2.2

Resolution SOE- L&D 2.2:

The member secretary presented the gist of feedback obtained on the existing curriculum from Industry, students, alumni & faculty members as listed in **Annexure 2.3** and highlighted the necessity of incorporating the suggested changes in the courses to enhance the employability and skill development of students. All the members have appreciated the efforts.

Agenda SOE-L&D 2.3: Approval of new Course Catalogs for the Academic year 2022-2023

Annexure L&D 2.3.

(i) PPS 2001 Reasoning and Employment Skills: The title and the content should be better aligned. Mathematical reasoning to be included.

(ii) PPS 1003 Personality Development Basic:

- To allocate more number of hours to Impression Creation Module.
- To include short introduction/elevator pitch.

(iii) PPS 3003 Personality Development Advanced:

- To encourage customization of resume
- To video record mock interview session.
- To consider teaching guestimation techniques
- To include group discussion based on case studies

(iv) PPS 1008 Stress Management & Well Being:

- To make it more activity based.

(v) PPS 2003 Soft Skills for Decision Making:

- To use case study methodology for module 1.
- To conduct more group activities.

The Expert recommended use of ALTE Framework for evaluation of L&D Courses.

Resolution SOE- L&D 2.3.:

The recommendations of the experts were considered and addressed as follows:

(i) PPS 2001 Reasoning and Employment Skills: The modules specific to reasoning have been moved up the list as suggested. Mathematical reasoning is a part of Aptitude Training.

(ii) PPS 1003 Personality Development Basic:

- The number of training hours for Impression Creation Module has been increased.





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

- Short introduction/elevator pitch is now included in the module.
- (iii) PPS 3003 Personality Development Advanced:
- Customization of resume has been considered.
 - Mock interview session to be recorded by the students.
 - Inclusion of guestimation techniques in future
 - Group discussion based on case studies has been incorporated
- (iv) PPS 1008 Stress Management & Well Being:
- Activities have been included in the modules.
- (v) PPS 2003 Soft Skills for Decision Making:
- HBR Caselets will be used.
 - Group activities are now a part of this course.

The ALTE Framework for evaluation of L&D Courses is being researched upon.

Agenda SOE-L&D 2.4: Ratification of existing Courses

Annexure L&D 2.4.

- (i) PPS2002- Being Corporate Ready: course introduced to make students ready for corporate world.

Resolution SOE- L&D 2.4:

- Activities have been included in the modules.

Any Other Matter with the permission of the chair

- The course contents/ course handouts for the Academic Year 2021-2022 were approved.
- The BOS Chairperson has assured that the decisions taken during the 2nd BOS meeting for the department of L&D will be incorporated as early as possible and will be conveyed. The Chairperson and member secretary had expressed special thanks to all the members and requested to extend the same support for the future activities.

The meeting ended with Vote of Thanks by Ms. Sreelekha Premjit.

Recorded Session Meeting link:

<https://presidencyuniversityin.sharepoint.com/sites/LanguagesVIIBOSMeeting/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared Documents%2FGeneral%2FRecordings%2FMeeting in General -20220725 100252-Meeting Recording%2Emp4&parent=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared Documents%2FGeneral%2FRecordings>

The MS Teams meeting screenshot as a note of attendance is inserted below.



Fig. 1. The screenshot picture of 2nd BoS meeting on MsTeams
First row L to R- Ms. Janvi, Mr. Roopesh, Ms Manni, Ms. Nisha
Second row L to R- Dr. Ramani, Ms. Sreelekha Premjit, Mr. Karthik Raja
Third row L to R – Ms. Anitha, Mr. Naganathan, Ms. Archana, Ms. Nirmal Kaur
Others Present: Mr. Manjunath, Ms. Mini, Mr. Sangram, Ms. Swapna

Dy.Head,L&D

HoD, Department of Languages



BOS Committee Members Present:

S No	Name	Affiliation	Position
------	------	-------------	----------



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

1.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	Chairperson
2.	Dr. Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Dr. Karthik Raja	Vice President, Training and Operations, Focus Academy for Career Enhancement (FACE) – Coimbatore	Industry Expert
4.	Ms. Sreelekha Premjit	Dy Head, Dept. of Learning and Development	Member Secretary
5.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Internal Member
6.	Mr. Manjunath	Co-ordinator, Presenova	Internal Member
7.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Internal Member
8.	Ms. Archana M	Soft Skills faculty, Presenova	Presenter
9.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Presenter
10.	Mr. Naganathan	Soft Skills faculty, Presenova	Presenter
11.	Mr. Manjunath	Soft Skills faculty, Presenova	Presenter
12.	Mr. Roopesh Salian	Soft Skills faculty, Presenova	Presenter
13.	Ms Nisha	Soft Skills faculty, Presenova	Presenter
14.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Presenter


REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in



PRESIDENCY UNIVERSITY
Private University Estd. in Karnataka State by Act No. 41 of 2013

SCHOOL OF ENGINEERING

Department of Learning & Development

14.02.2023

The 3rd Meeting of the Board of Studies (BoS) for Department of Learning & Development Presidency University, Bengaluru was held on 22th December, 2022 at 1:00 PM. The meeting was held in hybrid mode from the Presidency University Campus, Bengaluru. The internal members attended in person while external members joined in Online mode.

The Agenda points which were discussed and recommended to the Academic Council for approval, are listed below for consideration by the Academic Council to be held on 15.2.2023:

Agenda

Agenda SOE – L & D 3.1	To approve the Minutes & ATR of the 2nd meeting of the Board of Studies of the Department of Learning and Development
Agenda SOE – L & D 3.2	Ratification of inclusion of the course PPS401 – Coding and Aptitude Training in Fall Semester of AY 2022-23, and approval of catalogue of PPS3001 - Problem Solving through Aptitude
Agenda SOE – L & D 3.3	To review & ratify the handouts which were approved by the previous semester DAC AY 2022-23
Agenda SOE – L & D 3.4	To review & approve the titles & course catalogues for some courses
Agenda SOE – L & D 3.5	Any other matter with the permission of the Chair

Recommended for Approval to the Academic Council:

Vice Chancellor	
Pro-Vice Chancellor	
Dean - Academics	
Dean SOE	
Associate Dean SOE	
HOD L&D	

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025
Campus: Presidency University, Itgalput, Rajanakunte, Yelahanka, Bengaluru 560 089
Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in
www.presidencyuniversity.in



SCHOOL OF ENGINEERING

DEPARTMENT OF LEARNING AND DEVELOPMENT

Ref. No. PU/SOE-L&D/BOS-03/2022-23/NOTICE-01

Date: 9th February, 2023



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

3rd BoS Meeting Notice

The 3rd Board of Studies (BOS) meeting of Learning & Development department, School of Engineering, Presidency University is scheduled on Friday, 10th February, 2023, timings from 2.00pm onwards. The internal members will assemble in HG-01 at H Block. The external members will join through the link forwarded on virtual stream. This will be a hybrid meeting. The link for joining the meeting is appended below.

Meeting Link - <https://teams.microsoft.com/l/meetup-join/19%3axNeIU-5rYV-EwrhHFhcj5U-YfOWwqfxblCORbgY7f6s1%40thread.tacv2/1676007889038?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2223e5bc9c-34d0-4f48-9c69-24fe84fadc76%22%7d>

You are requested to attend the meeting.

AGENDA

Agenda SOE-L&D 3.1	To approve the Minutes & ATR of the 2 nd meeting of the Board of Studies of the Department of Learning and Development
Agenda SOE-L&D 3.2	Ratification of inclusion of the course PPS401 - Coding and Aptitude Training in Fall Semester of AY 2022-23, and approval of catalogue of PPS3001 - Problem Solving through Aptitude
Agenda SOE-L&D 3.3	To review & ratify the handouts which were approved by the previous semester DAC AY 2022-23
Agenda SOE-L&D 3.4	To review & approve the titles & course catalogues for some courses.
Agenda SOE-L&D 3.5	Any other matter with the permission of the Chair

Member Secretary

Chairperson
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Copy to:

- Hon'ble Chancellor, PU
- Hon'ble Vice President, PU
- Hon'ble Vice Chancellor, PU

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

- Hon'ble Pro Vice Chancellor, PU
- Dean - Academics, PU
- Office of the Registrar, PU
- Members of the BOS-L&D Committee
- Special Invitees

SCHOOL OF ENGINEERING
DEPARTMENT OF LEARNING AND DEVELOPMENT

Ref. No. PU/SOE-L&D/BOS-03/2022-23/MOM-01

Date: 10th February, 2023

Minutes of the 3rd Meeting of Board of Studies (Learning and Development)

The 3rd meeting of the Board of Studies of the Department of Learning and Development was held on 10-02-2023 from 2:00pm to 4.30pm in Hybrid Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

REGISTRAR



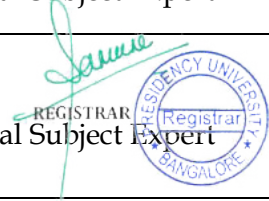


PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Meeting Link: <https://teams.microsoft.com/l/meetup-join/19%3axNeIU-5rYV-EwrhHFhcj5U-YfOWwqfxblCOrbgY7f6s1%40thread.tacv2/1676007889038?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2223e5bc9c-34d0-4f48-9c69-24fe84fadc76%22%7d>

