

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL (KURUKSHETRA)

### LESSON-PLAN (Session 2025-26)

Name of Assistant/ Associate Professor: Ms. Pooja Rani

Class: B.A 1st Semester

Subject/Paper: English

Nomenclature of the Course: Introduction to Short-Story and Basic Grammar

Course Code: B23-ENG-101

Course Type: CC-1/MCC-1

Course Level : 100-199

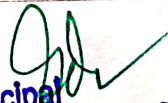
**Methodology:** The students will be taught using prescribed text books . Online resources which will be helpful for them, will be used . Important informative videos will be used to make them understand the topic well. The teaching will be done using group discussion, demonstrative , presentation methods where students will be able to do their best .

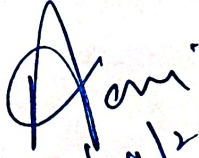
Sr. No.	Week	Topics to be covered	Remarks if any
1	22 -26 july, 2025	Prose : Munshi Prem Chand: "The Child" Composition: Tenses and Usage Indefinite Tense	<ul style="list-style-type: none"> <li>• Oral/written test will be taken</li> <li>• The students will be asked to form sentences.</li> </ul>
2	28 July -2 August, 2025	Prose: Leo Tolstoy: "God Sees the Truth, But Waits" Continuous Tense	<ul style="list-style-type: none"> <li>• Oral/written test will be taken</li> </ul>
3	4 -9 August ,2025	Prose: R.K. Narayan: "The Blind Dog" Perfect Tense	<ul style="list-style-type: none"> <li>• Oral/written test will be taken</li> </ul>
4	11-16 August,2025	The Perfect continuous Composition: Preposition	<ul style="list-style-type: none"> <li>• Oral/written test will be taken</li> </ul>
5	18-23 August,2025	Composition: Parts of Speech: Noun, Pronouns Revision of the syllabus will be done . Written/Oral test will be taken .	<ul style="list-style-type: none"> <li>• The students will be assigned topic for Assignment/Pre presentation as per done syllabus</li> </ul>



6	25-30 August, 2025	Prose : Mulk Raj Anand: "The Gold Watch" Composition: Part of Speech: Verbs, Adverb	• Oral/written test will be taken
7	1-6 September, 2025	Prose : Saadat Hasan Manto: "The Dog of Tithwal"	Revision and test
8	8-13 September, 2025	Composition: Part of speech : Adjective, Conjunction, Composition: Interjection	• Oral/written test will be taken
9	15-20 September, 2025	Revision and test	
10	22-27 September, 2025	Prose : Shashi Deshpande: "The Beloved Charioteer" Anita Desai: "Games at Twilight"	• Oral/written test will be taken
11	29 September -4 October, 2025	Oscar Wilde: "The Model Millionaire"	• Oral/written test will be taken
12	6-11 October, 2025	Zora Neale Hurston: "Sweat" Revision	• Oral/written test will be taken
13	13-18 October, 2025	Agatha Christie: "Wasp's Nest" Revision	• Oral/written test will be taken
14	27 October -1 November, 2025	Prose : Nadine Gordimer "Once upon a Time"	• Oral/written test will be taken
15	3-8 November, 2025	revision and test	Online quiz Competition will be conducted
16	10-15 November, 2025	Prose : Bhisham Sahni: "The Boy with a Catapult"	Revision and test
17	17 -24 November, 2025	Doubt classes	

- Vacations will be as per schedule
- Sessional exams will be held as per schedule

  
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## LESSON-PLAN (Session 2025-26)

Name of Assistant/ Associate Professor: Ms. Pooja Rani

Class: B.A

Semester- 01

Subject/Paper: English

Nomenclature of the Course: Literature and Language -1

Course Code: B23-Eng -103

Course Type: CC-M-1

Level of the Course: 100-199

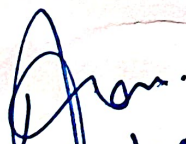
Methodology: The students will be taught using prescribed text books. Online resources which will be helpful for them will be used. Important informative videos will be used to make them understand the topic well. The teaching will be done using group discussion, demonstrative, presentation methods where students will be able to do their best.

