

Date: 09/02/2023

To,
The Campus Director,
ICEEM, Waluj,
Aurangabad.

Subject: Proposal for Introducing a Course in '*Autocad Course*' for Civil Engineering Students for the Academic Year 2022-23

Respected Sir,

I am writing to propose the introduction of a new course titled "*Autocad Course*" for the Civil Engineering students in the Civil Engineering Department for the academic year 2022-23.


This course is designed to provide comprehensive training in AutoCAD, a leading software application for computer-aided design (CAD) and drafting. Students will learn the essential skills needed to create precise 2D and 3D drawings, understand the interface, use tools and commands effectively, and apply these skills to real-world projects.

Course Objectives:

- To Understand the AutoCAD interface and navigation.
- To Learn essential drawing and editing commands.
- To Create and manage layers.
- To Develop skills in dimensioning and annotation.
- To Master 3D modeling techniques.
- To Produce and manage layouts, printing, and plotting.

Course Outline:

- Introduction to AutoCAD
- Basic Drawing and Editing Commands
- Creating and Organizing Layers
- Working with Blocks and Groups
- Annotation and Dimensioning
- Advanced Drawing Techniques
- Introduction to 3D Modeling
- Creating and Managing Layouts


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Benefits to Students:

- **Enhanced Detailing:** Students learn to add precise details to their drawings, ensuring that every element is accurately represented.
- **Adherence to Industry Standards:** Students are trained to follow industry standards for annotations and dimensions, which is crucial for professional practice.
- **Improved Documentation:** Well-documented drawings with proper annotations and dimensions reflect a high level of professionalism and attention to detail.
- **Expanded Skill Set:** Mastering annotation and dimensioning in AutoCAD makes students versatile in various job roles, including drafting, design, engineering, and project management.
- **Increased Employability:** Proficiency in these skills is highly valued by employers, making students more competitive in the job market.

I believe that introducing this course will significantly benefit our students and enhance the academic standards of our Civil Department. I kindly request you to consider this proposal and approve the introduction of "*Autocad Course*" as a part of the curriculum for the upcoming academic year.

Thank you for considering my request. I am looking forward to your positive response.

Yours sincerely,



Prof. Vinod B. Shikhare
Head of Civil Department
ICEEM, Aurangabad



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Autocad Assessment

Multiple-Choice Questions (MCQs) Test Paper

(20 Marks)

1. What is the primary function of AutoCAD?
- A) Word Processing
 - B) Spreadsheet Management
 - C) Computer-Aided Design and Drafting
 - D) Database Management

Answer: C) Computer-Aided Design and Drafting

2. Which command is used to create a circle in AutoCAD?
- A) RECTANGLE
 - B) LINE
 - C) CIRCLE
 - D) ARC

Answer: C) CIRCLE

3. How can you create a new layer in AutoCAD?
- A) Use the RECTANGLE command
 - B) Go to the Layers panel and click "New Layer"
 - C) Use the ERASE command
 - D) Go to the Dimensions panel and click "New Layer"

Answer: B) Go to the Layers panel and click "New Layer"

4. Which command is used to remove objects from a drawing?
- A) TRIM
 - B) ERASE
 - C) DELETE
 - D) REMOVE

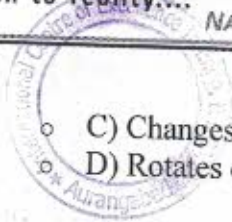
Answer: B) ERASE

5. In AutoCAD, which function key toggles Object Snap (OSNAP) on and off?
- A) F1
 - B) F3
 - C) F5
 - D) F8

Answer: B) F3

6. What does the OFFSET command do in AutoCAD?
- A) Moves objects to a new location
 - B) Creates a parallel copy of an object at a specified distance

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- C) Changes the scale of an object
- D) Rotates objects around a point

Answer: B) Creates a parallel copy of an object at a specified distance

7. Which command allows you to combine multiple objects into a single object?

- A) UNION
- B) JOIN
- C) GROUP
- D) BLOCK

Answer: D) BLOCK

8. How do you create a dimension in AutoCAD?

- A) Use the LINE command
- B) Use the DIMENSION command
- C) Use the TEXT command
- D) Use the CIRCLE command

Answer: B) Use the DIMENSION command

9. Which layer setting allows you to make a layer visible or invisible?

- A) Freeze/Thaw
- B) Lock/Unlock
- C) On/Off
- D) Set Current

Answer: C) On/Off

10. What is the purpose of the LAYER PROPERTIES MANAGER in AutoCAD?

- A) To draw new objects
- B) To manage and organize layers
- C) To print drawings
- D) To apply textures to 3D models

Answer: B) To manage and organize layers



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Marking Scheme

Sr. No.	Assessment Component	Marks Allocation
1	Multiple-Choice Questions (MCQ)	20 marks
2	Total	20 marks

Date: 09/02/2023

To,

Prof. Vinod B Shikhare,
HOD, Civil Engg.
ICEEM, Waluj,
Aurangabad.

Subject: Sanction for the Introduction of the Course "**Autocad Course**" for civil engineering Students for the Academic Year 2022-23

Dear Sir,

I am pleased to inform you that the College Development Committee has reviewed and approved your proposal to introduce the course "Autocad Course" for the civil engineering students in the Civil Department for the academic year 2022-23.

