

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 SKILL S-I

Name of Subject Teacher: DR SHAMEENA BANO

Course code: 2000171 (046)

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

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

DEPARTMENT OF HUMANITIES

LESSON PLAN

Session: Nov - Dec 2024

Course Name: seminar and technical presentation

Name of Subject Teacher: DR SHAMEENA BANO

Lecturer plan T+H=4

Subject code 2000195(046)

Discipline: All Branch		Topics to be covered	Planned date	Execute date	Remark
Lecture No	Unit no.				
1	PART 1	Characteristics of personality Factors influencing Personality Need for desirable Personality Practice of Positive traits Posture and Health diet Benefits of Exercise/Yoga Personal Cleanliness (Hygienic) Sleep and Rest Use of Cosmetics Dress Code/Dressing as per occasion Eye contact Define a Leader and Skills for a good Leader. Different Leadership Styles(introduction) Autocratic leadership with examples Democratic leadership with examples Ethical leadership with examples Transformational leadership with examples Team Leadership style Necessity and benefits of working in team	4/10/2024 5/10/2024 6/10/2024 9/10/2024 1/10/2024 9/12/2024 12/12/2024 30/12/24 31/12/24	3/1/2025 27/1/25 25/11/24 27/11/24 29/11/24 11/12/2024 13/12/24 6/1/2025 8/1/2025	
2	PART 2	Leadership traits -Socially, professionally and Educationally Participating in Group discussion -an introduction Importance and rules of group discussion Weighing Positives in Group Discuss Dos and Don'ts of Group of Discussion Initiating, continuing and concluding a Group Discussion Case study based GD Principles of Time Management Use of proper tools to manage time in different situations Criteria / features governing Time Management Advantage and disadvantage of time management Effective time management tips for students Prioritizing work	16/12/24 18/12/24 20/12/24 23/12/24 24/12/24 22/01/2025 30/01/2025	13/01/2025 15/01/2025 18/01/2025 24/01/2025 28/01/2025 20/01/2025 30/01/2025	