



Atal Bihari Vajpayee Govt Institute of Engineering & Technology
Pragatinagar, Shimla (H.P.) – 171202

DEPARTMENT OF COMPUTER ENGINEERING

LESSON PLAN

Academic Year	2026-2027
Semester	5 th
Subject Code	ASOE301
Subject Title	Life Skills for Professional and Personal Life (LSPPL)
Name of Faculty	Sunaina Stan
Semester Start & End Dates	06.08.2026 to 28.11.2026

Study and Evaluation Scheme

Sr. No.	Name of the Subject	Hours/Week			Total Hrs/Week	Credits	Evaluation Scheme						
		L	P	DCS			Internal		External			Total	
							Th	Pr	Th	Hrs	Pr		Hrs
1.	Life Skills for Professional and Personal Life (LSPPL)	3	--	1	04	3	40	--	60	03	--	--	100

Course Outcome :-

- CO1 Build and reflect self-confidence and high self-esteem.
- CO2 Demonstrate life skills in professional and personal life.
- CO3 Communicate assertively and make effective presentations.
- CO4 Manage time effectively.
- CO5 Demonstrate positive interpersonal skills and teamwork.
- CO6 Listen actively and empathetically.
- CO7 Manage adverse circumstances with resilience.
- CO8 Display emotionally intelligent behaviour.
- CO9 Demonstrate harmony in physical, cognitive and social behaviour.
- CO10 Exhibit social and emotional abilities for personal and professional success.

Unit-1 : Life Skills, Soft Skills & Interpersonal Skills

Day	Topic of Discussion	Topic Details	Delivery Method
Day 1	Life Skills and Soft Skills	Definition of Life Skills; Definition of Soft Skills; Difference between Life Skills and Soft Skills; Importance of Life Skills and Soft Skills in Personal and Professional Life.	Chalk & Talk
Day 2	Significance of Life Skills	Significance of Life Skills and Soft Skills in Personal Life; Professional Life; Employability; Workplace Behaviour; Personality Development and Career Growth.	Chalk & Talk

Day	Topic of Discussion	Topic Details	Delivery Method
Day 3	Types of Life Skills	Meaning and Types of Life Skills including Self-awareness, Empathy, Critical Thinking, Creative Thinking, Decision Making, Problem Solving, Effective Communication, Interpersonal Relationship, Coping with Stress and Coping with Emotions.	Chalk & Talk
Day 4	Types of Soft Skills	Communication Skills, Leadership Skills, Teamwork Skills, Adaptability, Time Management, Professional Ethics, Positive Attitude and Workplace Etiquette.	PPT + Discussion
Day 5	Developing Soft Skills	Ways to Develop Soft Skills and Life Skills through Practice, Observation, Self-learning, Feedback, Group Activities, Reading Habits and Continuous Improvement.	Discussion
Day 6	Interpersonal Skills	Concept of Interpersonal Skills; Importance of Interpersonal Skills; Characteristics of Good Interpersonal Skills in Educational Institutions, Workplace and Society.	Chalk & Talk
Day 7	Improving Interpersonal Skills	Tips to Improve Interpersonal Skills through Active Listening, Empathy, Trust Building, Respect, Positive Attitude, Conflict Resolution and Effective Communication.	Activity Based Learning
Day 8	Team Dynamics	Meaning of Team Dynamics; Characteristics of Effective Teams; Importance of Teamwork; Team Roles and Responsibilities; Team Cooperation.	Chalk & Talk
Day 9	Improving Team Dynamics	Tips for Improving Team Dynamics through Communication, Coordination, Cooperation, Leadership, Motivation, Collaboration and Team Building Activities.	Group Discussion

Unit-2 : Communication Skills

Day	Topic of Discussion	Topic Details	Delivery Method
Day 10	Communication Skills	Meaning of Communication Skills; Communication Process; Elements of Communication; Importance of Communication Skills in Personal and Professional Life.	Chalk & Talk
Day 11	Assertive Communication	Significance and Characteristics of Assertive Communication; Difference between Passive, Aggressive and Assertive Communication with suitable examples.	Chalk & Talk
Day 12	Techniques of Assertive Communication	Techniques of Assertive Communication including Use of "I" Statements, Eye Contact, Positive Language, Confidence, Respectful Behaviour, Giving and Receiving Feedback.	Role Play
Day 13	Developing Assertive Communication	Tips to Develop Assertive Communication through Practice Sessions, Confidence Building, Positive	Activity Based

Day	Topic of Discussion	Topic Details	Delivery Method
		Body Language, Communication Exercises and Classroom Activities.	Learning

