

VISIONARY LEARNING COMMUNITY INDIA

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| Module –I | BASIC OBSERVATION SKILLS IN PUBLIC PLACES & FACTORY | L | T | P | C |
| | | 9 | 0 | 36 | 0 |

OBJECTIVES:

- Creating ability to see the invisible from the visible – Five Step Discovery Process
- Students try to know the difference between “Seeing” and “Observing”
- Students make effective presentation

GROUP – A: Public Places

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| Chapter – 1 Safety and Cleanliness | 1 |
| Introduction – Why Cleanliness – Why Safety (Public Places) | |
| Chapter -2 Process of Observation | 4 |
| Pre training test – Seeing vs. observing (Pre Training Test, Theme of Observation) | |
| – Prepare the mind for effective observation – Steps in observation process. | |
| Chapter -3 Presentation of Observation | 15 |
| Introduction of 4W1H format – Label Writing – Label Grouping | |
| Chapter – 4 Practical and Exercises | 3 |
| Learning by watching video – Site Visits – Home and Housing Society – College Campus – Public Transport – Post Training Exercises | |

GROUP – B: Factory

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| Chapter – 1 Safety and Cleanliness | 1 |
| Introduction – Why Cleanliness – Why Safety (Factory) | |
| Chapter – 2 Cleanliness in a Factory | 2 |
| Introduction to Cleanliness – Why Cleanliness – How to Keep Cleanliness – Example of cleanliness. | |
| Chapter – 3 Safety in a Factory | 3 |
| Introduction to safety – Unsafe Condition and Unsafe Act – Methods of Ensuring Safety – Personal Protective Equipments – Machine Guarding - Electrical Safety – Material Handling Equipment – Ergonomics. | |

Chapter – 4 What will happen if we Ignore Safety and Cleanliness 2

Impact of Safety and Cleanliness on Factory – Types – Examples of Accidents – Pictures – Videos

Chapter – 5 Exercises – Factory Visit 14

Observe Safety and Cleanliness – Label Writing – Prepare Report – Factory Layout – Unsafe Locations and Problems – Unclean Locations and Problems – Factory Visit (Sample)

TOTAL: 45 PERIODS

COURSE OUTCOMES:

On successful completion of this course, the student will be able to

CO1: Explain the action of “Seeing” and “Observing”

CO2: Write Observation Report in 4W1H Format

CO3: To Improve Effective Presentation & Communication in Industry Standards

CO4: Develop System Dynamic (SD) model and A4 Report

REFERENCES:

- Mr . Sharad Anerao, T.S.Rana, Ashish Patil “ **Module – 1 Observation Skills**”
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