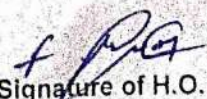


Department of Civil Engineering
Dr. B.R. Ambedkar Government Polytechnic Ambota, Distt. Una (H.P)

Lesson Plan for PRESTRESSED CONCRETE (Semester-6th) Session: (Feb-June 2024)

MONTH	WEEK	CONTENTS	REMARKS
January	Week 5	Introduction ,Basic Concept of Prestressed concrete.	
February	Week 1	Advantages of prestressed concrete in comparison with RCC application of prestressed to various building elements,	
	Week 2	bridges, water tanks and precast elements.	
	Week 3	Materials requirement for prestressing concrete- High Strength Concrete,	
	Week 4	Prestressing steel wires, strands and high strength bars.	
	Week 5	Stresses in high strength steel and stress-strain relationship, tendon profile.	
March	Week 1	Introduction to prestressing methods–pre-tensioning	
	Week 2	Post-tensioning, forces due to Pretensioning and Post-tensioning;	
	Week 3	Suitability and comparison,	Class test -I
	Week 4	Circular prestressing and its Applications	
	Week 5	Bending and Shear Capacity, Concept of bending	
April	Week 1	Shear capacity of prestressed members.	
	Week 2	Calculation of bending stresses in Rectangular simply supported beams with straight and parabolic profile of tendons	
	Week 3	Calculation of bending stresses in Rectangular simply supported beams with straight and parabolic profile of tendons,	Class test-II
	Week 4	Revision of Numericals	
	Week 5	Losses in Prestressing ,Types of losses in Prestress.	
May	Week 1	Elastic shortening, creep and shrinkage of concrete,	
	Week 2	Frictionless and Stress relaxation in prestress steel.	
	Week 3	HOUSE TEST	
	Week 4	Computation of losses for simple beam problems.	



Signature of Teacher


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Department of Civil Engineering
Dr. B.R. Ambedkar Government Polytechnic Ambota, Distt. Una (H.P)

Lesson Plan for PRESTRESSED CONCRETE (Semester-6th) Session: (Feb-June 2024)

Sr. No.	MONTH	WEEK	CONTENTS	REMARKS
1	January	Week 5	Introduction ,Basic Concept of Prestressed concrete.	
2	February	Week 1	Advantages of prestressed concrete in comparison with RCC application of prestressed to various building elements,	
		Week 2	bridges, water tanks and precast elements.	
		Week 3	Materials requirement for prestressing concrete- High Strength Concrete,	
		Week 4	Prestressing steel wires, strands and high strength bars.	
		Week 5	Stresses in high strength steel and stress-strain relationship, tendon profile.	
3	March	Week 1	Introduction to prestressing methods—pre-tensioning	
		Week 2	Post-tensioning, forces due to Pretensioning and Post-tensioning;	
		Week 3	Suitability and comparison,	Class test -I
		Week 4	Circular prestressing and its Applications	
		Week 5	Bending and Shear Capacity, Concept of bending	
4	April	Week 1	Shear capacity of prestressed members.	
		Week 2	Calculation of bending stresses in Rectangular simply supported beams with straight and parabolic profile of tendons	
		Week 3	Calculation of bending stresses in Rectangular simply supported beams with straight and parabolic profile of tendons,	Class test-II
		Week 4	Revision of Numericals	
		Week 5	Losses in Prestressing ,Types of losses in Prestress.	
5	May	Week 1	Elastic shortening, creep and shrinkage of concrete,	
		Week 2	Frictionless and Stress relaxation in prestress steel.	
		Week 3	HOUSE TEST	
		Week 4	Computation of losses for simple beam problems.	

