

**DEPARTMENT OF COMPUTER ENGINEERING**  
**SIRDA POLYTECHNIC SUNDERNAGAR**  
**DISTT.- MANDI (H.P.) - 175019**

**LESSON PLAN**

Program Name	EEE
Subject Name	Technical Communication
Subject Code	ASOE302
Semester	6th
Subject Teacher Name	Promila Sharma

	Name of Topic	Proposed Date	Actual Date	Remarks
<b>Unit-I Fundamental of Technical communication</b>	<b>Introduction:</b>	27-01-2026		
	Language as a tool of communication	28-01-2026		
	Language as a tool of communication	29-01-2026		
	Feature of Technical communication	02-02-2026		
	Feature of Technical communication	03-02-2026		
	Distinction between General and Technical communication	05-02-2026		
	Distinction between General and Technical communication	06-02-2026		
	Channels of communication at workplace: Downward, upward, Lateral or Horizontal,	09-02-2026		
	Channels of communication at workplace: Downward, upward, Lateral or Horizontal, Diagonal, Grapevine, Consensus	10-02-2026		
	Channels of communication at workplace: Downward, upward, Lateral or Horizontal, Diagonal, Grapevine, Consensus	12-02-2026		
	Barriers to Communication and overcoming barriers	13-02-2026		
	Barriers to Communication and overcoming barriers	16-02-2026		
	Barriers to Communication and overcoming barriers	17-02-2026		
<b>Unit-II Technical writing</b>	<b>Types of Technical writing</b>	19-02-2026		
	Drafting skills: Agenda and Minutes of Meeting, Official and Business Correspondence	20-02-2026		
	Drafting skills: Agenda and Minutes of Meeting, Official and Business Correspondence	23-02-2026		
	Defferent format of Report writing	24-02-2026		
	Defferent format of Report writing	26-02-2026		
	Basic of Grammar: Spotting errors in sentence	27-02-2026		
	Basic of Grammar: Spotting errors in sentence	02-03-2026		
	Basic of Grammar: Spotting errors in sentence	03-03-2026		
	Basic of Grammar: Spotting errors in sentence	05-03-2026		
	Basic of Grammar: Spotting errors in sentence	06-03-2026		
	resume Writing and covering letter	09-03-2026		
	resume Writing and covering letter	10-03-2026		
	<b>CT-1</b>	12-03-2026		
resume Writing and covering letter	13-03-2026			

What  
int

Unit-III Presentation skills	Concept and Significance of Presentation skills	16-03-2026		
	Concept and Significance of Presentation skills	17-03-2026		
	Steps of a effective Presentation	19-03-2026		
	Steps of a effective Presentation	20-03-2026		
	Steps of a effective Presentation	23-03-2026		
	elements of effective presentation skills,including public speaking clarity of substance; Emotion,Humour, Overcoming fear, confident speaking, Audience Anaylisis and retention of audience interest	24-03-2026		
	elements of effective presentation skills,including public speaking clarity of substance; Emotion,Humour, Overcoming fear, confident speaking, Audience Anaylisis and retention of audience interest	27-03-2026		
	elements of effective presentation skills,including public speaking clarity of substance; Emotion,Humour, Overcoming fear, confident speaking, Audience Anaylisis and retention of audience interest	30-03-2026		
	elements of effective presentation skills,including public speaking clarity of substance; Emotion,Humour, Overcoming fear, confident speaking, Audience Anaylisis and retention of audience interest	02-04-2026		
	how to improve Presentation skills	06-04-2026		
	<b>CT-2</b>			
	how to improve Presentation skills	07-04-2026		
	Unit IV Speaking skills	how to improve Presentation skills	09-04-2026	
What are speaking skills and characteristics of a Good speech		10-04-2026		
What are speaking skills and characteristics of a Good speech		13-04-2026		
What are speaking skills and characteristics of a Good speech		16-04-2026		
What is panel discussion and its procedure		17-04-2026		
What is panel discussion and its procedure		20-04-2026		
job interview skills-what to do before after end during interview		21-04-2026		
job interview skills-what to do before after end during interview		23-04-2026		
job interview skills-what to do before after end during interview		24-04-2026		
body language examples and their meanings - positive and negative. body language for interviews		27-04-2026		
body language examples and their meanings - positive and negative. body language for interviews		28-04-2026		
body language examples and their meanings - positive and negative. body language for interviews		30-04-2026		
difference between etiquettes and manners table etiquettes business ,business etiquettes, telephone etiquettes,		04-05-2026		
drressing etiquettes ,and workplace etiquettes, how to get a long with opposite gender		05-05-2026		
difference between etiquettes and manners table etiquettes business ,business etiquettes, telephone etiquettes, dressing etiquettes ,and workplace etiquettes, how to get a long with opposite gender		07-05-2026		
what are the elements of voice modulation (quality intonation, pronunciation; articulation; stress and accent, tips for better voice modulation		08-05-2026		

