NBGSM College
Lesson Plan July 2019- Nov 2019

Name of assistant Professor :	SHIVANI SHARMA
Class :	BBA
Semester:	V
Subject:	PRESENTATION SKILLS

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction – Meaning, types of presentation
	2	17-Jul-19	Presentation that deeply involves the audience
	3	18-Jul-19	Presentation that creates excitement
	4	19-Jul-19	Persuasive presentation
	5	20-Jul-19	Revision of the topics
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Presentation evoking emotional appeal
	2	23-Jul-19	Presentation that sells a new idea
	3	24-Jul-19	Humorous presentation
	4	25-Jul-19	Planned and unplanned presentation
	5	26-Jul-19	Planning a presentation
	6	27-Jul-19	Analyzing the audience
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Location of presentations
	2	30-Jul-19	Objective of presentation
	3	31-Jul-19	**Holiday**
	4	1-Aug-19	Researching the topic; structuring the presentation
	5	2-Aug-19	Presentation notes and session plan
	6	3-Aug-19	Revision of the topics
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Methods of presentation – Fish bowl
	2	6-Aug-19	Role plays & group discussion
	3	7-Aug-19	Conference & Seminar
	4	8-Aug-19	Workshop, clinics & brainstorming
	5	9-Aug-19	Simulations, games & questionnaire
	6	10-Aug-19	Revision of the topics
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	**Holiday**
	2	13-Aug-19	Presenter effectiveness
	3	14-Aug-19	Difficult situations and nerves
	4	15-Aug-19	**Holiday**
	5	16-Aug-19	Motivation and attention
	6	17-Aug-19	Outcomes of presentation
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Inspiring presentation
	2	20-Aug-19	Presentation that builds trust
	3	21-Aug-19	Presentation that offers a solution
	4	22-Aug-19	Value added presentation
	5	23-Aug-19	Revision of the topics
	6	24-Aug-19	**Holiday**
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Presentation that facilities decision making

	2	27-Aug-19	Concept of personality
	3	28-Aug-19	Personality consciousness
	4	29-Aug-19	Personality patterns
	5	30-Aug-19	Personality syndrome
	6	31-Aug-19	Revision of the topics
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Class test of unit 1
	2	3-Sep-19	Personality syndrome
	3	4-Sep-19	Symbols of self
	4	5-Sep-19	Clothing & Names and nicknames
	5	6-Sep-19	Speech
	6	7-Sep-19	Revision
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Personality syndrome
	2	10-Sep-19	Success
	3	11-Sep-19	Reputation
	4	12-Sep-19	Age
	5	13-Sep-19	Moulding the personality pattern
	6	14-Sep-19	Persistence and change
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Revision of unit 2
	2	17-Sep-19	Class test of unit 2
	3	18-Sep-19	Activity based on Unit 1
	4	19-Sep-19	Revision of unit 3
	5	20-Sep-19	Class test of unit 3
	6	21-Sep-19	Revision
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	**Holiday**
	2	24-Sep-19	Activity based on Unit 2
	3	25-Sep-19	Class revision of 1&2 unit
	4	26-Sep-19	Activity based on Unit 3
	5	27-Sep-19	Class revision of 2&3 unit
	6	28-Sep-19	Revision
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Personality determinants
	2	1-Oct-19	Physical intellectual
	3	2-Oct-19	**Holiday**
	4	3-Oct-19	Emotional
	5	4-Oct-19	Social determinants
	6	5-Oct-19	Revision
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	Personality determinants
	2	8-Oct-19	**Holiday**
	3	9-Oct-19	Aspirations and achievements
	4	10-Oct-19	Educational determinants
	5	11-Oct-19	Family determinants
	6	12-Oct-19	Revision
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Revision of unit 3
	2	15-Oct-19	Class test unit 3
	3	16-Oct-19	Revision of all the topics