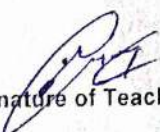

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Department of Civil Engineering
Dr. B.R. Ambedkar Government Polytechnic Ambota, Distt. Una (H.P)

Lesson Plan for STEEL STRUCTURE DESIGN (Semester-6th) Session: (Feb-June 2024)

MONTH	WEEK	CONTENTS	REMARKS
January	Week 5	Structural Steel and Sections.Terminology, Properties of structural steel as per IS Code, grades of steel,Designation of structural steel sections as per IS handbook and IS: 800	
February	Week 1	Classification of sections in Limit State Method,Hollow Sections; Hot rolled and Cold Formed, advantages and applications	
	Week 2	Bolted Connections:Types of Bolts,Forces in Bolts,Types of Bolted joints with Sketches	
	Week 3	Design of bolted connections (limit state)	
	Week 4	Design of bolted connections (limit state)	
	Week 5	Welded Connections (LSM): Introduction, types of welds, defects in welds, Permissible stress in weld, strength of weld,advantages and disadvantages of welded joint. Types of weld sand their symbols.	
March	Week 1	Design of fillet weld and butt weld subjected to axial load	
	Week 2	Design of fillet weld and butt weld subjected to axial load	
	Week 3	Tension Members (LSM): Types of section used, permissible stresses in axial tension. Gross and net cross-sectional area of tension member,	Class Test-I
	Week 4	Analysis and Design of tension member with welded and riveted connection,Introduction to Lug Angle and Tension splice.	
	Week 5	Analysis and Design of tension member with welded and riveted connection,Introduction to Lug Angle and Tension splice.	
April	Week 1	Compression Members (LSM):Types of sections used, Effective length, Radius of gyration, slenderness ratio and its limit,Permissible compressive stresses. Analysis and Design of axially loaded angle struts with welded and riveted connection	
	Week 2	Stanchion and Columns Types of sections-simple and builtup sections,Effective length,	
	Week 3	Introduction to lacing and battening,	Class test- II
	Week 4	Beams (LSM):Different steel sections used; Simple and built-up sections Permissible bending stresses. Design of simple I beam section, check for shear.	
	Week 5	Introduction to Plate Girder: Various components and their functions.	
May	Week 1	Plate Girder:Parts of plate girder-Flange plate	
	Week 2	, Flange angle, Flange splice,web splice,	
	Week 3	HOUSE TEST	
	Week 4	Vertical stiffener,Intermediate stiffener, Horizontal stiffener,Bearing stiffener	

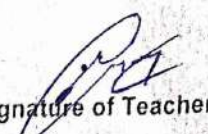

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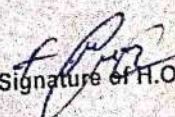

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Department of Civil Engineering
Dr. B.R. Ambedkar Government Polytechnic Ambota, Distt. Una (H.P)

Lesson Plan for STEEL STRUCTURE DESIGN (Semester-6th) Session: (Feb-June 2024)

MONTH	WEEK	CONTENTS	REMARKS
January	Week 5	Structural Steel and Sections. Terminology, Properties of structural steel as per IS Code, grades of steel, Designation of structural steel sections as per IS handbook and IS: 800	
February	Week 1	Classification of sections in Limit State Method, Hollow Sections; Hot rolled and Cold Formed, advantages and applications	
	Week 2	Bolted Connections: Types of Bolts, Forces in Bolts, Types of Bolted joints with Sketches	
	Week 3	Design of bolted connections (limit state)	
	Week 4	Design of bolted connections (limit state)	
	Week 5	Welded Connections (LSM): Introduction, types of welds, defects in welds, Permissible stress in weld, strength of weld, advantages and disadvantages of welded joint. Types of weld and their symbols.	
March	Week 1	Design of fillet weld and butt weld subjected to axial load	
	Week 2	Design of fillet weld and butt weld subjected to axial load	
	Week 3	Tension Members (LSM): Types of section used, permissible stresses in axial tension. Gross and net cross-sectional area of tension member,	Class Test-I
	Week 4	Analysis and Design of tension member with welded and riveted connection, Introduction to Lug Angle and Tension splice.	
	Week 5	Analysis and Design of tension member with welded and riveted connection, Introduction to Lug Angle and Tension splice.	
April	Week 1	Compression Members (LSM): Types of sections used, Effective length, Radius of gyration, slenderness ratio and its limit, Permissible compressive stresses. Analysis and Design of axially loaded angle struts with welded and riveted connection	
	Week 2	Stanchion and Columns Types of sections-simple and built-up sections, Effective length,	
	Week 3	Introduction to lacing and battening,	Class test- II
	Week 4	Beams (LSM): Different steel sections used; Simple and built-up sections Permissible bending stresses. Design of simple I beam section, check for shear.	
	Week 5	Introduction to Plate Girder: Various components and their functions.	
May	Week 1	Plate Girder: Parts of plate girder-Flange plate	
	Week 2	, Flange angle, Flange splice, web splice,	
	Week 3	HOUSE TEST	
	Week 4	Vertical stiffener, Intermediate stiffener, Horizontal stiffener, Bearing stiffener	


