**UTKAL GOURAV MADHUSUDAN INSTITUTE OF TECHNOLOGY, RAYAGADA**

 **Academic Lesson Plan for summer semester- 2022**

Name of the teaching faculty: **Barsarani Misra**  Discipline / Dept.: **EE**

Semester: **6th** Subject (Practical): Life Skill

No. of periods per week: **2** Total Periods**: 30**

Sessional: **50**

Total Marks: **50**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Period** | **UNIT/CHAPTER** | **Topic to be covered** |
|  |  1st | SOCIAL SKILL | Society, Social Structure, Develop Sympathy and Empathy Swot Analysis – Concept, How to make use of SWOT Inter personal Relation: Sources of conflict, Resolution of conflict , , |
| 1ST  |  2nd |
|  |  1st |
| 2ND  |  2nd |
|  |  1st | PROBLEM SOLVING | Identify and clarify the problem, Information gathering related to problem, Evaluate the evidence , Consider alternative solutions and their implications , Choose and implement the best alternative , Review |
| 3RD  |  2nd |
|  |  1st |
| 4TH  |  2nd |
|  |  1st | Problem solving techniques: 1) Trial and error, 2) Brain storming, 3) Lateral (Out of Box) thinking |
| 5TH  |  2nd |
|  |  1st |
| 6TH  |  2nd |
|  |  1st | . PRESENTATION SKILL | Body language , Dress like the audience |
| 7TH  |  2nd |
|  |  1st | Voice and language – Volume, Pitch, Inflection, Speed, Pause |
| 8TH  |  2nd |
| 9th | 1st | Pronunciation, Articulation, Language, Practice of speech. |
|  | 2nd | Use of AV aids such as Laptop with LCD projector, white board etc. |
|  | 1st | GROUP DISCUSSION AND INTERVIEW TECHNIQUES | Introduction to group discussion, Ways to carry out group discussion, |
| 10TH | 2nd | Parameters— Contact, body language, analytical and logical thinking, decision making |
|  | 1st | Dress, Posture, Gestures, facial expression, Approach |
| 11TH | 2nd | Tips for handling common questions |
|  | 1st | WORKING IN TEAM | Understand and work within the dynamics of a groups |
| 12TH | 2nd |
|  | 1st | Tips to work effectively in teams |
| 13TH | 2nd | Establish good rapport, interest with others and work effectively with them to meet common objectives, |
|  | 1st | Tips to provide and accept feedback in a constructive and considerate way |
| 14TH | 2nd | Leadership in teams, Handling frustrations in group |
|  | 1st | TASK MANAGEMENT | Introduction, Task identification, Task planning |
| 15TH | 2nd | organizing and execution, Closing the task |