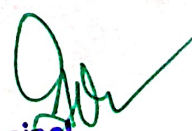
Sr. No	Week	Topics to be covered	Remarks if any
1	22 -26 july, 2025	<ul style="list-style-type: none"> <li>Charles Lamb: 'Dream Children: A Reverie' ( Unit I: Prose)</li> </ul> Introduction of the author About the essay	The students will be asked questions about their dreams.
2	28 July -2 August, 2025	Unit III: Grammar <ul style="list-style-type: none"> <li>Tenses</li> </ul>	Types of tenses Students will be asked to form sentences using verbs .
3	4 -9 August ,2025	Article : Definition, Types Uses of A, An and The	The students will be able to use articles according to requirement.
4	11-16 August,2025	Revision and test	Revision and test
5	18-23 August,2025	Unit II: Poetry <ul style="list-style-type: none"> <li>Rudyard Kipling: "If"</li> </ul>	
6	25-30 August,2025	<ul style="list-style-type: none"> <li>Rabindranath Tagore: "Leave this Chanting"</li> </ul>	
7	1 -6 September,2025	Unit IV: Grammar Preposition	



8	8-13 September, 2025	William Wordsworth: "The World is too Much with Us"	
9	15-20 September, 2025	Revision and test	
10	22-27 September, 2025	Karan Singh: "Adventurer"  Revision and test	Brainstorming and Question Answers session based on Inquiry Learning
11	29 September -4 October, 2025	Subject — Verb Agreement Revision and test	
12	6-11 October, 2025	R. K. Narayan: 'Toasted English'	Assignment I
13	13-18 October, 2025	Francis Bacon: 'Of Studies' Introduction of the author About the essay	Revision and test
14	27 October -1 November, 2025	Revision and test	
15	3-8 November, 2025	• A. P. J. Abdul Kalam: 'Introduction' to Wings of Fire	Revision and test
16	10-15 November, 2025	Revision and test	Revision and test
17	17 -24 November, 2025	Doubt classes	

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## LESSON-PLAN (Session 2025-26)

Name of Assistant/ Associate Professor: Ms. Pooja Rani

Class: B.A. 3<sup>rd</sup> M

Semester- 01

Subject/Paper: AEC

Nomenclature of the Course: English Language and Communication Skills: Level 1

Course Code: B23-AEC-1

Course Type: AEC-1

Level of the Course: 100-199

**Methodology:** The students will be taught using prescribed text books . Online resources which will be helpful for them will be used. Important informative videos will be used to make them understand the topic well. The teaching will be done using group discussion, demonstrative, presentation methods where students will be able to do their best .

Sr. No	Week	Topics to be covered	Remarks if any
1	22 -26 july, 2025	<ul style="list-style-type: none"> <li>Theory and Types of Communication</li> </ul>	The students will be given examples from real life making them understand meaning of Communication
2	28 July -2 August, 2025	Verbal and Non-Verbal Communication  <b>Verbal Communication:</b> <ul style="list-style-type: none"> <li><b>Definition:</b> Use of spoken or written words to convey a message.</li> <li><b>Examples:</b> Conversations, speeches, interviews, written emails.</li> <li><b>Key Points:</b> Tone, clarity, and effectiveness.</li> <li>Interactive Discussion</li> <li>Group Activity</li> </ul>	Revision and test



