

PRABODHAN SHIKSHAN PRASARAK SANSTHA'S (Regd.No. E-697 Ratnagiri)
RAJENDRA MANE COLLEGE OF ENGINEERING AND TECHNOLOGY
 Approved by AICTE, Recognized by D.T.E & Affiliated to University of Mumbai
Accredited by NAAC with 'B+' Grade

Office: At & Po – Ambav (Devrukh) Tal – Sangmeshwar, Dist – Ratnagiri, Pin – 415804 (Maharashtra)
 ☎: (02354) 269400/269401 • Email: info@rmcet.com • Website: www.rmcet.com • DTE Code: **3202**

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

A) PROFESSIONAL COMMUNICATION AND ETHICS (COURSE SYLLABUS)

Subject Code	Subject Name	Credits
MEL506	Business Communication & Ethics	02

Objectives:

1. To inculcate professional and ethical attitude at the workplace
2. To enhance effective communication and interpersonal skills
3. To build multidisciplinary approach towards all life tasks
4. To hone analytical and logical skills for problem-solving

Outcomes: Learner will be able to ...

1. Design a technical document using precise language, suitable vocabulary and apt style.
2. Develop the life skills/ interpersonal skills to progress professionally by building stronger relationships.
3. Demonstrate awareness of contemporary issues knowledge of professional and ethical responsibilities.
4. Apply the traits of a suitable candidate for a job/higher education, upon being trained in the techniques of holding a group discussion, facing interviews and writing resume/SOP.
5. Deliver formal presentations effectively implementing the verbal and non-verbal skills

Module	Detailed Contents	Hrs.
01	Report Writing	05
1.1	Objectives of Report Writing	
1.2	Language and Style in a report	
1.3	Types : Informative and Interpretative (Analytical, Survey and Feasibility) and Formats of reports (Memo, Letter, Short and Long Report)	
02	Technical Writing	03
2.1	Technical Paper Writing (IEEE Format)	
2.2	Proposal Writing	
03	Introduction to Interpersonal Skills	09
3.1	Emotional Intelligence	
3.2	Leadership and Motivation	
3.3	Team Building	
3.4	Assertiveness	
3.5	Conflict Resolution and Negotiation Skills	
3.6	Time Management	
3.7	Decision Making	
04	Meetings and Documentation	02
4.1	Strategies for conducting effective meetings	
4.2	Notice, Agenda and Minutes of a meeting	
4.3	Business meeting etiquettes	
05	Introduction to Corporate Ethics	02
5.1	Professional and work ethics (responsible use of social media - Facebook, WA, Twitter etc.	
5.2	Introduction to Intellectual Property Rights	
5.4	Ethical codes of conduct in business and corporate activities (Personal ethics, conflicting values, choosing a moral response and making ethical decisions)	
06	Employment Skills	07
6.1	Group Discussion	



6.2	Resume Writing	
6.3	Interview Skills	
6.4	Presentation Skills	
6.5	Statement of Purpose	
		28

Assessment:

List of Assignments

1. Report Writing (Theory)
2. Technical Proposal
3. Technical Paper Writing (Paraphrasing a published IEEE Technical Paper)
4. Interpersonal Skills (Group activities and Role plays)
5. Interpersonal Skills (Documentation in the form of soft copy or hard copy)
6. Meetings and Documentation (Notice, Agenda, Minutes of Mock Meetings)
7. Corporate ethics (Case studies, Role plays)
8. Writing Resume and Statement of Purpose

Term Work

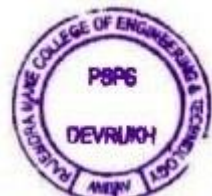
Term work shall consist of all assignments from the list.

