

<b>RGPV (Diploma Wing ) Bhopal</b>	<b>Scheme for Learning Outcome</b>	Branch Code			Course Code			CO Code	LO Code	Format No. <b>4</b>
					<b>6</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>1</b>	

<b>COURSE NAME</b>	<b>PROFESSIONAL DEVELOPMENT-VI</b>
<b>CO Description</b>	<b>Student will be able to plan his/ her career</b>
<b>LO Description</b>	<b>Student will be able to demonstrate his/her knowledge about career planning</b>

#### SCHEME OF STUDY

<b>S. No</b>	<b>Learning Content</b>	<b>Teaching-Learning Method</b>	<b>Description of T-L Process</b>	<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>
1	Importance of career planning, major career opportunities in concerned branch of engineering / profession, related the career opportunity chart, study of the important career opportunities regarding qualification, knowledge, skills, experience required for them, role of personal factors like personal life style, interest areas, desires, personal preferences in career planning, professional networking	Traditional lecture method	Teacher will explain the terms / concepts mentioned in the content with help of examples and cases, explain various career opportunities in the concerned diploma branch, arrange formative assessment of students to identify weaknesses and provide necessary tutorials	07	03	Any standard book on career planning or handout	teacher will also suggest video film or other online learning resources

#### SCHEME OF ASSESSMENT

<b>S. No.</b>	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
1	Paper pen test	Descriptive type questions will be asked in the test to assess the knowledge of the students	10	Test question paper, Answer sheet , rating scale	Internal

### **ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**Career:** - A job or profession that somebody has been trained for and does for a long time; the series of jobs that somebody has in a particular area of work.

**Career opportunity:**-It is an opportunity related with career.

**Career opportunity chart:** - It is the chart (a poster) prepared by the faculty/department of concern branch of diploma, which represents various career opportunities and possible career paths in related fields of employment.

**Career goals:** - A career goal is a well-defined statement explaining the profession that an individual intends to pursue throughout his career. It is important for every job seeker to define their career goals clearly. It helps them to come up with effective action plans. Career goals must be realistic.

**Career path:** - A career path is a sequence of jobs that leads to your short- and long-term career goals.

**Personal factors:** - These are student's personal attributes like personality, interest areas, body conditions (handicapped, weight, eye sight etc.) which may affect his/her performance while pursuing the career.

**Personal conditions:** - These are the student's conditions like economic and social status, family conditions which also affects his/her choice and selection of career. The student should try to integrate their influences in his/her career plan in form of personal preferences.

**Career planning:** - It refers to the strategy a person uses to determine career goals and the path to achieve those goals.

**Process of career planning:** - 1. Student's self analysis of strengths, abilities, interest areas, personal preferences etc.

2. Analyzing the available career opportunities in concerned branch of diploma

3. self career goal setting

4. developing and implementing the action plan to achieve these goals

**Assessment criteria:-**

1. Student's understanding about career and career path (2 marks)
2. Student's knowledge about various career opportunities in branch of his/her diploma (2 marks)
3. Student's knowledge about various possible career paths in branch of his/her diploma (2 marks)
4. Student's understanding of role of personal factors and personal preferences in his/her planning of career (2 marks)
5. Student's knowledge about various steps in planning the career (2 marks)

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<b>COURSE NAME</b>	<b>PROFESSIONAL DEVELOPMENT-VI</b>												
<b>CO Description</b>	<b>Student will be able to plan his/ her career</b>												
<b>LO Description</b>	<b>Student will be able to plan his/her career on basis of his/her diploma related studies</b>												
<b>SCHEME OF STUDY</b>													
S. No.	Learning Content	Teaching-Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks						
1	Identification and detailing of important career opportunities in relation to branch of diploma, identification and detailing of important self personal factors and self personal preferences, development of self career plan	Teacher guided student activity	Teacher will guide students in identification and detailing of career opportunities, personal factors and personal preferences, guide them in preparation of their self career plan, arrange formative assessment to identify their weaknesses and conduct tutorials	02	08	Any suitable book on career planning or handout	If necessary teacher may also suggest video film or other online learning resources						
<b>SCHEME OF ASSESSMENT</b>													
S. No.	Method of Assessment	Description of Assessment	Maximum Marks	Resources Required			External / Internal						
1	Theory assignment	Each student will develop his/her self career plan under the guidance of the faculty	15	Student assignment and rating list			Internal						
<b>ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)</b>													

