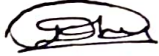







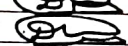


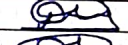



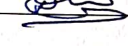
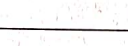
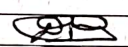

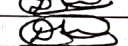


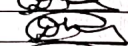

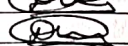
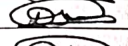
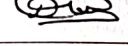








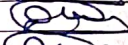
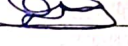


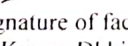
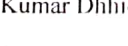





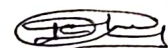
Department of Civil & Mining Engineering
Academic year 2024-2025
Lesson Plan - Session : JANUARY2025 - JUNE2025

Subject Code – 2000271(046)		Subject – Communication Skill – II				Semester – 2 nd	
Course –Civil and Mining		Faculty of Name – Dhanendra Kumar Dhhidhhi				ESE – 70	
		Designation – Lecturer(English)				CT – 20 TA - 30	
		Theory Class – 2+1				Total Marks – 120	
Total Class (T+L) – 3							
S. No.	Chapter	Chapter Name & Topics	Lecture Scheduled	No. of Tutorial Period	Expected Date of Completion	Reference Books & ITC Techniques used	Remark
1.	1	English Grammar 1.1 – Auxiliary Verb	3	1	24.03.2025	English Grammar in use, Communication Skill for Technical Students, PPT	
		1.2 – Modifiers & Adverbial Phrases	3	1	07.04.2025		
		1.3 – Degree		1	08.04.2025		
		1.4 – Narration	2	1	16.04.2025		
2.	2	Non-verbal Communication 2.1 – Static features of Non Verbal Communication – Distance, Posture, Physical Contact etc.	4		28.04.2025	A Study Guide on Communication Skill for Technical Students, PPT presentation, Online websites, Video lectures	
		2.2 – Dynamic features of Non Verbal Communication – Mannerism, Head & Hand Movement	1	1	30.04.2025		
		2.2 - Dynamic features of Non Verbal Communication – Eye to Eye Contact, Facial Expressions, Gestures.	1	1	06.05.2025		
3.	3	Paragraph & Letter Writing 3.1 – Paragraph Writing		1	07.05.2025	Communication Skill for Technical Students	
		3.2 – Letter writing	1		13.05.2025		
		3.2.1 – Purposes of a letter	1	1	19.05.2025		
		3.2.2 – Characteristics of Letters	5	5	10.06.2025		
4.	4	Technical Report Writing 4.1 – Report Writing – Introduction	3	2	24.06.2025	Communication Skill for Technical Students	
		4.1.1 - Characteristics of a Good Report					
		4.1.2 - Types of Technical Report					
		4.2 – General outline of Project Report	1	1	30.06.2025		
		4.3 – Progress Report of any assumed work	1	1	02.07.2025		
		4.4 – Notice					
4.4.1 – Purposes of Notices	2	1	09.07.2025				
4.4.2 – Qualities of Notices							
4.4.3 – Format of Notice							
4.5 – Mail							
4.5.1 – Purposes of Mail	1	1	15.07.2025				
4.5.2 – Format of Mail							


 Name & signature of faculty
 Dhanendra Kumar Dhhidhhi

Detail Teaching Plan
 Session January – June 2025
 Subject – Communication Skill – II
 Branch – Civil & Mining, Semester – 2nd