The distribution of marks for term work shall be as follows:

Book Report	10 marks
Assignments:	10 marks
Project Report Presentation:	15 marks
Group Discussion:	10 marks
Attendance:	05 marks

References:

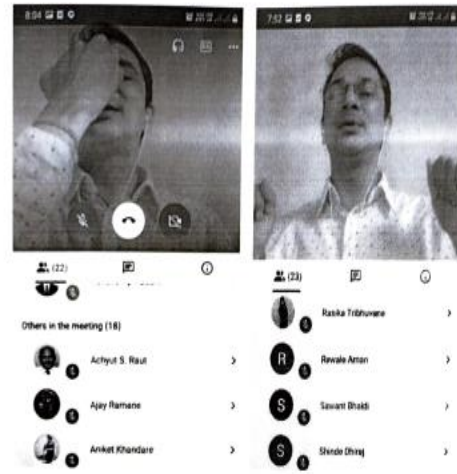
1. Fred Luthans, "Organizational Behavior", Mc Graw Hill.
2. Lesiker and Petit, "Report Writing for Business", Mc Graw Hill
3. R. Subramaniam, "Professional Ethics" Oxford University Press
4. Huckin and Olsen, "Technical Writing and Professional Communication", McGraw
5. Raman and Sharma, Fundamentals of Technical Communication, Oxford University Press
6. Hill Wallace and Masters, "Personal Development for Life and Work", Thomson Learning, 12th Edition
7. Heta Murphy, "Effective Business Communication", Mc Graw Hill, edition
8. R.C Sharma and Krishna Mohan, "Business Correspondence and Report Writing",
9. Raman Sharma, "Communication Skills", Oxford University Press
10. B N Ghosh, "Managing Soft Skills for Personality Development", Tata McGraw Hill Lehman,
11. Dufrene, Sinha, "BCOM", Cengage Learning, 2nd edition
12. Bell, Smith, "Management Communication" Wiley India Edition, 3rd edition.
13. Dr. K. Alex, "Soft Skills", S Chand and Company
14. Robbins Stephens P., "Organizational Behavior", Pearson Education
15. <https://grad.ucla.edu/asis/agep/advsoystem.pdf>



B) YOGA DAY

Online seminar on "Health and Happiness"

On 21st June 2021, RMCET, (Ambav) Devrukh, organized an online workshop on 'Health and Happiness' at 7:30 am to celebrate the International Yoga Day. In this program our Principal Dr. M. M. Bhagwat sir has conducted the workshop and demonstrated basic pranayamas with the importance of yoga and pranayama. Many teaching staff members and students attended this workshop.



Achyut S. Raut
Mr. Raut Achyut S.
NSS Program Officer

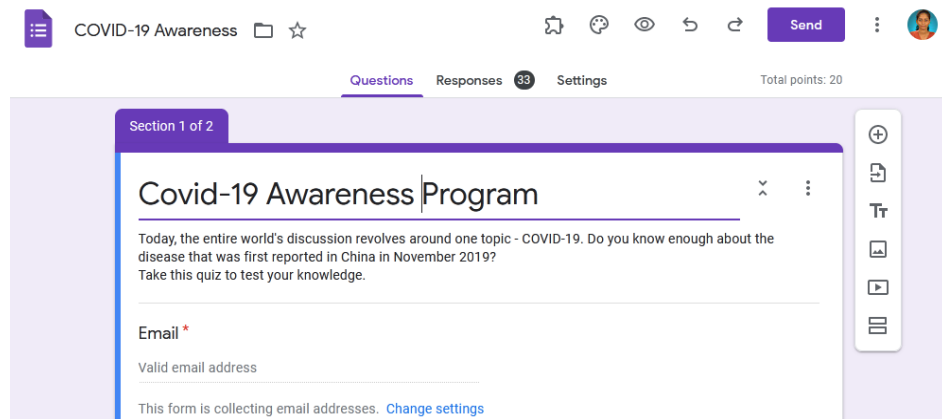


M. M. Bhagwat
PRINCIPAL
Rajendra Mase College of Engineering
& Technology Ambav, Devrukh,
Tal. Bangameswar Dist. Raichur
Pin: 415804 Maharashtra