	4	17-Oct-19	**Holiday**
	5	18-Oct-19	Revision of all the topics
	6	19-Oct-19	Revision of all the topics
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Personality development
	2	22-Oct-19	Healthy personalities
	3	23-Oct-19	Developing self-awareness
	4	24-Oct-19	Diwali Holidays
	5	25-Oct-19	Diwali Holidays
	6	26-Oct-19	Diwali Holidays
	Sunday	27-Oct-19	Diwali Holidays
			Vacations
16th week	1	28-Oct-19	Diwali Holidays
	2	29-Oct-19	Diwali Holidays
	3	30-Oct-19	Diwali Holidays
	4	31-Oct-19	Revision of the topics
	5	1-Nov-19	**Holiday**
	6	2-Nov-19	Revision of the topics
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Personality development
	2	5-Nov-19	Managing personal stress
	3	6-Nov-19	Solving problems analytically and creatively
	4	7-Nov-19	Grooming
	5	8-Nov-19	Appearance & dressing sense
	6	9-Nov-19	Personal hygiene
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Etiquettes & Body language
	2	12-Nov-19	Time management
	3	13-Nov-19	Public speaking
	4	14-Nov-19	Activity on unit 4
	5	15-Nov-19	Revision of unit 4
	6	16-Nov-19	Class of unit 4
	Sunday	17-Nov-19	
Name of assistant Professor :	**SHIVANI SHARMA**		
Class :	BCA		
Semester:	III		
Subject:	COMMUNICATION SKILLS		
	Day	**Date**	**Topic**
1st Week	1	16-Jul-19	Introduction to basics of communication
	2	17-Jul-19	Definitions
	3	18-Jul-19	Features of communication
	4	19-Jul-19	Revision of the topics
	5	20-Jul-19	Class test
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Introduction to basics of communication
	2	23-Jul-19	Process of communication
	3	24-Jul-19	Revision
	4	25-Jul-19	Communication model
	5	26-Jul-19	Revision
	6	27-Jul-19	Class test
	Sunday	28-Jul-19	

3rd week	1	29-Jul-19	Theories of communication
	2	30-Jul-19	Theories of communication
	3	31-Jul-19	**Holiday**
	4	1-Aug-19	Theories of communication
	5	2-Aug-19	Communication model
	6	3-Aug-19	Communication model
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Revision
	2	6-Aug-19	Barriers to effective communication
	3	7-Aug-19	Barriers to effective communication
	4	8-Aug-19	Revision
	5	9-Aug-19	Revision
	6	10-Aug-19	Class test of unit 1
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	**Holiday**
	2	13-Aug-19	Improving LSRW
	3	14-Aug-19	Introduction
	4	15-Aug-19	**Holiday**
	5	16-Aug-19	Verbal Communication
	6	17-Aug-19	Detailed study of verbal communication
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Revision
	2	20-Aug-19	Class test
	3	21-Aug-19	Non- verbal communication
	4	22-Aug-19	Detailed study of non-verbal communication
	5	23-Aug-19	Revision
	6	24-Aug-19	**Holiday**
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Listening process
	2	27-Aug-19	Group discussion
	3	28-Aug-19	Forms of oral presentation
	4	29-Aug-19	Forms of oral presentation
	5	30-Aug-19	Revision of topics
	6	31-Aug-19	Revision of topics
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Self presentation
	2	3-Sep-19	Self presentation
	3	4-Sep-19	Revision
	4	5-Sep-19	Dyadic Communication
	5	6-Sep-19	Dyadic Communication
	6	7-Sep-19	Dyadic Communication
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Revision of the topics
	2	10-Sep-19	Revision of the unit 1
	3	11-Sep-19	Activity based on unit 1
	4	12-Sep-19	Revision of the unit 2
	5	13-Sep-19	Activity based on unit 2
	6	14-Sep-19	Revision
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Different types of presentations
	2	17-Sep-19	Activity on presentations

	3	18-Sep-19	5C's of communication
	4	19-Sep-19	5C's of communication
	5	20-Sep-19	5C's of communication
	6	21-Sep-19	Revision
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	**Holiday**
	2	24-Sep-19	Developing Dialogues
	3	25-Sep-19	Developing Dialogues
	4	26-Sep-19	Activity based on Developing Dialogues
	5	27-Sep-19	Revision of the topics
	6	28-Sep-19	Revision of the topics
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Basic vocabulary
	2	1-Oct-19	Methods to improve Basic vocabulary
	3	2-Oct-19	**Holiday**
	4	3-Oct-19	Revision
	5	4-Oct-19	Prefix
	6	5-Oct-19	Revision of Prefix
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	Suffix
	2	8-Oct-19	**Holiday**
	3	9-Oct-19	Revision of Suffix
	4	10-Oct-19	Synonyms
	5	11-Oct-19	Revision of Synonyms
	6	12-Oct-19	Revision of Synonyms
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Antonyms
	2	15-Oct-19	Revision of Antonyms
	3	16-Oct-19	Revision of Antonyms
	4	17-Oct-19	**Holiday**
	5	18-Oct-19	One word substitution
	6	19-Oct-19	One word substitution
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Revision
	2	22-Oct-19	Revision
	3	23-Oct-19	Revision
	4	24-Oct-19	Diwali Holidays
	5	25-Oct-19	Diwali Holidays
	6	26-Oct-19	Diwali Holidays
	Sunday	27-Oct-19	Diwali Holidays
16th week	1	28-Oct-19	Diwali Holidays
	2	29-Oct-19	Diwali Holidays
	3	30-Oct-19	Diwali Holidays
	4	31-Oct-19	Revision
	5	1-Nov-19	**Holiday**
	6	2-Nov-19	Revision
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Developing Fluency
	2	5-Nov-19	Grammer
	3	6-Nov-19	Conjuctions
	4	7-Nov-19	Auxiliaries