The members of the 3rd Board of Studies meeting are given below:

I. No.	Name	Designation with Affiliation	Position
1	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Chairperson
2	Dr. Shilpa Mehta	Dean, Academics, Presidency University Bangalore	Ex Officio member
3	Mr. Karthikraja	Vice-president, FACE Prep.	External Member
4	Mr Venu C V	Corporate Trainer & Mind coach	External Member
5	Dr. Sheena Thomas	HoD, Department of Education Bhopal Institute of Social Sciences	External Member
6	Dr. Sreelekha Premjit	Deputy Head, Dept. of Learning & Development	Member Secretary
7	Ms. Nirmal Kaur	L&D Coordinator, Presenova	External Subject Expert
8	Mr. Debmalya Bhattacharjee	Soft Skills Trainer, Presenova.	External Subject Expert 
9	Mr. C Naganathan	Soft Skills Trainer, Presenova.	External Subject Expert

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

The Member Secretary Dr. Sreelekha Premjit extended a warm welcome to the members, particularly to the external member, and introduced all the members in the committee. The Member Secretary delivered the opening remarks. Member Secretary asked, External Subject expert, Mr Naganathan C to take the meeting forward. Mr Naganathan C presented the gist of feedback obtained on the existing curriculum from Industry, students, alumni & faculty members. Post presentation, he invited member secretary to peruse the agenda points listed for the subject meeting. The following agenda points, and deliberations were recorded.

Agenda SOE-L&D 3.1: To approve the Minutes & ATR of the 2nd meeting of the Board of Studies of the Department of Learning and Development

The Member Secretary has presented the Minutes of Meeting (MOM) of the 2nd BoS meeting held on 26th July 2022 for approval. All the decisions taken during the 2nd BoS meeting have been implemented.

Annexure SOE-L&D 3.1.1: Approval of 'Minutes of the 2nd BOS meeting'.

Annexure SOE-L&D 3.1.2: Approval of 'ATR of the 2nd BOS meeting'.

Resolution on Agenda SOE-L&D 3.1: The Minutes of 2nd BOS meeting held on 26th July 2022 & its Action taken report (ATR) was discussed and approved by the members.

Agenda SOE-L&D 3.2: Ratification of inclusion of the course PPS401 - Coding and Aptitude Training in Fall Semester of AY 2022-23, and approval of catalogue of PPS3001 - Problem Solving through Aptitude

Resolution SOE-L&D 3.2: The course content & description of PPS401 & PPS3001 was ratified. The course catalogues were presented in BoS Meeting. **Annexure SOE-L&D 3.2.1 and Annexure SOE-L&D 3.2.2.**

Agenda SOE-L&D 3.3: To review & ratify the handouts which were approved by the previous semester DAC AY 2022-23

Resolution SOE-L&D 3.3: The minutes of the DAC opening meeting & closure meeting pertaining to the odd semester which concluded in Dec 2022 (opening DAC held on 06 September 2022 & closing DAC held on 24th December 2022) was read out. The handouts approved by the previous semester DAC were displayed. The same was ratified by the members of the BOS. The BOS also, approved the minutes of meeting of the DAC meeting held on 07th February 2023, in which Dr. Shibily participated. The course catalogues of the various courses to be conducted in the upcoming even semester 2022-23 were reviewed, discussed and approved.

Agenda SOE-L&D 3.4: To review & approve the titles & course catalogues for some courses

Resolution SOE-L&D 3.4: The course catalogues are applicable from next Academic Year were presented in BoS Meeting and same enclosed in **Annexure SOE-L&D 3.4.1.**

Suggestions / Observations: The following observations / suggestions were brought out by the members during the course of presenting the course catalogue by the course in charge's.

Sreelekha Premjit
REGISTRAR
RESIDENCY UNIVERSITY
BANGALORE



PRESIDENCY UNIVERSITY



Private University Estd. in Karnataka State by Act No. 41 of 2013

PPS1002:	Mr C Naganathan	
Observation / Suggestion	Action	Comments
1. Other goal setting techniques like fast goals be introduced to students (at introductory level)	Accepted	Revision is implemented in Annexure SOE-L&D 3.4.1 . And the code changed to PPS1002-A
2. Using of root words in vocabulary	Word power made easy by Norman Lewis will be recommended for reference	
3. Apart from self-introduction, video resumes have become industry norm.	Video resumes (self-introduction on video) is being implemented at higher semester level. In this semester, Students will be advised to make a self-introduction video and paste the link in Google form for feedback.	
4. Energy management as a module may be considered	We shall consider this at a future point in time	

PPS3010:	Mr Debmalya Bhattacharjee	
Observation / Suggestion	Action	Comments
1. Introducing case-let based GD be considered	Accepted. Will introduce in a gradual manner	Revision is implemented in Annexure SOE-L&D 3.4.1 . And the code changed to PPS3010-A
2. Suggested to introduce the word 'idea generation', apart from	Accepted.	



mind mapping in GD.		
3. Suggested to add & introduce, Cultural orientation and individual sensitivity based content. Introduce work placed related tools like CRM, LMS, Canva etc.	Accepted. We shall introduce a list of commonly used tools in work space to align the students	
4. 'Leadership' as a topic may be considered for introducing	We shall plan and introduce 'Leadership' through a work shop when time permits	
5. Suggested to introduce students to the concept of EI vs IQ &	Accepted to take up through workshops.	

PPS1001:	Ms. Nisha	
Observation / Suggestion	Action	Comments
1. Suggestion - recommend 'Atomic Habits' by James clear for reading by students	Accepted.	Revision is implemented in Annexure SOE-L&D 3.4.1 . And the code changed to PPS1001-A
2. Suggested to introduce students to write reviews on books, movies, product in social media as a brand building activity	To be worked out.	
3. Suggested to introduce students to INTERNSHALA for internship activities	Accepted.	 REGISTRAR 
4. Suggested to acclimatize students to have an open mind when something is suggested rather than	Accepted to take up through activity based workshop based on time	




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013


reacting and saying NO.	availability.	
-------------------------	---------------	--

PPS4002:	Mr. Arun	
Observation / Suggestion	Action	Comments
1. Suggestion - Wrong number series be added as a part of 'Reasoning' module	Accepted.	Revision is implemented in Annexure SOE-L&D 3.4.1. And the code changed to PPS4002-A
2. Suggested - Visual reasoning be added as part of 'Reasoning' -	Accepted as current focus is on word problems only. It adds necessary variety.	

PPS3016:	Mr. Neeraj	
Observation / Suggestion	Action	Comments
1. Suggested to add the word active listening to the course content	Accepted.	Revision is implemented in Annexure SOE-L&D 3.4.1. And the code changed to PPS3016-A
2. Suggested to introduce students to note taking techniques	Accepted	
3. Suggested to add introduce the students to cognitive biases; which includes framing statements and questions in an assertive way, based on situations	Accepted.	
4. Framework on critical	Already in place and will be	

thinking was brought up.	mentioned specifically	
--------------------------	------------------------	--

PPS3017:		Dr. Sreelekha Premjit
Observation / Suggestion	Action	Comments
1. Suggested to add Pareto principle with the aim of making students understand that 20% of their skills will contribute to 80% of outputs.	Accepted. The topic will be dealt at introduction level.	Revision is implemented in Annexure SOE-L&D 3.4.1 . And the code changed to PPS3017-A
2. Suggested to introduce students to freelancing projects from web sites like HUBWORKS>COM.	Accepted. We shall encourage the students to look at gaps at University level for challenges and design a solution for such issues.	
3. Suggested to look at Mindset while approaching issues with a response mindset rather than react. Examples can be used to make students appreciate the issue.	Accepted.	

PPS2003:		Mr. Roopesh S
Observation / Suggestion	Action	Comments
1. Query on whether <ul style="list-style-type: none"> • Aptitude is being covered for MBA Students • Impression creation & Body language is being covered. 	<p>Yes, Aptitude is being run parallel to Soft skills for MBA students.</p> <p>Yes, Impression creation & Body language is covered in semester One for MBA Students</p>	Revision is implemented in Annexure SOE-L&D 3.4.1 . And the code changed to PPS2003-A 



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

2. Suggested to introduce students to understand their personality types which will help them to align to the appropriate domain of work. The web site 16personalitiestest.com can be helpful in this and it is free	Accepted	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	--

PPS3012:	Ms. Sowmya	
Observation / Suggestion	Action	Comments
1. Suggested to add Keyword, SPELT & point of view of affected parties techniques to Group Discussion.	Accepted.	Revision is implemented in Annexure SOE-L&D 3.4.1 . And the code changed to PPS3012-A
2. Suggested to introduce students to role play in interviews	Accepted	
3. Suggested to add mind calming techniques to face interviews in calm manner.	Accepted.	

