

PADMASHREE KRUTARTHA ACHARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, BARGARH



PROGRESS REGISTER Session-2022-2023

Discipline: Electrical Engg.

Semester: 2nd Section-A Subject: Communicative English

Name of the Teaching Faculty: Mrs. Bandita Panda

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-03-23 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (In brief)	Signature of Teacher
20-3-23	Reading Comprehension	Reading Comprehension	Skimming	<u>Panels</u>
21-3-23	- do -	- do -	Scanning	<u>Panels</u>
23-3-23	- do -	- do -	close reading for inference & Evaluation	<u>Panels</u>
27-3-23	- do -	- do -	Summarizing	<u>Panels</u>
28-3-23	- do -	- do -	Note Making: Main Idea & Supporting Point	<u>Panels</u>
31-3-23	Literature Appreciation	Literature Appreciation	Standing Up For Yourself	<u>Panels</u>
3-4-23	- do -	- do -	- do -	<u>Panels</u>
4-4-23	- do -	- do -	The Magic of Team work	<u>Panels</u>
4-6-23	- do -	- do -	- do -	<u>Panels</u>
10-4-23	- do -	- do -	Inch Cape Rock	<u>Panels</u>
11-4-23	- do -	- do -	- do -	<u>Panels</u>

subject: Communicative English No. of Days/per week class allotted 04

Semester From Date : 20-03-2023 To Date : 27-06-2023 No. of Weeks : 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
12-4-23	Literature Appreciation	Literature Appreciation	Inchcape Rock	Spamela
13-4-23	- do -	- do -	To My True Friend	Spamela
17-4-23	- do -	- do -	- do -	Spamela
18-4-23	Vocabulary	Vocabulary	Antonyms & Synonyms	Spamela
19-4-23	- do -	- do -	One word substitutions	Spamela
20-4-23	English Grammar	English Grammar	Countable and uncountable Nouns	Spamela
21-4-23	- do -	- do -	Articles & Determiners	Spamela
22-4-23	- do -	- do -	Modal Verbs	Spamela
24-4-23	- do -	- do -	Tenses	Spamela
25-4-23	- do -	- do -	Voice Change	Spamela
26-4-23	- do -	- do -	Subject-verb Agreement	Spamela

subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-03-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (In brief)	Signature of Teacher
23-4-23	Writing skills	Writing skills	Paragraph writing - 1	<i>Sparks</i>
30-4-23	- do -	- do -	Paragraph writing - 2	<i>Sparks</i>
1-5-23	- do -	- do -	Notice	<i>Sparks</i>
2-5-23	- do -	- do -	Agenda	<i>Sparks</i>
4-5-23	- do -	- do -	Report writing	<i>Sparks</i>
6-5-23	- do -	- do -	writing Personal Letters	<i>Sparks</i>
7-5-23	- do -	- do -	writing official Letters	<i>Sparks</i>
8-5-23	- do -	- do -	Business Letters - 1	<i>Sparks</i>
9-5-23	- do -	- do -	Business Letter - 2	<i>Sparks</i>
10-5-23	- do -	- do -	Business Letter - 3	<i>Sparks</i>
11-5-23	- do -	- do -	Job Application	<i>Sparks</i>

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date : 20-03-2023 To Date : 27-06-2023 No. of Weeks : 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (In brief)	Signature of Teacher
12-5-23	Writing Skills	Writing Skills	C.V.	<u>H. Pandey</u>
15-5-23	Communication	Com ⁿ	- Meaning - Definition - Concept	<u>H. Pandey</u>
16-5-23	-do-	-do-	- Models - Process	<u>H. Pandey</u>
18-5-23	Communication: (Models & Process)	Professional Com ⁿ	Meaning & Types	<u>H. Pandey</u>
22-5-23	Upward Com ⁿ	Upward Com ⁿ	- Meaning - Merits - Demerits	<u>H. Pandey</u>
23-5-23	downward Com ⁿ	downward Com ⁿ	-do-	<u>H. Pandey</u>
25-5-23	Parallel Com ⁿ	Parallel Com ⁿ	-do-	<u>H. Pandey</u>
26-5-23	Groupwise Com ⁿ	Groupwise Com ⁿ	-do-	<u>H. Pandey</u>
29-5-23	Barriers to Com ⁿ	Barriers to Com ⁿ	Meaning & Types	<u>H. Pandey</u>
30-5-23	Overcoming barriers to Com ⁿ	Overcoming barriers to Com ⁿ	Tips and Techniques	<u>H. Pandey</u>
1-6-23	Non-Verbal Com ⁿ	Non-Verbal Com ⁿ	Meaning & Types	<u>H. Pandey</u>