<i>Date</i>	<i>Day</i>	<i>Topic Covered</i>	<i>Period</i>	<i>Sign</i>
Chapter 1 – English Grammar				
17.03.2025	Monday	Auxiliary Verbs	IV	
18.03.2025	Tuesday	Auxiliary Verbs	IV	
19.03.2025	Wednesday	Auxiliary Verbs	IV	
24.03.2025	Monday	Auxiliary Verbs & Quiz	IV	
26.03.2025	Wednesday	Modifiers	IV	
01.04.2025	Tuesday	Modifiers	IV	
02.04.2025	Wednesday	Adverbial Phrases	IV	
07.04.2025	Monday	Adverbial Phrases & Remedial Class on taught topics	IV	
08.04.2025	Tuesday	Degree & Quiz	IV	
09.04.2025	Wednesday	Narration	IV	
15.04.2025	Tuesday	Narration	IV	
16.04.2025	Wednesday	Narration	IV	
		Doubt Class		
Chapter 2 – Effective Communication				
21.04.2025	Monday	Static features of Non Verbal Communication	IV	
22.04.2025	Tuesday	Static features of Non Verbal Communication	IV	
23.04.2025	Wednesday	Static features of Non Verbal Communication	IV	
28.04.2025	Monday	Static features of Non Verbal Communication & Quiz	IV	
29.04.2025	Tuesday	Dynamic features of Non Verbal Communication	IV	
30.04.2025	Wednesday	Dynamic features of Non Verbal Communication	IV	
05.05.2025	Monday	Dynamic features of Non Verbal Communication	IV	
06.05.2025	Tuesday	Dynamic features of Non Verbal Communication & Remedial Class on taught topics	IV	
Chapter 3 – Paragraph & Letter Writing				
07.05.2025	Wednesday	Paragraph writing	IV	
16.06.2025	Monday	Letter writing & Purposes of a letter	IV	
17.06.2025	Tuesday	Characteristics of Letters	IV	
18.06.2025	Wednesday	Characteristics of Letters	IV	
23.06.2025	Monday	Types of Business Letters	IV	
24.06.2025	Tuesday	Applications for Job	IV	
25.06.2025	Wednesday	Applications for Job	IV	
01.07.2025	Tuesday	Resume Writing	IV	
02.07.2025	Wednesday	Letter of Enquiry	IV	
07.07.2025	Monday	Letter of Enquiry	IV	
08.07.2025	Tuesday	Letter for Order Placement	IV	
09.07.2025	Wednesday	Letter for Order Placement	IV	
14.07.2025	Monday	Letter of Complaints & Quiz	IV	
15.07.2025	Tuesday	Letter of Complaints & Doubt Class & Remedial Class on taught topics	IV	
Chapter 4 – Report Writing				
16.07.2025	Wednesday	Report Writing – Introduction	IV	
21.07.2025	Monday	Characteristics of a Good Report	IV	
22.07.2025	Tuesday	Characteristics of a Good Report	IV	
23.07.2025	Wednesday	Types of Technical Report	IV	
29.07.2025	Tuesday	Types of Technical Report	IV	
30.07.2025	Wednesday	General outline of Project Report	IV	
04.08.2025	Monday	General outline of Project Report	IV	
05.08.2025	Tuesday	Progress Report of any assumed work	IV	
06.08.2025	Wednesday	Progress Report of any assumed work	IV	
12.08.2025	Tuesday	Purposes of Notices and Qualities of Notices	IV	
13.08.2025	Wednesday	Format of Notice. Circular	IV	
18.08.2025	Monday	Format of Notice. Circular	IV	
19.08.2025	Tuesday	Purposes of Mail	IV	
20.08.2025	Wednesday	Format of Mail & Remedial Class on taught topics	IV	



Name & signature of faculty
 Dhanendra Kumar Dhhidhi

Department of Mining Engineering
Academic year 2024-2025
Lesson Plan - Session: JANUARY 2025 - JUNE 2025

Subject Code - 2000294(046)		Subject – Seminar & Technical Presentation (Personality Development & Leadership) Skills			Semester – 2nd	
Course – Mining		Faculty of Name – Dhanendra Kumar Dhhidhhi			ESE – NA	
		Designation – Lecturer (English)			TA –60	
		Practical Class – 2			Total Marks – 60	
Total Class (Practical) – 2		Total Marks – 60				
S. No	Chapter	Chapter Name & Topics	No. of Practical Period	Expected Date of Completion	Reference Books & ITC Techniques used	Remark
1.	1	Impressive Personality			The Quick and Easy Way to of Effective Speaking	
		1.1 – Characteristics/Qualities of personality	3	27.03.2025		
		1.2 – Factors influencing personality, Need for desirable personality	3	05.04.2025		
		1.3 – Posture and Health, Good Health diet Exercise	2	17.04.2025		
		1.4 – Personal Cleanliness, Sleep and Rest	2	24.04.2025		
		1.5 – Use of Cosmetics				
		1.6 – Dress Code	2	01.05.2025		
1.7 – Eye-Contact						
2.	2	Leadership & Team Work	2	08.05.2025	Chanayka's 7 Secret of Leadership	
		2.1 – Skills for a good Leader				
		2.1 – Different Leadership Styles	2	15.05.2025		
		2.2 – Necessity of Team	2	22.05.2025		
2.2 – Work Personally, Socially, Professionally and Educationally	2	29.05.2025				
3.	3	Group Discussion			PPT Presentation, Online websites, Video lectures	
		3.1 – Weighting Positives & Negatives in Group Discussion	2	05.06.2025		
		3.2-Dos and Don'ts of Group Discussion	2	14.06.2025		
3.3 – Initiating, continuing and concluding a Group Discussion	2	21.06.2025				
4.	4	Time Management			PPT Presentation, Video lectures	
		4.1 – Principles of Time Management	2	28.06.2025		
		4.2 – Criteria governing Time Management	2	05.07.2025		
4.3 – Prioritizing work	2	12.07.2025				