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Department of Civil Engineering
Dr. B.R. Ambedkar Government Polytechnic Ambota, Distt. Una (H.P)

Lesson Plan for STEEL STRUCTURE DRAWING (Semester-6th) Session: (Feb-June 2024)

Sr. No.	MONTH	WEEK	CONTENTS	REMARKS
1	January	Week-5	Details of splicing for steel columns	
2	February	Week-1	Details of splicing for steel columns	
		Week-2	Column Beam Connection Drawings: Beam to beam connections (Seated)	
		Week-3	Beam to beam connections (Framed)	
		Week-4	Beam to beam connections (Framed)	
		Week-5	Beam to column (Seated)	
3	March	Week-1	Beam to column (Framed)	
		Week-2	Column bases (Slab base)	
		Week-3	Column bases (Slab base),	Class Test -I
		Week-4	Column bases (Gusseted base)	
		Week-5	Column bases (Gusseted base)	
4	April	Week-1	Detailed drawing showing plan and elevation for a riveted plate girder with the given design data regarding the sizes of its parts, with details at the supports and connections of stiffeners, flange angles and cover plates with the web	
		Week-2	Detailed drawing showing plan and elevation for a riveted plate girder with the given design data regarding the sizes of its parts, with details at the supports and connections of stiffeners, flange angles and cover plates with the web	
		Week-3	Detailed drawing showing plan and elevation for a riveted plate girder with the given design data regarding the sizes of its parts, with details at the supports	Class Test- II
		Week-4	connections of stiffeners, flange angles and cover plates with the web	
		Week-5	Preparation of drawing of a steel roof truss with details of joints for the given span, shape of the truss and the design data regarding the size of the members and the connections.	
5	May	Week-1	Preparation of drawing of a steel roof truss with details of joints for the given span, shape of the truss and the design data regarding the size of the members and the connections.	
		Week-2	Preparation of drawing of a steel roof truss with details of joints for the given span, shape of the truss and the design data regarding the size of the members and the connections.	
		Week-3	HOUSE TEST	
		Week-4	Revision	

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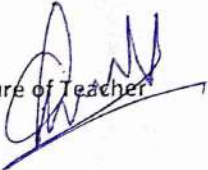

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Department of Civil Engineering
Dr.B.R.Ambedkar Govt Polytechnic Ambota Una(H.P)

Lesson Plan for IRRIGATION ENGINEERING (Semester-6th) Session: (Feb-June 2024)

