

GDC Memorial College, Bahal (Bhiwani)	
NAAC Accredited Grade "B"	
Lesson Plan- January to June 2025	
Name - Dr. Punita	Department - English
Class - B.A.	Subject - Language Through Literature II
Semester - 2nd	Subject Code - 24UN-ENG-201
Week-1	UNIT-1
20-Jan-25	Introduction of Syllabus
21-Jan-25	Nataraja guru's Mystic Experience- Reading and Comprehension
22-Jan-25	Nataraja guru's Mystic Experience- Reading and Comprehension
23-Jan-25	Nataraja guru's Mystic Experience- Reading and Comprehension
24-Jan-25	Questions Discussion and queries
Week-2	
27-Jan-25	C. Rajendran's Sanskrit and World Literature -Reading and Comprehension
28-Jan-25	C. Rajendran's Sanskrit and World Literature -Reading and Comprehension
29-Jan-25	C. Rajendran's Sanskrit and World Literature -Reading and Comprehension
30-Jan-25	Questions Discussion and queries
31-Jan-25	Velayachan Panikkassery's Excerpts from the Biography of Ayyankali- Reading
Week-3	
3-Feb-25	Velayachan Panikkassery's Excerpts from the Biography of Ayyankali- Reading and Comp.
4-Feb-25	Velayachan Panikkassery's Excerpts from the Biography of Ayyankali- Reading and Comp.
5-Feb-25	Questions Discussion and queries
6-Feb-25	Martin Luther King's I Have Dream- Reading and Comprehension
7-Feb-25	Martin Luther King's I Have Dream- Reading and Comprehension
Week-4	
10-Feb-25	Martin Luther King's I Have Dream- Reading and Comprehension
11-Feb-25	Questions Discussion and queries
12-Feb-25	Davy A. Carozza's The Dynamic Sport of the globe: Reading and Comprehension
13-Feb-25	Davy A. Carozza's The Dynamic Sport of the globe: Reading and Comprehension
14-Feb-25	Questions Discussion and queries
Week-5	
17-Feb-25	Don Toscott and Antony D. Williams- The New Alexandrians- reading and Comprehension
18-Feb-25	Don Toscott and Antony D. Williams- The New Alexandrians- reading and Comprehension
19-Feb-25	Don Toscott and Antony D. Williams- The New Alexandrians- reading and Comprehension
20-Feb-25	Questions Discussion and queries
21-Feb-25	Test Unit-1
Week-6	Unit-2
24-Feb-25	William Wordsworth's The World is Too Much With Us- Explanation and critical analysis
25-Feb-25	William Wordsworth's The World is Too Much With Us- Explanation and critical analysis
26-Feb-25	Questions Discussion and queries
27-Feb-25	Ravindranath Tagore's Heaven of Freedom- Explanation and critical analysis
28-Feb-25	Ravindranath Tagore's Heaven of Freedom- Explanation and critical analysis
Week-7	
3-Mar-25	Ravindranath Tagore's Heaven of Freedom- Explanation and critical analysis
4-Mar-25	Questions Discussion and queries
5-Mar-25	T. S. Eliot's Macavity: The Mystery Cat- Explanation and critical analysis
6-Mar-25	T. S. Eliot's Macavity: The Mystery Cat- Explanation and critical analysis
7-Mar-25	T. S. Eliot's Macavity: The Mystery Cat- Explanation and critical analysis
Week-8	
10-Mar-25	Questions Discussion and queries
11-Mar-25	Kamala Das' My Grandmother's House- Explanation and critical analysis
12-Mar-25	Kamala Das' My Grandmother's House- Explanation and critical analysis
Week-9	
17-Mar-25	Questions Discussion and queries
18-Mar-25	Langston Hughes' The Negro Speaks of Rivers-Explanation and critical analysis
19-Mar-25	Langston Hughes' The Negro Speaks of Rivers-Explanation and critical analysis
20-Mar-25	Dilip Chitre's Father Returning Home- Explanation and critical analysis
21-Mar-25	Dilip Chitre's Father Returning Home- Explanation and critical analysis
Week-10	Unit-3
24-Mar-25	Dilip Chitre's Father Returning Home- Explanation and critical analysis
25-Mar-25	Dilip Chitre's Father Returning Home- Explanation and critical analysis
26-Mar-25	Questions Discussion and queries
27-Mar-25	Revision of Unit-2