### SUGGESTED FORMAT for STUDENT's SELF - CAREER PLAN

1	Personal Information	Full name	
		Age	
		Gender	
		Existing qualification	
		Pursuing qualification	
2	Description of personal factors	Height	
		weight	
		Eye vision	
		Chronic deceases, illnesses	
		Handicapped-ness	
		My nature	
		My interest areas	
3	Description of personal preferences	Description of family condition	
		Description of family economic status	
		Description of family social status	
4	Description of identified career opportunities		
5	Description of my career goals		
6	Description of my career path		
7	Time available for achieving my career goals		
8	Description of important qualifications/ experiences/ knowledge/ skills to be acquired		

9	Details of sources which can facilitate me in acquiring these	
10	Addresses/web addresses/ contact numbers of these sources	
11	Signature of student	

**Assessment criteria:-**

1. Appropriateness of identified career opportunities (3 marks)
2. Appropriateness of set career goals (3 marks)
3. Appropriateness of selected career path (3 marks)
4. Appropriateness of items described in point no. 8 (3 marks)
5. Appropriateness of details of sources (3 marks)

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<b>COURSE NAME</b>	<b>PROFESSIONAL DEVELOPMENT-VI</b>
<b>CO Description</b>	<b>Student will be able to present self for employment</b>
<b>LO Description</b>	<b>Student will be able to prepare a quality CV, Resume and bio-data along with a covering letter for a job</b>

#### SCHEME OF STUDY

S. No.	Learning Content	Teaching-Learning Method	Description of T-L Process	Teach Hrs.	Pract. /Tut Hrs.	LRs Required	Remarks
1	Need of presenting self for employment, salient features and formats of bio-data, CV and resume, comparison of the three for their merits, limitations and specific uses, study of cases and examples of bio-data, CV and resume, creation of effective bio-data, CV, resume and covering letter by all students for self or for the given cases	Traditional lecture + student activity	Teacher will explain features and formats of bio-data, resume and CV, compare them, guide students to prepare self- bio-data, will provide cases and guide them to prepare case based resumes and CVs, arrange formative assessment to identify weaknesses in their learning and will provide tutorials	04	06	Any standard career guidance book or handout	Teacher will also provide video film or other online learning resources

#### SCHEME OF ASSESSMENT

S. No.	Method of Assessment	Description of Assessment	Maximum Marks	Resources Required	External / Internal
1	Theory assignment	Each student will prepare and submit a bio-data or resume or CV along with a covering letter, either for self or for the given case, as directed by the teacher	10	Rating scale	Internal

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**Bio-data:** - Bio-data gives in simple format, a summary of personal details, educational details, and work experience details of job seeker. The emphasis in a bio data is on personal particulars like date of birth, religion, sex, race, nationality, residence, marital status, and the like. Next comes a chronological listing of education and experience. It is completed in 1-2 pages.

**Resume:** - Resume is a brief description of personal details, educational qualification, and past work experiences. It is designed to portrait candidate's suitability for a particular job. It does not list out all the education and qualifications, but only highlight specific skills customized to target the job profile. A resume is usually broken into bullets and written in the first person to appear objective and formal. It is completed in 1-2 pages.

**Difference between bio-data and resume:**-Resume is more focused on the past career of the person in relation to the job for which the candidate is applying. While, bio-data is more focused on the person and his/her academic/ professional achievements. .

**Curriculum Vitai (C.V.):**- It is a detailed summary of a person's career, qualification and education. A C.V. generally lists out every skills, jobs, degrees, and professional affiliations the applicant has acquired, usually in chronological order. It is completed in 3-4 pages.

**Difference between C. V. and resume:**--while CV provides comprehensive overview of your general professional profile, resume is focused on candidate's suitability for a specific job he/she interested in. The C.V. lists out every skill, jobs, degrees and professional affiliations the applicant has acquired in chronological order.

**Formats of bio-data, resume and C.V.:**- Various formats are available on internet. Teacher can adopt any of them which suits to the requirements of the student or the case given to him/her.

