Contests beginning in

R.G. Government Polytechnic Banikhet, Distt. Chamba (H.P)-176303

#### **Department of Civil Engineering**

#### Lesson Plan

	:=   Dairy No : 200   5
Er. Abhishek Patial	[ ] Date: 27-01
Civil Engineering	-24
6 <sup>th</sup>	Wet Dist. Chamba
Prestressed Concrete (L-4 Hrs./Week)	
January – May 2024	
	Civil Engineering 6 <sup>th</sup> Prestressed Concrete (L-4 Hrs./Week)

Week	Topic	Theory
1 <sup>st</sup> (29 Jan. – 03 Feb.)	1. Introduction	Basic concept of prestressed concrete, advantages of prestressed concrete in comparison with RCC.
2 <sup>nd</sup> (05 Feb. – 12 Feb.)	1. Introduction	Application of prestressed to various building elements, bridges, water tanks and precast elements.
3 <sup>rd</sup> (13 Feb. – 19 Feb.)	1. Introduction	Application of prestressed to various building elements, bridges, water tanks and precast elements.
4 <sup>th</sup> (20 Feb. – 27 Feb.)	2. Materials	Materials requirement for prestressing concrete – High strength concrete, Prestressing steel wires, strands and high strength bars.
5 <sup>th</sup> (28 Feb. – 05 March)	2. Materials	Stresses in high strength steel and stress strain relationship, tend on profile.
6 <sup>th</sup> (06 Mar. – 14 Mar.)	2. Materials	Stresses in high strength steel and stress strain relationship, tend on profile.
Class Test – 1		In Third Week of March 2024.
7 <sup>th</sup> (15 Mar. – 21 Mar.)	3. Prestressing Methods	Introduction to prestressing methods-pretensioning and post-tensioning.
8 <sup>th</sup> (22 Mar. – 30 Mar.)	3. Prestressing Methods	Introduction to prestressing methods-pretensioning and post-tensioning.
9 <sup>th</sup> (01 Apr. – 06 Apr.)	3. Prestressing Methods	Forces due to pre-tensioning and post-tensioning; their suitability and comparison.

10 <sup>th</sup>	3. Prestressing Methods	Circular prestressing and its application.	
10 (08 Apr. – 18 Apr.)	4. Bending and Shear Capacity	Concept of bending and shear capacity of prestressed members.	
Class Te	est – 2	In Third Week of April 2024.	
11 <sup>th</sup> (19 April – 25 April)	4. Bending and Shear Capacity	Calculation of bending stresses in rectangular simply supported beams with straight and parabolic profile of tendons	
12 <sup>th</sup> (26 April – 02 May)	4. Bending and Shear Capacity	Calculation of bending stresses in rectangular simply supported beams with straight and parabolic profile of tendons.	
13 <sup>th</sup> (03 May-09 May)	<ul><li>4. Bending and Shear Capacity</li><li>5. Losses in Prestressing</li></ul>	Calculation of bending stresses in rectangular simply supported beams with straight and parabolic profile of tendons.  Types of losses in prestress–Elastic shortening, creep and shrinkage of concrete, frictionless and stress relaxation in prestress steel.	
House Test		In Third Week of May 2024.	
14 <sup>th</sup> (13 May-18 May)	5. Losses in Prestressing	Computation of losses for simple beam problems.	
15 <sup>th</sup> (20 May- 25 May)	5. Losses in Prestressing  Revision and Doubt Clearance	Computation of losses for simple beam problems. Revision and doubt clearance.	

