Name of the faculty : MEENAKSHI MEHAN

Discipline : ECE

Semester : 3rd

Subject : Soft skill -1

Lesson plan Duration : 15 week (From Aug 18 to Dec 18).

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| **Theory** | | | | | | |
| **Week** | **Lecture Day** | | **Topic**  **(Including Assignment test)** | | **Practical** | **Topic** | |
| 1st | 1 | | ……… No……………… | | 1 | * Soft Skills - Concept and Importance | |
|  | 2 | | ……… No……………… | | 2 |
|  | 3 | | ……… No……………… | | 3 |
| 2nd | 4 | | ……… No……………… | | 4 | * Communication Skills- Improving verbal communication | |
|  | 5 | | ……… No……………… | | 5 |
|  | 6 | | ……… No……………… | | 6 |
| 3rd | 7 | | ……… No……………… | | 7 | * Report Writing | |
|  | 8 | | ……… No……………… | | 8 |
|  | 9 | | ……… No……………… | | 9 |
| 4th | 10 | | ……… No……………… | | 10 | * Method to enhance memory and concentration | |
|  | 11 | | ……… No……………… | | 11 |
|  | 12 | | ……… No……………… | | 12 |
| 5th | 13 | | ……… No……………… | | 13 | * Component of overall personality- Dressing sense/etiquettes/body language etc. | |
|  | 14 | | ……… No……………… | | 14 |
|  | 15 | | ……… No……………… | | 15 |
| 6th | 16 | | ……… No……………… | | 16 | Revise 1st practical | |
|  | 17 | | ……… No……………… | | 17 |  | |
|  | 18 | | ……… No……………… | |  |  | |
| 7th | | 19 | | ……… No……………… | 19 | Revise 2nd practical | |
|  | | 20 | | ……… No……………… | 20 |
|  | | 21 | | ……… No……………… | 21 |
| 8th | | 22 | | ……… No……………… | 22 | Revise 3rd Practical | |
|  | | 23 | | ……… No……………… | 23 |
|  | | 24 | | ……… No……………… | 24 |
| 9th | | 25 | | ……… No……………… | 25 | Revise 4th practical | |
|  | | 26 | | ……… No……………… | 26 |
|  | | 27 | | ……… No……………… | 27 |
| 10th | | 28 | | ……… No……………… | 28 | Revise 5th Practical | |
|  | | 29 | | ……… No……………… | 29 |
|  | | 30 | | ……… No……………… | 30 |
| 11th | | 31 | | ……… No……………… | 31 |  | |
|  | | 32 | | ……… No……………… | 32 |
|  | | 33 | | ……… No……………… | 33 |
| 12th | | 34 | | ……… No……………… | 34 |  | |
|  | | 35 | | ……… No……………… | 35 |
|  | | 36 | | ……… No……………… | 36 |
| 13th | | 37 | | ……… No……………… | 37 |  | |
|  | | 38 | | ……… No……………… | 38 |
|  | | 39 | | ……… No……………… | 39 |
| 14th | | 40 | | ……… No……………… | 40 |  | |
|  | | 41 | | ……… No……………… | 41 |
|  | | 42 | | ……… No……………… | 42 |
| 15th | | 43 | | ……… No……………… | 43 |  | |
|  | | 44 | | ……… No……………… | 44 |  | |
|  | | 45 | | ……… No……………… | 45 |  | |