.Government Polytechnic Banikhet,Distt. Chamba H.P-176303

Department of Civil Engineering

Lesson Plan

me of Faculty	Er. SUSHIL KUMAR
iscipline	Civil Engineering
Semester	5TH
Subject	Design of RCC Structures (L-4 Hrs./Week)
Lesson Plan Duration	August – December 2024

Week	Topic	Theory
1st (12 Aug. – 17 Aug.)	**UNIT-I** Introduction to R.C.C Designing using Limit State Method	Design Philosophies: Working Stress Theory, Ultimate Design Theory, Limit State Theory Concept of Reinforced Cement Concrete (RCC) Reinforcement Materials:□ □ Suitability of Steel as reinforcing material□ □ Properties of mild steel and HYSD steel□ □ Loading on structure as per I.S 875.□
2nd (19 Aug. – 24 Aug.)		Study of BIS:456-2000-clause5, clause6, clause9, Clause18, clause19, clause22, clause 23.0, 23.2, 23.3, Clause25, clause26, clause35, clause36, clause37, clause 38, clause 39, clause 40, clause 41, clause42, clause 43, Annexure–B, C, D, E, G.
3rd (27 Aug. – 31 Aug.)	**UNIT-II** Shear, Bond, and Development Length (LSM)	Nominal Shear stress in R.C. Section, Design shear strength of concrete, maximum shear stress, Design of shear reinforcement, Minimum shear reinforcement, Forms of shear reinforcement with numerical problems.□
4th (02 Sep. – 06 Sep.)		• Bond and types of bonds, Bond Stress, check for bond stress, Development length in tension and compression, anchorage value for hooks 90° bend and 45° bend. Standard Lapping of bars, check for development length.□ • Determination of development length required for tension reinforcement of cantilevers beam and slab, check for development length.□
5th (09 Sept. –13 Sept.)	**UNIT-III** Analysis and Design of Singly Reinforced Sections	Limit State of collapse (Flexure), Assumption stress. Strain relationship for concrete and steel, neutral axis, Stress block diagram and Strain diagram for singly reinforced section.□ □ Concept of under- reinforced, over-reinforced and balanced section, neutral axis, limiting value of moment of resistance and limiting percentage of steel required for balanced singly R.C. Section. Simple numerical problems on determining design constants, moment of resistance and area of steel.
6th (16 Sept. – 21 Sept.)		Design of Singly reinforced simply supported beam and cantilever beam. General features, necessity of providing doubly reinforced reinforcement, limitations.□
Class Test – 1		**In Second Week of September 2024.**

7th t. – 28 Sept.)	**UNIT-IV** Analysis and Design of Doubly Reinforced Sections (LSM)	□ Analysis of doubly reinforced section, strain diagram, stress diagram, depth of neutral axis, moment of resistance of the section.□ □ Numerical problems on finding moment of resistance.□
8th (01 Oct. – 05 Oct.)	**UNIT-V** Design of One-Way Slab (LSM)	Analysis & Design of simply supported one-way slab.
9th (07 Oct. – 12 Oct.)		
10th (14 Oct. – 19 Oct.)	**UNIT-VI** Two Way Slab (LSM)	Design of two-way simply supported slab with corners free & no provision for torsion reinforcement.
Class Test – 2		**In Third Week of October 2024.**
11th (21 Oct. – 26 Oct.)	**UNIT-VI** Two Way Slab (LSM)	Design of two-way simply supported slab with corners free & no provision for torsion reinforcement.
12th (04 Nov. – 08 Nov.)	**UNIT-VII** Design of Axially Loaded Column (LSM)	Assumptions in limit state of collapse–compression□ □ Definition and classification of columns, effective length of column. Specification for minimum reinforcement; cover, maximum reinforcement, number of bars in rectangular, square, and circular sections, diameter and spacing of lateral ties. (No numerical on helical ties).□ □
House Test		**In Second Week of November 2024.**
13th (18 Nov. – 23 Nov.)	**UNIT-VII** Design of Axially Loaded Column (LSM)	Analysis and Design of axially loaded: Uniaxial & Biaxial Bending along with axial loading: short, square, rectangular, and circular columns with lateral ties only; check for short column and check for minimum eccentricity may be applied.□
14th (25 Nov.- 30 Nov.)		
15th (02 Dec.)	**Revision and Doubt Clearance**	Revision and doubt clearance Session.

