

## Detailed Teaching Plan

July - Dec. 2024

Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
01	01	Types of Sentences - Affirmative	24/09/24	18/09/24	
02	01	Transformation - Affirmative → Negative	25/09/24	19/09/24	
03	01	Transformation - Affirmative → Interrogative	28/09/24	20/09/24	
04	01	Determiners - Articles - Definite	30/09/24	21/09/24	
05	01	_____ - Indefinite	30/09/24	23/09/24	
06	01	Use of some, any, many, much, each, every	01/10/24	23/09/24	
07	01	Tenses - Structure, Translation, Sound	02/10/24	24/09/24	
08	01	Active - Passive → Structure, Translation	05/10/24	25/09/24	
09	01	Active - Passive → Transformation	14/10/24	28/09/24	
10	01	Preposition - A study	11/10/24	30/09/24	
11	01	Preposition - Practice Set	15/10/24	30/09/24	
12	01	Subject-Verb Agreement - Rules	16/10/24	01/10/24	
13	01	Subject-Verb Agreement - Practice set I	19/10/24	05/10/24	
14	01	Subject-Verb Agreement - Practice set II	21/10/24	14/10/24	
15	02	Communication - An Introduction	21/10/24	14/10/24	
16	02	Objectives of Communication	22/10/24	15/10/24	
17	02	Elements of Communication Process	23/10/24	16/10/24	
18	02	Seven C's of Communication	26/10/24	19/10/24	
19	02	Different Communication Skills - Listening	06/11/24	21/10/24	
20	02	_____ - Speaking	08/11/24	21/10/24	

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Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
21	02	Different Communication Skills - Reading	09/11/24	22/10/24	
22	02	————— - Writing	11/11/24	26/10/24	
23	02	Listening vs. Hearing	11/11/24	06/11/24	
24	02	Process of Listening	12/11/24	08/11/24	
25	02	Purpose of Listening	13/11/24	09/11/24	
26	02	Techniques of effective Listening	16/11/24	12/11/24	
27	03	A Letter to God - Reading story	18/11/24	13/11/24	
28	03	—————	18/11/24	16/11/24	
29	03	Discussion of summary & Questions	19/11/24	18/11/24	
30	03	Selfish Giant - Reading story	20/11/24	18/11/24	
31	03	—————	23/11/24	19/11/24	
32	03	Discussion of Summary & Questions	25/11/24	20/11/24	
33	03	An astrologer's Day - Reading story	25/11/24	23/11/24	
34	03	—————	26/11/24	25/11/24	
35	03	Discussion of summary & Questions	30/11/24	25/11/24	
36	03	Language of Science - Reading <sup>text</sup> <del>story</del>	02/12/24	26/11/24	
37	03	Discussion of Exercise	02/12/24	30/11/24	
38	03	Discussion of Question - Answers	03/12/24	02/12/24	
39	03	Non-Conventional sources of energy - Reading <sup>Text</sup> <del>Text</del>	04/12/24	02/12/24	
40	03	Discussion of Exercise	07/12/24	03/12/24	

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41	03	Discussion of Question - Answers	09/12/24	04/02/24	
42	03	Our Environment - Reading Text	09/12/24	07/12/24	
43	03	Discussion of Exercise	10/12/24	09/12/24	
44	03	Discussion of Question - Answers	16/12/24	09/12/24	
45	03	Entrepreneurship - An Introduction	20/12/24	10/12/24	
46	03	Entrepreneurship - Reading Text	21/12/24	16/12/24	
47	03	Discussion of Exercise	30/12/24	20/12/24	
48	03	Discussion of Question - Answers	30/12/24	21/12/24	
49	01	Sentence Transformation → Affirmative - Neg	31/12/24	20/12/24	
50	01	———— Affirmative - Interrogative	01/01/25	30/12/24	
51	01	———— Affirmative - Intens - Negative	02/01/25	31/12/24	
52	01	One word substitution - Practice	04/01/25	01/01/25	
53	01	Practice Set - 1 Tenses	06/01/25	02/01/25	
54	01	Practice Set - 2 Tenses	08/01/25	04/01/25	
55	01	Practice Set - 1 Active - Passive	07/01/25	06/01/25	
56	02	Practice set - 2 ————	10/01/25	06/01/25	
57	01	Practice set - 1 → Subject - Verb Agreement	15/01/25	07/01/25	
58	01	Practice set - 2 → Sub - Verb Agreement	18/01/25	10/01/25	
59	01	Practice set - 1 Articles	20/01/25	15/01/25	
60	01	Practice set - 2 Articles	20/01/25	18/01/25	