MONTH	WEEK	CONTENTS	REMARKS
January	Week 5	Definition and Necessity of Irrigation	
February	Week 1	Historical development of Irrigation systems,Principal crops in India and their water requirements,Crop/base period,Crop seasons –Kharif and Rabi	
	Week 2	Duty, Factors affecting duty, Delta,Relationship between Base period, Duty and Delta	
	Week 3	Type of irrigation- Surface irrigation and sub-surface irrigation,methods of supplying water to the field,Free Flooding, Border Flooding,Check Flooding,Furrow Irrigation method.	
	Week 4	Basin flooding, Sprinkler Irrigation with its suitability, Drip Irrigation with Its suitability,Defination, importance of hydrology,Hydrological cycle,Precipitation,Types of precipitation, Raingauges, types with diagram	
	Week 5	Runoff, Factors affecting runoff,Use of dams in irrigation,	
March	Week 1	Types of dams,Construction of earthen, gravity and rock fill dams,Alluvial and non-alluvial canals	
	Week 2	Alignment of canal- ridge canal, contour canal, side slope canal,Distribution system for canal irrigation- Main canal, Branch canal, Distributaries, water course,	
	Week 3	Cross-section of canal showing- Side slope, Berm, Freeboard, Service road, Spoil bank,Dowel and Borrow pit.Class Test-I	.Class Test-I
	Week 4	Lining of canals and their types,Maintenance of irrigation canal,Closure of breaches	
	Week 5	Open well,Shallow well,Deep well,Construction of open well,Yield of open well,Pumping test,Recuperating test.	
April	Week 1	Tube well,Types of tube well,Cavitytype tube well,Screen type tube well, Slotted type tube well	
	Week 2	Methods of boring tube wells, well development,Advantages and disadvantages of tube well irrigation over canal irrigation	
	Week 3	Definition, object, general layout, functions of different parts of diversion head works,Types of Weir	Class Tes-II
	Week 4	Difference between weir and barrage,Functions and necessity of the following types: aqueduct, super Passage, level crossing, inlet and outlet	
	Week 5	Sketches of the above cross drainage works,Regulatory works , Introduction, Cross and head regulators, Outlets	
May	Week 1	Canal Escapes,Fall,Control and river training,Objective of river training. Class Tes-II	
	Week 2	Method of river training , Marginal embankment, Groynes,Pitched island, Guide banks	
	Week 3	HOUSE TEST	
	Week 4	Water Logging,Causes,Preventive & remedial measures,Reclamation of water logged areas,Well point system	

Signature of Teacher



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Dr. B.R. Ambedkar Govt. Polytechnic, Ambota Una (H.P.)

Department of Civil Engineering

LESSON PLAN

Program Name	Diploma in Civil Engineering
Course/Subject Name	Construction Management & Accounts
Course/Semester	N-2017 / 6 th
Course/Subject Co-ordinator Name	Amandeep Singh

Evaluation Scheme

Sr. No.	Subject Name	Study Scheme			Evaluation Scheme						Total Marks (Int. & Ext.)
		L	BS	Total	Internal Assessment			External Assessment			
1	Construction Management & Accounts	4	-	4 Hrs./week	Th.	Pr.	T	Th.	Hrs.	T	150
					50	-	50	100	3	100	
Reference Books		Shrinath, LS, "PERT and CPM-Principles and Applications", New Delhi, East West Press									
		Harpal Singh, "Construction Management and Accounts", New Delhi, Tata McGraw Hill									
		Dharwadker, PP; "Management in Construction Industry", New Delhi, Oxford and IBH									

Teaching Plan

Unit No.	Name of Topic	Proposed Week	Actual Date	Remarks
1	1.1 Significance of construction management 1.2 Main objectives of construction management and overview of the subject 1.3 Functions of construction management, planning, organising, staffing, directing, controlling and coordinating, meaning of each of these with respect to construction job.	1 st Week (29/01/2024-03/02/2024)		
1 & 2	1.4 Classification of construction into light, heavy and industrial construction. 1.5 Stages in construction from conception to completion 2.1 Importance of construction planning 2.2 Stages of construction planning - Pre-tender stage - Contract stage, construction contracts and specifications 2.4 Scheduling construction works by bar charts - Definition of activity, identification of activities though	2 nd Week (05/02/2024-12/02/2024)		