NOTE: Lesson Plan is Tentative, subject to availability of Time, Students & Faculty.

Signature of Teacher/Prepared by
(Er. SUSHIL KUMAR)

Signature of HOD/OIC
(Er. Sushil Kumar)

Government Polytechnic Banikhet,Distt. Chamba H.P-176303

Department of Civil Engineering

Lesson Plan

ne of Faculty	Er. SUSHIL KUMAR
scipline	Civil Engineering
emester	5TH
Subject	Design of RCC Structures Lab (P-4 Hrs./Week)
Lesson Plan Duration	August – December 2024

Week	Practical/Drawing Sheet	Remarks
1st (12 Aug. – 17 Aug.)	**Rectangular beams – Singly reinforced**	SHEET-1
2nd (19 Aug. – 24 Aug.)	**• Rectangular beams- Doubly reinforced**	SHEET-2
3rd (27 Aug. – 31 Aug.)	**• One-way slabs**	SHEET-3
4th (02 Sep. – 06 Sep.)		
5th (09 Sept. –13 Sept.)	**Two-way slabs (Corner not held down)**	SHEET-4
6th (16 Sept. – 21 Sept.)		
Class Test – 1		**In Second Week of September 2024.**
7th (23 Sept. – 28 Sept.)	**Square columns with isolated footing of uniform depth (sloped footings)**	SHEET-5

– 05 Oct.)	Square columns with isolated footing of varying depth (sloped footings)	SHEET-6
9th Oct. – 12 Oct.)		
10th (14 Oct. – 19 Oct.)	Circular column with isolated footing of uniform depth (sloped footings).	SHEET-7
Class Test – 2		In Third Week of October 2024.
11th (21 Oct. – 26 Oct.)	Circular column with isolated footing of varying depth (sloped footings).	SHEET-8
12th (04 Nov. – 08 Nov.)	Interpret the actual RCC Structural Drawings used on site with reference to reinforcement details of various structural elements.	
House Test		In Second Week of November 2024.
13th (18 Nov. – 23 Nov.)	Prepare a detailed report of site visit for reinforcement detailing of structural elements like beams, columns, staircase & footing.	
14th (25 Nov.- 30 Nov.)	Prepare a checklist for reinforcement provided from actual drawings used on site for various structural elements	
15th (02 Dec.)	Revision and Doubt Clearance	

NOTE: Lesson Plan is Tentative, subject to availability of Time, Students & Faculty.

Signature of Teacher/Prepared by
(Er. SUSHIL KUMAR)

Signature of HOD/OIC
(Er. Sushil Kumar)

RAJEEV GANDHI GOVT. POLYTECHNIC BANIKHET (CHAMBA)

RECORD OF LECTURE OF LECTURE DELIVERED (THEORY/PRACTICAL)

