

Discipline: Mechanical Engg.	Semester: 5th	Name of the Teaching Faculty: ANUP RANA Designation: Lecturer S-1
Subject: Professional Skills (Th.5 C)	No. of days/week class allotted: 03	Semester From: 01.07.2026 to 05.11.2026 No. of weeks: 15
Week	Class Day	Theory/Practical Topics
1 ST	1 st	Unit I: Introduction to Professional Skills and Communication Skills
	2 nd	Active Listening – Principles and Techniques
	3 rd	Verbal Communication – Effective Speaking Skills
2 ND	1 st	Non-Verbal Communication – Body Language, Gestures and Facial Expressions
	2 nd	Written Communication – Professional Letters, Emails and Reports
	3 rd	Presentation Skills – Planning and Delivering Effective Presentations
3 RD	1 st	Conflict Resolution – Communication Strategies
	2 nd	Practical Activities on Communication Skills
	3 rd	Revision and Discussion on Unit I
4 TH	1 st	Unit II: Teamwork – Importance and Characteristics of Effective Teams
	2 nd	Building Trust within a Team
	3 rd	Effective Collaboration Strategies
5 TH	1 st	Role Delegation and Responsibility Sharing
	2 nd	Conflict Resolution within a Team
	3 rd	Team Building Activities and Revision
6 TH	1 st	Unit III: Problem Solving – Identifying Root Causes of Issues
	2 nd	Generating Alternative Solutions
	3 rd	Evaluating Options for Effective Decision Making
7 TH	1 st	Decision Making under Pressure
	2 nd	Critical Thinking Skills
	3 rd	Triple Constraint Issues and Case Studies
8 TH	1 st	Problem Solving Exercises
	2 nd	Group Discussion on Decision Making
	3 rd	Revision of Unit III
9 th	1 st	Unit IV: Time Management – Importance and Benefits
	2 nd	Prioritization and Task Management
	3 rd	Setting Realistic Deadlines
10 TH	1 st	Effective Time Planning and Organization
	2 nd	Practical Time Management Techniques
	3 rd	Revision of Unit IV
	1 st	Unit V: Emotional Intelligence – Self-Awareness and Emotional

11 TH		Regulation
	2 nd	Empathy and Understanding Others' Emotions
	3 rd	Managing Interpersonal Relationships
12 th	1 st	Motivation and Self-Motivation
	2 nd	Social Skills and Emotional Intelligence (EQ)
	3 rd	Stress Management Techniques
13 TH	1 ST	Practical Activities on Emotional Intelligence
	2 ND	Revision of Unit V
	3 rd	Case studies of Emotional Intelligence
14 th	1 ST	Unit VI: Workplace Ethics and Code of Conduct
	2 ND	Confidentiality and Data Privacy
	3 rd	Professional Accountability
15 th	1 st	Important Considerations in Professional Ethics and Integrity
		Case Studies on Professional Ethics, Integrity and Workplace Behavior
	2 nd	Overall Course Revision, Group Discussion and End Semester Preparation
	3 rd	Important Considerations in Professional Ethics and Integrity
TOTAL NO. OF CLASSES=45		

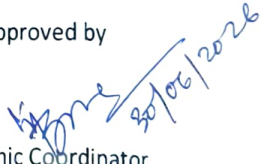
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