

GOVERNMENT CO.ED POLYTECHNIC RAIPUR (C.G.)
DEPARTMENT OF HUMANITIES

LESSON PLAN

Session: Nov - Dec 24

Session start as per university calendar

Course Name: COMMUNICATION SKILLS -I

Name of Subject Teacher: DR SHAMEENA BANO

Lecturer plan T+P=5

Course code: 2000 171 (046)

Discipline: All Branch						
Lecture No.	Unit no.	Unit no.	Topics to be covered	Planned date	Execute date	REMARK
1	1	GRAMMAR	1.1 Sentence Parts, Types, And Transformation (Affirmative, Negative And Interrogative)		5/10/2024	5/10/2024, 21/01/2025
			TYPES OF SENTENCE		7/10/2024	7/10/2024, 22/1/25
			1.2 Determiners		8/10/2024	8/10/2024
			DETERMINERS		8/10/2024	8/10/2024
			TENSE		9/10/2024	9/10/2024
			TENSE		25/60/125	25/60/125
			TENSE		14/10/24	14/10/24
			PREPOSITION		15/10/24, 16/10/24	23/12/24
			PREPOSITION		16/10/24	19/12/24
			PREPOSITION		17/10/24	20/12/24, 30/1/25
			SUBJECT VERB AGREEMENT		18/10/24	27/01/2025
			SUBJECT VERB AGREEMENT		18/10/24	30/12/24, 31/12/24
			2.1 Objective Of Communication		19/10/24	30/12/24, 31/12/24
			2.2 Elements Of Communication, Process Of Communication		21/10/24, 22/10/24	1/1/25, 02/01/25
			2.3 Seven C's Of Communication		22/10/24, 23/10/24	03/01/25, 04/01/25
2	2	EFFECTIVE COMMUNICATION	2.4 Different Communication Skills		23/10/24, 24/10/24	23/12/24
			Listening		24/10/24, 25/10/24	06/01/25, 07/01/25
			Speaking		25/10/24	8/01/25, 11/01/25
			Reading		26/10/24	
			Writing			
			2.5 Effective Use Of Listening Skills- Listening Versus Hearing Process And Purpose		4/11/2024	10/01/25, 13/01/25
			Technique Of Effective Listening		5/11/24, 6/11/24	5/12/24, 21/12/24
					6/11/2024	3/12/24, 6/12/24
			A Letter To God		8/11/24, 9/11/24	
					9/11/2024	9/11/2024
			3.1 A Letter To God			
			A Letter To God		25/11/24	
			A Letter To God		26/11/24, 27/11/24	10/12/2024
			An Astrologer Day		28/11/24, 29/11/24	28/01/25
			3	3	SHORT STORIES	An Astrologer Day
An Astrologer Day		29/11/24				
The Selfish Giant		30/11/24				11/12/2024
The Selfish Giant		21/12/24				24/12/24
The Selfish Giant		24/9/24				25/9/24
4.1 Language Of Science						
Language Of Science		26/9/24				17/12/24
Language Of Science		27/9/24				22/01/25, 22/01/25
4.2.2 Non Conventional Source Of Energy		30/9/24, 31/9/24				29/1/25
Non-Conventional Source Of Energy		31/10/24				14/01/25, 15/01/25
4.3 Our Environment						16/01/25, 17/01/25
Our Environment		31/10/24				
4.4 Entrepreneurship						
Entrepreneurship		4/10/2024				18/01/25, 20/01/25
TOTAL HOURS						48 hours

GOVERNMENT CO.ED POLYTECHNIC RAIPUR (C.G.)

DEPARTMENT OF HUMANITIES

LESSON PLAN

Session: Nov - Dec 2024

Session start as per university calendar:

Course Name: seminar and technical presentation

Name of Subject Teacher: DR.SHAMEENA BANO

Lecturer plan T+P=4

Subject code 2000195(046)

Discipline: All Branch						
Lecture No.	Unit no.	Unit no.	Topics to be covered	Planned date	Execute date	Remark
1	PART 1	Seminar & Technical Presentation(Personality Development	Characteristics of personality		4/10/2024	3/1/2025
			Factors influencing Personality			25/1/2025
			Need for desirable Personality		5/10/2024	27/1/25
			Practice of Positive traits		6/10/2024	25/1/24
			Posture and Health diet			
			Benefits of Exercise/Yoga		9/10/2024	27/1/24
			Personal Cleanliness, (Hygienic) Sleep and Rest			
			Use of Cosmetics		11/10/2024	29/1/24
			Dress Code/Dressing as per occasion			
			Eye contact		6/12/2024	
			Define a Leader and Skills for a good Leader:		9/12/2024	11/12/2024
			Different Leadership Styles(introduction)			
			Autocratic leadership with examples		12/12/2024	13/12/24
			Democratic leadership with examples			
2	PART 2	Seminar & Technical Presentation(Personality Development	Ethical leadership with examples			
			Transformational leadership with examples		30/12/24	6/1/2025
			Team Leadership style			
			Necessity and benefits of working in team		31/12/24	8/1/2025
			Leadership traits -Socially, professionally and Educationally			
			Participating in Group discussion -an introduction		16/12/24	13/01/2025
			Importance and rules of group discussion			
			Weighing Positives in Group Discuss		18/12/24	15/01/2025
			Dos and Don'ts of Group of Discussion			
			Initiating, continuing and concluding a Group Discussion			
			Case study based GD			24/01/2025
			Principles of Time Management		20/12/24	18/01/2025
			Use of proper tools to manage time in different situations		23/12/24	20/01/2025
			Criteria / features governing Time Management			
			Advantage and disadvantage of time management		24/12/24	22/01/2025
			Effective time management tips for students			30/01/2025
			Prioritizing work			