SEMESTER:- 5TH

H:- CIVIL ENGINEERING

CT:- ESTIMATING AND COSTING

	MONTH	WEEK	TOPICS COVERED	REMARKS
1	AUG	WEEK-1 (12AUG-17AUG)	**Unit-I: Introduction**-• Meaning of the terms estimating & costing Purpose of estimating and costing• Types of Estimates Approximate and Detailed Approximate estimate Types Plinth area rate method Cubic Content method. Approximate Quantity method Types of detailed estimate-Detailed estimate for new work Revised estimate Supplementary estimate Repair & Maintenance estimate	
2		WEEK-2 (19AUG-24AUG)	**Unit II: Measurement**-Units of measurement for various items of work as per BIS 1200 Rules for measurements,Different methods of taking out quantities--centre line method and long wall and short wall method	
3		WEEK-3 (26AUG-31AUG)	Numericals on Estimate method	
4		WEEK-4 (02SEP-09SEP)	Unit III Preparation of Detailed Estimates and Abstract of Cost for- One & two room residential building with flat roof	
5	SEP	WEEK-5 (10SEP-17SEP)	• **Septic tank for 10 users**	**CLASS TEST-1**
6		WEEK-6 (18SEP-24SEP)	**Unit IV: Road Estimation:** Preparation of Detailed Estimates and Abstract of Cost for Plain road with-mid section area method, mean sectional area method, prismoidal formula.	
7		WEEK-7 (25SEP-30SEP)	Numericals on Estimate method	
8		WEEK-8 (01OCT-08OCT)	Earth work in hill road-(Numericals on Estimate method)	
9	OCT	WEEK-9 (09OCT-18OCT)	**Unit V: Analysis of Rates**- Calculation of Quantities of Materials,Cement mortars of different proportion,Cement concrete of different proportion,RCC work in different proportions,Brick/stone masonry in cement mortar, Plastering and pointing,Whitewashing, painting	
10		WEEK-10 (19OCT-26OCT)	Preparation of Detailed Analysis of Rates for finished items with given labour and rate of material-Earthwork,Cement concrete of different proportion,RCC work in different proportions,Brick/stone masonry in cement mortar,Plastering and pointing,Whitewashing, painting	**CLASS TEST-2**
11		WEEK-11 (04NOV-11NOV)	**Unit VI: Contracts And Tendering**- Meaning of contract,Qualities of a good contractor and their qualifications,Essentials of a contract-Types of contracts, their advantages, dis-advantages and suitability, system of payment.	
12	NOV	WEEK-12(12NOV-19NOV)	HOUSE TEST	**HOUSE TEST**
13		WEEK-13(20NOV-26NOV)	Single and two cover-bids, Tender, tender forms and documents, tender notice, submission of tender and deposit of earnest money, security deposit, retention money, maintenance period,Administrative approval, Technical sanction, Budget provision, Expenditure sanction	
14		WEEK-14(27NOV-02DEC)	Methods for carrying out works- contract method,Preparation of Tender Document based on Common Schedule Rates (CSR), Introduction to CSR and calculation of cost based on premium on CSR.	

SIGNATURE OF TEACHER

HOD/OIC

overnment Polytechnic Banikhet,Distt. Chamba H.P-176303

Department of Civil Engineering

Lesson Plan

e of Faculty	Er. Saibal Bharti
cipline	Civil Engineering
emester	5th
Subject	Water Resource Engineering (L-4 Hrs./Week)
Lesson Plan Duration	August – December 2024

Week	Topic	Theory
1st (12 Aug. – 19 Aug.)	Unit–I Introduction to Hydrology	• Hydrology: Definition and Hydrological cycle • Rain Gauge: Symons rain gauge, automatic rain gauge,
2nd (20 Aug. – 27 Aug.)	Unit–I Introduction to Hydrology	• Methods of calculating average rainfall: Arithmetic mean, Iso-hyetal, and Theissen polygon method.
3rd (28 Aug. – 03 Sep.)	Unit–I Introduction to Hydrology Unit–II Crop water requirement and Reservoir Planning	• Runoff, Factors affecting Runoff, Computation of run–off. • Irrigation and its classification.
4th (04 Sep.– 10 Sep.)	Unit–II Crop water requirement and Reservoir Planning	• Crop Water requirement: Cropping seasons, Crop period, base period, Duty, Delta, CCA, GCA, intensity of irrigation, factors affecting duty, Problems on water requirement
5th (11 Sept. –18 Sept.)	Unit–II Crop water requirement and Reservoir Planning	• Methods of application of irrigation water and its assessment. • Silting of reservoir, Rate of silting, factors affecting silting and control measures.
Class Test – 1		In Second Week of September 2024

6th (19 Sept. – 25 Sept.)	**Unit–III Dams and Spillways**	• Dams and its classification: Earthen dams and Grav (masonry and concrete). • Earthen Dams– Components with function, typical cross seepage through embankment and foundation and its control.
7th (26 Sept. – 03 Oct.)	**Unit–III Dams and Spillways**	• Methods of construction of earthen dam, types of failure of earthen dam and preventive measures. • Gravity Dams–Forces acting on dam, Theoretical and practical profile, typical cross-section. (only theoretical concept)
8th (04 Oct. – 10 Oct.)	**Unit–III Dams and Spillways** **Unit–IV Minor and Micro Irrigation**	• Spillways-Definition, function & location • Lift irrigation Scheme-Components and their functions, Layout.
9th (11 Oct. – 19 Oct.)	**Unit–IV Minor and Micro Irrigation**	• Drip and Sprinkler Irrigation-Need, components, and Layout.
Class Test – 2		**In Third Week of October 2024**
10th (21 Oct. – 26 Oct.)	**Unit–IV Minor and Micro Irrigation** **Unit–V Diversion Head Works &Canals**	Well irrigation: types and yield of wells, advantages and disadvantages of well irrigation. • Weirs–components, parts, types of weirs
11th (01 Nov.– 07 Nov .)	**Unit–V Diversion Head Works &Canals**	• Barrages–components and their functions. Difference between weir and Barrage. Canals– Classification according to alignment and position in the canal network, Cross section of canal in embankment and cutting, partial embankment and cutting.
House Test		**In Second Week of November 2024**
12th (08 Nov. – 16 Nov.)	**Unit–V Diversion Head Works &Canals**	• Canal lining-Purpose, material used and its properties, advantages. • Cross Drainage Works-Aqueduct, siphon aqueduct,
13th (18 Nov. – 23 Nov.)	**Unit–V Diversion Head Works &Canals**	• Cross Drainage Works-super passage, level crossing. • Canal Regulators- Head regulator, Cross regulator, Escape, Falls and Outlets