	5	8-Nov-19	Prepositions
	6	9-Nov-19	Revision
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Articles
	2	12-Nov-19	Tenses
	3	13-Nov-19	Revision
	4	14-Nov-19	Grammer practice
	5	15-Nov-19	Class test
	6	16-Nov-19	Revision
	Sunday	17-Nov-19	
			Topic

Name of assistant Professor :	SHIVANI SHARMA
Class :	BBA
Semester:	I
Subject:	COMPUTER FUNDAMENTAL

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction to computers
	2	17-Jul-19	Definitions
	3	18-Jul-19	Classifications of the computer
	4	19-Jul-19	Classifications of the computer
	5	20-Jul-19	Revision
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Major components of digital compter
	2	23-Jul-19	Functioning of a digital computer
	3	24-Jul-19	Evolution of computers
	4	25-Jul-19	Historical evolution of computers
	5	26-Jul-19	Historical evolution of computers
	6	27-Jul-19	Revision
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Hardware
	2	30-Jul-19	Software
	3	31-Jul-19	**Holiday**
	4	1-Aug-19	Hardware
	5	2-Aug-19	Software
	6	3-Aug-19	Revision
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	System Software
	2	6-Aug-19	System Software
	3	7-Aug-19	Operating System
	4	8-Aug-19	Operating System
	5	9-Aug-19	Revision of the topics
	6	10-Aug-19	Revision of the topics
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	**Holiday**
	2	13-Aug-19	Language translator
	3	14-Aug-19	Application Software
	4	15-Aug-19	**Holiday**
	5	16-Aug-19	Firmware

	6	17-Aug-19	Middleware & Freeware
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Characterstics of computer
	2	20-Aug-19	Number system
	3	21-Aug-19	Decimal number system
	4	22-Aug-19	Binary number system
	5	23-Aug-19	Octal number system
	6	24-Aug-19	**Holiday**
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Revision of the topics
	2	27-Aug-19	Hexadecimal number system
	3	28-Aug-19	Hexadecimal number system
	4	29-Aug-19	Binary Arithmetic
	5	30-Aug-19	Binary Arithmetic
	6	31-Aug-19	Revision of the topics
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Binary Substraction
	2	3-Sep-19	Character Codes
	3	4-Sep-19	Decimal number system (Revision)
	4	5-Sep-19	Binary number system (Revision)
	5	6-Sep-19	Octal number system (Revision)
	6	7-Sep-19	Revision of the topics
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Input And Output Devices
	2	10-Sep-19	Input devices
	3	11-Sep-19	Output devices
	4	12-Sep-19	Input devices
	5	13-Sep-19	Output devices
	6	14-Sep-19	Revision
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Output & Input devices in details
	2	17-Sep-19	Printers
	3	18-Sep-19	Printers in detail
	4	19-Sep-19	Non impact printers
	5	20-Sep-19	Plotters
	6	21-Sep-19	Scanners
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	**Holiday**
	2	24-Sep-19	Scanners in details
	3	25-Sep-19	Revision
	4	26-Sep-19	Keyboard
	5	27-Sep-19	Mouse
	6	28-Sep-19	Mouse actions
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Advance mouse types
	2	1-Oct-19	Memory of computers
	3	2-Oct-19	**Holiday**
	4	3-Oct-19	Main memory
	5	4-Oct-19	Floppy
	6	5-Oct-19	Disk
	Sunday	6-Oct-19	

13th week	1	7-Oct-19	Hard disk
	2	8-Oct-19	**Holiday**
	3	9-Oct-19	Revision of the topics
	4	10-Oct-19	Memory of computers (Revision)
	5	11-Oct-19	Revision of the topics
	6	12-Oct-19	Revision of the topics
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Computer Application
	2	15-Oct-19	Applications in detail
	3	16-Oct-19	Language translator
	4	17-Oct-19	**Holiday**
	5	18-Oct-19	Applications (Revision)
	6	19-Oct-19	Applications (Revision)
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Generations of computers
	2	22-Oct-19	Communication Technology
	3	23-Oct-19	Revision
	4	24-Oct-19	Diwali Holidays
	5	25-Oct-19	Diwali Holidays
	6	26-Oct-19	Diwali Holidays
	Sunday	27-Oct-19	Diwali Holidays
			Vacations
16th week	1	28-Oct-19	Diwali Holidays
	2	29-Oct-19	Diwali Holidays
	3	30-Oct-19	Diwali Holidays
	4	31-Oct-19	Networks & types of networks
	5	1-Nov-19	**Holiday**
	6	2-Nov-19	Revision
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Applications of networking
	2	5-Nov-19	Topology
	3	6-Nov-19	Channels
	4	7-Nov-19	Introduction to internet
	5	8-Nov-19	World Wide Web
	6	9-Nov-19	Web Sites, Web Pages, Web Servers & Web Browser
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Electronic mails
	2	12-Nov-19	Components of multimedia
	3	13-Nov-19	Use of multimedia
	4	14-Nov-19	Revision of Unit 1 & 4
	5	15-Nov-19	Revision of unit 3&2
	6	16-Nov-19	Class test
	Sunday	17-Nov-19	