	- Limitations of bar charts			
2	2.5 Scheduling by network techniques - Introduction to net work techniques; PERT and CPM, differences between PERT and CPM terminology 2.6 CPM Network including critical activities, slack, floats & critical path.	3 rd Week (13/02/2024-19/02/2024)		
3	3.1 Types of organizations: Line, line and staff, functional and their characteristics	4 th Week (20/02/2024-27/02/2024)		
4	4.1 Principle of storing and stacking materials at site 4.2 Location of equipment 4.3 Organizing labour at site 4.4 Site layout of construction project	4 th Week (20/02/2024-27/02/2024)		
5	5.1 Conditions of construction workers in India, wages paid to workers 5.2 Important provisions of the following Acts: - Labour Welfare Fund Act 1936 (as amended) - Payment of Wages Act 1936 (as amended) - Minimum Wages Act 1948 (as amended)	5 th Week (28/02/2024-05/03/2024)		
6	6.1 Methods of recording progress 6.2 Analysis of progress 6.3 Taking corrective actions keeping head office informed	6 th Week (06/03/2024-14/03/2024)		
6 & 7	6.4 Arbitration and settlement. 7.1 Need for inspection and quality control 7.2 Principles of inspection 7.3 Stages of inspection and quality control for - Earthwork - Masonry - RCC	7 th Week (15/03/2024-21/03/2024)		
8	8.1 Accidents-causes and remedies 8.2 Safety measures for - Excavation work - Hot bituminous works - Scaffolding, form work 8.3 Safety campaign and safety devices	8 th Week (22/03/2024-30/03/2024)		
9	9.1 Introduction 9.2 Necessities of accounts 9.3 Public works department system of account 9.4 Classification of transaction and head of account 9.5 Classification of works	9 th Week (01/04/2024-06/04/2024)		
9	9.6 Condition to be fulfilled before a work can taken in hand 9.7 work order 9.8 bill-first and final bill, running account bill, account of secured advances, running account bill "c", running account bill "D", final bill, Hand receipt, refund of security money, cash, debit and credit 9.9 cashbook-procedure for maintain the cash book, cash found surplus or deficient, subsidiary cash Book 9.10 contract ledger	10 th Week (08/04/2024-18/04/2024)		
9	9.11 completion report and completion certificate 9.12 Imprest 9.13 temporary advance or temporary Imprest 9.14 Cheques 9.15 Remittance transfer receipts	11 th Week (19/04/2024-25/04/2024)		
9	9.21 Register of works 9.22 Transfer entries 9.23 Appropriation and re-appropriation 9.24 Deposit works 9.25 Stores 9.25.1 Necessity of stores	11 th Week (19/04/2024-25/04/2024)		
9	9.25.2 Unstamped receipt 9.25.3 Accounting procedure for	12 th Week		