Signature of Teacher (Er. Abhishek Patial)

Signature of HOD/OIC (Er. Sushil Kumar)

## R.G. Government Polytechnic Banikhet, Distt. Chamba (H.P)-176303 Department of Civil Engineering Lesson Plan

Name of Faculty	Er. Sushil Kumar
Discipline	Civil Engineering
Semester	6 <sup>th</sup>
Subject	Steel Structures Design and Drawing (L-4 Hrs./Week)
Lesson Plan Duration	January – May 2024

T	Topic	Theory
Week	1. Structural Steel	1.1 Terminology, Properties of structural steel as per IS
		Codo grades of steel
1st	and Sections	1.2 Designation of structural steel sections as per IS
29 Jan. – 03 Feb.)	-6.4	handbook and IS: 800.
29 Jan. – 03 red.)		1.3 Classification of sections in Limit State Method
	1	
	1. Structural Steel	1.4 Hollow Sections; Hot rolled and Cold Formed,
2 <sup>nd</sup>	and Sections	advantages and applications.
(05 Feb. – 12 Feb.)	2. Bolted	2.1 Types of Bolts
(05 Peb 12 Feb.)	Connections	
	2. Bolted	2.2 Forces in Bolts
3 <sup>rd</sup>	Connections	2.3 Types of Bolted joints with Sketches
(13 Feb. – 19 Feb.)	Connections	
4 <sup>th</sup>	2. Bolted	2.4 Design of bolted connections (limit state)
(20 Feb. – 27 Feb.)	Connections	
(2012)	3. Welded	3.1 Introduction, types of welds, defects in welds,
5 <sup>th</sup>	Connections (LSM)	Permissible stress in weld, strength of weld.
(28 Feb 05 Mar.)		3.2 Advantages and disadvantages of welded joint.
	3. Welded	3.3 Types of welds and their symbols.
6 <sup>th</sup>	Connections (LSM)	3.4 Design of fillet weld and butt weld subjected to axial
(06 Mar. – 14 Mar.)	Commercial	load. (Descriptive No numerical on plug and slot welds)
(00 Mail 24 Mail)		
Class Test – 1		In Third Week of March 2024.
		a a
3. Welded		3.4 Design of fillet weld and butt weld subjected to axial
	Connections (LSM)	load. (Descriptive No numerical on plug and slot welds)
7 <sup>th</sup>	4. Tension	4.1Types of section used, permissible stresses in axial
(15 Mar. – 21 Mar.)	Members (LSM)	tension.
	1	[No. 1987]

-	t' leron of	
	4.2 Gross and net cross-sectional area of	
Members (LSM)	tension member.	
7 4	4.3 Analysis and Design of tension member with welded and	
	riveted connection.	
	4.4 Introduction to Lug Angle and Tension splice. (Theory	
	only)	
5. Compression	5.1 Types of sections used, Effective length, Radius of	
Members (LSM)	gyration, slenderness ratio and its limit, Permissible	
, ,	compressive stresses.	
	5.2 Analysis and Design of axially loaded angle struts with	
	welded and riveted connection.	
5. Compression	5.3 Stanchion and Columns Types of sections-simple and	
Members (LSM)	built-up sections, Effective length.	
*	5.4 Introduction to lacing and battening (No numerical	
	problem on Lacing and Battening)	
-		
oct _ 2	In Third Mark Co., Mark	
.50 2	In Third Week of April 2024.	
6. Beams (LSM)	6.1 Different steel sections used, Simple and built-up	
	sections, Permissible bending stresses.	
e <sup>1</sup>	6.2 Design of simple I beam section, check for shear only.	
6. Beams (LSM)	6.2 Design of simple I beam section, check for shear only.	
, ,	one of simple r beam section, check for snear only.	
6. Beams (LSM)	6.3 Introduction to Plate Girder: Various components and	
	their functions. (No numerical Problem on Plate Girder)	
17150		
e Test	In Third Week of May 2024.	
7 Dieta -i.d.		
	7.1 Parts of Plate Girder	
	(a) Flange plate	
knowledge)	(b) Flange angle	
Million .	(c) Flange splice	
9000	(d) Web splice	
	1 (a) Vankinal -1:55	
	(e) Vertical stiffener	
	(f) Intermediate stiffener	
1000	(f) Intermediate stiffener (g) Horizontal stiffener	
	<ul><li>(f) Intermediate stiffener</li><li>(g) Horizontal stiffener</li><li>(h) Bearing stiffener</li></ul>	
Revision and doubt	<ul><li>(f) Intermediate stiffener</li><li>(g) Horizontal stiffener</li><li>(h) Bearing stiffener</li></ul>	
	5. Compression Members (LSM)  5. Compression Members (LSM)  6. Beams (LSM)	