Unit IV  
Speaking skills

what are the elements of voice modulation (quality intonation; pronunciation; articulation; stress and accent; tips for better voice modulation	11-05-2026		
what are the elements of voice modulation (quality intonation; pronunciation; articulation; stress and accent; tips for better voice modulation	12-05-2026		
Revision	14-05-2026		
Revision	15-05-2026		
Revision	18-05-2026		
Revision	19-05-2026		
Revision	21-05-2026		
Revision	22-05-2026		
Revision	25-05-2026		
Revision	26-05-2026		



(Signature of Teacher)



(Signature of HOD)



Principal  
SIRDA Polytechnic  
Sundernagar Distt. Mandi (H.P.)  
Principal,  
SIRDA Polytechnic,  
Naulakha, P. O. Kanold,  
Sunder Nagar, Mandi (HP)

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
SIRDA POLYTECHNIC SUNDERNAGAR  
DISTT.- MANDI (H.P.) - 175019**

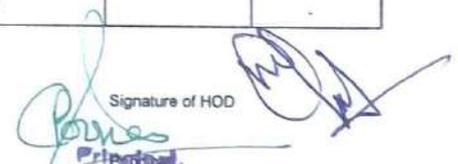
LESSON PLAN	
Program Name	Electrical and Electronics Engineering
Subject Name	Entrepreneurship & Start-Ups
Subject Code	HS302
Semester	6th
Subject Teacher Name	Er. Tanu Kumari

**Teaching Plan**

	Name of Topic	Proposed Date	Actual Date	Remarks
Unit-I Introduction to Entrepreneurship & Start- ups	Definitions	28/1/2026		
	Definitions	29/01/2026		
	Traits of an entrepreneur	30/1/2026		
	Traits of an Entrepreneur	2/2/26		
	Intrapreneurship	4/2/26		
	Intrapreneurship	5/2/26		
	Motivation	6/2/2026		
	Motivation	9/2/2026		
	Types of business structure	11/2/2026		
	Similarities/differences between entrepreneurs & managers	12/2/2026		
	Similarities/differences between entrepreneurs & managers	13/02/2026		
	discovering ideas and visualizing the business	16/2/2026		
Unit-II Business Ideas & their Implementation	discovering ideas and visualizing the business	18/02/2026		
	Discovering ideas and visualizing the business	19/02/2026		
	Activity map	20/2/2026		
	Activity map	23/02/2026		
	Activity map	25/2/2026		
	Activity map	26/2/2026		
	Business plan	27/3/2026		
	Business plan	2/3/2026		
	Business plan	5/3/2026		
	Business plan	6/3/2026		
Unit-III Idea to Start up	CT-1	9/3/2026		
	Market analysis-Identifying the target market	11/3/2026		
	Market analysis-Identifying the target market	12/3/2026		
	market analysis-Identifying the target market	13/3/2026		
	Competition evaluation & stretegy Development	16/3/2026		
	Competition evaluation & stretegy Development	18/03/2026		
	Competition evaluation & stretegy Development	19/3/26		
	Marketing and accounting	20/03/2026		
	Marketing and accounting	23/03/2026		
	Marketing and accounting	25/03/2026		
	Marketing and accounting	27/4/2026		

