

Summary of Lesson Plans of College Faculty

Name of College: Adarsh Mahila Mahavidyalaya. Academic Session: 2017-18 Semester: Odd/Even For the month of July to Sep, 2017

S No.	Name of Assistant / Associate Professor	Subject	Topics / Chapters to be covered	Academic activity to be organized	Topic of Assignments / Tests to be given to the students
*	Ms. Vandana Sharma	English Communication I term (July - August)	B.C.A. III Sem. 1. Communication & features, characteristics. 2. Process of communication and theories on communication. 3. Basics to effective communication.	1. Presentation of the Shanon Weaver Model of Communication.	1. Test on the Basic Communication Model.
		II term. (September)	1. Verbal and Non-verbal communication 2. Group Discussion (Listening Skill) 3. Self - Presentation 4. forms of oral presentation. 5. Dyadic communication. 6. Developing dialogues. 7. Soft skills. 8. S.C.'s of Communication.	① Group Discussion on the topic of S.C.'s of Communication ② Practising on the Soft skills of Communication.	Assignment of the topic of Group Discussion.

Summary of Lesson Plans of College Faculty

Name of College: Adarsh Mahila Mahavidhyalaya Academic Session: 2017-18 Semester: Odd For the month of Oct to Nov, 2017

S No.	Name of Assistant / Associate Professor	Subject	Topics / Chapters to be covered	Academic activity to be organized	Topic of Assignments / Tests to be given to the students
*	Ms. Vandana Sharma	English Communication	Oct - B.C.A. III sem. 1. Improve Vocabulary 2. Prefix, Suffix 3. Synonyms, Antonyms 4. One-word substitution 5. Spellings 6. Conjunction, articles, auxiliaries, preposition tenses 7. Language Games.	1. Played a language game including all the grammar topics. 2. Held a presentation of an Interview Process.	1. Boared test on grammar topic 2. Held test on the topic of 'Interview'.
		IV term (November)	1. Effective Speech. 2. The Interview Process. 3. The Presentation Skills.		

Vandana Sharma
25/10/17