Unit– logging

Dec.)

∴ Lesson Plan is Te

ignature of (Er. Saib

– 2 Dec.)	**Unit–VI Water logging**	• Definition, Causes, Preventive & remedial measures, Reclamation of water logged areas

E: Lesson Plan is Tentative, subject to availability of Time, Students & Faculty.

Signature of Teacher/Prepared by
(Er. Saibal Bharti)

Signature of HOD/OIC
(Er. Sushil Kumar)

Government Polytechnic Banikhet,Distt. Chamba H.P-176303

Department of Civil Engineering

Lesson Plan

e of Faculty	Er. SUSHIL KUMAR
cipline	Civil Engineering
emester	5TH
Subject	Earthquake Resistant Building Design (L-3 Hrs./Week)
Lesson Plan Duration	August – December 2024

Week	Topic	Theory
1st (12 Aug. – 17 Aug.)	**Unit I:** Elements of Engineering Seismology	General features of tectonic of seismic regions□ Causes of earthquakes□ Seismic waves□ Earth quake size (magnitude and intensity)□ Epicenter□
2nd (19 Aug. – 24 Aug.)		Seismograph□ Classification of earthquakes□ Seismic zoning map of India
3rd (27 Aug. – 31 Aug.)	**Unit II:** Seismic Behaviour of Traditionally-Built Constructions of India	Earth quake effects□ Traditionally built construction in India
4th (02 Sep. – 06 Sep.)		Performance of building during earthquakes and Mode of failure (Out of plane failure, in plane failure, Diaphragm failure, Connection failure, Non-structural components failure)□
5th (09 Sept. –13 Sept.)	**Unit III:** Introduction to IS1893 (Part-I)-2016	Introduction□ Assumptions□ Design lateral forces and their calculation methods
6th (16 Sept. – 21 Sept.)	**Unit IV:** Ductile Detailing of Reinforced Concrete Buildings (IS 13920-2016) & IS 4326-2013)	Common modes of failure in reinforced concrete buildings□ □ General Principal for earthquake resistant buildings & Special construction features□ □ Types of irregularities□ □ Vertical irregularities□ □ Plan irregularities□
Class Test – 1		**In Second Week of September 2024.**
7th (23 Sept. – 28 Sept.)	**Unit IV:** Ductile Detailing of Reinforced Concrete Buildings (IS 13920-2016) & IS 4326-2013)	Ductile detailing as per code□ Seismic strengthening arrangements□ □ Horizontal reinforcement□ □ Vertical reinforcement

– 05 Oct.)	**Unit V:** Introduction to IS13828-1993 & IS13827-1993	Advantages and disadvantages of masonry construction Behaviour of masonry construction during earthquakes Earthquake resistance features for burnt clay brick in weak mortar Codal Provisions for earthquake resistant earthen construction Seismic strengthening features of earthen buildings
9th ct. – 12 Oct.)		
10th (14 Oct. – 19 Oct.)	**Unit VI:** Retrofitting Measure for Traditionally Built Construction	Introduction, need of retrofitting Retrofitting materials Retrofitting measure of traditionally built construction Retrofitting of masonry buildings
Class Test – 2		**In Third Week of October 2024.**
11th (21 Oct. – 26 Oct.)	**Unit VI:** Retrofitting Measure for Traditionally Built Construction	Retrofitting of concrete structure
12th (04 Nov. – 08 Nov.)		Retrofitting of low-cost buildings
House Test		**In Second Week of November 2024.**
13th (18 Nov. – 23 Nov.)	**Unit VII:** Disaster Management	Disaster rescue Psychology of rescue, rescue workers, rescue plan, rescue by steps, rescue equipment Safeties in rescue operations Debris clearance Causality management
14th (25 Nov.- 30 Nov.)		
15th (02 Dec.)	Revision and Doubt Clearance	Revision and doubt clearance Session.