Unit-3 (A) : Self Awareness

Day	Topic of Discussion	Topic Details	Delivery Method
Day 14	Self Awareness	Meaning of Self Awareness; Meaning of Introspection; Meaning of Self Reflection; Meaning of Insight; Importance of Self Awareness in Personal and Professional Life.	Chalk & Talk
Day 15	Improving Self Awareness	Strategies to Improve Self Awareness through Self-assessment, Self-reflection, Feedback, Mindfulness, Journaling and Continuous Learning.	Chalk & Talk
Day 16	Counselling and Coaching	Importance of Counselling and Coaching; Role of Counselling in Emotional Well-being, Career Guidance, Personality Development and Decision Making.	PPT + Discussion
Day 17	Stress	Meaning of Stress; Positive Stress (Eustress); Negative Stress (Distress); Factors Causing Positive and Negative Stress; Introduction to Effects of Stress. (30% Syllabus Completed)	Chalk & Talk

Unit-3 (A): Self Awareness (Continued)

Day	Topic of Discussion	Topic Details	Delivery Method
Day 18	Class Test-I	Class Test-I covering Unit-I, Unit-II and Unit-III(A) (Topics covered up to Stress). No new topic will be taught.	Written Test
Day 19	Effects of Stress	Effects of Stress on Mind and Body; Physical, Mental, Emotional and Behavioural effects of stress; Academic stress and Workplace stress; Identifying stress symptoms.	Chalk & Talk
Day 20	Stress Management	Stress Management Techniques through Meditation, Yoga, Deep Breathing Exercises, Regular Exercise, Healthy Lifestyle, Positive Thinking, Relaxation Techniques and Time Management.	Demonstration + Discussion
Day 21	Emotional Intelligence	Meaning and Significance of Emotional Intelligence (EI); Components of Emotional Intelligence; Importance of EI in Personal, Social and Professional Life.	Chalk & Talk
Day 22	Developing Emotional Intelligence	Strategies to Develop and Enhance Emotional Intelligence through Self-awareness, Self-regulation, Motivation, Empathy, Social Skills,	Chalk & Talk + Discussion

Day	Topic of Discussion	Topic Details	Delivery Method
		Effective Communication and Emotional Control.	
Day 23	Self-Esteem	Concept, Meaning and Significance of Self-Esteem; Relationship between Self-esteem, Self-confidence and Personality Development; Importance of Healthy Self-Esteem.	Chalk & Talk
Day 24	Types of Self-Esteem	Types of Self-Esteem; Healthy Self-Esteem and Low Self-Esteem; Factors Affecting Self-Esteem; Causes of Low Self-Esteem.	Chalk & Talk
Day 25	Characteristics of High and Low Self-Esteem	Characteristics of People with High Self-Esteem and Low Self-Esteem; Effect of Self-Esteem on Behaviour, Academic Performance, Career Growth and Interpersonal Relationships.	PPT + Discussion
Day 26	Improving Self-Esteem	Steps and Tips for Improving Self-Esteem through Positive Thinking, Self-Acceptance, Goal Setting, Positive Self-talk, Confidence Building and Constructive Feedback.	Activity Based Learning

Unit-3 (B): Social Awareness

Day	Topic of Discussion	Topic Details	Delivery Method
Day 27	Social Awareness	Meaning of Social Awareness; Importance of Social Awareness in Personal, Academic and Professional Life; Techniques for Developing Social Awareness and Social Skills.	Chalk & Talk
Day 28	Social Skills	Meaning of Social Skills; Communication Skills, Cooperation, Relationship Building, Adaptability, Respect, Social Responsibility and Ethical Behaviour.	Chalk & Talk
Day 29	Empathy	Meaning of Empathy; Types of Empathy (Cognitive, Emotional and Compassionate Empathy); Importance of Empathy in Human Relationships and Professional Life.	Chalk & Talk
Day 30	Benefits of Empathy	Benefits of Empathy; Steps for Developing Empathy through Active Listening, Understanding Others' Perspectives, Emotional Support, Respect and Effective Communication. (60% Syllabus Completed)	Discussion
Day 31	Class Test-II	Class Test-II based on the syllabus covered up to Empathy. No new topic will be discussed.	Written Test
Day 32	Compassion	Meaning of Compassion; Benefits of Compassion; Difference between Compassion, Sympathy and Empathy; Importance of Compassion in Society and Workplace.	Chalk & Talk
Day 33	Practising Compassion	Steps to Practice Compassion through Kindness, Gratitude, Helping Behaviour, Patience, Respect, Volunteerism and Community Service Activities.	Activity Based Learning

Day	Topic of Discussion	Topic Details	Delivery Method
Day 34	Body Language	Elements of Body Language including Facial Expressions, Gestures, Posture, Eye Contact, Voice Modulation, Personal Appearance and Personal Space; Importance of Non-Verbal Communication.	Demonstration
Day 35	Positive Body Language	Developing Positive Body Language that helps in Building Positive Relationships; Avoiding Negative Body Language; Professional Etiquette and Interview Body Language.	Role Play + Demonstration