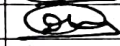

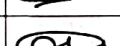
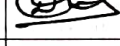






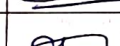
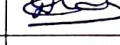



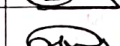
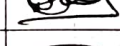

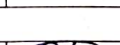

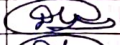





Name & signature of faculty
Dhanendra Kumar Dhhidhhi

Detail Teaching Plan

Session January – June 2025

Subject – Seminar & Technical Presentation (Personality Development & Leadership) Skills

Branch – Mining, Semester – 2nd

<i>Date</i>	<i>Day</i>	<i>Topic Covered</i>	<i>Period</i>	<i>Sign</i>
		Chapter 1 – Impressive Personality		
20.03.2025	Thursday	Characteristics/Qualities of personality	VI	
22.03.2025	Saturday	Characteristics/Qualities of personality	IV	
27.03.2025	Thursday	Characteristics/Qualities of personality	VI	
29.03.2025	Saturday	Factors influencing personality, Need for desirable personality	IV	
03.04.2025	Thursday	Factors influencing personality, Need for desirable personality	VI	
05.04.2025	Saturday	Factors influencing personality, Need for desirable personality	IV	
12.04.2025	Saturday	Posture and Health, Good Health diet Exercise	IV	
17.04.2025	Thursday	Posture and Health, Good Health diet Exercise	VI	
19.04.2025	Saturday	Personal Cleanliness, Sleep and Rest	IV	
24.04.2025	Thursday	Personal Cleanliness, Sleep and Rest	IV	
26.04.2025	Saturday	Use of Cosmetics, Dress Code, Eye-Contact& General Discussion	IV	
01.05.2025	Thursday	Use of Cosmetics, Dress Code, Eye-Contact& General Discussion	VI	
		Chapter 2 – Leadership & Team Work		
03.05.2025	Saturday	Skills for a good Leader	IV	
08.05.2025	Thursday	Skills for a good Leader	VI	
10.05.2025	Saturday	Different Leadership Styles	IV	
15.05.2025	Thursday	Different Leadership Styles	VI	
21.06.2025	Saturday	Necessity of Team	IV	
26.06.2025	Thursday	Necessity of Team	VI	
28.06.2025	Saturday	Work Personally, Socially, Professionally and Educationally& General Discussion	IV	
03.07.2025	Thursday	Work Personally, Socially, Professionally and Educationally& General Discussion	VI	
		Chapter 3 – Group Discussion		
05.07.2025	Saturday	Weighing Positives & Negatives in Group Discussion	IV	
10.07.2025	Thursday	Weighing Positives & Negatives in Group Discussion	VI	
12.07.2025	Saturday	Dos and Don'ts of Group Discussion	IV	
17.07.2025	Thursday	Dos and Don'ts of Group Discussion	VI	
24.07.2025	Thursday	Initiating, continuing and concluding a Group Discussion& General Discussion	VI	
26.07.2025	Saturday	Initiating, continuing and concluding a Group Discussion& General Discussion	IV	
		Chapter 4 – Time Management		
31.07.2025	Thursday	Principles of Time Management	VI	
02.08.2025	Saturday	Principles of Time Management	IV	
07.08.2025	Thursday	Criteria governing Time Management	VI	
21.08.2025	Saturday	Criteria governing Time Management	IV	
23.08.2025	Saturday	Prioritizing work& General Discussion	IV	
28.08.2025	Thursday	Prioritizing work& General Discussion	VI	