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## Detailed Teaching Plan

JAN - JUNE 2025

Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
1	1	Auxiliary Verbs - An Introduction	24-03-2025	24-03-2025	All Topics Covered
2	<del>1</del>	Auxiliary Verbs - Can, Could	26-03-2025	As per Planned Date	✓
3	✓	May, Might	27-03-2025	✓	✓
4	✓	will, would, shall, should	01-04-2025	✓	✓
5	✓	Modifiers - An Introduction	02-04-2025	✓	✓
6	✓	Modifiers - Exercise	03-04-2025	✓	✓
7	✓	Adverbial Phrases	07-04-2025	✓	✓
8	✓	Degree - Introduction	08-04-2025	✓	✓
9	✓	Rules (conversion)	21-04-2025	✓	✓
10	✓	Degree - Conversion Practice	22-04-2025	✓	✓
11	✓	Narration - An Introduction	23-04-2025	✓	✓
12	✓	Narration - Conversion - Assertive	25-04-2025	✓	✓
13	✓	- Interrogative	01-05-2025	✓	✓
14	✓	Imperative	02-05-2025	✓	✓
15	✓	Exclamatory	03-05-2025	✓	✓
16	✓	Narration - Practice (conversion)	05-05-2025	✓	✓
17	2	Verbal / Non-Verbal Communication	06-05-2025	✓	✓
18	✓	Static features of N.V. Comm	07-05-2025	✓	✓
19	✓	Dynamic	08-05-2025	✓	✓
20	✓	Comparative study of V. & N.V. Communication	13-05-2025	✓	✓

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Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
21	2	Comparison between Static & Dynamic	14-05-2025	As per Planned date	All Topics covered
22	—	Features of Non-Verbal Comm.	15-05-2025	—	—
23	3	Paragraph Writing - Introduction	19-05-2025	—	—
24	—	Rules of Paragraph Writing	20-05-2025	—	—
25	—	Paragraph writing Practice - Discipline	21-05-2025	—	—
26	—	My First Day at Polytechnic	22-05-2025	—	—
27	—	Entrepreneurship	23-05-2025	—	—
28	—	Problem of Ragging	24-05-2025	—	—
29	—	Purposes of Letter	26-05-2025	—	—
30	—	Characteristics of a good Letter	27-05-2025	—	—
31	—	Types of Letters	28-05-2025	—	—
32	—	Resume Writing Tips	29-05-2025	—	—
33	—	Job Application Writing Practice	30-05-2025	—	—
34	—	Business Letters - Introduction	16-06-2025	—	—
35	—	Letter of Enquiry	17-06-2025	—	—
36	—	Letter of Reply to Enquiry	18-06-2025	—	—
37	—	Supply order Letter	19-06-2025	—	—
38	—	Complaint Letter - Introduction	20-06-2025	—	—
39	—	Delay in Delivery	21-06-2025	—	—
40	—	Shortage in Delivered Items	25-06-2025	—	—