3	4 -9 August ,2025	<b>Non-Verbal Communication:</b> <ul style="list-style-type: none"> <li>• <b>Definition:</b> Communication without the use of words; body language, facial expressions, gestures.</li> <li>• <b>Examples:</b> Eye contact, posture, hand movements.</li> <li>• <b>Key Points:</b> How non-verbal cues can complement or contradict verbal messages.</li> </ul>	Revision and test
4	11-16 August,2025	<ul style="list-style-type: none"> <li>• Workplace and Interpersonal Communication</li> <li>• Case Study</li> <li>• Role-Play Exercise: Workplace Scenarios</li> </ul>	Presentation by Group of the students based on Group Teaching and learning
5	18-23 August,2025	<b>Interpersonal Communication</b> <b>a. Key Concepts:</b> <ul style="list-style-type: none"> <li>• <b>Empathy and Emotional Intelligence:</b> Understanding and managing one's own emotions and recognizing the emotions of others.</li> <li>• <b>Conflict Resolution:</b> Strategies for resolving conflicts, such as negotiation, compromise, and problem-solving.</li> <li>• <b>Building Relationships:</b> Techniques for establishing and maintaining positive relationships, including trust and respect.</li> <li>• <b>Grammar : Noun, Definition, Examples, Types</b></li> </ul>	Revision and test
6	25-30 August,2025	<ul style="list-style-type: none"> <li>• Concept of Introducing Others</li> <li>• Making Requests</li> <li>• Offering Help</li> <li>• Congratulating</li> </ul>	The students will be motivated to introduce not only themselves but others .
7	1 -6 September,2025	<ul style="list-style-type: none"> <li>• Introducing Oneself</li> <li>• Making Enquiries and Seeking Permission.</li> <li>• <b>Pronoun: Definition, Examples, Types</b></li> </ul>	The students will be able to introduce themselves confidently



8	8-13 September,2025	<ul style="list-style-type: none"> <li>Importance of Listening Skills</li> </ul> <b>Verb : Definition,</b> <b>Examples, Types</b>	The students will be told the importance of listening skills in their lives .
9	15-20 September,2025	<b>Definition and Types of Listening:</b> <ul style="list-style-type: none"> <li><b>Active Listening:</b> Fully engaging with the speaker, showing empathy, and providing feedback.</li> <li><b>Reflective Listening:</b> Paraphrasing or summarizing the speaker's message to show understanding.</li> </ul>	Revision and test
10	22-27 September,2025	<ul style="list-style-type: none"> <li><b>Critical Listening:</b> Analyzing and evaluating the content of the message.</li> <li><b>Selective Listening:</b> Hearing only parts of the conversation, often influenced by personal biases.</li> <li>Listening Exercise 1: Audio Clips</li> <li>Interactive Discussion</li> </ul>	Brainstorming and Question Answers session based on Inquiry Learning
11	29 September -4 October,2025	<b>Benefits of Effective Listening</b>  <b>Adjective</b>  <b>Definition, Examples, Types</b>	The students will understand the importance of effective listening which will help them in strengthening their focus .
12	6-11 October,2025	<b>Barriers to Effective Listening:</b> <ul style="list-style-type: none"> <li>Distractions (environmental or internal).</li> <li>Prejudices and biases.</li> <li>Lack of interest or attention.</li> <li>Emotional reactions.</li> </ul> <b>d. Interactive Discussion</b>  <b>Adverb</b>  <b>Definition, Examples, Types</b>	Revision and test



13	13-18 October ,2025	<ul style="list-style-type: none"> <li>How to overcome the barriers to Effective Listening?</li> <li>Note-taking Techniques to capture the main ideas</li> <li>Preposition</li> </ul> <b>Definition, Examples, Types</b>	Revision and test
14	27 October -1 November ,2025	<b>Conjunction &amp;</b> <b>Definition, Examples, Types</b>	Revision and test
15	3-8 November ,2025	<b>Interjection</b> <b>Definition, Examples, Types</b>	The students will be able to use interjections according to requirement.
16	10-15 November ,2025	<b>Identifying Parts of Speech</b> <b>a. Sentence Analysis</b>	Revision and test
17	17 -24 November,2025	<b>Doubt classes</b>	

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04

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL (KURUKSHETRA)

**LESSON-PLAN (Session 2025-26)**

Name of Assistant/ Associate Professor: Ms. Pooja Rani

Class: B.A / B .Com 3rd semester

Subject/Paper: English

Nomenclature of the course: English Language and Communication Skills: Level -3

Course Code: B23-AEC-3

Course Type: AEC-3

Course level: 200-299

**Methodology:** The students will be taught using prescribed text books. Online resources which will be helpful for them will be used. Important informative videos will be used to make them understand the topic well. The teaching will be done using group discussion, demonstrative, presentation methods where students will be able to do their best.