**Covering letter:** - it is a letter in simple format written / typed in first person, attached with the bio-data/resume/C.V. to send the bio-data/resume/C.V. to the job provider.

**Assessment criteria:-**

1. Appropriateness of the format selected ( 03marks)
2. Appropriateness of the descriptions provided in the bio-data/resume/CV ( 07marks)

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<b>COURSE NAME</b>	<b>PROFESSIONAL DEVELOPMENT-VI</b>
<b>CO Description</b>	<b>Student will be able to present self for employment</b>
<b>LO Description</b>	<b>Student will be able to effectively participate in an employment related interview</b>

**SCHEME OF STUDY**

<b>S. No</b>	<b>Learning Content</b>	<b>Teaching-Learning Method</b>	<b>Description of T-L Process</b>	<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>
1	Importance of employment related interviews, purpose of interview, dress code, body language and posture of interviewee, do's and not do's for interviews, interview checklist, practice of facing employment related interviews for all students	Traditional lecture + guided student practice	Teacher / expert will explain the terms / concepts mentioned in the content with help of examples and cases, arrange guided practice, will conduct formative assessment of students to identify their weaknesses and will provide necessary tutorials	04	06	Any standard book on job interview/ handout	Teacher /expert will also suggest video film or other online learning resources

**SCHEME OF ASSESSMENT**

<b>S. No.</b>	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
1	Teacher -student joint activity	Teacher will arrange a job interview of each student to assess his/her learning for participation in job interview	15	Rating scale	Internal

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

1. College administration should hire professional expert who can prepare students for job interviews. Joint training sessions of two or more departments may be planned.

**Interview:-** It is essentially a structured conversation where one participant asks questions, and the other provides answers

**Employment interview:** - It is to assess the suitability of candidates for a particular job.

**Assessment Criteria:-**

1. Extent to which student follows appropriate dress code for interview (2 marks)
2. Extent to which student adopts appropriate body language and posture during the interview ( 3 marks)
3. Extent to which student follows the do's and not do's during the interview ( 10 marks)

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<b>COURSE NAME</b>	<b>PROFESSIONAL DEVELOPMENT-VI</b>
<b>CO Description</b>	<b>Student will be able to plan his / her start-up or small business enterprise</b>
<b>LO Description</b>	<b>Student will be able explain his/her knowledge about various institutions and services available to facilitate start-up or small business enterprise</b>

#### SCHEME OF STUDY

<b>S. No.</b>	<b>Learning Content</b>	<b>Teaching-Learning Method</b>	<b>Description of T-L Process</b>	<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>
1	Entrepreneurship and its importance, important characteristics of entrepreneurs, process for starting a new business, , incubation period and incubation support services, introduction to important Gov./non-Gov. agencies and their schemes to support startups and small business creations	Traditional lecture	Teacher/expert will explain the terms mentioned in content with help of cases and examples, conduct formative assessment of students' gained knowledge to identified weaknesses in their knowledge and will provide tutorials to them	07	03	Any suitable standard book on entrepreneurship and small business establishment or handout	If necessary teacher/expert may also suggest video film or other online learning resources

#### SCHEME OF ASSESSMENT

<b>S. No.</b>	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
1	Paper pen test	Descriptive type questions will be asked in the test to assess the knowledge of the students	10	Test question paper, Answer sheet	Internal

## ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)

**College administration should hire experts from market to motivate and train students for entrepreneurship, startup and small scale business establishment. Joint sessions for two or more departments may be organized.**

**Entrepreneurship:** - It is the process of establishing a new business on basis of a novel business idea.

**Entrepreneur:-** A person who creates innovative ideas for business and establishes a new business

**Important characteristics of an entrepreneur:-**

1. High achievement motivation
2. High passion to achieve self set goals
3. High self discipline
4. Good risk taking ability
5. High ability to think creatively
6. Persistence

**Process of starting a business:-**

1. Create a great idea for solving a commercial problem which is being faced by a group of customers
2. Make a start-up (business) plan
3. Secure funding for the startup
4. Network with experts like legal advisers, C.A.s, insurance experts and bankers
5. Make sure you are following all legal steps for business setup
6. Establish a location (physical/online)
7. Develop a marketing plan
8. Build a customer base
9. Develop a plan to improve the business

Life stages of an enterprise: - 1. Idea creation, 2. Startup, 3. Expansion and 4. maturity

**Business incubation:-** It is the support provided to a new startup to protect it, to grow it and to let it expand into a sound business

**Incubation support services:-** Assistance in building management teams, developing business and marketing plans, funds, professional services, shared equipment, facilities and space etc.