Signature of Teacher (Er. Sushil Kumar)

Signature of HOD/OIC (Er. Sushil Kumar)

## R.G. Government Polytechnic Banikhet, Distt. Chamba H.P-176303 Department of Civil Engineering Lesson Plan

Name of Faculty	Er. Sushil Kumar
Discipline	Civil Engineering
Semester	6 <sup>th</sup>
Subject	Steel Structures Design & Drawing (P-4 Hrs./Week)
Lesson Plan Duration	January – May 2024
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Week	Topic ( Drawing)	
1 <sup>st</sup>	1. Details of splicing for steel columns.	
(29 Jan. – 03 Feb.)		
2 <sup>nd</sup>	1. Details of splicing for steel columns.	
(05 Feb. – 12 Feb.)		
3 <sup>rd</sup> (13 Feb. – 19 Feb.)	Column Beam Connection Drawings     (a) Beam to beam connections (Seated and framed)	
4 <sup>th</sup> (20 Feb. – 27 Feb.)	Column Beam Connection Drawings     (a) Beam to beam connections (Seated and framed)	
5 <sup>th</sup> (28 Feb. – 05 Mar.)	Column Beam Connection Drawings     (b) Beam to column (Seated and framed)	
6 <sup>th</sup> (06 Mar. – 14 Mar.)	Column Beam Connection Drawings     (b) Beam to column (Seated and framed)	
Class Test-1	In Third Week of March 2024	
	2. Column Beam Connection Drawings	
7 <sup>th</sup> (15 Mar. – 21 Mar.)	(c) Column bases (Slab base, and gusseted base)	
8 <sup>th</sup> (22 Mar. – 30 Mar.)	Column Beam Connection Drawings     (c) Column bases (Slab base, and gusseted base)	
9 <sup>th</sup> (01 Apr. – 06 Apr.)	Commonweal	
10 <sup>th</sup> (08 Apr. – 18 Apr.)	3. Detailed drawing showing plan and elevation for a riveted plate girder with the given design data regarding the sizes of its parts, with details at the supports and connections of stiffeners, flange angles and cover plates with the web	

	Class Test-2	In Third Week of April 2024
	11 <sup>th</sup> (19 Apr. – 25 Apr.)	3. Detailed drawing showing plan and elevation for a riveted plate girder with the given design data regarding the sizes of its parts, with details at the supports and connections of stiffeners, flange angles and cover plates with the web
4. Preparation of drawing of a steel roof true		4. Preparation of drawing of a steel roof truss with details of joints for the given span, shape of the truss and the design data regarding the size of the members and the connections
	13 <sup>th</sup> (03 May-09 May)	4. Preparation of drawing of a steel roof truss with details of joints for the given span, shape of the truss and the design data regarding the size of the members and the connections
	House Test	In Third Week of May 2024
span, shape of the		4. Preparation of drawing of a steel roof truss with details of joints for the given span, shape of the truss and the design data regarding the size of the members and the connections
	15 <sup>th</sup> (20 May – 25 May)	Revision and doubt clearance.