Agenda SOE-L&D 3.5: Any other matter with the permission of the Chair

- On completing the above modules, Mr Naganathan C, took the approval of the board members for the modules PPS1004, PPS1005, PPS1006 & PPS1007.
- The BOS Chairperson has assured that the decisions taken during the 3rd BOS meeting for the department of L&D will be incorporated as early as possible and will be conveyed.
- On behalf of the Chairperson & Ex Officio, the Member secretary; Dr. Sreelekha Premjit expressed special thanks to all the members and requested to extend the same support for the future activities.
- The meeting ended with Vote of Thanks by Dr. Sreelekha Premjit

Sowmya
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

The 3rd BOS Committee Members:

Sl. No.	Name	Designation with Affiliation	Position
1	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Chairperson
2	Dr. Shilpa Mehta	Dean, Academics, Presidency University Bangalore	Ex Officio member
3	Mr. Karthikraja,	Vice-president, FACE Prep.	External Member
4	Mr Venu C V	Corporate Trainer & Mind coach	External Member
5	Ms Sheena Thomas	HoD, Department of Education Bhopal Institute of Social Sciences	External Member
6	Dr. Dr. Sreelekha Premjit	Deputy Head, Dept. of Learning & Development	Member Secretary
7	Ms. Nirmal Kaur	L&D Coordinator, Presenova	External Subject Expert
8	Mr. Debmalya Bhattacharjee	Soft Skills Trainer, Presenova.	External Subject Expert
9	Mr. C Naganathan	Soft Skills Trainer, Presenova.	External Subject Expert



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

10	Mr Roopesh S	Soft Skills Trainer, Presenova	Presenter
11	Ms. Sowmya	Soft Skills Trainer, Presenova	Presenter
12	Mr Arun K	Soft Skills Trainer, Presenova	Presenter
12	Ms. Nisha	Soft Skills Trainer, Presenova	Invitee
13	Ms Swapna	Soft Skills Trainer, Presenova	Invitee
14	Mr. Harsha	Soft Skills Trainer, Presenova	Invitee
15	Mr Manjunath	Soft Skills Trainer, Presenova	Invitee


REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

The Microsoft Teams meeting screenshot as a note of attendance is inserted below:

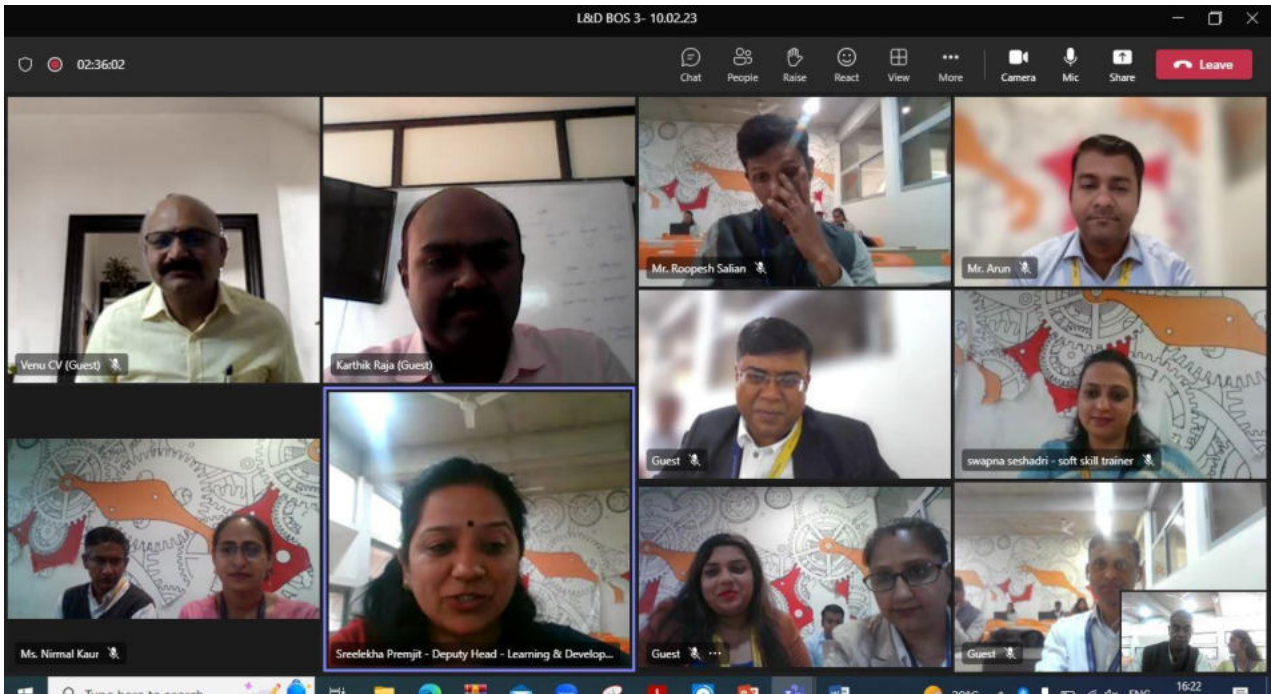


Fig. 1. The screenshot picture of 3rd Board of Studies meeting on Ms.-Teams on 10 February 2023

From Left to Right - Bottom Row

Mr. Harsha, Ms. Nirmal Kaur, Dr. Dr. Sreelekha Premjit, Ms. Nisha, Ms. Manni G, Mr. Manjunath, and in the inset (bottom right corner) is Ms. Sowmya & Mr Naganathan C.

From Left to Right - Second Row

Mr. Venu CV, Mr. Karthick Raja, Mr. Debmalya Bhattacharjee (Below), Mr. Roopesh S (above), Ms. Swapna S (Below) & Mr Arun K (above)

Sowmya
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

BOS Committee members present

Sl. No.	Name	Designation with Affiliation	Position	Signature
1	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Chairperson	
2	Dr. Shilpa Mehta	Dean, Academics, Presidency University Bangalore	Ex Officio member	
3	Mr. Karthikraja	Vice-president, FACE Prep.	External Member	PRESENT ONLINE
4	Mr. Venu C V	Corporate Trainer & Mind coach	External Member	PRESENT ONLINE
5	Dr. Sheena Thomas	HoD, Department of Education Bhopal Institute of Social Sciences	External Member	PRESENT ONLINE
6	Dr. Sreelekha K	Deputy Head, Dept. of Learning & Development	Member Secretary	
7	Ms. Nirmal Kaur	L&D Coordinator, Presenova	External Subject Expert	
8	Mr. Debmalya Bhattacharjee	Soft Skills Trainer, Presenova	External Subject Expert	
9	Mr. C Naganathan	Soft Skills Trainer, Presenova	External Subject Expert	
10	Mr Roopesh S	Soft Skills Trainer, Presenova	Presenter	
11	Ms. Sowmya	Soft Skills Trainer, Presenova	Presenter	
12	Mr Arun K	Soft Skills Trainer, Presenova	Presenter	
13	Ms. Nisha	Soft Skills Trainer, Presenova	Invitee	
14	Ms. Swapna	Soft Skills Trainer, Presenova	Invitee	
15	Mr. Harsha	Soft Skills Trainer, Presenova	Invitee	
15	Mr Manjunath	Soft Skills Trainer, Presenova	Invitee	



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Annexure SOE-L&D 3.1.1

Approval of 'Minutes of the 2nd BOS meeting'

SCHOOL OF ENGINEERING

Department of Learning & Development

Ref. No.: PU/SOE/L&D/BOS-02/2022-23/CIR01

Date 26th July, 2022

Minutes of the 2nd Meeting of Board of Studies (Department of Learning and Development)

The 2nd meeting of the Board of Studies of the Department of Learning and Development was held on 26-07-2022 from 1:30 pm to 4.00 pm in Online Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

MeetingLink:

<https://teams.microsoft.com/l/meetup-join/19%3ab1aeb788fd7c43879f99dd6bbf2e03b0%40thread.tacv2/1658771372162?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2223e5bc9c-34d0-4f48-9c69-24fe84fafc76%22%7d>

2nd BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	Chairperson
2.	Dr. Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Mr. Karthik Raja R	Vice President, Training and Operations, Focus Academy for Career Enhancement (FACE) - Coimbatore	Industry Expert
4.	Ms. Sreelekha Premjit	Dy Head, Dept. of Learning and Development	Member Secretary
5.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Internal Member
6.	Mr. Manjunath	Co-ordinator, Presenova	Internal Member
7.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Internal Member
8.	Ms. Archana M	Soft Skills faculty, Presenova	Presenter
9.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Presenter



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

10.	Mr. Naganathan	Soft Skills faculty, Presenova	Presenter
11.	Mr. Manjunath	Soft Skills faculty, Presenova	Presenter
12.	Mr. Roopesh Salian	Soft Skills faculty, Presenova	Presenter
13.	Ms Nisha	Soft Skills faculty, Presenova	Presenter
14.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Presenter

The member secretary/ HoD extended a warm welcome to the members, particularly to the external member, and introduced all the members in the committee. The chairman of 2nd BoS meeting, Dr. Ramani Venkat Challa delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed courses across all the Schools.

With the permission of the chairperson, the member secretary presented the following agenda points, and deliberations were recorded.

Agenda SOE-L&D 7.1: To approve the minutes of 1st Board of Studies Meeting held on 11th August 2021

Annexure L&D 7.1.1: Approval of the Minutes of the 1st BOS meeting.

Annexure L&D 7.1.2: Approval of the ATR of the 1st BOS meeting.

