

Govt. General Degree College, Chapra, Department of English
Lesson Plan 2023-2024, English SEC 1st Semester (As per the NEP)

Semester	Tentative Dates of University Examination	Name of the Faculty	Course Name & Code	Allotted Topic / Text	Sub topic / Lesson Plan	No. of Lectures
Sem 1	Follow the Latest Univ. notification by KU	Sumit Rajak	Soft Skills SEC101	i) Teamwork	Introduction to the concept of soft skills, importance of soft skills in social and professional life, discussion of key concepts. Discussion of the idea of Teamwork	08
Sem 1	Follow the Latest Univ. notification by KU	Sumit Rajak	Soft Skills SEC101	ii) Emotional intelligence	Discussion of the idea of emotional intelligence, its importance, its role in personal, social and professional life	07
Sem 1	Follow the Latest Univ. notification by KU	Sumit Rajak	Soft Skills SEC101	iii) Adaptability	Adaptability as a soft skill Role of adaptability Importance of adaptability	06
Sem 1	Follow the Latest Univ. notification by KU	Sumit Rajak	Soft Skills SEC101	iv) Leadership	Idea of leadership Role of adaptability in personality development	04
Sem 1	Follow the Latest Univ. notification by KU	Sumit Rajak	Soft Skills SEC101	v) Problem-solving	Idea of problem-solving Cultivating problem-solving approach to life Importance of problem-solving attitude in professional life	05

Suggested Readings/References:

- 1) "Soft Skills" by Dhrubajyoti Sarkar in *Enrich 1* by Basudeb Chakrabarti *et al.* Cambridge University Press, 2023.
- 2) *Soft Skills: Personality Development for Life Success* by Prashant Sharma. BPB Publications, 2021.
- 3) *The 17 Indisputable Laws of Teamwork: Embrace them and Empower Your Team* by John C. Maxwell. HarperCollins Leadership, 2001.
- 4) *Team Management: Harness the Power of the Collective* by Alan Clifton. Rupa Publications India, 2019.
- 5) *Emotional Intelligence* by Daniel Goleman. Random House Publishing Group, 2005.
- 6) *Emotional Intelligence 2.0* by Travis Bradberry and Jean Greaves. Talentsmart Service, Latest Edition, 2015.
- 7) *Adaptability: The Art of Winning in an Age of Uncertainty* by Max McKeown. Kogan Page, 2012.
- 8) *The Adaptation Advantage - Let Go, Learn Fast, and Thrive in the Future of Work* by Heather E. McGowan, Chris Shipley. John Wiley and Sons Inc; Illustrated edition, 2020.
- 9) *Leaders Eat Last: Why Some Teams Pull Together and Others Don't* by Simon Sinek. Penguin Books Limited, 2014.
- 10) *Dare to Lead: Brave Work. Tough Conversations. Whole Hearts* by Brené Brown. Penguin Random House by, 2018.
- 11) *Creativity and Problem Solving* by Brian Tracy. Manjul Publishing House, 2018.
- 12) *Decision Making And Problem Solving* by Dr. Melanie Lourens, Dr. Ashvine Kumar, Dr. Alpana Sharma, Basavaraju H R. Book Rivers, 2022.

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