Unit-3 (C): Thinking Skills

Day	Topic of Discussion	Topic Details	Delivery Method
Day 36	Positive Thinking	Meaning and Benefits of Positive Thinking; Importance of Positive Thinking in Personal Development, Professional Success, Decision Making and Stress Management; Role of Positive Attitude in achieving goals.	Chalk & Talk
Day 37	Developing Positive Thinking	Tips to Develop Positive Attitude and Practice Positive Thinking through Self-motivation, Optimism, Goal Setting, Gratitude, Self-belief, Positive Affirmations and Healthy Lifestyle Practices.	Chalk & Talk + Discussion
Day 38	Positive Thinking Activities	Students will perform any three activities: (i) Gratitude Journal, (ii) Preparing Personal Strength List, (iii) Silver Linings in Difficult Situations, (iv) Strength Spotting Activity of four inspiring personalities. Discussion and presentation of activities.	Activity Based Learning
Day 39	Listening Skills	Concept, Significance and Process of Listening Skills; Difference between Hearing and Listening; Importance of Effective Listening in Personal and Professional Communication.	Chalk & Talk
Day 40	Kinds of Listening	Active Listening, Passive Listening, Critical Listening, Appreciative Listening and Empathetic Listening; Applications of different listening styles in education, workplace and daily life.	Chalk & Talk
Day 41	Active & Empathetic Listening	Factors Hindering Effective Listening; Physical, Psychological and Environmental Barriers; Tips for Active and Empathetic Listening through Observation, Clarification, Feedback and Appropriate Response. (80% Syllabus Completed)	Demonstration + Discussion
Day 42	House Test	House Test covering 80% syllabus. No new topic will be discussed.	Written Test
Day 43	Resilience	Meaning and Types of Resilience (Emotional, Mental, Physical and Social); Importance of Resilience in overcoming failures, setbacks and adverse situations.	Chalk & Talk

Day	Topic of Discussion	Topic Details	Delivery Method
Day 44	Case Study of Resilience – I	Detailed discussion of a real-life resilience case study; Identification of perseverance, optimism, determination, adaptability and emotional strength; Student interaction and analysis.	Case Study + Discussion
Day 45	Case Study of Resilience – II	Discussion of another resilience case study from society, sports, industry or public life; Analysis of coping strategies, decision-making and lessons learnt.	Case Study + Presentation

Unit-4: Time Management Skills

Day	Topic of Discussion	Topic Details	Delivery Method
Day 46	Time Management	Concept and Significance of Time Management; Importance of Time Management in Academic, Personal and Professional Life; Effective Planning and Prioritisation of Tasks.	Chalk & Talk
Day 47	Benefits and Tools of Time Management	Benefits of Time Management; Goal Setting; Prioritisation; Scheduling; Timeboxing; To-do Lists; Eisenhower Matrix; Calendar Planning; Time Management Apps and Productivity Tools.	PPT + Demonstration
Day 48	Overcoming Procrastination	Meaning of Procrastination; Causes of Procrastination; Identifying Time Wasters; Methods to Overcome Procrastination; Preparation of Daily To-do List and Timeboxing Activity as Home Assignment.	Activity Based Learning

Unit-5: Human Values and Ethics

Day	Topic of Discussion	Topic Details	Delivery Method
Day 49	Human Values, Morals and Ethics	Meaning of Human Values, Morals and Ethics; Difference between Values, Morals and Ethics; Importance of Ethical Behaviour in Personal, Social and Professional Life; Types of Values.	Chalk & Talk
Day 50	Human Dignity	Meaning of Human Dignity; Fundamental Rights of a Person; Respect for Human Rights; Equality, Justice, Responsibility and Professional Conduct.	Chalk & Talk
Day 51	Humility	Meaning of Humility; Significance of Humility; Developing and Cultivating Humility through Respect, Empathy, Gratitude, Service, Self-discipline and Continuous Learning.	Discussion + Activity
Day 52	Course Revision & Outcome Attainment	Comprehensive Revision of Units I-V; Doubt Clearing Session; Discussion of Home Assignments; Course Outcome Attainment; Student Feedback and Examination Preparation.	Interactive Session

Prescribed Books

1. Soft Skills & Employability Skills – Sabina Pillai & Agna Fernandez (Cambridge University Press).
2. Soft Skills – K. Alex (S. Chand).
3. Positivity – A Way of Life – Manika Ghosh.
4. Atomic Habits – James, Clear.

Reference Books

1. The Hard Truth About Soft Skills – Peggy Klaus.
2. The Power of Positive Thinking – Norman Vincent Peale.
3. Positive Psychology resources on Self-awareness and Emotional Intelligence.
4. Resources on Active Listening, Empathy, Team Dynamics and Assertive Communication as prescribed in the syllabus.

Test Schedule

Assessment	Coverage
Class Test-I	Unit I, Unit II and Unit III(A) up to Stress
Class Test-II	Syllabus covered up to Empathy (60%)
House Test	80% syllabus (up to Active & Empathetic Listening)



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