28-Mar-25	Test of Unit-2
Week-11	
31-Mar-25	Usages of Tenses- Simple Present and Present Continuous tense
1-Apr-25	Usages of Tenses- Present perfect and Present Perfect Continuous tense
2-Apr-25	Usages of tenses- simple Past and Past Continuous tense
3-Apr-25	Usages of Tenses- Past Perfect and Past Perfect Continuous tense
4-Apr-25	Usages of Tenses- Simple Future and Future Continuous tense
Week-12	
7-Apr-25	Usages of Tenses: Future Perfect and Future Perfect Continuous tense
8-Apr-25	Practical Application of tenses
9-Apr-25	Practical Application of tenses
10-Apr-25	Practical Application of tenses
11-Apr-25	Test of Unit-3
Week-13	Unit-4
14-Apr-25	Phonetics- Introduction
15-Apr-25	Pure Vowel Sounds
16-Apr-25	Diphthongs
17-Apr-25	Consonant Sounds
18-Apr-25	Transcription of Words
Week-14	
21-Apr-25	Syllable
22-Apr-25	Stress Pattern
23-Apr-25	Stress Pattern
24-Apr-25	Transcription of Disyllabic Words
25-Apr-25	Transcription of Disyllabic Words
Week-15	
28-Apr-25	Test of unit- 4
29-Apr-25	Revision of Complete Syllabus
30-Apr-25	Revision of Complete Syllabus

GDC Memorial College, Bahal (Bhiwani)	
NAAC Accredited Grade "B"	
Lesson Plan- January to June 2025	
Name - Dr. Punita	Department - English
Class - B.A.	Subject - Language and Literature IV
Semester - 4th	Subject Code - 20UENG04
Week-1	Unit-1
20-Jan-25	Introduction of Syllabus
21-Jan-25	Art of Story Telling
22-Jan-25	Mulkraj Anand's The Gold Watch
23-Jan-25	Mulkraj Anand's The Gold Watch
24-Jan-25	Mulkraj Anand's The Gold Watch
Week-2	
27-Jan-25	Mulkraj Anand's The Gold Watch
28-Jan-25	Mulkraj Anand's The Gold Watch -Questions discussion
29-Jan-25	Mulkraj Anand's The Gold Watch -Queries
30-Jan-25	Raja Rao's A Client
31-Jan-25	Raja Rao's A Client
Week-3	
3-Feb-25	Raja Rao's A Client
4-Feb-25	Raja Rao's A Client
5-Feb-25	Raja Rao's A Client
6-Feb-25	Raja Rao's A Client - Questions Discussion
7-Feb-25	Raja Rao's A Client - Queries
Week-4	
10-Feb-25	Khushwant Singh's Karma
11-Feb-25	Khushwant Singh's Karma
12-Feb-25	Khushwant Singh's Karma
13-Feb-25	Khushwant Singh's Karma - Questions Discussion
14-Feb-25	Khushwant Singh's Karma - Queries
Week-5	
17-Feb-25	Manohar Malgonkar's Upper Division Love
18-Feb-25	Manohar Malgonkar's Upper Division Love
19-Feb-25	Manohar Malgonkar's Upper Division Love
20-Feb-25	Manohar Malgonkar's Upper Division Love -Questions Discussion
21-Feb-25	Manohar Malgonkar's Upper Division Love - Queries
Week-6	Unit-2
24-Feb-25	Unit Test - Unit 1
25-Feb-25	Unit-2 William Shakespeare's Sonnet XVIII
26-Feb-25	Unit-2 William Shakespeare's Sonnet XVIII
27-Feb-25	Unit-2 William Shakespeare's Sonnet XVIII -Questions Discussion
28-Feb-25	Unit-2 William Shakespeare's Sonnet XVIII - Queries
Week-7	
3-Mar-25	Alexander Pope's Know Then Thyself
4-Mar-25	Alexander Pope's Know Then Thyself
5-Mar-25	Alexander Pope's Know Then Thyself
6-Mar-25	Alexander Pope's Know Then Thyself- Questions Discussion
7-Mar-25	Alexander Pope's Know Then Thyself -Queries
Week-8	
10-Mar-25	William Wordsworth's The World is too Much with Us
11-Mar-25	William Wordsworth's The World is too Much with Us
12-Mar-25	William Wordsworth's The World is too Much with Us -Questions Discussion
Week-9	
17-Mar-25	Sarojani Naidu's Bangle Sellers
18-Mar-25	Sarojani Naidu's Bangle Sellers
19-Mar-25	Sarojani Naidu's Bangle Sellers -Questions Discussion
20-Mar-25	Sarojani Naidu's Bangle Sellers- Queries
21-Mar-25	Unit test - Unit 2
Week-10	Unit-3
24-Mar-25	Basic Phonetics - Phonemic Symbols
25-Mar-25	Pure Vowels and Diphthongs
26-Mar-25	Consonants
27-Mar-25	Pronunciation of the Letters of English Alphabet