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-3-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
2-6-23	Kinesics	Kinesics	Postures & Gestures	<i>T. Parule</i>
3-6-23	- do -	- do -	Facial Expressions & Eye Contact	<i>T. Parule</i>
4-6-23	Proxemics	Proxemics	Private & Personal Space	<i>T. Parule</i>
5-6-23	- do -	- do -	- do -	<i>T. Parule</i>
6-6-23	Language of signs & symbols	Language of signs and symbols	Audio signs	<i>T. Parule</i>
7-6-23	- do -	- do -	- do -	<i>T. Parule</i>
8-6-23	- do -	- do -	Visual signs	<i>T. Parule</i>
9-6-23	- do -	- do -	- do -	<i>T. Parule</i>
10-6-23	Writing skills: Revision	Revision-1	Revision-1	<i>T. Parule</i>
12-6-23	- do -	Revision-2	Revision-2	<i>T. Parule</i>
13-6-23	- do -	Revision-3	Revision-3	<i>T. Parule</i>

PADMASHREE KRUTARTHA ACHARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, BARGARH



PROGRESS REGISTER Session-2022-2023

Discipline: Electrical Engg.

Semester: 2nd Section-B Subject: Communicative English

Name of the Teaching Faculty: Mrs. Bandita Panda

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date : 20-03-2023 To Date : 27-06-23 No. of Weeks : 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
21-3-23	Reading Comprehension	Reading Comprehension	Skimming	<u>Panula</u>
22-3-23	- do -	- do -	Scanning	<u>Panula</u>
24-3-23	- do -	- do -	Close reading but inference & evaluation	<u>Panula</u>
25-3-23	- do -	- do -	Summarizing	<u>Panula</u>
28-3-23	- do -	- do -	Note-Making! Main idea and supporting points	<u>Panula</u>
29-3-23	Literature Appreciation	Literature Appreciation	Standing Up For Yourself	<u>Panula</u>
31-3-23	- do -	- do -	- do -	<u>Panula</u>
4-4-23	- do -	- do -	The Magic of Teamwork	<u>Panula</u>
5-4-23	- do -	- do -	- do -	<u>Panula</u>
8-4-23	- do -	- do -	Inchcape Rock	<u>Panula</u>
11-4-23	- do -	- do -	- do -	<u>Panula</u>

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date : 20.03.2023 To Date : 27.06.23 No. of Weeks : 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (In brief)	Signature of Teacher
12-4-23	Literature Appreciation	Literature Appreciation	Inchcape Rock	<i>Pamela</i>
15-4-23	-do-	-do-	To My True Friend	<i>Pamela</i>
18-4-23	-do-	-do-	-do-	<i>Pamela</i>
19-4-23	Vocabulary	Vocabulary	Antonyms & Synonyms	<i>Pamela</i>
21-4-23	-do-	-do-	One word substitutions	<i>Pamela</i>
25-4-23	English Grammar	English Grammar	Countable & Uncountable Nouns	<i>Pamela</i>
26-4-23	-do-	-do-	Articles & Determiners	<i>Pamela</i>
28-4-23	-do-	-do-	Modal Verbs	<i>Pamela</i>
29-4-23	-do-	-do-	Tenses	<i>Pamela</i>
30-4-23	-do-	-do-	Voice change	<i>Pamela</i>
2-5-23	-do-	-do-	Subject-Verb Agreement	<i>Pamela</i>

Subject: Communicative English No. of Days/per week class allotted _____

Semester From Date: 20-03-2023 To Date: 27-06-2023 No. of Weeks: _____

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (In brief)	Signature of Teacher
3-5-23	writing skills	writing skills	Paragraph writing - 1	<u>Pamela</u>
6-5-23	- do -	- do -	Paragraph writing - 2	<u>Pamela</u>
9-5-23	- do -	- do -	Notice	<u>Pamela</u>
10-5-23	- do -	- do -	Agenda	<u>Pamela</u>
12-5-23	- do -	- do -	Report writing	<u>Pamela</u>
13-5-23	- do -	- do -	writing Personal Letters	<u>Pamela</u>
16-5-23	- do -	- do -	Business Letters - 1	<u>Pamela</u>
17-5-23	- do -	- do -	Business Letters 2	<u>Pamela</u>
20-5-23	- do -	- do -	Business Letters 3	<u>Pamela</u>
23-5-23	- do -	- do -	writing official letters	<u>Pamela</u>
24-5-23	- do -	- do -	Job Application	<u>Pamela</u>