**Incubation support agencies:-** Department for promotion and internal trade govt. of India, CIIE-IIM Ahmadabad, T-hub at IIT Hyderabad, GOK NASSCOM 10000 STARTUPS WAREHOUSE, GOK INCUBATOR FOR TECH START-UPS(GIFTS), GOK-MOBILE 10X START-UP HUB, BANGALORE BIO INNOVATION etc.

**Agencies for supporting entrepreneurship and small business establishment:** - CEDMAP, SIDO, NSIC, NI-MSME etc.

**Assessment criteria :-**

1. Student's understanding about entrepreneurship and characteristics an entrepreneur (3 marks)
2. Student's knowledge about business starting process and four phases of a business (3 marks)
3. Student's knowledge about business incubation support services (2 marks)
4. Student's knowledge about business incubation facilitating agencies (2 marks)

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<b>COURSE NAME</b>	<b>PROFESSIONAL DEVELOPMENT-VI</b>
<b>CO Description</b>	<b>Student will be able to plan his/her start-up or small business enterprise</b>
<b>LO Description</b>	<b>Student will be able to plan his/her startup or small business enterprise</b>

**SCHEME OF STUDY**

<b>S. No</b>	<b>Learning Content</b>	<b>Teaching-Learning Method</b>	<b>Description of T-L Process</b>	<b>Teach Hrs.</b>	<b>Pract. /Tut Hrs.</b>	<b>LRs Required</b>	<b>Remarks</b>
1	Planning self-business, market survey for seeking demand-supply gap, creating business idea for offering new product / service, conceptualizing the business, survey for availability and cost of appropriate technology /machines /raw materials /staff, estimation of various major expenses, financing, preparation of brief startup plan by the students	Traditional Lecture + guided student activity	Teacher /expert will explain the terms mentioned in content, will demonstrate planning through cases and examples, arrange guided practice for preparation of plan by students, arrange formative assessment and tutorials	04	06	Any suitable standard book or handout	If teacher /expert will also suggest video film or other online learning resources

**SCHEME OF ASSESSMENT**

<b>S. No.</b>	<b>Method of Assessment</b>	<b>Description of Assessment</b>	<b>Maximum Marks</b>	<b>Resources Required</b>	<b>External / Internal</b>
1	Theory assignment	Each student will prepare his/her startup plan in the format and will submit it to the teacher for its assessment	15	Rating scale	Internal

**ADDITIONAL INSTRUCTIONS FOR THE HOD/ FACULTY (IF ANY)**

**College administration should hire experts from market to motivate and train students for planning startup and small scale business establishment. Joint sessions for two or more departments may be organized.**

**Marketing plan:** - The ways in which product or service will be introduced in the target market. It includes sales price, advertizing etc.

**Operational plan:** - The ways in which mass creation of the product or service will be done.

**Capital required:** - Funds required for hiring the land, room, shed, machines, equipments, raw material, consumables etc.

**Financial plan:** - Ways and means for arrangement of capital.

#### **Format for startup plan**

1. Name of student and roll number
2. Brief Description of business idea
3. Brief Description of Field of business and target market
4. Brief Description of identified demand-supply gap or value addition
5. Brief Description or product or service to be provided
6. Brief Description of marketing plan
7. Brief Description of operational plan
8. Brief Description of staff
9. Brief Description of major expenses
10. Brief Description of capital required
11. Brief Description of financial plan

#### **Assessment criteria :-**

1. Appropriateness of business idea, demand-supply gap/value addition (5 marks)

2. Appropriateness of product or service and its marketing (5 marks)
3. Appropriateness of staff and operational plan (3 marks)
4. Appropriateness of major expenses, capital required and financial plan (2 marks)