Resolution SOE- L&D 7.1.1 & 7.1.2: The Minutes of 1st BOS meeting held on 11th August 2021 and its Action taken report (ATR) was discussed and approved by the members.

Agenda SOE- L&D 7.2:

- Approval of Course Catalogues for AY2022-23
- Ratification of existing Courses

Annexure L&D 7.2.1

Resolution SOE- L&D 7.2.1: Even Sem. Course Catalogues after incorporating the suggestions were approved.

Agenda SOE- L&D 7.3: Discussion on the Feedback obtained on courses from Industry, students, alumni & faculty members

Resolution SOE- L&D 7.3:

The member secretary presented the gist of feedback obtained on the existing curriculum from Industry, students, alumni & faculty members as listed in **Annexure 7.3** and highlighted the necessity of



incorporating the suggested changes in the courses to enhance the employability and skill development of students. All the members have appreciated the efforts.

Agenda SOE- L&D 7.4: Discussion on the Course Catalogues for the 2021 admitted students

Annexure L&D 7.4.1

Approval of existing Course Catalogues for the Academic year 2022-2023

Annexure L&D 7.4.2

Approval of new Course Catalogs for the Academic year 2022-2023

(i) PPS 2001 Reasoning and Employment Skills: The title and the content should be better aligned. Mathematical reasoning to be included.

(ii) PPS 1003 Personality Development Basic:

- To allocate more number of hours to Impression Creation Module.
- To include short introduction/elevator pitch.

(iii) PPS 3003 Personality Development Advanced:

- To encourage customization of resume
- To video record mock interview session.
- To consider teaching guestimation techniques
- To include group discussion based on case studies

(iv) PPS 1008 Stress Management & Well Being:

- To make it more activity based.

(v) PPS 2003 Soft Skills for Decision Making:

- To use case study methodology for module 1.
- To conduct more group activities.

(vi) PPS1001 Introduction to Soft Skills:

- It was approved as it is.

The Expert recommended use of ALTE Framework for evaluation of L&D Courses.

The recommendations of the experts were considered and addressed as follows:





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

(i) **PPS 2001 Reasoning and Employment Skills:** The modules specific to reasoning have been moved up the list as suggested. Mathematical reasoning is a part of Aptitude Training.

(ii) **PPS 1003 Personality Development Basic:**

- The number of training hours for Impression Creation Module has been increased.
- Short introduction/elevator pitch is now included in the module.

(iii) **PPS 3003 Personality Development Advanced:**

- Customization of resume has been considered.
- Mock interview session to be recorded by the students.
- Inclusion of guestimation techniques in future
- Group discussion based on case studies has been incorporated

(iv) **PPS 1008 Stress Management & Well Being:**

- Activities have been included in the modules.

(v) **PPS 2003 Soft Skills for Decision Making:**

- HBR Caselets will be used.
- Group activities are now a part of this course.

(vi) **PPS1001 Introduction to Soft Skills:**

- It was approved as it is.

The ALTE Framework for evaluation of L&D Courses is being researched upon.

Agenda SOE- L&D 7.5: Approval of Examiner's List

Annexure L&D 7.5.1: Examiners from Dept. of L&D

Resolution SOE- L&D 7.5.1: The Examiners from Dept. of L&D were presented by the member secretary as listed in Annexure 7.5.1. The committee has approved the list as presented.



Any Other Matter with the permission of the chair

- The course contents/ course handouts for the Academic Year 2021-2022 were approved.
- The BOS Chairperson has assured that the decisions taken during the 2nd BoS meeting for the department of L&D will be incorporated as early as possible and will be conveyed. The Chairperson and member secretary had expressed special thanks to all the members and requested to extend the same support for the future activities.

The meeting ended with Vote of Thanks by Ms. Sreelekha Premjit.

BOS Committee Members Present:

S No	Name	Affiliation	Position
1.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	Chairperson
2.	Dr. Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Dr. Karthik Raja	Vice President, Training and Operations, Focus Academy for Career Enhancement (FACE) - Coimbatore	Industry Expert
4.	Ms. Sreelekha Premjit	Dy Head, Dept. of Learning and Development	Member Secretary
5.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Internal Member
6.	Mr. Manjunath	Co-ordinator, Presenova	Internal Member
7.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Internal Member
8.	Ms. Archana M	Soft Skills faculty, Presenova	Presenter
9.	Ms. Janvi Chandnani	Soft Skills faculty, Presenova	Presenter
10.	Mr. Naganathan	Soft Skills faculty, Presenova	Presenter
11.	Mr. Manjunath	Soft Skills faculty, Presenova	Presenter
12.	Mr. Roopesh Salian	Soft Skills faculty, Presenova	Presenter
13.	Ms Nisha	Soft Skills faculty, Presenova	Presenter
14.	Ms. Nirmal Kaur	Soft Skills faculty, Presenova	Presenter

Recorded Session Meeting link:

https://presidencyuniversityin.sharepoint.com/sites/LanguagesVIIBOSMeeting/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared Documents%2FGeneral%2FRecordings%2FMeeting_in_General_-20220725_100252-Meeting





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

[Recording%2Emp4&parent=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared Documents%2FGeneral%2FRecordings](#)

The MS Teams meeting screenshot as a note of attendance is inserted below.



Fig. 1. The screenshot picture of 2nd BoS meeting on MsTeams
First row L to R- Ms. Janvi, Mr. Roopesh, Ms Manni, Ms. Nisha
Second row L to R- Dr. Ramani, Ms. Sreelekha Premjit, Mr. Karthik Raja
Third row L to R – Ms. Anitha, Mr. Naganathan, Ms. Archana, Ms. Nirmal Kaur
Others Present: Mr. Manjunath, Ms. Mini, Mr. Sangram, Ms. Swapna

Annexure SOE-L&D 3.1.2

Approval of 'ATR of the 2nd BOS meeting'

SCHOOL OF ENGINEERING
Department of Learning & Development



ACTION TAKEN REPORT BASED ON 2nd BOARD OF STUDIES

MEETING HELD ON 26 JULY 2022 (Online Meeting)

1. **Action Taken Report:** The points recommended for action and the action taken are appended below.

Serial no	For Action	Action Taken
1	PPS2001 Reasoning & Employment Skills. The title and the content should be better aligned. Mathematical reasoning to be included	The modules specific to reasoning have been moved up the list as suggested. Mathematical reasoning is a part of Aptitude Training.
2	PPS1003 Personality Development Basic. To allocate more number of hours to Impression Creation Module. To include short introduction/elevator pitch.	The number of training hours for Impression Creation Module has been increased. Short introduction / elevator pitch is now included in the module
3	PPS3003 Personality Development Advanced. To encourage customization of resume To video record mock interview session To include ball park figure estimation techniques To include group discussion based on case studies	Customization of resume has been considered. Mock interview session to be recorded by the students. Inclusion ball park figure estimation techniques in future Group discussion based on case studies has been incorporated
4	PPS1008 Stress Management & Well Being: To make it more activity based.	Activities have been included in the modules


REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

5	PPS2003 Soft Skills for Decision Making: To use case study methodology for module 1. To conduct more group activities.	Case Studies were used to understand Problem solving & in Group Discussion, there by adding more group based activity
---	-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------


REGISTRAR



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089



Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Annexure SOE-L&D 3.2.1

Course catalogue for PPS401 – Coding & Aptitude Training

Course Code: PPS401	Course Title: Coding & Aptitude Training						
	Type of Course: 1] Program Core 2] Theory Only			L- P- C	1	0	1
Version No.	1.0						
Course Pre-requisites	Basic mathematical operations. Basic English.						
Anti-requisites	NIL						
Course Description	The objective of this course is to prepare the trainees to tackle the questions on various topics and various difficulty levels based on Quantitative Ability, Logical Reasoning and Verbal Ability asked during the placement drives. There will be sufficient focus on building the fundamentals of all the topics, as well as on solving the higher order thinking questions. The focus of this course is to teach the students to not only get to the correct answers, but to get there faster than ever before, which will improve their employability factor.						
Course Out Comes	On successful completion of the course the students shall be able to: 1] Recall all the basic mathematical concepts they learnt in high school. 2] Identify the principle concept needed in a question. 3] Solve the quantitative and logical ability questions with the appropriate concept. 4] Analyze the data given in complex problems.						
Course Content:							
Module 1	Quantitative Ability	Assignment	Problem solving	20 Hours			
Topics: Revision, Data Interpretation, Time Speed & Distance, Time & Work, Permutation & Combination, Probability.							
Module 2	Logical Reasoning	Assignment	Problem solving	5 Hours			


 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Topics: Revision, Syllogisms, Data Arrangement (Puzzles), Data Sufficiency, Statement and Conclusion.				
Module 3	Verbal Ability	Assignment	Comprehension	5 Hours
Topics: Sentence correction, Articles, Ordering of Words, Sentence completion, Revision				
Targeted Application & Tools that can be used: Application area: Placement activities and Competitive examinations.				
Project work/Assignment: Mention the Type of Project /Assignment proposed for this course				
Assignment: Complete all the extra questions given at the end of every topic and produce the solutions.				
Text Book 3. Quantitative Aptitude by R S Aggarwal 4. Verbal & Non-Verbal Reasoning by R S Aggarwal				
References 21. www.indiabix.com 22. www.youtube.com/c/TheAptitudeGuy/videos				
Catalogue prepared by	FACE			
Recommended by the Board of Studies on	BOS No.: 3 BOS Date: 10.02.23			
Date of Approval by the Academic Council	Academic Council Meeting No.: Date of the meeting:			