28-Mar-25	Phoneme
Week-11	
31-Mar-25	Syllable
1-Apr-25	Word Stress
2-Apr-25	Transcription of words from Frangrances
3-Apr-25	Transcription of words from Frangrances
4-Apr-25	Transcription of words from Frangrances
Week-12	Unit-4
7-Apr-25	Precis Writing
8-Apr-25	Precis Writing
9-Apr-25	Precis Writing - Practice
10-Apr-25	Precis Writing - Practice
11-Apr-25	Precis Writing - Practice
Week-13	
14-Apr-25	Comprehension
15-Apr-25	Comprehension - Practice of Unseen Passages
16-Apr-25	Comprehension - Practice of Unseen Passages
17-Apr-25	Comprehension - Practice of Unseen Passages
18-Apr-25	Comprehension - Practice of Unseen Passages
Week-14	
21-Apr-25	Translation from English to Hindi
22-Apr-25	Translation from English to Hindi - Practice
23-Apr-25	Translation from English to Hindi - Practice
24-Apr-25	Translation from English to Hindi - Practice
25-Apr-25	Translation from English to Hindi - Practice
Week-15	
28-Apr-25	Test of Unit 3 and Unit 4
29-Apr-25	Entire Syllabus Revision
30-Apr-25	Entire Syllabus Revision

GDC Memorial College, Bahal (Bhiwani)	
NAAC Accredited Grade "B"	
Lesson Plan- January to June 2025	
Name - Dr. Punita	Department - English
Class - B.A., B.Sc., B.Com.	Subject - Personality Development And Leadership
Semester - 2nd	Subject Code - 24UN-ENG-SEC201
Week-1	UNIT-1
22-Jan-25	Introduction of Syllabus
24-Jan-25	What is Personality
25-Jan-25	Factors Determining Personality
Week-2	
29-Jan-25	Types of Personality
31-Jan-25	Personal grooming
1-Feb-25	Morals and Values
Week-3	Unit 2
5-Feb-25	Unit test of Unit 1
7-Feb-25	Significance of Listening
8-Feb-25	Silence As a Mode of Communication
Week-4	
12-Feb-25	Repetition, Verbal and Non-verbal Language
14-Feb-25	Body Language
15-Feb-25	Postures and gestures
Week-5	
19-Feb-25	Humour, Values and Status
21-Feb-25	Group Cohesion
22-Feb-25	Negotiation Skills
Week-6	
26-Feb-25	Queries
28-Feb-25	Revision of Unit 2
1-Mar-25	Test of Unit 2
Week-7	Unit 3
5-Mar-25	Leadership: Meaning
7-Mar-25	Features and Importance
8-Mar-25	Leadership Lessons
Week-8	
12-Mar-25	Leadership and Innovations
15-Mar-25	Audience Analysis
Week-9	
19-Mar-25	Audience Engagement and Leadership
21-Mar-25	Audience Engagement and Leadership
22-Mar-25	Audience Engagement and Leadership
Week-10	
26-Mar-25	Influencing Through Leadership
28-Mar-25	Influencing Through Leadership
29-Mar-25	Influencing Through Leadership
Week-11	
2-Apr-25	Public Speaking
4-Apr-25	Public Speaking
5-Apr-25	Delivering Speeches
Week-12	
9-Apr-25	Public Speaking Classroom practice
11-Apr-25	Public Speaking Classroom practice
12-Apr-25	Public Speaking Classroom practice
Week-13	
16-Apr-25	Public Speaking: Delivering Speeches in classroom
18-Apr-25	Public Speaking: Delivering Speeches in classroom
19-Apr-25	Public Speaking: Delivering Speeches in classroom
Week-14	
23-Apr-25	Queries
25-Apr-25	Test of Unit 3
26-Apr-25	Revision of Complete Syllabus
Week-15	
30-Apr-25	Test of Complete Syllabus

