The Director General,
Technical Education Department, Haryana
Bays No. 7-12, Sector-4, Panchkula

To

The Registrar(s) affiliating Universities
1. Kurukshetra University Kurukshetra.
2. Maharishi Dayanand University.
4. Deen Bandhu Chhotu Ram Univ. of Sci. & Tech., Murthal, Distt. Sonepat
5. YMCA University of Sci. & Technology, Faridabad.
6. BPS Mahila University, Khanpur Kalan, Sonepat.
7. Chaudhary Charan Singh Haryana Agricultural University, Hisar.

The Director/Principal/Dean
2. Institute of Instrumentation Engg. K.U. Kurukshetra
3. Institute of Mass Communication & Media Technology, K.U. Kurukshetra
4. University Institute of Engg. & Technology Kurukshetra University, Kurukshetra
5. University institute of Engg. & Technology, Maharshi Dayand University, Rohtak.
7. State Institute of Engineering and Technology, Nilokheri.
11. All Govt. /Society Polytechnics.
12. All Self Financing Engineering Colleges/Institutes, Haryana.
13. All Self Financing Polytechnics, Haryana.

Memo No. 3633 - 5.2

Subject: Regarding uploading of Lesson Plan of all faculty members on the web-site /web-portal of College/University and display on the notice boards.

Kindly refer to the subject cited above.

In continuation of this office Memo No. 1921-40/Colleges dated 09.11.2017, it is informed that the performa of the Lesson Plan has been amended to make it more specific and precise and also to bring uniformity in the Lesson Plans submitted by the teachers. A Specimen of Lesson Plan performa is enclosed herewith.

I have been directed to request you to get the Lesson plans prepared by teachers as per the enclosed format and upload the same on the web site of the College and on the notice board before 15th December 2017 i.e. before the beginning of the next semester.

DA/as above

Deputy Director
for Director General, Technical Education
Haryana, Panchkula

Endst No. 3053-61

Dated: 23/11/2017

A copy of the above is forwarded to the following:
1. PS to PSTE for kind information of W/PSTE, please.
2. PS to DGTE for kind information of W/DGTE, please.
3. Secretary, HSBTE.
4. COAF, HSBTE.
5. Additional Director (Univ.).
6. Joint Director (Academics)/Joint Director (Admin.-I)/ Joint Director (Admin.-II).
7. Deputy Director (IT) to host the above letter on the departmental web-site.

Deputy Director
for Director General, Technical Education
Haryana, Panchkula
Specimen of Lesson Plan

*Name of the Faculty*: Mr. A (Theory) and Mr. B (Practical)

Discipline:

Semester:

Subject: Surveying

Lesson Plan Duration: 15 weeks (from January, 2018 to April, 2018)

**Work Load (Lecture / Practical) per week (in hours):** Lectures-03, Practicals -06

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture day</th>
<th>Theory (including assignment / test)</th>
<th>Practical Day</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Chain surveying: Ranging a line</td>
</tr>
</tbody>
</table>
|      | 2<sup>nd</sup> | • Basic principles  
    |      | • Concept of surveying |
|      |             | 2<sup>nd</sup> | Testing and adjustment of chain |
|      | 3<sup>rd</sup> | • Instruments used  
    |      | • System of conversion |
|      |             | 3<sup>rd</sup> | |
|      | 4<sup>th</sup> | Purpose of chain surveying,  
    |      | Assignment - topic |
|      | 2<sup>nd</sup> | 4<sup>th</sup> | Principles of chain surveying |
|      | 5<sup>th</sup> | Types of chain surveying |
|      | 6<sup>th</sup> | Test |

* The theory and practical part may be taken by a single faculty member or separately by 02 members as the case may be.

** For instance, subject having 03 lectures per week as per curriculum will have 45 lecture days for 15 weeks of lesson plan. Similarly, the practical days (may be of 02 hours / 03 hours / 04 hours duration) may be calculated per week and accordingly, lesson plan is to be prepared for 15 weeks.