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 21-03-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
26-5-23	Writing skills	Writing skills	C.V.	<u>Spande</u>
27-5-23	Communication	Com ⁿ	- Meaning - Definition - Concept	<u>Spande</u>
30-5-23	- do -	- do -	- Models - Process	<u>Spande</u>
31-5-23	Communication (Models & Process)	Professional Com ⁿ	Meaning & Types	<u>Spande</u>
2-6-23	Upward Com ⁿ	Upward Com ⁿ	- Meaning - Merits - Demerits	<u>Spande</u>
3-6-23	Downward Com ⁿ	Downward Com ⁿ	- do -	<u>Spande</u>
6-6-23	Parallel Com ⁿ	Parallel Com ⁿ	- do -	<u>Spande</u>
7-6-23	Grassroots Com ⁿ	Grassroots Com ⁿ	- do -	<u>Spande</u>
9-6-23	Barriers to Com ⁿ	Barriers to Com ⁿ	Meaning & types	<u>Spande</u>
10-6-23	Overcoming barriers to Com ⁿ	Overcoming barriers to Com ⁿ	Tips and Techniques	<u>Spande</u>
13-6-23	Non-Verbal Com ⁿ	Non-Verbal Com ⁿ	Meaning & types	<u>Spande</u>

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-03-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
14-6-23	Kinesics	Kinesics	Postures & Gestures	<u>N. Parule</u>
15-6-23	-do-	-do-	Facial Expressions & Eye Contact	<u>N. Parule</u>
16-6-23	Proxemics	Proxemics	Private & Personal space	<u>N. Parule</u>
17-6-23	-do-	-do-	Social and public space	<u>N. Parule</u>
18-6-23	-do-	-do-	-do-	<u>N. Parule</u>
20-6-23	Language of Signs & Symbols	Language of Signs & Symbols	Audio signs	<u>N. Parule</u>
21-6-23	-do-	-do-	-do-	<u>N. Parule</u>
22-6-23	-do-	-do-	Visual signs	<u>N. Parule</u>
23-6-23	-do-	-do-	-do-	<u>N. Parule</u>
24-6-23	Writing Skills Revision	Revision-1	Revision-1	<u>N. Parule</u>
25-6-23	-do-	Revision-2	Revision-2	<u>N. Parule</u>

PADMASHREE KRUTARTHA ACHARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, BARGARH



PROGRESS REGISTER Session-2022-2023

Discipline: Electrical/Computer Sc./Metallurgical Engg.

Semester: 2nd Section-C Subject: Communicative English

Name of the Teaching Faculty: Mrs. Bandita Panda

subject: Communicative English No. of Days/per week class allotted 04

Semester From Date : 20-03-2023 To Date : 27-06-2023 No. of Weeks : 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
20-3-23	Reading Comprehension	Reading Comprehension	Skimming	<u>Rfanda</u>
22-3-23	- do -	- do -	Scanning	<u>Rfanda</u>
23-3-23	- do -	- do -	Close reading for inference & evaluation.	<u>Rfanda</u>
25-3-23	- do -	- do -	Summarizing	<u>Rfanda</u>
27-3-23	- do -	- do -	Note Making Main idea & supporting points	<u>Rfanda</u>
28-3-23	Literature Appreciation.	Literature Appreciation	Standing up For Yourself	<u>Rfanda</u>
29-3-23	- do -	- do -	- do -	<u>Rfanda</u>
3-4-23	- do -	- do -	The Magic of Teamwork	<u>Rfanda</u>
5-4-23	- do -	- do -	- do -	<u>Rfanda</u>
6-4-23	- do -	- do -	Inch Cape Rock	<u>Rfanda</u>
8-4-23	- do -	- do -	- do -	<u>Rfanda</u>

Subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-03-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
10-4-23	Literature Appreciation	Literature Appreciation	Inch Cape Rock	<i>Spanda</i>
11-4-23	- do -	- do -	To My True Friend .	<i>Spanda</i>
12-4-23	- do -	- do -	- do -	<i>Spanda</i>
13-4-23	Vocabulary	Vocabulary	Antonyms & synonyms	<i>Spanda</i>
15-4-23	- do -	- do -	One word substitution	<i>Spanda</i>
17-4-23	English Grammar	English Grammar	Countable and uncountable nouns	<i>Spanda</i>
19-4-23	- do -	- do -	Articles and determiners	<i>Spanda</i>
20-4-23	- do -	- do -	Modal Verbs	<i>Spanda</i>
24-4-23	- do -	- do -	Tenses	<i>Spanda</i>
25-4-23	- do -	- do -	Voice change	<i>Spanda</i>
26-4-23	- do -	- do -	Subject-Verb Agreement	<i>Spanda</i>

subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-03-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
27-4-23	Writing skills	Writing skills	Paragraph Writing - 1	<u>ts/Amle</u>
29-4-23	- do -	- do -	Paragraph Writing - 2	<u>ts/Amle</u>
30-4-23	- do -	- do -	Notice	<u>ts/Amle</u>
1/5/23	- do -	- do -	Agenda	<u>ts/Amle</u>
3-5-23	- do -	- do -	Report Writing	<u>ts/Amle</u>
4-5-23	- do -	- do -	Writing Personal Letters	<u>ts/Amle</u>
6-5-23	- do -	- do -	Writing official Letters	<u>ts/Amle</u>
8-5-23	- do -	- do -	Business Letter - 1	<u>ts/Amle</u>
10-5-23	- do -	- do -	Business Letter - 2	<u>ts/Amle</u>
11-5-23	- do -	- do -	Business Letter - 3	<u>ts/Amle</u>
13-5-23	- do -	- do -	Job Application.	<u>ts/Amle</u>

subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-05-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
15-5-23	Writing skills	Writing skill	C.V	<i>Spande</i>
17-5-23	Communication	Com ⁿ	- Meaning - Definition - Concept	<i>Spande</i>
18-5-23	- do -	- do -	- Models - Process	<i>Spande</i>
20-5-23	Communication (Models & Process)	Professional Com ⁿ	Meaning & Types	<i>Spande</i>
22-5-23	upward Com ⁿ	upward Com ⁿ	- Meaning - Merits - Demerits	<i>Spande</i>
24-5-23	downward Com ⁿ	downward Com ⁿ	- do -	<i>Spande</i>
25-5-23	Parallel Com ⁿ	Parallel Com ⁿ	- do -	<i>Spande</i>
27-5-23	Graperine Com ⁿ	Graperine Com ⁿ	- do -	<i>Spande</i>
29-5-23	Barriers to Com ⁿ	Barriers to Com ⁿ	Meaning & Types	<i>Spande</i>
31-5-23	Overcoming barriers to Com ⁿ	Overcoming barriers to Com ⁿ	Tips and Techniques	<i>Spande</i>
1-6-23	Non-verbal Com ⁿ	Meaning and Types	Meaning and Types	<i>Spande</i>

subject: Communicative English No. of Days/per week class allotted 04

Semester From Date: 20-03-2023 To Date: 27-06-2023 No. of Weeks: 15

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
3-6-23	Kinesics	Kinesics	Postures & Gestures	<i>K. Pandey</i>
5-6-23	- do -	- do -	Facial Expressions & Eye contact	<i>K. Pandey</i>
7-6-23	Proxemics	Proxemics	Private and personal space	<i>K. Pandey</i>
8-6-23	- do -	- do -	Social and public space	<i>K. Pandey</i>
10-6-23	- do -	- do -	- do -	<i>K. Pandey</i>
11-6-23	Language of sign & symbols	Language of sign and symbols	Audio signs	<i>K. Pandey</i>
12-6-23	- do -	- do -	- do -	<i>K. Pandey</i>
13-6-23	- do -	- do -	Visual signs	<i>K. Pandey</i>
14-6-23	- do -	- do -	- do -	<i>K. Pandey</i>
17-6-23	Writing skills Revision	Revision-1	Revision-1	<i>K. Pandey</i>
18-6-23	- do -	Revision-2	Revision-2	<i>K. Pandey</i>