Signature of Teacher (Er. Sushil Kumar) Signature of HOD/OIC (Er. Sushil Kumar) RAJEEV GANDHI GOVT. POLYTECHNIC BANIKHET (CHAMBA)
RECORD OF LECTURE OF LECTURE DELIVERED (THEORY/PRACTICAL)
BRANCH:- CIVIL ENGINEERING
SUBJECT:-IRRIGATION ENGINEERING

S.NO.	МОПТН	WEEK	TOPICS COVERED	REMARK
1	JAN	WEEK-1 (29JAN-3FEB)	1.Introduction: Definition of irrigation, Historical development of irrigation India, Necessity of irrigation, Advantages, Disadvantages and ill effort irrigation.	ition fect
2		WEEK-2 (5FEB-12FEB)	2. Water Requirement of Crops:Principal crops in India and their water requirements, Crop period or base period, Crop seasons – Kharif and	
3	FEB	WEEK-3 (13FEB-19FEB)	3. Hydrology and Run-off :Defination, importance of hydrology Hydrological cycle,Precipitation,Definition,Types of precipitation,Rain gauges, types with diagrams,Runoff, Factor affecting runof	
4		WEEK-4 (20FEB-27FEB)	ldescription),Free Flooding,Border flooding,Check Flooding	,
5		WEEK-5 (28FEB 5MAR)	Furrow irrigation method, Basin flooding , Sprinkler irrigation with its suitability Drip Irrigation with its suitability	
6 ,	,-	WEEK-6 (6MAR-14MAR)	5. Canals :Alluvial andnon-alluvial canals,Alignment of canal- ridge canal, contour canal, side slope canal,Distribution system for canal irrigation- Main canal, Branch canal, Distributaries, water course,Cross section of canal showing- Side slope, Berm, Free board,	
7	MAR	WEEK-7 (15MAR-21MAR)	Service road, Spoil bank, Dowel and Borrow pit( with their definition &	
8		WEEK-8 (22MAR-30MAR)	6. Well and Tube well Irrigation:Open well,Shallow well,Deep well,Construction of open well,Yield of open well ( brief description , no derivation and numerical),Pumping test,Recuperating test,Tube well,	CLASS-TEST
9		WEEK-9 (1APR-6APR)	Types of tube well (Brief description with neat diagram) Cavity type tube well, Screen type tube well, Slotted Type tube well, Methods of boring tube wells, well development,	
10	APRIL	WEEK-10 (8APR-18APR)	Advantages and disadvantages of tube well irrigation over canal irrigation 7. Diversion Head Works:Definition, object, general layout, functions of different parts of diversion head works.	
11	APRIL	1,000	Types of Weir,Difference between weir and barrage 8. Cross Drainage Works:Functions and necessity of the following types: aqueduct, super Passage, level crossing, inlet and outlet Sketches of the above cross drainage works	
12		WEEK-12 (26APR-02MAY)	training	CLASS-TEST 2
13	MAY	WEEK-13 (03MAY-09MAY)	Method of river training ( Brief description),Marginal embankment Groynes,Pitched island,Guide banks 11. Water Logging, Definition,Causes,Preventive & remedial measures,Reclamation of water logged areas	
14	1101	WEEK-14 (13MAY-18MAY)	HOUSE TEST	HOUSE TEST
15		WEEK-15 (20MAY-25MAY)	REVISION	

SIGNATURE OF TEACHER Deepika Pandi

Contact No Tener

HOD/OIC

### R.G. Government Polytechnic Banikhet, Distt. Chamba (H.P)-176303 Department of Civil Engineering Lesson Plan

Name of Faculty	Sh. Saibal Bharti
Discipline	Civil Engineering
Semester	6 <sup>th</sup>
Subject	Construction management And Accounts (L-4
	Hrs./Week)
Lesson Plan Duration	January – May 2024