NOTE: Lesson Plan is Tentative, subject to availability of Time, Students & Faculty.

Signature of Teacher/Prepared by
(Er. SUSHIL KUMAR)

Signature of HOD/OIC
(Er. Sushil Kumar)

overnment Polytechnic Banikhet,Distt. Chamba H.P-176303

Department of Civil Engineering

Lesson Plan

of Faculty	Er. Abhishek Patial
ipline	Civil Engineering
mester	5th
ubject	Precast and Pre-stressed Concrete(L-3Hrs./Week)
Lesson Plan Duration	August – December 2024

Week	Topic	Theory
1st (12 Aug. – 19Aug.)	**Unit–I Precast concrete Elements**	Advantages and disadvantages of precast concrete members. Non-structural Precast elements-Paver blocks, Fencing Poles, Transmission Poles, Manhole Covers, Hollow and Solid Blocks, kerb stones as per relevant BIS specifications.
2nd (20 Aug. – 27Aug.)	**Unit–I Precast concrete Elements**	Structural Precast elements –tunnel linings, Canal lining, Box culvert, bridge panels, foundation, sheet piles. Precast Structural Building components such as slab panels, beams, columns, footings, walls, lintels and chajjas, staircase elements.
3rd (28 Aug. – 03Sep.)	**Unit–I Precast concrete Elements** **Unit–II Prefabricated building**	Precast Structural Building components such as slab panels, beams, columns, footings, walls, lintels and chajjas, staircase elements. Prefabricated building using precast load bearing and non-load bearing wall panels, floor systems-Material characteristics, Plans & Standard specifications
4th (04 Sep– 10 Sep.)	**Unit–II Prefabricated building**	Prefab systems and structural schemes and their classification
5th (11 Sept. –18 Sept.)	**Unit–II Prefabricated building**	Joints–requirements of structural joints Manufacturing, storage, curing, transportation and erection of above elements, equipment needed
Class Test – 1		**In Second Week of September 2024.**
6th (19 Sept. –25 Sept)	**Unit–II Prefabricated building**	Manufacturing, storage, curing, transportation and erection of above elements, equipment needed
7th (26 Sept. – 03 Oct)	**Unit–III Introduction to Pre-Stressed Concrete**	Principles of pre-stressed concrete and basic terminology. Applications, advantages and disadvantages of pre stressed concrete.
8th (04 Oct. – 10Oct.)	**Unit–III Introduction to Pre-Stressed Concrete**	Materials used and their properties, Necessity of high-grade materials.

9th (11Oct. – 19 Oct.)	**Unit–III Introduction to Pre-Stressed Concrete Unit–IV Methods and systems of pre-stressing**	Types of Pre-stressing steel-Wire, Cable, tendon, Meri demerits and applications. Methods of pre-stressing–Internal and External pre-stressing, Pre and Post tensioning applications.
10th (21 Oct. – 26 Oct.)	**Unit–IV Methods and systems of pre-stressing**	Systems for pre tensioning– process, applications, merits and demerits-Hoyer system. Systems for post-tensioning – process, applications, merits and demerits – Freyssinet system, Magnel Blaton system, Gifford Udall system.
Class Test – 2		**In Third Week of October 2024.**
11th (01 Nov. – 07 Nov.)	**Unit–IV Methods and systems of pre-stressing**	Loss of pre-stress occurring subsequently: losses due to shrinkage of concrete, creep of concrete, elastic shortening, and creep in steel, (Simple Numerical problems to determine loss of pre-stress). BIS recommendations for percentage loss in case of Pre and Post tensioning.
12th (08 Nov. – 16 Nov.)	**Unit–IV Methods and systems of pre-stressing**	Loss of pre-stress occurring subsequently: losses due to shrinkage of concrete, creep of concrete, elastic shortening, and creep in steel, (Simple Numerical problems to determine loss of pre-stress). BIS recommendations for percentage loss in case of Pre and Post tensioning. Basic assumptions in analysis of pre-stressed concrete beams.
House Test		**In Second Week of November 2024.**
13th (18 Nov. – 23 Nov.)	**Unit–V Analysis and design of pre-stressed rectangular beam section**	Cable Profile in simply supported rectangular beam section– concentric, eccentric straight and parabolic Effect of cable profile on maximum stresses at mid span and at support.
14th (25 Nov. – 02 Dec.)	**Unit–V Analysis and design of pre-stressed rectangular beam section Revision and Doubt Clearance**	Numerical problems on determination of maximum stresses at mid spans with linear (con-centric and eccentric) cable profiles only. Revision and doubt clearance Session.

