**Government Polytechnic Education Society, Manesar (Gurgaon)**

**LESSON PLAN**

**Name of the Faculty :** - Ms. Sharmila

**Discipline :** - Electronics & Communication Engg.

**Semester : -** 5th

**Subject :** - Soft Skills-III

**Lesson Plan Duration :** - Approx. 15 weeks (01.10.2021 to 28.01.2022)

**Work Load (Lecture / Practical) per week (in hours):** Lecture-00, Practical-03 Hrs

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| **Week** | **Practical (Online Mode)** | |
| **Practical day** | **Topic** |
| 1st | 1st | Introduction about the subject/course and its syllabus |
| 2nd | Communication Skills – Handling Fear and Phobia |
| 3rd | Communication Skills – Handling Fear and Phobia |
| 2nd | 4th | Students’ Activity |
| 5th | Students’ Activity |
| 6th | Students’ Activity |
| 3rd | 7th | Resume Writing |
| 8th | Resume Writing |
| 9th | Students’ Activity |
| 4th | 10th | Applying for job through email/job portal |
| 11th | Applying for job through email/job portal |
| 12th | Students’ Activity |
| 5th | 13th | Interview preparation |
| 14th | Mock Interview |
| 15th | Students’ Activity |
| 6th | 16th | Group Discussion |
| 17th | Extempore |
| 18th | Students’ Activity |
| 7th | 19th | Presentation Techniques |
| 20th | Presentation Techniques |
| 21st | Students’ Activity |
| 8th | 22nd | Developing Attitude towards safety |
| 23rd | Developing Attitude towards safety |
| 24th | Students’ Activity |
| 9th | 25th | Disaster Management |
| 26th | Disaster Management |
| 27th | Students’ Activity |
| 10th | 28th | Students’ Activity |
| 29th | Revision |
| 30th | Students’ Activity |
| 11th | 31st | Students’ Activity |
| 32nd | Students’ Activity |
| 33rd | Students’ Activity |
| 12th | 34th | Revision |
| 35th | Students’ Activity |
| 36th | Students’ Activity |
| 13th | 37th | Students’ Activity |
| 38th | Students’ Activity |
| 39th | Students’ Activity |
| 14th | 40th | Students’ Activity |
| 41st | Students’ Activity |
| 42nd | Students’ Activity |
| 15th | 43rd | **Viva** |
| 44th | **Viva** |
| 45th | **Viva** |