Week	Topic	Theory
1 <sup>st</sup> (29 Jan – 03 Feb)	1. Introduction	1.1 Significance of construction management 1.2 Main objectives of construction management and overview of the subject 1.3 Functions of construction management, planning, organising, staffing, directing, controlling and coordinating, meaning of each of these with respect to construction job. 1.4 Classification of construction into light, heavy and industrial construction 1.5 Stages in construction from conception to completion
2 <sup>nd</sup> (05 Feb. – 12 Feb.)	2. Construction Planning	2.1 Importance of construction planning 2.2 Stages of construction planning - Pre-tender stage - Contract stage, construction contracts and specifications 2.4 Scheduling construction works by bar charts - Definition of activity, identification of activities though - Limitations of bar charts
3 <sup>rd</sup> (13 Feb <i>–</i> 19 Feb )	2. Construction Planning	2.5 Scheduling by network techniques - Introduction to network techniques; PERT and CPM, differences between PERT and CPM terminology 2.6 CPM Network including critical activities, slack, floats & critical path.
4 <sup>th</sup> (20 Feb – 27 Feb)	3. Organization	3.1 Types of organizations: Line, line and staff, functional and their characteristics
5 <sup>th</sup> (28 Feb. – 05 Mar.)	4. Site Organization	<ul><li>4.1 Principle of storing and stacking materials at site</li><li>4.2 Location of equipment</li><li>4.3 Organizing labour at site</li></ul>

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	. 19	4.4 Site layout of construction project
	5. Construction	5.1 Conditions of construction workers in India, wages paid to
eth	Labour	workers
6 <sup>th</sup>		5.2 Important provisions of the following Acts:
(06 Mar. – 14 Mar.)		- Labour Welfare Fund Act 1936 (as amended)
		- Payment of Wages Act 1936 (as amended)
Cla	ass Test 1	In Third March of age 1, 200
		In Third Week of March 2024.
	5. Construction	Minimum Wages Act 1948 (as amended)
7 <sup>th</sup>	Labour	(as amended)
(15 Mar – 21 Mar)		6.1 Methods of recording progress
	6. Control of Progress	6.2 Analysis of progress
8 <sup>th</sup>	6. Control of	6.3 Taking corrective actions by
(22 Mar – 30 Mar.)	Progress	6.3 Taking corrective actions keeping head office informed 6.4 Arbitration and settlement.
,		stration and settlement.
9 <sup>th</sup>	7. Inspection and	7.1 Need for inspection and quality control
(01 Apr. – 06 Apr.)	Quality Control	7.2 Principles of inspection
	7. Inspection and	
10 <sup>th</sup>	Quality Control	7.3 Stages of inspection and quality control for - Earthwork
(08 Apr. – 18 Apr.)		- Masonry
		- RCC
	8. Accidents and	8.1 Accidents–causes and remedies
	Safety in	8.2 Safety measures for
<b>11</b> <sup>th</sup>	Construction	- Excavation work
(19 Apr – 25 Apr)	er Ampli	- Hot bituminous works
		- Scaffolding, form work
	dh	8.3 Safety campaign and safety devices
	Class Test 2	
	Cluss Test 2	In Third Week of April 2024.
	ACCOUNTS	9.1 Introduction
	9. Public Work	9.2 Necessities of accounts
3 -	Accounts	9.3 Public works department system of account
		9.4 Classification of transaction and head of account
12 <sup>th</sup>	(1)	5.5 Classification of works
(26 Apr – 02 May)		9.6 Condition to be fulfilled before a work can taken in hand
		5.7 Work order
		9.8 bill-first and final bill, running account bill, account of
	10	secured advances, running account
	1, 60	bill "c", running account bill "D", final bill, Hand receipt,
	1	refund of security money, cash, debit and credit