	- Limitations of bar charts			
2	2.5 Scheduling by network techniques - Introduction to net work techniques; PERT and CPM, differences between PERT and CPM terminology 2.6 CPM Network including critical activities, slack, floats & critical path.	3 rd Week (13/02/2024-19/02/2024)		
3	3.1 Types of organizations: Line, line and staff, functional and their characteristics	4 th Week (20/02/2024-27/02/2024)		
4	4.1 Principle of storing and stacking materials at site 4.2 Location of equipment 4.3 Organizing labour at site 4.4 Site layout of construction project	4 th Week (20/02/2024-27/02/2024)		
5	5.1 Conditions of construction workers in India, wages paid to workers 5.2 Important provisions of the following Acts: - Labour Welfare Fund Act 1936 (as amended) - Payment of Wages Act 1936 (as amended) - Minimum Wages Act 1948 (as amended)	5 th Week (28/02/2024-05/03/2024)		
6	6.1 Methods of recording progress 6.2 Analysis of progress 6.3 Taking corrective actions keeping head office informed	6 th Week (06/03/2024-14/03/2024)		
6 & 7	6.4 Arbitration and settlement. 7.1 Need for inspection and quality control 7.2 Principles of inspection 7.3 Stages of inspection and quality control for - Earthwork - Masonry - RCC	7 th Week (15/03/2024-21/03/2024)		
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9	9.6 Condition to be fulfilled before a work can taken in hand 9.7 work order 9.8 bill-first and final bill, running account bill, account of secured advances, running account bill "c", running account bill "D", final bill, Hand receipt, refund of security money, cash, debit and credit 9.9 cashbook-procedure for maintain the cash book, cash found surplus or deficient, subsidiary cash Book 9.10 contract ledger	10 th Week (08/04/2024-18/04/2024)		
9	9.11 completion report and completion certificate 9.12 Imprest 9.13 temporary advance or temporary Imprest 9.14 Cheques 9.15 Remittance transfer receipts	11 th Week (19/04/2024-25/04/2024)		
9	9.21 Register of works 9.22 Transfer entries 9.23 Appropriation and re-appropriation 9.24 Deposit works 9.25 Stores 9.25.1 Necessity of stores	11 th Week (19/04/2024-25/04/2024)		
9	9.25.2 Unstamped receipt 9.25.3 Accounting procedure for	12 th Week		

	store 9.25.4 Suspense head 9.25.5 Suspense sub-head 9.25.6 Reserve limit of stock 9.25.7 Indent 9.25.8 Stock taking and shortage and surplus 9.25.9 Classification of store	(26/04/2024-02/05/2024)		
9	9.26 Road metal 9.27 materials charged to work 9.28 issue of material to contractor 9.29 Issue of machinery and equipment 9.30 bincard	13 th Week (03/05/2024-09/05/2024)		
9	9.31 stock register 9.32 write off 9.33 Handing over taking over charge on transfer 9.34 voucher	14 th Week (13/05/2024-18/05/2024)		
9	9.35 Establishments in P.W.D. 9.36 Cash payment to labourers 9.37 Tools and plant	15 th Week (20/05/2024-25/05/2024)		

Assignments

Assignment Serial	Contents of Syllabus Covered	Proposed Week	Actual Date	Remarks
A-1	Unit 1- Introduction, Unit 2- Construction Planning, Unit 3 – Organisation, Unit 4 – Site Organization Unit – 5 Construction Labour, Unit 6 – Control of Progress	6 th Week		
A-2	Unit 7- Inspection Quality & Control , Unit 8- Accidents & Safety in Construction, Unit 9- Public Work Accounts.	13 th Week		

House Test/Class Test

Name of Test	Contents of Syllabus Covered	Proposed Week	Actual Date	Remarks
Class Test 1	Unit 1- Introduction, Unit 2- Construction Planning, Unit 3 – Organisation, Unit 4 – Site Organization Unit – 5 Construction Labour, Unit 6 – Control of Progress	3 rd Week of March		
Class Test 2	Unit 7- Inspection Quality & Control , Unit 8- Accidents & Safety in Construction, Unit 9- Public Work Accounts. (upto 9.15)	3 rd Week of April		
House Test	Unit 1- Introduction, Unit 2- Construction Planning, Unit 3 – Organisation, Unit 4 – Site Organization Unit – 5 Construction	3 rd Week of May		

	Labour, Unit 6 – Control of Progress, Unit 7- Inspection Quality & Control , Unit 8- Accidents & Safety in Construction, Unit 9- Public Work Accounts.			
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Signature of HOD


Signature of Teacher

Department of Civil Engineering
Dr. B.R. Ambedkar Government Polytechnic Ambota, Distt. Una (H.P)

Lesson Plan for Railways Bridges and Tunnels (Semester-6th) Session: (Feb-June 2024)