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NAAC Accredited Grade "B"	
Lesson Plan- January to June 2025	
Name - Dr. Punita	Department - English
Class - B.Com., B.Sc.	Subject - Business Communication
Semester - 2nd	Subject Code - 24UN-ENG-AEC201
Week-1	UNIT-1
21-Jan-25	Introduction of Syllabus
24-Jan-25	Business Communication: Meaning
25-Jan-25	Cross Cultural Communication
Week-2	
28-Jan-25	Cross Cultural Communication
31-Jan-25	Developing Effective Listening Skills
1-Feb-25	Developing Effective Listening Skills
Week-3	
4-Feb-25	Developing Effective Speaking Skills
7-Feb-25	Speaking Skills: Functions and Activities of PR- Meeting in Office
8-Feb-25	Speaking Skills: Functions and Activities of PR- Meeting in Office
Week-4	
11-Feb-25	Talk- Domain-Specific
14-Feb-25	Talk- Domain-Specific
15-Feb-25	Meeting And Negotiation
Week-5	
18-Feb-25	Job Interview
21-Feb-25	Business Interview
22-Feb-25	Promotion Interview
Week-6	
25-Feb-25	Presentation Skills
28-Feb-25	Oral and PPT Presentation
1-Mar-25	Oral and PPT Presentation
Week-7	
4-Mar-25	Group Discussion
7-Mar-25	Motivational Talks
8-Mar-25	Telephonic Skills
Week-8	
11-Mar-25	Persuasion Skills
15-Mar-25	Test of Unit 1
Week-9	Unit - 2
18-Mar-25	Writing Skills
21-Mar-25	Writing Skills: Designing Advertisement/Invitation/Poster Designing
22-Mar-25	Writing Skills: Designing Advertisement/Invitation/Poster Designing
Week-10	
25-Mar-25	Poster Designing- Canvas/ MS Word/ Coral
28-Mar-25	Poster Designing- Canvas/ MS Word/ Coral
29-Mar-25	Letter Writing
Week-11	
1-Apr-25	Business Letters
4-Apr-25	Job Application Letters
5-Apr-25	Email, Blog Writing
Week-12	
8-Apr-25	Report Writing and Its Types
11-Apr-25	Job-Oriented Skills- CV
12-Apr-25	Job-Oriented Skills- Resume
Week-13	
15-Apr-25	Making Online Academic/Work profile- LinkedIn
18-Apr-25	Memo and Office order
19-Apr-25	Minutes of Meeting
Week-14	
22-Apr-25	Queries
25-Apr-25	Test of Unit 2
26-Apr-25	Practice of Designing
Week-15	
29-Apr-25	Revision of complete Syllabus

GDC Memorial College, Bahal (Bhiwani)	
NAAC Accredited Grade "B"	
Lesson Plan- January to June 2025	
Name - Dr. Punita	Department - English
Class - B.Sc. Agri.	Subject - Communication Skills and Personality Development
Semester - 4th	Subject Code - 23 BSAG-404
Week-1	UNIT-1
22-Jan-25	Introduction of Syllabus
23-Jan-25	Communication Skills: Meaning of Communication
25-Jan-25	Process of Communication
Week-2	
29-Jan-25	Verbal Communication
30-Jan-25	Non-Verbal Communication
1-Feb-25	Listening and Note Taking
Week-3	
5-Feb-25	Writing Skills
6-Feb-25	Writing Skills
8-Feb-25	Oral Presentation Skills
Week-4	
12-Feb-25	Communication Barriers
13-Feb-25	Building Self-esteem and self-Confidence
15-Feb-25	Building Self-esteem and self-Confidence
Week-5	
19-Feb-25	Importance of Personality Development
20-Feb-25	Importance of Personality Development
22-Feb-25	Dimensions of Personality Development: Attitude
Week-6	
26-Feb-25	Dimensions of Personality Development: Team Work
27-Feb-25	Dimensions of Personality: Management of Conflicts
1-Mar-25	Queries related to above topics
Week-7	
5-Mar-25	Different Personality Traits
6-Mar-25	Different Personality Traits
8-Mar-25	Test of topics of Communication
Week-8	
12-Mar-25	Reading and comprehension of General Topics
15-Mar-25	Reading and comprehension of Technical Topics
Week-9	
19-Mar-25	Reading and Comprehension Practice
20-Mar-25	Reading and Comprehension Practice
22-Mar-25	Reading and Comprehension Practice
Week-10	
26-Mar-25	Summarising
27-Mar-25	Practice of summary writing
29-Mar-25	Abstract writing
Week-11	
2-Apr-25	Abstract writing Practice
3-Apr-25	Abstract writing Practice
5-Apr-25	Abstract writing Practice
Week-12	
9-Apr-25	Individual Presentations
10-Apr-25	Group Presentations
12-Apr-25	impromptu presentation
Week-13	
16-Apr-25	Public Speaking
17-Apr-25	Group Discussion
19-Apr-25	Group Discussion
Week-14	
23-Apr-25	Organising Seminars and conferences
24-Apr-25	Organising Seminars and conferences
26-Apr-25	Revision of Complete Syllabus