Sr. No.	Week	Topic to be covered	Remarks if any
1	22 -26 july, 2025	Cloze Reading and Comprehension <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types of close test</li> <li>• Uses</li> <li>• Importance of close test</li> <li>• Close test and exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> <li>• Handouts will be given to the students</li> </ul>
2	28 July -2 August, 2025	Summarizing <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Importance and Uses</li> <li>• Steps of summarising</li> <li>• Process of summarising</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>
3	4 -9 August ,2025	Paraphrasing <ul style="list-style-type: none"> <li>• Introduction, uses , characteristics</li> <li>• Difference between summarising and paraphrasing</li> <li>• The process of paraphrasing</li> <li>• Practices of examples of paraphrasing</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>



4	11-16 August,2025	Email and Drafting an Email <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types and components of an email</li> <li>• Requirement and Drafting of an Email</li> <li>• How does email work ?</li> <li>• Some examples of E-mail message</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>
5	18-23 August,2025	Vocabulary: <ul style="list-style-type: none"> <li>• Homonyms,</li> <li>• Homophones</li> <li>• , Pair of words</li> </ul>	<ul style="list-style-type: none"> <li>• The students will be assigned topic for Assignment/Pre sentation as per done syllabus</li> </ul>
6	25-30 August,2025	Tenses <ul style="list-style-type: none"> <li>• Introduction and types of Tenses</li> <li>• Simple ,past ,future</li> <li>• Subtypes of Types of tenses : indefinite, continuous,perfect and perfect continuous</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> <li>• Group discussion will be organised.</li> </ul>
7	1 -6 September,2025	Unit IV: Common errors in the use of English: <ul style="list-style-type: none"> <li>• Noun</li> <li>• Pronoun</li> <li>• Articles</li> </ul>	
8	8-13 September,2025	Rearranging jumbled sentences <ul style="list-style-type: none"> <li>• Introduction and types of sentence Rearrangement</li> <li>• Tips to solve jumbled sentences</li> <li>• Practices of Rearrangement of jumbled sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>
9	15-20 September,2025	Revision and test	
10	22-27 September,2025	Interview Skills <ul style="list-style-type: none"> <li>• Introduction, Meaning and Purpose of an Interview</li> <li>• Types of interview</li> <li>• Preparation for interview/ tips for success in interview/ attendance job interview</li> <li>• Common Interview Questions</li> <li>• Traditional Interview Questions</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>
11	29 September -4 October,2025	Revision and test	



12	6-11 October,2025	Seminar Skills <ul style="list-style-type: none"> <li>• Introduction and types of seminars</li> <li>• Purpose and format of a seminar</li> <li>• What to do in a seminar ?</li> <li>• Benefits of Semin5</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>
13	13-18 October ,2025	Presentation Skills <ul style="list-style-type: none"> <li>• Introduction,types and importance of Presentation skills</li> <li>• Elements of Good presentation</li> <li>• Developing presentation skills</li> <li>• How to deliver a presentation ( planning and preparation, delivery tips )</li> <li>• Pitch,tone and voice in presentation ( Pitch tone and voice )</li> <li>• Tips for effective Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of the same will be done</li> <li>• Oral/written test will be taken</li> </ul>
14	27 October -1 November ,2025	Revision and test	
15	3-8 November ,2025	Data Interpretation – Bar Graph, Pie Chart, Tree Diagram <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Data interpretation</li> <li>• Basic concept of Data interpretation</li> <li>• Steps for Interpreting Data</li> <li>• Types of Data interpretation</li> </ul>	Online quiz Competition will be conducted
16	10-15 November ,2025	Revision and test	Revision test
17	17 -24 November,2025	Doubt classes	Doubts will be solved

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05

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL (KURUKSHETRA)

**LESSON-PLAN (Session 2025-26)**

Name of Assistant/ Associate Professor: Ms. Pooja Rani

Class: BCA 1st Semester

Subject/Paper: Human Values and Ethics ( VAC-1)