Sr. No.	MONTH	WEEK	CONTENTS	REMARKS
1	January	Week 5	Introduction to Indian Railways ,Railways surveys: Factors influencing the railways route, brief description of various types of railway survey Classification of permanent way describing its component part	
2	February	Week 1	Rail Gauge; Definition, types, practice in India Rail – types of rails Rail Fastening: Rail joints, types of rail joints, fastening for rails, Fish plates, spikes bearing plates Sleepers: Functions of sleepers, types of sleepers, requirements of an ideal material of Sleepers. Ballast: Function of ballast, requirements of an ideal material of ballast	
		Week 2	Crossing and signalling: Brief description regarding different types of crossing/signalling	
		Week 3	Maintenance of track: Necessity, track fixtures; maintenance and boxing of ballast, maintenance gauges, tools.Drains, methods of construction.	
		Week 4	Introduction □ Bridge–its function and component parts, difference between a bridge and A culvert	
		Week 5	Classification of Bridges □ Their structural elements and suitability:	
3	March	Week 1	According to life-permanent and temporary According to deck level–Deck, through and semi-through □ According to material–timber, masonry, steel, RCC, pre-stressed	
		Week 2	IRC classification	
		Week 3	Bridge Foundations: Introduction to open foundation pile foundation, Well foundation Piers, Abutments and Wing walls Piers–definition, parts; types–solid (masonry and RCC), open	Class test -I
		Week 4	Abutment sand wing walls–definition, types of abutment (straight and tee), abutment with wing walls 47 (straight, splayed, return and curved)	
		Week 5	Bridge bearings Purpose of bearing; types of bearing–fixed plate, rocker and roller	
4	April	Week 1	Maintenance of Bridges Inspection of bridges	
		Week 2	Routine maintenance	
		Week 3	Definition and necessity of tunnels	Class test-II
		Week 4	Typical section of tunnels for a national highway and single and double broad gauge railway track.	
		Week 5	Ventilation-necessity and methods of ventilation, by blowing, exhaust and combination of blowing and exhaust	
5	May	Week 1	exhaust and combination of blowing and exhaust	
		Week 2	Drainage method of draining water in tunnels	
		Week 3	Lighting in tunnels	HOUSE TEST
		Week 4	lining of tunnels	

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DEPARTMENT OF CIVIL ENGINEERING

Lesson Plan Session :- Jan-May 2024

Name of Teacher :- Renu Patial		Name of Subject:- Practice in Communication Skills		Sem:- 6th
Sr. No.	Month	Week	Contents to be taught	Remarks
1	Feburary	1st	Exercise on Phonetics: 1.1 Identifications of English phonemes; 1.2 Stress and Intonation	
		2nd	Exercise on Phonetics: 1.1 Identifications of English phonemes; 1.2 Stress and Intonation	
		3rd	Exercise on Phonetics: 1.3 Speaking exercises with emphasis on voice modulation (reading and extempore)	
		4th	Group Discussion	
2	March	1st	Group Discussion	
		2nd	Exercises on - Self-assessment using tools like SWOT analysis	
		3rd	Exercises on -Listening skills	
		4th	Internet communication and Correspondence: 4.1 Resume writing; 4.2 Covering Letter	
3	April	1st	Internet communication and Correspondence: 4.3 Agenda and Minutes of meeting; 4.4 Business Correspondence	
		2nd	Exercises on: 5.1 Body language and Dress sense 5.2 Etiquettes and mannerism in difficult situations like business meetings, table manners, Telephone etiquette	
		3rd	Exercises on: 5.1 Body language and Dress sense 5.2 Etiquettes and mannerism in difficult situations like business meetings, table manners, Telephone etiquette	
		4th	Exercises on: 5.3 Manners related to opposite gender 5.4 Cross-cultural Communication	
4	May	1st	Mock interviews (telephonic/personal)	
		2nd	Mock interviews (telephonic/personal); Role plays for effective Communication	
		3rd	Role plays for effective Communication	
		4th	Role plays for effective Communication	

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