C) Women Development cell Activities

1. Online "Covid 19 Awareness Program" Date: 20/07/2020 To 10/08/2020

Venue: online

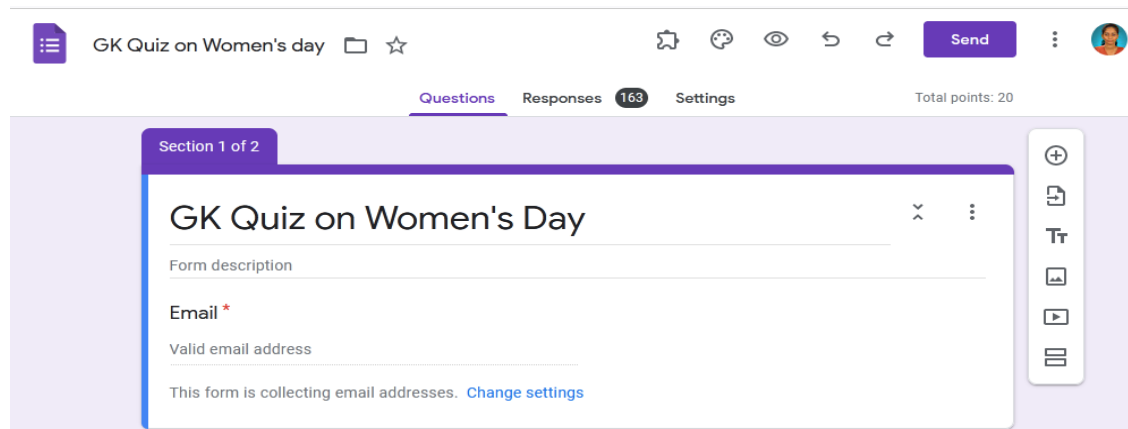


The screenshot shows a Google Form titled "Covid-19 Awareness Program". The form is part of a quiz with 33 responses and 20 total points. The text of the form reads: "Today, the entire world's discussion revolves around one topic - COVID-19. Do you know enough about the disease that was first reported in China in November 2019? Take this quiz to test your knowledge." Below the text is an "Email" field with a red asterisk, a "Valid email address" label, and a "Change settings" link. The form is collecting email addresses.

The programme was organized by the Women Development Cell. The programme was held from 20/07/2020 To 10/08/2020. 33 participants have taken part in this activity and received the certificates.

2. Online GK Quiz on Women's Day on the occasion of International Women's Day

Date: 08/03/2021 To 13/03/2021 Venue: online



The screenshot shows a Google Form titled "GK Quiz on Women's Day". The form is part of a quiz with 163 responses and 20 total points. The text of the form reads: "Form description". Below the text is an "Email" field with a red asterisk, a "Valid email address" label, and a "Change settings" link. The form is collecting email addresses.

The programme was organized by the Women Development Cell. The programme was held from 08/03/2021 To 13/03/2021. 163 participants have taken part in this activity and received the certificates.



D) ENVIRONMENTAL MANAGEMENT (COURSE SYLLABUS)

Course Code	Course Name	Credits
ILO8029	Environmental Management	03

Objectives:

1. Understand and identify environmental issues relevant to India and global concerns
2. Learn concepts of ecology
3. Familiarise environment related legislations

Outcomes: Learner will be able to...

1. Understand the concept of environmental management
2. Understand ecosystem and interdependence, food chain etc.
3. Understand and interpret environment related legislations

Module	Detailed Contents	Hrs
01	Introduction and Definition of Environment: Significance of Environment Management for contemporary managers, Career opportunities, Environmental issues relevant to India, Sustainable Development, the Energy scenario	10
02	Global Environmental concerns : Global Warming, Acid Rain, Ozone Depletion, Hazardous Wastes, Endangered life-species, Loss of Biodiversity, Industrial/Man-made disasters, Atomic/Biomedical hazards, etc.	06
03	Concepts of Ecology: Ecosystems and interdependence between living organisms, habitats, limiting factors, carrying capacity, food chain, etc.	05
04	Scope of Environment Management, Role and functions of Government as a planning and regulating agency Environment Quality Management and Corporate Environmental Responsibility	10
05	Total Quality Environmental Management, ISO-14000, EMS certification.	05
06	General overview of major legislations like Environment Protection Act, Air (P & CP) Act, Water (P & CP) Act, Wildlife Protection Act, Forest Act, Factories Act, etc.	03

Assessment:

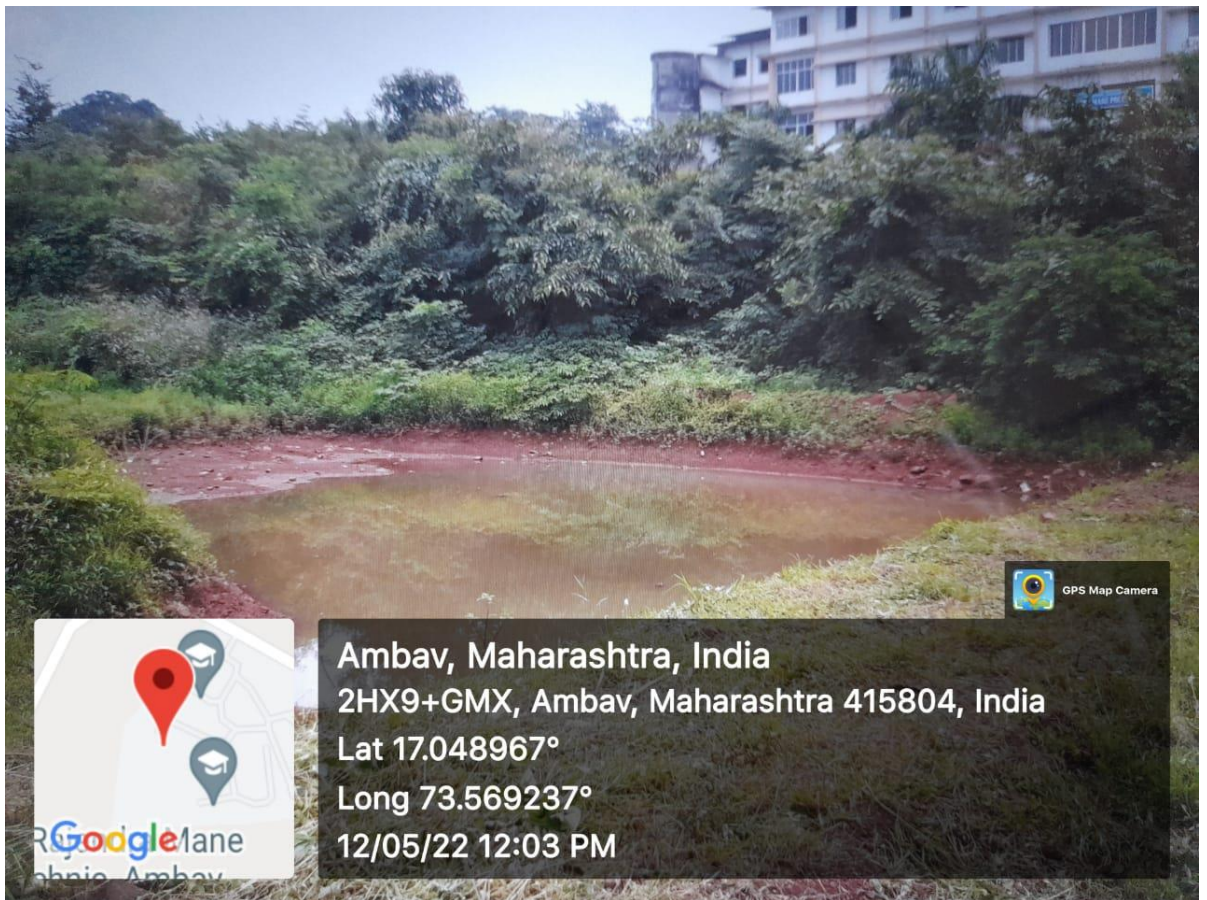
Internal Assessment for 20 marks:

Consisting Two Compulsory Class Tests

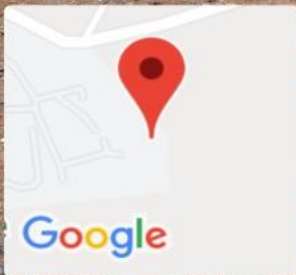
First test based on approximately 40% of contents and second test based on remaining contents (approximately 40% but excluding contents covered in Test I)



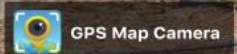
E) RAIN WATER HARVESTING PLANT



F) WASTE WATER TRETMENT PLANT



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2HXC+MQ5, Ambav, Maharashtra 415804, India
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Long 73.572989°
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