Sr. No.	Week	Topics to be covered	Remarks if any
1	1 -6 September 2025	<p>Introduction to Value Education</p> <ul style="list-style-type: none"><li>• Introduction, Definition, Meaning and objectives</li><li>• Importance, Need and Types</li><li>• Value education and Life Skills</li><li>• Content and process for value education</li><li>• Understanding the Difference Between Skills ,Values &amp; ethics and their relevance in Life</li></ul>	Revision and test
2	8-13 September 2025	<p>Classification of Value education</p> <ul style="list-style-type: none"><li>• Classification of Value education on the basis of comparison between values</li><li>• Ideology: difference between ideology and values; components</li><li>• The Role of ideology in shaping societal Norms and policies</li><li>• The influence of Values and Ideology on decision - Making Process</li><li>• Concept of Harmony</li><li>• Understanding Harmony with self , society and nature</li><li>• Case study on Various Types of Value Education: Simplifying Understanding for students</li></ul>	Revision and test



3	15-20 September 2025	<p>The Relevance of human values</p> <ul style="list-style-type: none"> <li>• Integrity: Meaning , Character Traits Related to Integrity, types , Integrity in Everyday Life</li> <li>• Empathy : characteristics of Empathy, skills and types of empathy</li> </ul>	Revision and test
4	22 -27 September 2025	<p>Integrated Personality and Well-Being</p> <ul style="list-style-type: none"> <li>• Understanding the relationship among self, identity, personality</li> <li>• Understanding integrated Personality with the Three Gunas ,Theory of Sankhya : through Three Gunas , Implications of three Gunas for personal growth</li> <li>• Integrated Personality with the four Antah-Karanas in Yoga : integration and self-realization of Antah - Karanas</li> <li>• Understanding Integrated Personality with Panchkaosha( Five-Seaths ) in Upanishad : the five seaths , integration of the Five Seaths , Significance of integrated Personality</li> <li>• Approaching a comprehensive Understanding of well being organised components of well-Being</li> <li>• The Relationship between Well-being and Happiness</li> </ul>	Revision and test
5	29 September -4 october 2025	<p>Professional Ethics and Global Citizenship</p> <ul style="list-style-type: none"> <li>• Introduction, Definition importance ,key principles,nature ,scope , characteristics,types , understanding of Professional ethics and values</li> <li>• Professional values</li> </ul>	Revision and test

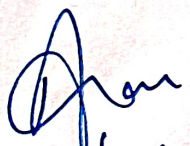



6	6-11 October 2025	<p>Human values and ethics</p> <ul style="list-style-type: none"> <li>• Introduction, Definition, Meaning, Needs, Basics, Nature, Sources and significance of human values</li> <li>• Significance of Human Values in Life</li> <li>• Importance, Principle, components, sources and types of Ethics</li> <li>• Relationship Between Values and Ethics</li> <li>• Constitution of India</li> </ul>	Revision and test
7	13-18 October 2025	<p>Relevance of Human Values</p> <ul style="list-style-type: none"> <li>• Understanding Loksanghrash: introduction, scope, principles and Examples of Loksangrah</li> <li>• Understanding Brahmvihara</li> <li>• Theory of 'Naya' : types of Naya</li> <li>• Deontology: definition, Key concepts and principles of Deontology</li> <li>• Virtues Ethics : Meaning of Virtues Ethics</li> <li>• Utilitarianism</li> </ul>	Revision and test
8	27 October -1 November 2025	<p>Competency -Based Education</p> <ul style="list-style-type: none"> <li>• Introduction, Definition, key Features, benefits and challenges of Competency-Based Assessment</li> <li>• Nature and needs of Competency -Based Education</li> <li>• Types of Competencies : Core and Functional</li> <li>• Difference between Functional and core competencies</li> <li>• Successful examples of Competency -Based Education implantation</li> <li>• Role of Assessments in Competency -Based Education</li> </ul>	Revision and test



9	3-8 November 2025	Dhyana and Yoga ( Practical work ) <ul style="list-style-type: none"> <li>• Yogic way of Cognitive Restructuring</li> <li>• Bhramadhya Dhyana : practice and Benefits</li> <li>• Chakra Dhyana : practice and Benefits</li> <li>• Preksha Dhyana : Practice and Benefits</li> <li>• Sakshi Bhava Dhyana : practice and Benefits</li> <li>• Benefits</li> </ul>	Revision and practice
10	10-15 November 2025	Vipassana: practices and Benefits Pratipaksha Bhava : Practices and Benefits Yoga : Benefits Yog Nidra : Practices and	
11	17-24 November 2025	Doubt classes	

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