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Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
41	3	Complaint Letter - Damaged material received	01-07-2025	As Planned Date	All Topics covered
42	<del>u</del>	Inferior Quality Goods	02-07-2025	<del>u</del>	<del>u</del>
43	4	Report Writing - An Introduction	03-07-2025	<del>u</del>	<del>u</del>
44	<del>u</del>	Characteristics of Good Report	04-07-2025	<del>u</del>	<del>u</del>
45	<del>u</del>	Types of Technical Report	05-07-2025	<del>u</del>	<del>u</del>
46	<del>u</del>	General Outline of Project Report	23-07-2025	<del>u</del>	<del>u</del>
47	<del>u</del>	<del>u</del>	25-07-2025	<del>u</del>	<del>u</del>
48	<del>u</del>	<del>u</del>	28-07-2025	<del>u</del>	<del>u</del>
49	<del>u</del>	Progress Report of Building Construction	29-07-2025	<del>u</del>	<del>u</del>
50	<del>u</del>	<del>u</del> Road Construction	30-07-2025	<del>u</del>	<del>u</del>
51	<del>u</del>	Notice - Introduction	31-07-2025	<del>u</del>	<del>u</del>
52	<del>u</del>	Public Notice Writing	01-08-2025	<del>u</del>	<del>u</del>
53	<del>u</del>	Purposes of Notice	02-08-2025	<del>u</del>	<del>u</del>
54	<del>u</del>	Format of Notice	04-08-2025	<del>u</del>	<del>u</del>
55	<del>u</del>	Mail - An Introduction	05-08-2025	<del>u</del>	<del>u</del>
56	<del>u</del>	Purpose of E-mail	06-08-2025	<del>u</del>	<del>u</del>
57	<del>u</del>	Format of E-mail	07-08-2025	<del>u</del>	<del>u</del>
58	<del>u</del>	Mail Writing Workshop	11-08-2025	<del>u</del>	<del>u</del>
59	<del>u</del>	Notice Writing Exercise	13-08-2025	<del>u</del>	<del>u</del>
60	<del>u</del>	Mail Writing Exercise	14-08-2025	<del>u</del>	<del>u</del>
61	1	Degree - Exercise	18-08-2025	<del>u</del>	<del>u</del>
62	<del>u</del>	Narration - Exercise	19-08-2025	<del>u</del>	<del>u</del>

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JAN - JUNE 2025

Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
1	1	Concept of Entrepreneur & Intrapreneur	08-01-25	08-01-25	
2	—	Benefits of becoming Entre/Intrapreneur	09-01-25	As planned Date	
3	—	Scope of Entrepreneur in local/Global market	14-01-25	—	
4	—	Planning of Establishment of enterprise	15-01-25	—	
5	—	Traits of Successful Entrepreneur - I	16-01-25	—	
6	—	— - II	21-01-25	—	
7	—	Calculated Risk taking, Risk taking simulation	23-01-25	—	
8	—	Business opportunity Guidance	28-01-25	—	
9	2	Concept of Achievement Motivation	04-02-25	—	
10	—	Motivation Cycle	05-02-25	—	
11	—	Concept of Need for Achievement	06-02-25	—	
12	—	Achievement Assessment Tools Ring Toss Game	10-02-25	—	
13	—	Boat making, Building Block	11-02-25	—	
14	—	TAT Stories, Who am I	18-02-25	—	
15	—	Interpretation & Action Plan for self development	19-02-25	—	
16	3	Creativity - Divergent Thinking	20-02-25	—	
17	—	— Creativity Techniques	24-02-25	—	
18	—	Innovation - Types	25-02-25	—	
19	—	— - Applications	04-03-25	—	
20	—	Product Life Cycle	10-03-25	—	

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Lecture No.	Unit No.	Topics to be covered	Planned Date	Execution Date	Remarks
21	3	New Product Development Process	11-03-25	As per Planned	
22	—	Product Development & Innovation	12-03-25	—	
23	4	Forms of Business Organisation	17-03-25	—	
24	—	Self Proprietorship Partnership	18-03-25	—	
25	—	Co-operative, Public, Private Ltd.	19-03-25	—	
26	—	Section-8 Company LLP	24-03-25	—	
27	—	Institutional support for Entre	26-03-25	—	
28	—	MSMEI, CSIDC, NSIC, KVIC, NABARD, SIDBI	01-04-25	—	
29	—	Promotion Schemes of Centre & State	02-04-25	—	
30	—	Marketing Mix, Market Survey	03-04-25	—	
31	—	Inventory Control Store Management	16-04-25	—	
32	—	Manpower Plan, Hiring Process, Performance Appraisal	17-04-25	—	
33	5	Forms of business plan/Techno Economic feasibility Report	21-04-25	—	
34	—	Demand & Annual Production based on market survey	22-04-25	—	
35	—	Outline Production/Service Process	23-04-25	—	
36	—	Land, Building Machinery Requirement	24-04-25	—	
37	—	Power, utilities & Raw Material Requirement	28-04-25	—	
38	—	Fixed capital, working capital, Subsidy etc.	29-04-25	—	
39	—	Means of Finance, Calculation of Interest	30-04-25	—	
40	—	Profitability analysis, Break-Even Point	13-05-25	—	

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Dr. S. K. Nayak