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 |  |