REGISTRAR


Annexure SOE-L&D 3.2.2


Course catalogue for PPS3001 - Problem Solving through Aptitude

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Code: PPS3001	Course Title: Problem Solving through Aptitude		L- P- C	0	2	1
	Type of Course:1] Program Core					
	2] Theory Only					
Version No.	1.0					
Course Pre-requisites	Students should know the basic Mathematics & aptitude along with understanding of English					
Anti-requisites	Nil					
Course Description	The objective of this course is to prepare the trainees to tackle the questions on various topics and various difficulty levels based on Quantitative Ability, and Logical Reasoning asked during the placement drives. There will be sufficient focus on building the fundamentals of all the topics, as well as on solving the higher order thinking questions. The focus of this course is to teach the students to not only get to the correct answers, but to get there faster than ever before, which will improve their employability factor.					
Course Outcomes	On successful completion of the course the students shall be able to: CO1] Recall all the basic mathematical concepts they learnt in high school. CO2] Identify the principle concept needed in a question. CO3] Solve the quantitative and logical ability questions with the appropriate concept. CO4] Analyze the data given in complex problems.					
Course Content:						
Module 1	Quantitative Ability	Assignment	Problem solving	04 Hours		
Topics: Introduction to Aptitude, working of Tables, Squares, Cubes, Number Series, Wrong number series						
Module 2	Logical Reasoning	Assignment	Problem solving	16 Hours		
Topics: Linear & Circular Arrangement Puzzle, Coding & Decoding, Blood Relations, Directions, Ordering and Ranking, Clocks and Calendars						
						
Targeted Application & Tools that can be used:						
Application area: Placement activities and Competitive examinations. Tools: LMS						
Project work/Assignment: Mention the Type of Project /Assignment proposed for this course						



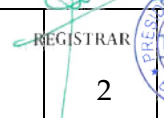

PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Assignment: 1. Complete all the extra questions given at the end of every topic and produce the solutions. 2. LMS MCQ	
Text Book 1. Quantitative Aptitude by R S Aggarwal 2. Verbal & Non-Verbal Reasoning by R S Aggarwal	
References 1. www.indiabix.com 2. www.youtube.com/c/TheAptitudeGuy/videos	
Catalogue prepared by	Prof. V Arun Kumar
Recommended by the Board of Studies on	BOS No.3 BOS Date:09.02.23
Date of Approval by the Academic Council	Academic Council Meeting No.: Date of the meeting:

Annexure SOE-L&D 3.4.1

1. PPS1002 - Soft Skills for Engineers

Course Code: PPS 1002	Course Title: Soft skills for Engineers Type of Course: Practical	L- P- C	0	2	 REGISTRAR 
Version No.	1.0				

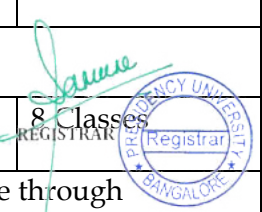
City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.		
Anti-requisites	NIL		
Course Description	This course is designed to develop effective communication skills and boost confidence levels. The activity-based modules cover the art of Questioning, how to ask questions, goal setting with emphasis on time and stress management, creating the first impression and introducing one self and finally culminating with the etiquettes of email writing. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.		
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <p>CO1 Employ effective communication skills</p> <p>CO2 Practice questioning techniques for better decision making</p> <p>CO3 Differentiate individual strengths and weaknesses for self-awareness and stress management</p> <p>CO4 Recognise the need to set SMART GOALS</p>		
Course Content:			
Module 1	Art of Questioning	Role plays	4 classes
Topics: Note Taking, Framing Open-ended and Close-ended questions, Funnel technique, Probing questions, Leading questions, Rhetorical questions, 5W1H Technique			
	Vocab Building		Every Class
Dedicate 5-10minutes towards vocabulary building in every session			
Module 2	Goal Setting & Time Management	Journal + Outbound training	8 Classes
Goal Setting (SMART Goals), Time Management Matrix, Steps to managing time through outbound group activity, Making a schedule, Daily Plan and calendars (To Do List), Monitoring/charting daily activity			





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Module 3	Self-introduction and Creating an Impression	Grooming checks + Evaluation + Alumni talk	8 classes
Topics: Body Language, Grooming guidelines for boys/girls, Common mistakes in Grooming at workplace and social gathering, Etiquettes at work place & social gathering, SWOT - Self-awareness analysis, Self-introduction template, evaluation of self-introduction in class			
Module 4	E-mail Etiquette	Industry expert intervention	4 Classes
Topics: Dos and Don'ts of professional email etiquette, practice writing emails (activity)			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
1) Evaluation of Self-introduction 2) LMS MCQ			
Catalogue prepared by	Debmalya Bhattacharjee, Archana M, & C Naganathan		
Recommended by the Board of Studies on	BOS NO 3 Dated 10 Feb 23		
Date of Approval by the Academic Council	20 CM dated 15 Feb 23		


 REGISTRAR


2. PPS1004 - Soft Skills for Designers

Course Code: PPS 1004	Course Title: Soft Skills for Designers	L- P- C	0	2	1
--------------------------	------------------------------------------------	---------	---	---	---

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

	Type of Course: Practical						
Version No.	1.0						
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.						
Anti-requisites	NIL						
Course Description	This course is designed to develop effective communication skills and boost confidence levels. The activity-based modules cover the art of Questioning, goal setting with emphasis on time and stress management, creating the first impression and introducing one self and an idea, finally culminating with the etiquettes of email writing. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.						
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <ul style="list-style-type: none"> • CO1 Employ effective communication skills • CO2 Practice questioning techniques for better decision making • CO3 Identify individual strengths and weaknesses for self-awareness and stress management • CO4 Recognise the need to set SMART GOALS 						
Course Content:							
Module 1	Art of Questioning	Role plays					4 classes
Topics: Note Taking, Framing Questions, Open-ended and Close-ended questions, Funnel technique, Probing questions, Leading questions, Rhetorical questions, 5W1H Technique							
	Vocab Building					Every Class	
Dedicate 5-10minutes towards vocabulary building in every session							
Module 2	Goal Setting & Time Management	Journal + Outbound training					8 Classes





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Goal Setting (SMART Goals), Time Management Matrix, Steps to managing time through outbound group activity, Making a schedule, Daily Plan and calendars (To Do List), Monitoring/charting daily activity			
Module 3	Self-introduction, introducing an idea and Creating an Impression	Grooming checks + Evaluation + Senior talk	8 classes
Topics: Body Language, Grooming guidelines for boys/ girls, Common mistakes in Grooming at workplace and social gathering, Etiquettes at work place & social gathering, SWOT - Self-awareness analysis, Self-introduction template, evaluation of self-introduction in class			
Module 4	E-mail Etiquette	Industry expert intervention	4 Classes
Topics: Dos and Don'ts of professional email etiquette, practice writing emails (activity)			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
3) Evaluation of Self-introduction and an idea/a concept			
4) LMS MCQ			
Catalogue prepared by	Ms. Swapna Seshadri		
Recommended by the Board of Studies on	BOS no 3 Dated 10 Feb 23		
Date of Approval by the Academic Council	20 ACM dated 15 Feb 23		


REGISTRAR

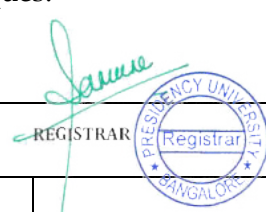

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in



3. PPS1005: Soft Skills for Lawyers

Course Code: PPS 1005	Course Title: Soft skills for Lawyers Type of Course: Practical	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	This course is designed to develop effective communication skills and boost confidence levels. The activity-based modules cover the art of Questioning, how to ask questions, goal setting with emphasis on time and stress management, creating the first impression and introducing one self and finally culminating with the etiquettes of email writing. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.				
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <ul style="list-style-type: none"> • CO1 Employ effective communication skills • CO2 Practice questioning technique for better decision making • CO3 Differentiate individual strengths and weaknesses for self-awareness and stress management • CO4 Recognise the need to set SMART GOALS • CO5 Practice the effective Time Management techniques. 				
Course Content:					
Module 1	Self-introduction	Grooming checks + Evaluation + Body language, speech clarity, fluency and audibility	6 classes		



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

The student is going to work on body language, speech clarity, fluency and audibility through activity. SWOT (Self-awareness and analysis), Self-introduction template, evaluation of self-introduction in class.			
	Vocabulary Building and current affairs		Every Class
Dedicate 5-10minutes towards vocabulary building and current affairs in every session			
Module 2	Art of Questioning	Role plays	8 Classes
Topics: Note Taking, Framing Questions, Open-ended and Close-ended questions, Funnel technique, Probing questions, Leading questions, Rhetorical questions, 5W1H Technique			
Module 3	Goal Setting & Time Management	Journal + Expert Talk	6 Classes
Goal Setting (SMART Goals), Time Management Matrix, Steps to managing time through outbound group activity, Making a schedule, Daily Plan and calendars (To Do List), Monitoring/charting daily activity			
Module 4	E-mail Etiquette	Alumni talk	4 Classes
Topics: Dos and Don'ts of professional email etiquette, practice writing emails (activity)			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
5) Evaluation of Self-introduction 6) LMS MCQ			 
Catalogue prepared by	Debmalya Bhattacharjee, Archana M, C Naganathan & Manni Garg		
Recommended by the Board of	BOS no 3 Dated 10 Feb 23		