NOTE: Lesson Plan is Tentative, subject to availability of Time, Students & Faculty.

Signature of Teacher/Prepared by
(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	DeepaKapoor
Discipline	Civil Engineering
Semester	5th
Subject	Life Skills for Professional and Personal Life (L-4 Hrs./Week)
Lesson Plan Duration	August – December 2024

Week	Topic	Theory
1st (12Aug. –19Aug.)	**1. Life Skills, Soft Skills& Interpersonal Skills.**	1. Definition of life Skills and Soft Skills. 2. Significance of Life Skills and Soft Skills in personal and professional Life. 3. Types of Life Skills and Soft Skills, ways to develop soft skills and life skills. 4. Concept of interpersonal skills and tips to improve interpersonal skills. 5. Meaning of team dynamics and tips for improving team dynamics.
2nd (20Aug. – 27Aug.)	**1.Communication Skills.**	1. Meaning of communication skills. 2. Significance and characteristics of assertive communication. 3. Techniques of assertive communication. 4. Tips to develop assertive communication.
3rd (28Aug. – 03Sep.)	**Life Skills**	**(A)Self Awareness:** **1. Self introspection:** (a) Meaning of self awareness :introspection, self reflection and insight. (b) Strategies to improve self awareness. (c) Importance of counselling and coaching.
4th (04Sep– 10 Sep.)	**Life Skills**	**2.Stress Management.** (a) Meaning of stress. (b) Factors causing positive and negative type of stress. (c) Effects of stress on mind and body. (e) Stress management techniques.
5th (11Sept. –18 Sept.)	**Life Skills**	**Emotional Intelligence:** (a) Meaning and significance of EI. (b) Strategies to develop and enhance emotional intelligence.

6th (19Sept. –25Sept)	Life Skills	**Self Esteem:** (a) Concept meaning and significance of self esteem. (b) Type of self esteem. (c) Characteristics of people with high and low self esteem. (d) Steps and tips for improving self esteem.
7th (26Sept. – 03 Oct)	Life Skills	**(B)Social Awareness**: **1**. Meaning and techniques of social awareness and social skills. **2.Empathy**: (a)Meaning and types of empathy. (b) Benefits of empathy. (c)Steps for developing empathy.
8th (04Oct. – 10Oct.)	Life Skills	**3.Compassion:** (a) Meaning and benefits of compassion. (b) Steps to practice compassion.
9th (11Oct. – 19 Oct.)	Life Skills	**4.Boday Language:** (a)Elements of body language. (b)Develop positive body language that helps in building positive relationship. (c) Avoiding negative body language,
10th (21 Oct. – 26 Oct.)	Life Skills	**(C)Thinking Skills**: **1. Positive Thinking.** (a)Meaning and benefits of positive thinking. (b) Tips to develop positive attitude and practice positive thinking.
11th (01 Nov. – 07 Nov.)	Life Skills	**2. Listening Skills:** (a)Concept, significance and process of listing skills. (b) Kinds of listening Skills. (c) Factors hindering effective listening. (d)Tips for active and empathetic listening
12th (08 Nov. – 16 Nov.)	Life Skills	**3. Resilience:** (a) Meaning and types of resilience. (b) Case study of resilience.
13th (18 Nov. – 23 Nov.)	Time Management Skills	1. Concept and significance of time management . 2. Benefits of time management. 3. Tools and techniques of time management. 4. How to overcome procrastination and avoid time-wasters.
14th (25 Nov. – 02 Dec.)	Human Values and Ethics	1. Meaning of human values, morals and ethics. 2. What is values and types of values.

Signature of Subject Teacher
(Deepa Kapoor)

Signature of HOD/OIC
(Er. Sushil Kumar)