

Discipline : Civil Engg.	Semester: 5th	Name of the Teaching Faculty:DIPTI PANIGRAHI
Subject:PROFESSIONAL SKILLS	No. of	Semester From Date: 01.07.2026 To Date: 05.11.2026
		No. of Weeks: 18 Weeks
WEEK	Class Days	TOPIC TO BE COVERED
1ST	1p	Communication Skills (8HR) Communication, Types of communication, Active listening, Types Key features
	2p	Elements of active listening , Barriers of Active listening, Verbal and non-verbal communication , Types of verbal and non verbal communication
2ND	1p	Written communication, importance of written communication, objective, Types of written communication, advantages and disadvantages process of written communication
	2p	Presentation skills, Importance of presentation, Essentials for making a presentation work, Elements of Presentation, presentation tips for an Effective Presentation
3RD	1p	Conflict resolution, causes of conflict in the Workplace, Types of Conflict, Importance of Conflict Resolution
	2p	Conflict Resolution process, Techniques, advantages, Skills Required for Conflict Resolution
4TH	1p	Teamwork and Collaboration (8HR) Building trust within a team, Meaning, Importance of Building trust, Key Elements, Ways to Build Trust Within a team
	2p	Barriers to Trust Building, Effective collaboration strategies
5TH	1p	Role delegation and responsibility sharing, meaning of Role delegation and Responsibility Sharing, Importance,
	2p	Principles of Effective Role Delegation, Strategies for Effective Responsibility Sharing, Challenges,
6TH	1p	Role of Leadership in Delegation and Responsibility Sharing
	2p	Conflict resolution within a team, Problem-Solving (8HR), Meaning of Problem solving
7TH	1p	Identifying root causes of issues, Importance, Steps to identify root causes , Techniques used in Root Cause Analysis, Challenges in Identifying Root causes
	2p	Generating solutions and evaluating options, Implementation of Solution ,Criteria for Evaluation
8TH	1p	Decision-making under pressure, Steps for Decision Making Under Pressure, Techniques to Improve Decision Making Under Pressure
	2p	Critical thinking skills, Components, Steps in Critical thinking, Techniques to Improve Critical thinking

nt Comparison (Part

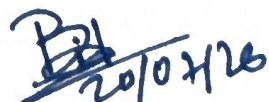
Stages of construction, availability of materials.

Surface characteristic, penetration of

maintenance, initial cost.

9TH	1p	Triple constraint Issues, Time Management(6hr) Importance of Time management, Prioritization and task management,
	2p	Setting realistic deadlines, meaning, Importance, steps to set realistic deadlines
10TH	1p	Effective time planning and organization, meaning of time planning, Importance, key Elements of Effective Time Planning
	2p	Organization Techniques in Time management , Strategies, common Problems in time management
11TH	1p	Emotional Intelligence (8HR) Self-awareness and emotional regulation,importance of emotional intelligence,meaning of self awareness,self regulation
	2p	Empathy and understanding others' emotions ,types of empathy,
12TH	1p	Managing interpersonal relationships,key components of managing interpersonal relationship,importance,
	2p	strategies for managing interpersonal relationship
13TH	1p	Stress management,role of emotional intelligence in stress management,importance of stress management.
	2p	Techniques for stress management
14TH	1p	Professional Ethics and Integrity(7HR),Workplace ethics and code of conduct,
	2p	key feature of workplace ethics,meaning of code of conduct,importance of workplace ethics
15TH	1p	importance of code of conduct ,Confidentiality and data privacy
	2p	principles of confidential data privacy,Professional accountability
16TH	1p	importance of professional accountability,key elements of professional accountability
	2p	relationship with professional ethics and integrity
17TH	1p	Important Considerations ,key consideration in professional ethics and integrity
	2p	Do
18TH	1p	importance,application in professional life
	2p	Do

Dipti Panigrahi
20.7.2026
Signature of Faculty


20/07/26
Signature of HOD