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in


www.presidencyuniversity.in

Studies on	
Date of Approval by the Academic Council	20 ACM dated 15 Feb 23

4. PPS 1006 Employability for young professionals

Course Code: PPS 1006	Course Title: Employability for Young professionals Type of Course: Practical	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	This course is designed to develop effective communication skills and boost confidence levels. The activity-based modules cover the art of Questioning, how to ask questions, goal setting with emphasis on time and stress management, creating the first impression and introducing one self and finally culminating with the etiquettes of email writing. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.				
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <p>CO1 Employ effective communication skills</p> <p>CO2 Practice questioning techniques for better decision making</p> <p>CO3 Differentiate individual strengths and weaknesses for self-awareness and stress management</p> <p>CO4 Recognise the need to set SMART GOALS</p>				
Course Content:					

Sarva

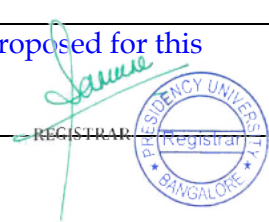




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Module 1	Art of Questioning	Role plays	4 classes
Topics: Note Taking, Framing Open-ended and Close-ended questions, Funnel technique, Probing questions, Leading questions, Rhetorical questions, 5W1H Technique			
	Vocab Building		Every Class
Dedicate 5-10minutes towards vocabulary building in every session			
Module 2	Goal Setting & Time Management	Journal + Outbound training	8 Classes
Goal Setting (SMART Goals), Time Management Matrix, Steps to managing time through outbound group activity, Making a schedule, Daily Plan and calendars (To Do List), Monitoring/charting daily activity			
Module 3	Self-introduction and Creating an Impression	Grooming checks + Evaluation + Alumni talk	8 classes
Topics: Body Language, Grooming guidelines for boys/girls, Common mistakes in Grooming at workplace and social gathering, Etiquettes at work place & social gathering, SWOT - Self-awareness analysis, Self-introduction template, evaluation of self-introduction in class			
Module 4	E-mail Etiquette	Industry expert intervention	4 Classes
Topics: Dos and Don'ts of professional email etiquette, practice writing emails (activity)			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
1) Evaluation of Self-introduction 2) LMS MCQ			
Catalogue prepared by	Debmalya Bhattacharjee, Archana M		



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Recommended by the Board of Studies on	BOS NO 3 Dated 10 Feb 23
Date of Approval by the Academic Council	20 ACM dated 15 Feb 23

5. PPS 1001 - Introduction to Soft Skills


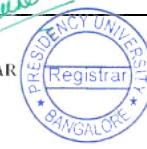
Course Code: PPS 1001	Course Title: Introduction to soft skills Type of Course: Practical	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	This course is designed to enable students understand soft skills concepts and improve confidence, communication and professional skills to give the students a competitive advantage and increase chances of success in the professional world. The course will benefit learners in presenting themselves effectively through various activities and learning methodologies.				
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <ul style="list-style-type: none"> • CO1: Recognize significance of soft skills • CO2: Create impressive professional social media profile • CO3: List techniques of forming healthy habits • CO4: Understand styles of effective communication 				
Course Content:					
Module 1	INTRODUCTION TO SOFT SKILLS	Classroom activity	04 Hours		

Sarwa
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Topics: Setting Expectations, Ice Breaker, Significance of soft skills.			
Module 2	PROFESSIONAL BRAND BUILDING	Review a Movie, Personality, Product in social media or Book Brand Framework Activity	06 Hours
Topics: Personal Branding framework, 5 C's of personal branding, Introducing students to Internship websites like Internshala, Indeed and LinkedIn, significance of a profile, Creating an online professional profile, Networking, LinkedIn as a live resume			
Module 3	HABIT FORMATION	Worksheets & Assignment	6 Hours
Topics: Professional and personal ethics for success, Identity based habits, Domino effect, Habit Loop, Unlearning, standing up for what is right, New skills acquisition - 10,000 hours' rule for expertise, growth mindset			
Module 4	EFFECTIVE COMMUNICATION	Speakathon	6 Hours
Topics: Different styles of communication, Difference between hearing and listening, Effective communication for success, Self-introduction framework			
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
7) Speakathon 8) LMS MCQ			
References		 	
23. "Soft Skills - Enhancing Employability: Connecting Campus with Corporate" by M S Rao			
24. Social Media Marketing Workbook 2021 by Jason McDonald PhD (Module:			

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Professional Brand building)

25. Me 2.0: Build a Powerful Brand to Achieve Career Success (Module: Professional Brand building)
26. The 7 Habits of Highly Effective People, first published in 1989, is a business and self-help book written by Stephen R. Covey - (Module - Habit Formation)
27. The Power of Habit: Why We Do What We Do in Life and Business is a book by Charles Duhigg (Module - Habit Formation)
28. Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones by James Clear (Module - Habit Formation)
29. Everyone Communicates, Few Connect: What the Most Effective People Do Different Hardcover - March 30, 2010



E-Resources:

- [How to Write a Blog on LinkedIn](#)
- [7 steps for successful career planning \(naukri.com\)](#)

Ted Talk:

- [An introvert's guide to networking | Rick Turoczy | TEDxPortland - YouTube](#)
(Module: Professional Brand building)
- [The Art of Effective Communication | Marcus Alexander Velazquez | TEDxWolcott School](#)
(Module: Effective Communication)

Catalogue prepared by	Nisha A
Recommended by the Board of Studies on	BOS no 3 Dated 10 Feb 23
Date of Approval by the Academic Council	20 CM dated 15 Feb 23


REGISTRAR





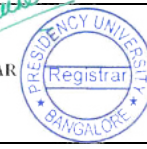
PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

6. PPS1007: Soft Skills for Journalist

Course Code: PPS 1007	Course Title: Soft Skills for Journalist Type of Course: Practical	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	This course is designed to develop effective communication skills and boost confidence levels. The activity-based modules cover the art of Questioning, goal setting with emphasis on time and stress management, creating the first impression and introducing one self and an idea, finally culminating with the etiquettes of email writing. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.				
Course Out Comes	On successful completion of this course the students shall be able to: <ul style="list-style-type: none">• CO1 Employ effective communication skills• CO2 Practice questioning techniques for better decision making• CO3 Identify individual strengths and weaknesses for self-awareness and stress management				


REGISTRAR


	<ul style="list-style-type: none"> CO4 Recognise the need to set SMART GOALS 		
Course Content:			
Module 1	Art of Questioning	Role plays	4 classes
Topics: Note Taking, Framing Questions, Open-ended and Close-ended questions, Funnel technique, Probing questions, Leading questions, Rhetorical questions, 5W1H Technique			
	Vocab Building		Every Class
Dedicate 5-10minutes towards vocabulary building in every session			
Module 2	Goal Setting & Time Management	Journal + Outbound training	8 Classes
Goal Setting (SMART Goals), Time Management Matrix, Steps to managing time through outbound group activity, Making a schedule, Daily Plan and calendars (To Do List), Monitoring/charting daily activity			
Module 3	Self-introduction, introducing an idea and Creating an Impression	Grooming checks + Evaluation + Senior talk	8 classes
Topics: Body Language, Grooming guidelines for boys/girls, Common mistakes in Grooming at workplace and social gathering, Etiquettes at work place & social gathering, SWOT - Self-awareness analysis, Self-introduction template, evaluation of self-introduction in class			
Module 4	E-mail Etiquette	Industry expert intervention	4 Classes
Topics: Dos and Don'ts of professional email etiquette, practice writing emails (activity)			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
Targeted Application & Tools that can be used: LMS			 
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

9) Evaluation of Self-introduction and an idea/concept 10) LMS MCQ	
Catalogue prepared by	Ms. Swapna Seshadri
Recommended by the Board of Studies on	BOS no 3 Dated 10 Feb 23
Date of Approval by the Academic Council	20 ACM dated 15 Feb 23

7. PPS3010: Corporate Readiness

Course Code: PPS 3010	Course Title: Corporate Readiness Type of Course: Practical	L-P-C	0	2	1
Version No.	1.1				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	The course is designed to enhance confidence level through effective communication, presentation and group discussion skills. The corporate etiquette module intends to provide an understanding of the culture and etiquettes to be followed in the corporate world. The pedagogy used will be research, group discussions, flipped classrooms, continuous feedback, role-play and mentoring.				