	9. Public Work	9.9 cashbook-procedure for maintain the cash book, cash
	Accounts	found surplus or deficient, subsidiary
		cash Book
		9.10 contract ledger
		9.11 completion report and completion certificate
		9.12 Imprest
	100	9.13 temporary advance or temporary Imprest
		9.14 Cheques
		9.15 Remittance transfer receipts
13 <sup>th</sup>		9.16 Advise of transfer debit/credit
03 May-09 May)		9.17 Receipt of money
,,		9.18 Treasury challan9.19 Treasury remittance book
		9.20 Work abstract
		9.21 Register of works
		9.22 Transfer entries
		9.19 Treasury remittance book
		9.20 Work abstract
		9.21 Register of works
		9.22 Transfer entries
Но	use Test	In Third week of May 2024
	9. Public Work	9.23 Appropriation and re-appropriation
	Accounts	9.24 Deposit works
	Accounts	9.25 Stores
	·	9.25.1 Necessity of stores
		9.25.2 Unstamped receipt
		9.25.3 Accounting procedure for store
14 <sup>th</sup>	74	9.25.4 Suspense head
(13 May-18 May)	1.	9.25.5 Suspense sub-head
	40.00	9.25.6 Reserve limit of stock
		9.25.6 Reserve little of stock
		9.25.7 Indent
		9.25.7 Indent
		9.25.7 Indent 9.25.8 Stock taking and shortage and surplus
	9. Public Work	9.25.7 Indent 9.25.8 Stock taking and shortage and surplus
	9. Public Work	9.25.7 Indent 9.25.8 Stock taking and shortage and surplus 9.25.9 Classification of store
	9. Public Work Accounts	9.25.7 Indent 9.25.8 Stock taking and shortage and surplus 9.25.9 Classification of store  9.26 Road metal
15 <sup>th</sup>	4.1	9.25.7 Indent 9.25.8 Stock taking and shortage and surplus 9.25.9 Classification of store  9.26 Road metal 9.27 materials charged to work
15 <sup>th</sup> (20 May -25 May)	4.1	9.25.7 Indent 9.25.8 Stock taking and shortage and surplus 9.25.9 Classification of store  9.26 Road metal 9.27 materials charged to work 9.28 issue of material to contractor
	4.1	9.25.7 Indent 9.25.8 Stock taking and shortage and surplus 9.25.9 Classification of store  9.26 Road metal 9.27 materials charged to work 9.28 issue of material to contractor 9.29 Issue of machinery and equipment

	<ul><li>9.33 Handing over taking over charge on transfer</li><li>9.34 voucher</li><li>9.35 Establishments in P.W.D.</li></ul>
	9.36 Cash payment to labourers 9.37 Tools and plant

Signature of Teacher (Er. Saibal Bharti)

Signature of HOD/OIC

(Er. Sushil Kumar)

# R.G. Government Polytechnic Banikhet, Distt. Chamba (H.P)-176303 Department of Civil Engineering Lesson Plan

Name of Faculty	Er. Sushil Kumar	
Discipline	Civil Engineering	
Semester	6 <sup>th</sup>	
Subject	Railways, Bridges and Tunnels (L-4 Hrs./Week)	
Lesson Plan Duration	January – May 2024	

Week	Topic	Theory
1 <sup>st</sup> (29 Jan. – 03 Feb.) 2 <sup>nd</sup>	1. Railways  1. Railways	<ol> <li>Introduction to Indian Railways</li> <li>Railways surveys: Factors influencing the railways route, brief description of various types of railway survey</li> <li>Classification of permanent way describing its component part</li> <li>Rail Gauge; Definition, types, practice in India</li> <li>Rail – types of rails</li> </ol>
(05 Feb. – 12 Feb.)	- A.	6. Rail Fastening: Rail joints, types of rail joints, fastening for rails, fish plates, bearing plates
3 <sup>rd</sup> (13 Feb. – 19 Feb.)	1. Railways	<ul> <li>7. Sleepers: Functions of sleepers, types of sleepers, requirements of an ideal material of Sleepers.</li> <li>8. Ballast: Function of ballast, requirements of an ideal material of ballast.</li> </ul>
4 <sup>th</sup> (20 Feb. – 27 Feb.)	1. Railways	9. Crossing and signaling: Brief description regarding different types of crossing/signaling 10. Maintenance of track: Necessity, track fixtures; maintenance and boxing of ballast, maintenance gauges, tools.
5 <sup>th</sup> (28 Feb. – 05 Mar.)	1. Railways	11. Drains, methods of construction. 12. Introduction Bridge—its function and component parts, difference between a bridge and a culvert
6 <sup>th</sup> (06 Mar. – 14 Mar.)	2. Bridges	13. Classification of Bridges Their structural elements and suitability: 13.1 According to life-permanent and temporary 13.2 According to deck level–Deck, through and semi-through 13.3 According to material–timber, masonry, steel, RCC, pre-stressed 13.4 IRC classification

