

Government Polytechnic Hamirpur (H.P.)

Lesson Planning (Theory)

Branch: *Mechanical Engg.*
 Subject: *Communication Skills in English*
 Teacher: *Indu Rani Chandel*

Semester First
 Session : Aug - Dec .2025
 Theory

S. No.	NO. of Lecture	week	Chapter/Unit Description	Detail of Contents	Reference Resources	Remarks
1		3rd,4th ,5th week of August	Unit- 1 communication : Theory and practice	Basics of Comm. : Introduction , meaning and definition,process of comm. etc. . 2. Types of Comm. : Formal and Informal , Verval , non verval & written barriers to effective comm. 3. 7 Cs for comm. (Considerate,Concrete,concise ,clear,complete,correct ,courteous .) 4. Art of Effective comm. .5. Technical Comm. .	R4,R5 ,R6	
2		1st, 2nd week of september	Unit 2 . Soft Skills for professional Excellence	1. Introduction : soft Skills & Hard Skills. 2. Importance of soft skills . 3 . Life skills : Self - Awareness & self analysis , adaptability emotional intelligence 7 empathy etc. . 4. Applying soft skills across cultures.	R4,R5, R6	
3		3rd ,4th,week of september,1st 2nd week of oct.	Unit - 3. Reading Comprehension	Section 1. Short stories 1. The Gift Of The Magi By O . Henry. 2. " Uncle Podger Hangs a Picture " By Jerome K . Jerome . Section 2. Poetry 1. "Night of The Scorpion " By Nissim Ezekiel. 2 " Stpping by Woods on a Snowy Evening " By Robert Frost . 3.	R5	
4		3rd,4th, 5th week of October	Unit .4. Professional Writing .	1. The art of precis writing .2. Letters :Business & Personal . 3. Drafting e-mail, notices ,minutes of a meeting etc .	R5, R3	
5		1st,2nd,3rd,4th week of november	Unit 5. Vocabulary & Grammar	1 Glossary of Administrative Terms . 2. One -Word Substitution, Idioms & Phrases etc . .3.Parts of speech , active & passive voice , Tenses etc. , Punctuation .	R3,R2	

Reference Books:

- R 1 ECS-I Abhishek Publications
- R 2 HG Publication Grammar
- R 3 General English By Lucent
- R 4 Communication Skills By K.K. Dhir
- R 5 ECS - I Eagle Publication
- R 6 ECS -1 True Education

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 Applied sc. & Humanities

GOVT. POLYTECHNIC HAMIRPUR (H.P.)

LESSON PLANING (Practical)

BRANCH: Mechanical Engg.

Semester : First

Subject : communication Skills in English

Session : Aug -Dec 2025

Teacher : Indu Rani Chandol

Laboratory : Language Lab.

Sr. No.	DESCRIPTION OF PRACTICAL	Reference for Procedure /Writeup	Group-1& Group 2	Signature
1	Unit 1.:Listening Skills : Listening Process & practice	Through Internet & You Tube videos & clips	3rd,4th week of August & 1st week of september	
2	Unit II. Introduction to Phonetics 1 Sounds : Consonant , Vowel ,Diphthongs ,etc. Transcription of words (IPA)., Syllable division. 2. Word Stress,Intonation,Voice modulation etc.	Growth & Structure of Modern English By Dr. Ghanshyam Sharma	1st ,3rd,4th, week of September &1st ,2nd ,3rd week of October	
3	Unit III Speaking Skills 1 Group Discussion II. Oral presentations,III. Public Speaking , Business Presentations etc . IV. Conversation practice V. Role Playing VI. Mock Interviews etc.	Kulbhushan Kumar ,Effective Comm. Skills	4th week of October &1st,,3rd,4th week of November	

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Government Polytechnic Hamirpur (H.P.)