Name & signature of faculty
Dhanendra Kumar Dhhidhi

Department of Civil Engineering
Academic year 2024-2025
Lesson Plan - Session: JAN 2025 - JUNE 2025

Subject Code – 2000293(046)		Subject – Seminar & Technical Presentation (Listening, Reading & Speaking) Skills				Semester – 1st	
Course – Civil		Faculty of Name – Dhanendra Kumar Dhhidhhi				ESE – NA	
		Designation – Lecturer(English)					
		Practical Class – 2				TA – 50	
		Total Class (Practical) – 2				Total Marks – 50	
S. No.	Chapter	Chapter Name & Topics	Lecture Scheduled	No. of Practical Period	Expected Date of Completion	Referenc e Books & ITC Techniq ues used	Rem ark
1.	1	1.1 – Need of Learning to learn skills (Listening, Reading and Speaking)	2		22.03.2025		
		1.2 – Methods of good study habits	2		29.03.2025		
		1.3 – Practice Loud Reading	1	3	17.04.2025		
		1.4 – Practice Active Listening	1	3	01.05.2025		
		1.5 – Practice speaking of Class (Group discussion, Extempore, Debate, Role play etc.)	1	3	15.05.2025		
2.	2	2.1 – Characteristics of good oral presentation	2	2	29.05.2025		
		2.2 – Ways of oral presentation	1	1	05.06.2025		
		2.3 – Gestures Mannerism during oral presentation	2		14.06.2025		
		2.4 – Preparing Successful Presentation	2	4	05.07.2025		
		2.5 – Making Effective Use of Visual Aids	1	1	12.07.2025		



Name & signature of faculty
Dhanendra Kumar Dhhidhhi

Detail Teaching Plan

Session January – June 2025

Subject – Seminar & Technical Presentation (Listening, Reading & Speaking) Skill

Branch – Civil, Semester – 1st

<i>Date</i>	<i>Day</i>	<i>Topic Covered</i>	<i>Period</i>
Chapter 1			
20.03.2025	Thursday	Need of learning to learn skills	VI
22.03.2025	Saturday	Need of learning to learn skills	IV
27.03.2025	Thursday	Methods of good study habits	VI
29.03.2025	Saturday	Methods of good study habits	IV
03.04.2025	Thursday	Practice loud reading	VI
05.04.2025	Saturday	Practice loud reading	IV
12.04.2025	Saturday	Practice loud reading	IV
17.04.2025	Thursday	Practice loud reading	VI
19.04.2025	Saturday	Practice active listening	IV
24.04.2025	Thursday	Practice active listening	IV
26.04.2025	Saturday	Practice active listening	IV
01.05.2025	Thursday	Practice active listening	VI
03.05.2025	Saturday	Practice speaking in class	IV
08.05.2025	Thursday	Practice speaking in class	VI
10.05.2025	Saturday	Practice speaking in class	IV
15.05.2025	Thursday	Practice speaking in class	VI
Chapter 2			
21.06.2025	Saturday	Characteristics of good oral presentation	IV
26.06.2025	Thursday	Characteristics of good oral presentation	VI
28.06.2025	Saturday	Characteristics of good oral presentation	IV
03.07.2025	Thursday	Characteristics of good oral presentation	VI
05.07.2025	Saturday	Ways of oral presentation	IV
10.07.2025	Thursday	Ways of oral presentation	VI
12.07.2025	Saturday	Gestures mannerism during oral presentation	IV
17.07.2025	Thursday	Gestures mannerism during oral presentation	VI
24.07.2025	Thursday	Preparing successful presentation	VI
26.07.2025	Saturday	Preparing successful presentation	IV
31.07.2025	Thursday	Preparing successful presentation	VI
02.08.2025	Saturday	Preparing successful presentation	IV
07.08.2025	Thursday	Preparing successful presentation	VI
21.08.2025	Saturday	Preparing successful presentation	IV
23.08.2025	Saturday	Making Effective Use of Visual Aids	IV
28.08.2025	Thursday	Making Effective Use of Visual Aids	VI

Name & signature of faculty
Dhanendra Kumar Dhhidhhi