Swapna
Registrar
BANGALORE



City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Objective	The objective of the course is skill development of students by using Participative and Experiential Learning techniques.		
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <p>CO 1 Recognize the fundamental nuances of Corporate Etiquette</p> <p>CO2 Express thoughts/ opinions in an acceptable manner in group discussions</p> <p>CO 3 Demonstrate effective presentation skills</p>		
Course Content:			
Module 1	Presentation skills - practice and evaluation of individual presentation	Talk by Industry Expert+ Outbound Activity	14 Sessions
<p>Topics: Presentation Skills, Opening Body & Closing Body, Audibility, Speech Clarity, Fluency, Voice Modulation, Non-verbal Communication and Body Language, Talk by Industry Expert-Outbound activity.</p> <p>Activity: Individual presentations (10 hours)</p>			
Module 2	Group Discussions - Practice and feedback	Talk by Alumni	8 Sessions
<p>Topics: Group Discussion techniques, Idea Generation, Mind Mapping, DEF, GOD, Action Plans for GD, Alumni Talk.</p> <p>Activity: Group Discussions</p>			
Module 3	Corporate Etiquette	Role play+ Flipped classroom	2 Sessions
<p>Topics: Do's and Don'ts in an Office Meeting, Handshake, Use of Business Card, Understanding Dress Code, Accessorizing Professionally, Telephone Etiquette, Interacting with Colleagues, Culture & Gender sensitization, Introduction to common tools at workplace for example CRM, POS, LMS, CANVA etc.,</p>			


 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Module 4	Recap, Revision & Feedback session		2 Sessions
Topics: Revision of all the modules, overall feedback from the students about the syllabus.			
Targeted Application & Tools that can be used: LMS YouTube Links: https://youtu.be/z_xjocznWc TED Talks: https://youtu.be/xkq8dr_5ofs			
Project work/Assignment: 4. Individual presentations 5. LMS MCQ			
References References 30. Talk Like TED - The 9 Public-Speaking Secrets of the World's Top Minds By Carmine Gallo St. Martin's Press Copyright © 2014 Carmine Gallo All rights reserved. ISBN: 978-1-250-04112-8 31. The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience MP3 CD - Import, 22 April 2014 32. The Definitive Book of Body Language: The Hidden Meaning Behind People's Gestures and Expressions Hardcover - Illustrated, 25 July 2006 33. Crucial Conversations: Tools for Talking When Stakes Are High Paperback - Import, 1 July 2002 34. Priyadarshi Patnaik, "Group Discussion and Interview Skills", Cambridge University Press India; Second edition (1 September 2015) 35. The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success Paperback by Barbara Pachter - 16 August 2013			
Web links: 7. http://www.forbes.com/sites/lisaquast/2014/04/07/office-etiquette-tips-to-overcome-bad-manners-at-work/			

REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

8. <https://www.wordstream.com/blog/ws/2014/11/19/how-to-improve-presentation-skills>
9. <https://www.cbs.de/en/blog/15-effective-presentation-tips-to-improve-presentation-skills/>

Topics relevant to development of "SKILL": Art of Presentation,


Catalogue prepared by Debmalya Bhattacharjee & Harsha Easwaraiah

Recommended by the Board of Studies on BOS no 3 Dated 10 Feb 23

Date of Approval by the Academic Council 20 ACM dated 15 Feb 23

8. PPS2003 - Personality Development - Intermediate

Course Code: PPS2003	Course Title: Personality Development Intermediate Type of Course: School Core	L- P- C	0	2	1
Version No.	1.1				
Course Pre-requisites	<ul style="list-style-type: none"> • Students are expected to understand Basic English. • Students should have desire and enthusiasm to involve, participate and learn. • Students should possess fundamental communication and research skills 				
Anti-requisites	NIL				




 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

<p>Course Description</p>	<p>This course is designed to enable students of Business management to prepare for corporate & business world. The modules are planned to improve confidence, communication, decision making and networking skills to give the students a competitive advantage and increase chances of success in getting placed.</p> <p>The course will benefit learners in presenting themselves effectively through role play, activities while also learning the importance of self-awareness and team work.</p>			
<p>Course Objective</p>	<p>The objective of the course is skill development of student by using Participative Learning techniques</p>			
<p>Course Outcome</p>	<p>On successful completion of this course the students shall be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate confidence and effective communication 2. Prepare professional LinkedIn account and build business networks 3. Recognize problem solving skills 4. Discuss emotional intelligence components 			
<p>Course Content:</p>				
<p>Module 1</p>	<p>Self-awareness & EI</p>	<p>Personality training</p>	<p>Group Tasks</p>	<p>04 Hours</p>
<p>Topics: Johari Window, Emotional intelligence components – Self-awareness, Self-regulation, social skills, empathy and motivation Activity: Classroom group activity</p>				
<p>Module 2</p>	<p>PERSONAL BRANDING</p>	<p>Individual Task</p>	<p>Personal brand building</p>	<p>04 Hours</p>
<p>Topics: LinkedIn profile building, network building & its significance, Class room activities. Activity: Building LinkedIn account and professional networking</p>				
<p>Module 3</p>	<p>CAMPUS TO CORPORATE</p>	<p>Placement training</p>	<p>Mock sessions</p>	<p>12 Hours</p>
<p>Topics: Resume writing, Video resume, GD, PI, Industry expert talks videos. Activity: Write, Practice in groups, Perform</p>				

REGISTRAR



Module 4	PROBLEM SOLVING	Thinking skills	Brain storming activities	06 hours
<p>Topics: Problem solving, Traits & attributes of problem solvers, Problem solving techniques, 6 thinking hats, Circle of concern and circle of influence</p> <p>Activity: Problem solving activities /caselets</p>				
<p>Additional training: Every session 30 min speaking activity for all students. Topics: Current trends, Product pitching, Revision, New job roles and opportunities, Skills required in 2023- 2030 etc. Workshop/Boot camp</p>				
<p>Assignments proposed for this course</p>				
<p>4. LinkedIn</p>				
<p>Text Book</p>				
<p>36. Me 2.0: Build a Powerful Brand to Achieve Career Success by Dan Schawbel</p> <p>37. Jack Canfield, "The Success Principles", 8th Edition, HarperCollins Publishers India, 2015</p> <p>38. Shiv Khera, "You Can Win", 3d Edition, Bloomsbury India, 2014</p> <p>39. Stephen R Covey, "7 Habits of Highly Effective People", Simon & Schuster, (2018)</p> <p>40. Resume Writing: Craft a Resume That Will Knock Their Socks Off! By Alexander Burton</p> <p>41. HBR's 10 Must Reads on Emotional Intelligence (with featured article "What Makes a Leader?" by Daniel Goleman)</p> <p>42. The presentation secrets of Steve Jobs by Carmine Gallo</p> <p>43. Talk like Ted by Carmine Gallo</p> <p>44. Business etiquette made easy- The essential guide to professional success- Myka Meier</p> <p>45. Leaders eat last- Simon Sinek</p> <p>46. Ted talk links</p> <ul style="list-style-type: none"> • https://www.ted.com/talks/larry_smith_why_you_will_fail_to_have_a_great_career?language=en • https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?referrer=playli 				





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

[st-the_10_most_popular_tedx_talks&autoplay=true](#)

- https://www.ted.com/talks/aimee_mullins_my_12_pairs_of_legs?language=en

Movie References

- e. The intern
- f. The Pursuit of Happiness


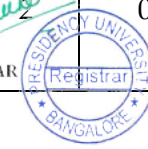
E-Resources:

The remote access link to e-resources at Presidency university:

<https://presiuniv.knimbus.com/user#/home>

Catalogue prepared by	Mr Roopesh Salian , Ms Anitha
Recommended by the Board of Studies on	BOS No.: 3 BOS Date: BOS no 3 Dated 10 Feb 23
Date of Approval by the Academic Council	Academic Council Meeting No.: 20 ACM dated 15 Feb 23 Date of the meeting:

9. PPS3012: Interview Skills

Course Code: PPS 3012	Course Title: Interview Skills				
	Type of Course: Practical	L- P- C	0		0
Version No.	1.0				
Course Pre-requisites	Students to develop the necessary skills like Video Resume Building, Group Discussion, Personal Interview, Skype and Telephonic Interview etc. The students are exposed to the corporate culture through real-time presentations,				

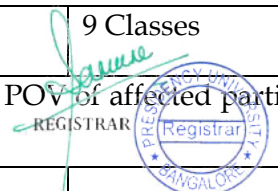
City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

	Personal Interview, Group discussions and other allied activities like discussions, case-studies, role-plays etc.		
Anti-requisites	NIL		
Course Description	This course is designed to develop to train future Design engineers and managers to be corporate ready. The modules are planned to improve self-confidence, develop problem solving skills, communicate effectively and interview skills to assist in employability. It helps the students to get a glimpse of the acceptable corporate readiness and equip them with the fundamental necessities of being able to confidently deal with the highly competitive corporate environment and helps in making impactful resumes, prepare for lively, meaningful and productive group discussions and crack interviews.		
Course Out Comes	CO1: Recognize one's strengths in order to effectively set goals CO2: Prepare professional resumes CO3: Apply skills and knowledge learnt for active and effective group discussions. CO4: Show interview readiness		
Course Content:			
Module 1	Resume Building	Significance of Resume	8 classes
Topics: Content, Order, Font, Layout, use of templates, Display skills and experiences, achievements. Sharing formats of resumes, keywords to be discussed, tips on making smart video resumes. Creating impressions through resumes, Customization, list of common mistakes, Cover letter.			
	Vocab Building		Every Class
Dedicate 5-10minutes towards vocabulary building in every session			
Module 2	Group Discussion	Mock G D	9 Classes
Group discussion as a placement process, GD techniques like Keyword. SPELT & POV of affected parties. Do & Don't of GD, Case-lets and topics for GD, practice session and evaluation			
Module 3	Personal Interview	Grooming checks + Evaluation + Mock Interview+ Role Play	9 classes
Topics: Placement process- Done to determine if an applicant's skills, experience and personality meet the job's requirements. Different interview rounds, HR interviews, Interview questions and desired answers,			





PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

instilling through Role Play in interviews and constructive feedback, Stress Interviews, guesstimation. Do's and Don'ts'. Grooming as an integral part. Telephonic Interview and Virtual Interview, Mind Calming Interview Techniques.	
Targeted Application & Tools that can be used: LMS	
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course	
1) Group Discussion	
Catalogue prepared by	Ms. Sowmya Ram
Recommended by the Board of Studies on	BOS no 3 Dated 10 Feb 23
Date of Approval by the Academic Council	20 ACM dated 15 Feb 23

10. PPS4002: Introduction to Aptitude


REGISTRAR



Course Code: PPS4002	Course Title: Introduction to Aptitude Type of Course: 1] Program Core	L- P- C	0	2	1
--------------------------------	-----------------------------------------------------------------------------------------	----------------	---	---	---

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

	2] Theory Only							
Version No.	1.0							
Course Pre-requisites	Students should know the basic Mathematics & aptitude along with understanding of English							
Anti-requisites	Nil							
Course Description	The objective of this course is to prepare the trainees to tackle the questions on various topics and various difficulty levels based on Quantitative Ability, and Logical Reasoning asked during the placement drives. There will be sufficient focus on building the fundamentals of all the topics, as well as on solving the higher order thinking questions. The focus of this course is to teach the students to not only get to the correct answers, but to get there faster than ever before, which will improve their employability factor.							
Course Outcomes	<p>On successful completion of the course the students shall be able to:</p> <p>CO1] Recall all the basic mathematical concepts they learnt in high school.</p> <p>CO2] Identify the principle concept needed in a question.</p> <p>CO3] Solve the quantitative and logical ability questions with the appropriate concept.</p> <p>CO4] Analyze the data given in complex problems.</p> <p>CO5] Rearrange the information to simplify the question</p>							
Course Content:								
Module 1	Quantitative Ability	Assignment	Problem solving					02 Hours
Topics: Introduction to Aptitude, working of Tables, Squares, Cubes								
Module 2	Logical Reasoning	Assignment	Problem solving					18 Hours
Topics: Linear & Circular Arrangement Puzzle, Coding & Decoding, Blood Relations, Direction, Ordering and Ranking, Clocks and Calendars, Number Series, Wrong number series, Visual Reasoning								
								
Targeted Application & Tools that can be used:								
Application area: Placement activities and Competitive examinations.								
Tools: LMS								
Project work/Assignment: Mention the Type of Project /Assignment proposed for this course								



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Assignment: 3. Complete all the extra questions given at the end of every topic and produce the solutions. 4. LMS MCQ	
Text Book 5. Quantitative Aptitude by R S Aggarwal 6. Verbal & Non-Verbal Reasoning by R S Aggarwal	
References 47. www.indiabix.com 48. www.youtube.com/c/TheAptitudeGuy/videos	
Catalogue prepared by	Prof. V Arun Kumaar
Recommended by the Board of Studies on	BOS No.: 3 BOS Date: 10/02/2023
Date of Approval by the Academic Council	Academic Council Meeting No.: 20 Date of the meeting: 15/02/2023

11. PPS 3016 - Work place skills for Lawyers

Course Code: PPS 3016	Course Title: Workplace Skills for Lawyers Type of Course: Practical	L- P- C	0	2	1
Version No.	1.0				
Course Pre-requisites	Students are expected to understand Basic English. Students should have desire and enthusiasm to involve, participate and learn.				
Anti-requisites	NIL				
Course Description	This course is designed to train students to be empathetic to others. The activity-based modules train students to understand the relevance of empathy with the help of role plays, be able to understand the basics of conflict resolution by applying creative problem solving.				

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <ul style="list-style-type: none"> • CO1: Understand the value of empathy. • CO2: Understand the use of critical thinking. • CO3: Understand the basics of creative problem solving. • CO4: Analyse information for resolution of conflict 		
Course Content:			
Module 1	Empathy	Role Play	4 classes
<p>Topics: What is empathy? Why is it essential for lawyers? How does empathetic mindset help to identify problems and help find solutions? How active listening plays an important role in learning empathy? Working in groups, using scripts or hot seating, students start to appreciate the feelings of people involved in negative experiences.</p> <p>Current Affairs - A few minutes to be given in every session.</p>			
Module 2	Critical Thinking	Case Studies & Analysis	8 Classes
<p>Topics: What is critical thinking? What is the critical thinking framework? Use of critical thinking in day-to-day life, Case studies based on critical thinking, Activities based on critical thinking</p> <p>Current Affairs - A few minutes to be given in every session.</p>			
Module 3	Creative Problem Solving	Role Plays	8 classes
<p>Topics: Apply creative problem solving to face day to day issues. How do identify a problem? What is the ideal mindset of a problem solver? What is the role of empathy with respect to problem solving? What are the problems generally faced by lawyers?</p> <p>Current Affairs - A few minutes to be given in every session.</p>			
Module 4	Conflict Resolution	Case Studies & Analysis/ Evaluation	8 Classes
<p>Topics:</p> <p>Identifying possible conflicts, learning note taking techniques for analyzing the case studies, applying empathy, critical thinking and problem solving attitude to resolve conflict, techniques of conflict resolution,</p>			







PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

application of relevant strategy to resolve conflicts.			
Current Affairs - A few minutes to be given in every session.			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
E- Resources			
https://www.verywellmind.com/what-is-empathy-2795562			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
11) Case Study Analysis & Presentation			
12) LMS MCQ			
Catalogue prepared by	Mr. Neeraj Kumar		
Recommended by the Board of Studies on	BOS NO 3 - dated 10 Feb 23		
Date of Approval by the Academic Council	No 20 ACM dated 15 Feb 23		

12. PPS 3017 - Work place skills for Designers

Course Code: PPS 3017	Course Title: Workplace Skills for Designers	L- P- C	0	2	1
Version No.	Type of Course: Practical	 			
Course Pre-requisites	<p>Students are expected to understand Basic English.</p> <p>Students should have desire and enthusiasm to involve, participate and learn.</p>				

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Anti-requisites	NIL		
Course Description	This course is designed to train students to think empathetically in terms of design. The activity-based modules train students to understand empathy with the help of role plays, know the essentials of creating collaborative work places, use time effectively and learn to be flexible.		
Course Out Comes	<p>On successful completion of this course the students shall be able to:</p> <ul style="list-style-type: none"> • CO1: Practice empathy. • CO2: Recognize the importance of collaboration • CO3: Apply techniques to manage time effectively • CO4: Recognize the need to be flexible 		
Course Content:			
Module 1	Empathy	Role Play	4 classes
<p>Topics: Students develop empathy through role-play activities. Working in groups, using scripts or hot seating, students start to appreciate the feelings of people involved in negative experiences.</p>			
	<p>Current Affairs - A few minutes to be given in every session.</p>		Every Class
Dedicate 5-10minutes towards Current Affairs in every session			
Module 2	Collaboration & creative problem solving	Activities	4 Classes
<p>Topics: Students understand how a team is formed, significance of collaboration and how to use team synergy for creative problem solving</p>			
Module 3	Time Management	Role Plays	8 classes
<p>Topics:</p> <p>Learning to manage deadlines. Understand the challenges in managing time such as procrastination. Use techniques to manage time like Checklists, to do lists, Urgent Important Matrix.</p> <p>Current Affairs - A few minutes to be given in every session.</p>			


 REGISTRAR




PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

Module 4	Flexibility	Role Plays	8 Classes
Topics: Change management: VUCA, adapting to changes, growth and fixed mindset, Continuous Learning and learning to freelance as a designer. Current Affairs - A few minutes to be given in every session.			
REVISION	Recap & Summary		2 Classes
Revision of all the modules, overall feedback from the students with regards to the syllabus.			
E- Resources A. https://www.verywellmind.com/what-is-empathy-2795562			
Targeted Application & Tools that can be used: LMS			
Project work/ Assignment: Mention the Type of Project / Assignment proposed for this course			
13) Project Work & Presentation 14) LMS MCQ			
Catalogue prepared by	Dr. Sreelekha		
Recommended by the Board of Studies on	Mention the BOS Number and the Date of BOS BoS 3,10.02.23		
Date of Approval by the Academic Council	Mention the Academic Council Meeting No.20 & the date of the meeting: 15 th Feb, 2023		


REGISTRAR


City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025

Campus: Presidency University, Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560 089

Phone: +91 80 4925 5533 / 5599 Email ID: info@presidencyuniversity.in

www.presidencyuniversity.in

Sanna
REGISTRAR