	Risk analysis	1/4/2026		
	Risk analysis	2/4/2026		
	Risk analysis	6/4/2026		
Unit-IV Management	CT-2	8/4/2026		
	Company's Organisation Structure	9/4/2026		
	Company's Organisation Structure	10/4/2026		
	Company's Organisation Structure	13/4/2026		
	Recruitment & Management of Talent	16/4/2026		
	Recruitment & Management of Talent	17/4/2026		
	Recruitment & Management of Talent	20/4/2026		
	Recruitment & Management of Talent	22/4/2026		
	Recruitment & Management of Talent	23/4/2026		
	financial organisation and management	24/4/2026		
	financial organisation and management	27/4/2026		
		financial organisation and management	30/4/2026	
Unit-V Financing & Protection of Ideas	PTM	11/5/2026		
	Financing methods available for start ups in India	13/5/2026		
	Financing methods available for start ups in India	14/5/2026		
	Communication of Ideas to potential investors -invester Pitch	15/5/2026		
	Patenting & Licences	18/5/2026		
Unit- VI	Exit strategy for Entrepreneur	20/5/2026		
	Bankruptcy	21/5/2026		
	succession	22/5/2026		
	Harvesting	25/5/2026		

  
(Signature of Teacher)

  
Signature of HOD  
Principal,  
SIRDA Polytechnic,  
Naulakha, P. O. Kanak  
Sunder Nagar, Mandi (HP)

SIRDA Polytechnic Vill Naulakha, Sundernagar, Distt Mandi (H.P.)-175019

Department of Electrical & Electronics Engineering

LESSON PLAN

Program Name: Electrical & Electronics Engineering

Subject Name: Electric Traction

Subject Code: EEOE304

Semester: 6th

Subject Teacher: Er. Om Prakash

S.N.	TOPIC	Proposed Date	Actual Date	REMARKS
	<b>Unit-I Basics of Traction</b>			
1	General description of Electrical Traction system in India.	27/01/2026- 13/02/2026		
2	Advantages and Disadvantages of Electric Drive, Diesel Electric Drive, Battery Drive			
3	Problems associated with AC traction System and remedies for it.			
	<b>Unit - II Power Supply Arrangements</b>			
4	Constituents of supply system: -	16/02/2026- 03/03/2026		
5	Substation: layout, list of equipment and their functions			
6	Feeding post: list of equipment and their functions			
7	Brief introduction to Feeding and sectioning Arrangements, Sectioning and parallelism			
8	Sub sectioning and Paralleling post, Sub sectioning post, Elementary sectioning			
	<b>Unit-III Overhead Equipment</b>			
9	Different types of overhead equipments	06/03/2026- 31/03/2026		
10	Different types of OHE Centenary Construction.			
11	OHE Supporting Structure, Cantilever assembly diagram			
12	Brief introduction to - Trolley collector, Bow collector, Pantograph Collector			
13	Brief introduction to pantograph.			
	<b>Unit-IV Electric Locomotive</b>			
14	Classification and Nomenclature of Electric Locomotive	04/04/2026- 28/04/2026		
15	Block diagram of AC locomotive			
16	Power Circuit of AC Locomotive			
	<b>Unit-V Traction Motors and Train Lighting</b>			
17	Desirable characteristics of traction motor.	02/05/2026- 26/05/2026		
18	Types of motors used for traction with their characteristics and features.			
19	Control of motors used for traction and methods to control			
20	Requirements of braking, brief introduction to different types of braking			

Class Teacher

HOD

Principal,  
SIRDA Polytechnic,  
Naulakha, P. O. Kanald,  
Sunder Nagar, Mandi (H.P.)