

Academic Lesson Plan of Summer 2024

Discipline: Information Technology	Semester : 6th	Name of the Teaching faculty: Archana Tripathy
Subject :	No.of Days/per week class allotted : 02	Semester from date : 16/01/2024 to 26/04/2024
LIFE SKILL	Class Day	No. of weeks : 15
		Theory / Practical Topics
January 3rd	16-01-2024	1. SOCIAL SKILL, Society, Social Structure, Develop Sympathy and Empathy
	18-01-2024	Swot Analysis – Concept, How to make use of SWOT
January 4th	25-01-2024	Inter personal Relation: Sources of conflict,
January 5th	30-01-2024	Resolution of conflict, Ways to enhance interpersonal relation
February 1st	01-02-2024	2. PROBLEM SOLVING, Steps of Problem solving: Identify and clarify the problem, Information gathering related to problem, Evaluate the evidence, Consider alternative solutions and their implications
February 2nd	06-02-2024	Choose and Implement the best alternative, Review, Problem solving techniques:
	08-02-2024	3. PRESENTATION SKILL , Body language , Dress like the audience, Posture, Gestures, Eye contact and facial expression. STAGE FRIGHT,
February 3rd	13-02-2024	Voice and language – Volume, Pitch, Inflection, Speed, Pause, Posture, Gestures, Eye contact and facial expression. STAGE FRIGHT,
	15-02-2024	Pronunciation, Articulation, Language, Practice of speech., Use of AV aids such as Laptop with LCD projector, white board etc.
February 4th	20-02-2024	4. GROUP DISCUSSION AND INTERVIEW TECHNIQUES
	22-02-2024	Group Discussion: Introduction to group discussion, Ways to carry out group discussion, Parameters— Contact, body language, analytical and logical thinking, decision making
February 5th	27-02-2024	No Class
March 1st	29-02-2024	Interview Technique : Dress, Posture, Gestures, facial expression, Approach
March 2nd	07-03-2024	Tips for handling common questions.
March 3rd	12-03-2024	5. WORKING IN TEAM, Understand and work within the dynamics of a groups., Tips to work effectively in teams,
	14-03-2024	Establish good rapport, interest with others and work effectively with them to meet common objectives,
March 4th	19-03-2024	Tips to provide and accept feedback in a constructive and considerate way ,
	21-03-2024	Leadership in teams, Handling frustrations in group.
March 5th	28-03-2024	6. TASK MANAGEMENT , Introduction, Task identification, Task planning , organizing and execution, Closing the task
April 1st	02-04-2024	Revision And discussion about SWOT analysis, Solve the True life problem assigned by the Teacher.
April 2nd	04-04-2024	Working in a Team, Mock Interview
April 3rd	09-04-2024	Discuss a topic in a group and prepare minutes of discussion. Deliver a seminar for 5 minutes using presentation aids on the topic given by your teacher.
	16-04-2024	Continue
	18-04-2024	Continue
April 4th	23-04-2024	7. Task Management, Revision And discussion about SWOT analysis
	25-04-2024	Solve the True life problem assigned by the Teacher Working in a Team, Mock Interview, Discuss a topic in a group and prepare minutes of discussion. .


 16.1.24
 SIGNATURE OF THE FACULTY