Lesson Planning (Theory)

Branch: *Electrical Engg.*
 Subject: Communication Skills in English
 Teacher: *Trohu Loni Chandet*

Semester First
 Session : Aug - Dec .2025
 Theory

S. N o.	No. of Lect ures	week	Chapter/Unit Description	Detail of Contents	Reference Resources	Remarks
1		3rd,4th ,5th week of August	Unit- 1 communication : Theory and practice	Basics of Comm. : Introduction , meaning and definition,process of comm. etc. . 2. Types of Comm. : Formal and Informal , Verval , non verval & written barriers to effective comm. 3. 7 Cs for comm. (Considerate,Concrete,concise ,clear,complete,correct ,courteous .) 4. Art of Effective comm. .5. Technical Comm. .	R4,R5 ,R6	
2		1st, 2nd week of september	Unit 2 . Soft Skills for professional Excellence	1. Introduction : soft Skills & Hard Skills. 2. Importance of soft skills . 3 . Life skills : Self - Awareness & self analysis , adaptability emotional intelligence 7 empathy etc. . 4. Applying soft skills across cultures.	R4,R5, R6	
3		3rd ,4th,week of september,1st 2nd week of oct.	Unit - 3. Reading Comprehension	Section 1. Short stories 1. The Gift Of The Magi By O . Henry. 2. " Uncle Podger Hangs a Picture " By Jerome K . Jerome . Section 2. Poetry 1. "Night of The Scorpion" By Nissim Ezekiel. 2 " Stpping by Woods on a Snowy Evening " By Robert Frost . 3.	R5	
4		3rd,4th, 5th week of October	Unit 4. Professional Writing .	1. The art of precis writing .2. Letters :Business & Personal . 3. Drafting e-mail, notices ,minutes of a meeting etc .	R5, R3	
5		1st,2nd,3rd,4th week of november	Unit 5. Vocbulary & Grammar	1 Glossary of Administrative Terms . 2. One -Word Substitution, Idioms & Phrases etc . .3.Parts of speech , active & passive voice , Tenses etc. , Punctuation .	R3,R2	

Reference Books:

- R 1 ECS-I Abhishek Publications
- R 2 HG Publication Grammar
- R 3 General English By Lucent
- R 4 Communication Skills By K.K. Dhir
- R 5 ECS - I Eagle Publication
- R 6 ECS -1 True Education

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GOVT. POLYTECHNIC HAMIRPUR (H.P.)
LESSON PLANING (Practical)

BRANCH: *Electrical Engg.* Semester : First
 Subject : communication Skills in English Session : Aug -Dec 2025
 Teacher : *Indu Rani Chandel* Laboratory : Language Lab.

Sr. No.	DESCRIPTION OF PRACTICAL	Reference for Procedure	Group-1& Group 2	Signature
1	Unit 1.:Listening Skills : Listening Process & practice	Through Internet & You Tube videos & clips	3rd,4th week of August & 1st week of september	
2	Unit II. Introduction to Phonetics 1 Sounds : Consonant , Vowel ,Diphthongs ,etc. Transcription of words (IPA)., Syllable division. 2. Word Stress,Intonation,Voice modulation etc.	Growth & Structure of Modern English By Dr. Ghanshyam Sharma	1st ,3rd,4th, week of September &1st ,2nd ,3rd week of October	
3	Unit III Speaking Skills 1 Group Discussion II. Oral presentations,III. Public Speaking , Business Presentations etc . IV. Conversation practice V. Role Playing VI. Mock Interviews etc.	Kulbhushan Kumar ,Effective Comm. Skills	4th week of October &1st,,3rd,4th week of November	


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Govt. Polytechnic Hamirpur (H.P.)
Practical Planning & Coverage

Branch : *Electrical Engg.*

Semester : First

Subject : SCA

Session : *Aug - Nov*
2025

Teacher:

Labortary: SCA

Pract. No.	Description of Practical/Activity	Reference for Procedure	Likely Dates	Actual Dates	Signature
1	Awareness regarding voting		2nd, 3rd and 4th week of August		
2	Painting/Poster Making/Essay Writing		1st, 2nd and 3rd week of September		
3	Sports/Cultural activity		4th week of Sept. & 1st week of Oct..		
4	Campus beautification/Plantation		2nd and 3rd week of Oct.		
5	Minor Project (Recycling/Waste material use)		1st, 2nd and 3rd week of November		


Signature of Teacher


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Govt. Polytechnic Hamirpur (H.P.)
Practical Planning & Coverage

Branch : *Mechanics of Engg.*
Subject : Sports and yoga
Teacher: *Indu Rani Chahel*

Semester : First
Session : August 2025- November 2025
Laboratory:

Pract. No.	Description of Practical/Activity	Reference for Procedure	Likely Dates	Actual Dates	Signature
1	Introduction to Physical Education Meaning & definition of Physical Education Aims & Objectives of Physical Education. Changing trends in Physical Education. Olympic Movement Ancient & Modern Olympics (Summer & Winter.) Olympic Symbols, Ideals, Objectives & Values. Awards and Honours in the field of Sports in India (Dronacharya Award, Arjuna Award, Dhyanchand Award, Rajiv Gandhi Khel Ratna Award etc.).		2nd, 3rd and 4th week of August		
2	Physical Fitness, Wellness & Lifestyle Meaning & Importance of Physical Fitness & Wellness. Components of Physical fitness. Components of Health related fitness. Components of wellness. Preventing Health Threats through Lifestyle Change. Concept of Positive Lifestyle. Fundamentals of Anatomy & Physiology in Physical Education , Sports and Yoga Define Anatomy, Physiology & Its Importance. Effect of exercise on the functioning of Various Body Systems. (Circulatory System, Respi- ratory System, Neuro-Muscular System etc.).		5th week of August and 1st and 2nd week of September		
3	Kinesiology, Biomechanics & Sports Meaning & Importance of Kinesiology & Biomechanics in Physical Edu. & Sports. Newton's Law of Motion & its application in sports. o Friction and its effects in Sports. Postures Meaning and Concept of Postures. Causes of Bad Posture. Advantages & disadvantages of weight training. Concept & advantages of Correct Posture. Common Postural Deformities – Knock Knee; Flat Foot; Round Shoulders; Lordosis, Ky- phosis, Bow Legs and Scoliosis. Corrective Measures for Postural Deformities.		3rd, 4th and 5th week of September		
4	Yoga Meaning & Importance of Yoga. Elements of Yoga. Introduction - Asanas, Pranayama, Meditation & Yogic Kriyas Yoga for concentration & related Asanas (Sukhasana; Tadasana; Padmasana & Sha-shankasana). Relaxation Techniques for improving concentration Yognidra. Yoga & Lifestyle Asanas as preventive measures. Hypertension: Tadasana, Vajrasana, Pavan Muktasana, Ardha Chakrasana, Bhujangasana, Sharasana. Obesity: Procedure, Benefits & contraindications for Vajrasana, Hastasana, Trikonasana, Ardh Matsyendrasana. Back Pain: Tadasana, Ardh Matsyendrasana, Vakrasana, Shalabhasana, Bhujangasana. Diabetes: Procedure, Benefits & contraindications for Bhujangasana, Paschimottasana, Pavan Muktasana, Ardh Matsyendrasana. Asthema: Procedure, Benefits & contraindications for Sukhasana, Chakrasana, Gomukhasana, Parvatasana, Bhujangasana, Paschimottasana, Matsyasana.		1st, 2nd and 3rd week of October		
5	Training and Planning in Sports Meaning of Training. Warming up and limbering down. Skill, Technique & Style. Meaning and Objectives of Planning. Tournament – Knock-Out, League/Round Robin Psychology & Sports Definition & Importance of Psychology in Physical Edu. & Sports. Define & Differentiate Between Growth & Development Adolescent Problems & Their Management. Emotion: Concept, Type & Controlling of emotions. Meaning, Concept & Types of Aggressions in Sports. Psychological benefits of exercise. Anxiety & Fear and its effects on Sports Performance. Motivation, its type & techniques. Understanding Stress & Coping Strategies. Doping Meaning and Concept of Doping. Prohibited Substances & Methods. Side Effects of Prohibited Substances.		5th week of October, 1st and 2nd week of November		
6	Sports Medicine and Games First Aid – Definition, Aims & Objectives. Sports Injuries: Classification, Causes & Prevention. o Management of Injuries: Soft Tissue Injuries and Bone & Joint Injuries. Sports / Games Following sub topics related to any one Game/Sport of choice of student out of: Athletics, Badminton, Basketball, Chess, Cricket, Kabaddi, Lawn Tennis, Swimming, Table Tennis, Vol leyball, Yoga etc. History of the Game/Sport. Latest General Rules of the Game/Sport. Specifications of Play Fields and Related Sports Equipment. Important Tournaments and Venues. Sports Personalities. Proper Sports Gear and its Importance.		3rd, 4th and 5th week of November		

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