We commend your initiative in proposing this course, which aligns with the college's commitment to providing our students with up-to-date and relevant educational opportunities. We recognize the importance of Autocad in current IT seniorio.

Approved Course Details: Autocad

Course Title: Autocad Course

Department: Civil Engineering

Level: UG Civil

Academic Year: 2022-23

Campus Director

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Date:04/05/2022

To,

The Campus Director,

ICEEM, Waluj,

Aurangabad.

Subject: Proposal for Introducing a Course in '*Soft Skill Development*' for Civil Engineering Students for the Academic Year 2021-22

Respected Sir,

I am writing to propose the introduction of a new course titled "*Soft Skill Development*" for the Civil Engineering students in the Civil Engineering Department for the academic year 2021-22.

Soft skills are often considered essential for success in the life, as they can help individuals communicate effectively, work well in teams, and adapt to changing environments. Students value soft skills because they contribute to a positive work culture and can lead to improved productivity and collaboration among team work.

Course Objectives:

- To enhance communication skills.
- To build strong teamwork abilities
- To improve problem-solving and critical thinking
- To develop strategies to manage change and uncertainty.

Course Outline:

- Introduction to Soft Skills
- Course Overview
- Understanding Soft Skills
- Communication Skills
- Effective Verbal Communication
- Non-Verbal Communication
- Written Communication


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- Active Listening
- Teamwork and Collaboration

Benefits to Students:

- Enhancing their personal, academic, and professional lives.
- Students gain a better understanding of their strengths, weaknesses, and areas for improvement, leading to personal growth.
- Improved teamwork skills enable students to collaborate more effectively on group projects and assignments.

I believe that introducing this course will significantly benefit our students and enhance the academic standards of our Civil Department. I kindly request you to consider this proposal and approve the introduction of "*Soft Skill Development*" as a part of the curriculum for the upcoming academic year.

Thank you for considering my request. I am looking forward to your positive response.

Yours sincerely,



Prof. Vinod B. Shikhare
Head of Civil Department
ICEEM, Aurangabad


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Soft-skills Assessment

Multiple-Choice Questions (MCQs) Test Paper

(20 Marks)

Q1: Which of the following is a critical component of effective communication?

- a) Speaking louder
- b) Active listening
- c) Interrupting frequently
- d) Using technical jargon

Answer: b) Active listening

2. Teamwork

Q2: Which behavior is essential for effective teamwork?

- a) Working in isolation
- b) dominating the discussion
- c) Sharing credit and responsibilities
- d) Ignoring others' opinions

Answer: c) Sharing credit and responsibilities

3. Problem-Solving

Q3: Which step is NOT part of the problem-solving process?

- a) Defining the problem
- b) Blaming others
- c) Generating alternatives
- d) Implementing solutions

Answer: b) Blaming others

4. Leadership

Q4: Which of the following is a characteristic of a good leader?

- a) Micromanaging
- b) Empathy
- c) Inflexibility
- d) Self-centeredness


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Answer: b) Empathy

5. Time Management

Q5: What is an effective time management strategy?

- a) Prioritizing tasks
- b) Multitasking all the time
- c) Procrastination
- d) Working without breaks

Answer: a) Prioritizing tasks

6. Adaptability

Q6: Adaptability in the workplace involves:

- a) Refusing to change
- b) Sticking to one routine
- c) Adjusting to new conditions
- d) Avoiding new technologies

Answer: c) Adjusting to new conditions

7. Conflict Resolution

Q7: Which technique is useful for resolving conflicts?

- a) Avoiding the problem
- b) Confrontation
- c) Open and honest communication
- d) Ignoring the other person

Answer: c) Open and honest communication

8. Emotional Intelligence

Q8: Emotional intelligence includes:

- a) High IQ
- b) Technical skills
- c) Self-awareness and empathy
- d) Physical strength

Answer: c) Self-awareness and empathy



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9. Networking

Q9: What is a key component of effective networking?

- a) Asking for favors immediately
- b) Building and maintaining relationships
- c) Keeping communication one-sided
- d) Limiting interactions to emails

Answer: b) Building and maintaining relationships

10. Critical Thinking

Q10: Critical thinking involves: a) Accepting information without question

- b) Analyzing and evaluating information objectively
- c) Following instructions blindly
- d) Ignoring different perspectives

Answer: b) Analyzing and evaluating information objectively

Marking Scheme

Sr. No.	Assessment Component	Marks Allocation
1	Multiple-Choice Questions (MCQ)	20 marks
2	Total	20 marks


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Dear Sir,

I am pleased to inform you that the College Development Committee has reviewed and approved your proposal to introduce the course "**Soft Skill Development**" for the civil engineering students in the Civil Department for the academic year 2021-22.

We commend your initiative in proposing this course, which aligns with the college's commitment to providing our students with up-to-date and relevant educational opportunities. We recognize the importance of "**Soft Skill Development**" in current scenario.

Approved Course Details: "**Soft Skill Development**"

Course Title: "**Soft Skill Development**"

Department: Civil Engineering

Level: UG Civil

Academic Year: 2021-22


Campus Director

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