Class T	est – 1	In Third Week of March 2024.
7 <sup>th</sup> 15 Mar. – 21 Mar.)	2. Bridges	14. Bridge Foundations: Introduction to open foundation pile foundation, well foundation
8 <sup>th</sup> (22 Mar. – 30 Mar.)	2. Bridges	15. Piers, Abutments and Wing walls 15.1 Piers–definition, parts; types–solid (masonry and RCC), open 15.2 Abutment sand wing walls–definition, types of abutments (straight and tee), abutment with wing walls (straight, splayed, return and curved)
9 <sup>th</sup> (01 Apr. – 06 Apr.)	2. Bridges	16. Bridge bearings Purpose of bearing; types of bearing–fixed plate, rocker and roller
10 <sup>th</sup> (08 Apr. – 18 Apr.)	2. Bridges	17. Maintenance of Bridges 17.1 Inspection of bridges 17.2 Routine maintenance
Class To	est – 2	In Third Week of April 2024.
11 <sup>th</sup> (19 Apr. – 25 Apr.)	3. Tunnels	18. Definition and necessity of tunnels 19. Typical section of tunnels for a national highway and single and double broad gauge railway track.
12 <sup>th</sup> (26 Apr.– 02 May)	3. Tunnels	20. Ventilation-necessity and methods of ventilation, by blowing, exhaust and combination of blowing and exhaust
13 <sup>th</sup> (03 May-09 May)	3. Tunnels	21. Drainage method of draining water in tunnels 22. Lighting in tunnels & lining of tunnels
House	Test	In the Third Week of May 2024
14 <sup>th</sup> (13May-18 May)	3. Tunnels	21. Drainage method of draining water in tunnels 22. Lighting in tunnels & lining of tunnels
15 <sup>th</sup> (20 May – 25 May)	Revision and doubt clearance	Revision and doubt clearance.

Signature of Teacher (Er. Sushil Kumar)

Signature of HOD/OIC (Er. Sushil Kumar)

#### LESSON PLAN

Name of Faculty		DeepaKapoor
Department		Civil Engg.
Semester		6th
Subject		Practices in communication skills
esson Plan for the Duration	n	Feb - May2024
Week		PRACTICALS
1st (29 Jan-3Feb.)	Exercises on phonetics	Identifications of English phonemes.
and (5Feb-12Feb)	Exercises on phonetics	Stress and Intonation
Brd(13Feb- 19 Feb)	Group Discussion	Group Discussion
4th(20 Feb- 27 Feb)	3 Exercises on	Exercises on - Self-assessment using tools like SWOT analysis
5th(28 Feb-5March)	3 Exercises on	- Listening skills
6th(6March-14 March)	Internet communication and Correspondence	Resume writing
7th(15March-21 March)	. Internet communication and Correspondence	Covering letter
	Internet communication and Correspondence	Agenda and Minutes of meeting
8th(22 March- 30 March)	Internet communication and Correspondence	Business Correspondence
9th(1April-6April)	5. Exercises on	Exercises on Body language and Dress sense
10th(8April-18April)	Exercises on	Etiquettes and mannerism in difficult situations like business meetings, Table manners, Telephone etiquette.
11th(19 April-25 April)	Exercises on	Manners related to opposite gender Cross-cultural Communication
12th(26 April -2May)	Exercises on	Mock interviews (telephonic/personal)
13th(3May-9May)	7 Role plays for effective Communication	Role plays for effective Communication
14th(13May-18May)	7 Role plays for effective Communication	Role plays for effective Communication
15th(20May-25May)		- \

Signature of Sub-Teacher

Signature of HOD