Govt. Polytechnic   Sunder Nagar Distt. Mandi (H.P.) 175018

Lesson Plan : **Aug.2025 to Nov.2025**

Name of the Teacher : **Suniti Rani**

Subject : **Mathematics -I**

Branch : Computer Engineering **Semester :** **First**

S.No.	Month	Date	Week	Unit	Name of Chapter	Content to be taught	Remarks
1	AUGUST	8,12,13, 14	1st	Trigonometry	Angles and Its Measurement	Measurement of angles in three system & conversions(Ex-1.1)	
2		19,20,21 ,22,23	2nd	Do	T-Ratio of Allied Angles, Addition and Subtraction Formule	Exercise 2.1 , Exercise-3.1	
3		26,27,28 ,29,30	3rd	Do	Transformation of Products into sum or difference and vice versa	Exercise-3.1 & Exercise -4.1	
4	SEPTEMBER	2,3,4,5,6	4th	Do	T-Ratio of multiple & Sub-multiple angles, Graphs of Trigonometrical Functions	Exercise-5.1 & Graphs of sinx & cosx	
5		9,10,11, 12	5th	Differential Calculus	Functions and Limits & Revision of some important questions	Exercise-1.1 , Exercise-1.2 **CLASS TEST -1**	
6		16,17,18 ,19,20	6th	Differential Calculus	Functions and Limits	Exercise-1.2 & Exercise-1.3	
7		23,24,25 ,26,27	7th	Do	Differentiation	Diff. of a Function by 1st Principle(sinx & cosx), Imp. Formulae, Exercise-2.2	
8		30,1,3,4	8th	Do	Diff. of sum, product & quotients of functions and Diff. of fun.of fun.	Exercise-2.2	
9		8,9,10	9th	Do	Inverse Trig. Function	Exercise 2.3	
10	OCTOBER	14,15,16 ,17,18	10th	Do	Logarithmic Differentiation & Revision	Exercise-2.6 , (CLASS TEST -2)	
11		21,22,24 ,25	11th	Algebra	Complex Number	Complex Numbers, Algebra of Complex No.(Exercise-1.1)	
12		28,29,30 ,31,1	12th	Do	Do	Modulus of Comp.No. & Amplitude of Comp. No., Polar Form,Exercise-1.2	
13	NOVEMBER	4,6,7,	13th	Do	**HOUSE TEST**	**HOUSE TEST**	
14		11,12,13 ,14,15	14th	Do	Partial Fractions , Permutations & Combinations	Exercis-2.1, Exercise-2.2 & Exercise-3.1 ,Exercise-3.2, Exrcise-3.3,	
15		18,19,20 ,21,22	15th	Do	Binomial Theorem	Exp. of B. Theorem , Gen. Term ,Middle Term, Constant Term & find the Coeffients (Exercise-4.1)	
16		25,26	16th	Do	Binomial Theorem	Properties of Binomial Coefficient (Exercise-4.2)	

Teacher's Signature

Suniti Rani (Lect. Mathematics)

HOD

Applied Science & Humanity

LESSON PLAN

Program Name	DIPLOMA (Elect.,Auto, Civil. & Computer Engg.)
Course/ Subject Name	Communication Skills In English
Course/ Subject Code	HS 101
Course/Subject Coordinator Name	Vandna Chandel

Evaluation scheme

Sr. No.	Subject Name	Study scheme (Hrs/Week)	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
			Theory	Practical	Theory	Practical
1.	Communication Skills in English	2(Th)+1(DCS)+2(Pr.)	40	40	60	60

Reference books:	1.The Functional Aspects of Communication Skills
	2.H. G Publications English Grammar
	3.Comm. Skills in English by True Edu Publications
	4.General English By Lucent

Course Outcomes: After the completion of the course the students will:

CO1	Develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers writers.
CO2	Be informed of the latest trends in basic verbal activities such as presentation facing interviews and other forms of communication.
CO3	Also Develop Skill of group presentation and communication in team.
CO4	Develop Non-Verbal Communication such as proper use of body language and gesture.

Teaching Plan:

Lecture No.	Name of topic	Actual date	Remarks
1.	**Unit-1 Communication: Theory and Practice** **Introduction** Basics of communication, Introduction meaning and definition, process of communication etc.		
2.	Types of Communication: Formal & Informal		
3	Verbal, Non-Verbal and written communication		

	4	Barriers to effective communication		
	5	7Cs for effective communication		
	6	Art of effective communication, (Choosing Words, Voice Modulation, Clarity, time, Simplification of Words		
	7	Technical Communication.		
	8	**Unit-2 Soft Skills For Professional Excellence:** Introduction: Soft Skills and Hard skills Importance of soft skills		
	9	Life Skills, Self Awareness and self analysis,		
	10	Adaptability, resilience		
	11	Emotional intelligence and empathy etc		
	12	**Unit- 3 Reading Comprehension Section: Short Stories 1. The Gift Of Magi**		
	13	The Gift Of Magi		
	14	The Gift Of Magi		
	15	2.Uncle Podger Hangs a Picture		
	16	Uncle Podger Hangs a Picture		
	17	**Section :2 Poetry** 1.Night Of the Scorpion		
	18	Night Of the Scorpion		
	19	2.Stopping By Woods On A snowy Evening		
	20	3. Where the Mind Is without fear		
	21	**Unit-4. Professional writing**		
	22	Letters: Business and Personal		
	23	Letters: Business and Personal		
	24	Drafting e-mails		

25	Notices		
26	Minutes Of Meeting		
27	The Art of précis writing		
28	The Art of précis writing		
29	**UNIT:5 Vocabulary and Grammar** Glossary of administrative terms(Hindi and English)		
30	One-word substitution		
31	One-word substitution		
32	Idioms and phrases		
33	Idioms and phrases		
34	Parts of Speech		
35	Part of Speech		
36	Active and Passive voice		
37	Active and Passive Voice		
38	Active and Passive Voice		
39	Tenses		
40	Tenses		
41	Punctuation.		
42	Punctuation.		

Assignments:
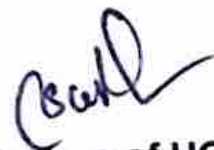
Assignment serial	Contents of syllabus covered	Actual date	Remarks
A-1	Communication and Soft Skills& Reading comprehension		
A-2	Professional Writing And Vocabulary		

House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed Date	Actual date	Remarks
CT-I	30% of the syllabus			
CT-II	Next 30% of the syllabus			
House Test	80% of the syllabus			

Lab Plan (101):

Sr. No.	Name of Practical	Actual Date		Remarks
		G-A	G-B	
1	**Unit-1 listening Skills:** Listening process and practice, introduction to recorded lectures, poems, interviews and speeches, listening tests.			
2	**Unit-2 introduction to phonetics** 1. Sounds: Consonant, Vowel, Diphthongs etc. transcription of words(IPA) Syllable Division			
3	2. **Words , Stress, Intonation, Voice Modulation etc.**			
4	**Unit-3 Speaking Skills Standard and Formal speech**			
5	Group Discussion			
6	Oral Presentation			
7	Public Speaking, Business presentation etc.			
8	Conversation Practice			
9	Mock Interview			
10	Role playing			

Subject Teacher

Signature of HOD