

Name of Faculty : Mr. Rajan Dabar
 Discipline : Mechanical Engineering
 Semester : VI
 Subject : EMPLOYABILITY SKILLS – II
 Lesson Plan Duration : 15 Weeks (9 January onwards)

Week	Theory		Practical Day	
	Lecture Day	Topic (Including assignment/test)	Practical Day	Topic
I	1		1	How to prepare a resume and Covering Letter,How to Face Interview Do's and Don't During Interviews
	2			
	3			
II	4		2	Mock Interview practice
	5			
	6			
III	7		3	Make a Checck list to attend a meeting with Senior, peer & subordinate
	8			
	9			
IV	10		4	Mock meeting
	11			
	12			
V	13		5	Group discussion rules, points to be remember during GD
	14			
	15			
VI	16		6	Group Discussion
	17			
	18			
VII	19		7	Group Discussion
	20			
	21			
VIII	22		8	How to make a power point Presentation, Elements of Good Presentation, Various Tools used to make a presentation.
	23			
	24			
IX	25		9	Power Point Presentation (10 Minutes only)
	26			
	27			
X	28		10	Power Point Presentation (10 Minutes only)
	29			

	30			
XI	31		11	Paper Reading Exercies
	32			
	33			
XII	34		12	Paper Reading Exercies
	35			
	36			
XIII	37		13	To Give Seminar on any topic of Mech Engg. With report
	38			
	39			
XIV	40		14	To Give Seminar on any topic of Current Affair With report
	41			
	42			
XV	43		15	Viva-Voce
	44			
	45			