Name of assistant Professor :	SHIVANI SHARMA
Class :	B.Sc.
Semester:	I
Subject:	ENGLISH

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction session **PART- A**

	2	17-Jul-19	Discussion of poem 'Let me not to the marriage of true minds'
	3	18-Jul-19	Summary of the poem
	4	19-Jul-19	Discussion of word meanings & reference to context
	5	20-Jul-19	Cont. reference to context
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Discussion of question and answers
	2	23-Jul-19	Discussion of poem 'Death be not proud'
	3	24-Jul-19	Summary of the poem
	4	25-Jul-19	Discussion of word meanings & reference to context
	5	26-Jul-19	Cont. reference to context
	6	27-Jul-19	Activity
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Discussion of question and answers
	2	30-Jul-19	Practice of reference to context of poems
	3	31-Jul-19	**Holiday**
	4	1-Aug-19	Practice of question- answer
	5	2-Aug-19	Practice of summary
	6	3-Aug-19	Practice of word meanings
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Test
	2	6-Aug-19	Discussion/Revision
	3	7-Aug-19	Discussion of poem 'On his blindness'
	4	8-Aug-19	Summary of the poem
	5	9-Aug-19	Discussion of word meanings & reference to context
	6	10-Aug-19	Cont. reference to context
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	**Holiday**
	2	13-Aug-19	Discussion of question and answers
	3	14-Aug-19	Activity
	4	15-Aug-19	**Holiday**
	5	16-Aug-19	Discussion of poem 'The Retreat'
	6	17-Aug-19	Summary of the poem
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Discussion of word meanings & reference to context
	2	20-Aug-19	Cont. reference to context
	3	21-Aug-19	Discussion of question and answers
	4	22-Aug-19	Activity
	5	23-Aug-19	Discussion of poem 'Shadwell'
	6	24-Aug-19	**Holiday**
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Summary of the poem
	2	27-Aug-19	Discussion of word meanings & reference to context
	3	28-Aug-19	Cont. reference to context
	4	29-Aug-19	Discussion of question and answers
	5	30-Aug-19	Activity
	6	31-Aug-19	Activity
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Practice of reference to context of poems
	2	3-Sep-19	Practice of question- answer

	3	4-Sep-19	Practice of summary
	4	5-Sep-19	Practice of word meanings
	5	6-Sep-19	Test
	6	7-Sep-19	Discussion/Revision
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Grammer Practice
	2	10-Sep-19	Grammer Practice
	3	11-Sep-19	Activity
	4	12-Sep-19	Introduction session
	5	13-Sep-19	Discussion of poem 'Know then thyself'
	6	14-Sep-19	Summary of the poem
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Discussion of word meanings & reference to context
	2	17-Sep-19	Cont. reference to context
	3	18-Sep-19	Discussion of question and answers
	4	19-Sep-19	Activity
	5	20-Sep-19	Discussion of poem 'The little black boy'
	6	21-Sep-19	Summary of the poem
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	**Holiday**
	2	24-Sep-19	Discussion of word meanings & reference to context
	3	25-Sep-19	Cont. reference to context
	4	26-Sep-19	Discussion of question and answers
	5	27-Sep-19	Activity
	6	28-Sep-19	Discussion of poem 'The little black boy'
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Summary of the poem
	2	1-Oct-19	Discussion of word meanings & reference to context
	3	2-Oct-19	**Holiday**
	4	3-Oct-19	Cont. reference to context
	5	4-Oct-19	Discussion of question and answers
	6	5-Oct-19	Discussion of poem 'Three years she grew in sun and shower'
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	Summary of the poem
	2	8-Oct-19	**Holiday**
	3	9-Oct-19	Discussion of word meanings & reference to context
	4	10-Oct-19	Cont. reference to context
	5	11-Oct-19	Discussion of question and answers
	6	12-Oct-19	Activity
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Discussion of poem 'England in 1819'
	2	15-Oct-19	Summary of the poem
	3	16-Oct-19	Discussion of word meanings & reference to context
	4	17-Oct-19	**Holiday**
	5	18-Oct-19	Cont. reference to context
	6	19-Oct-19	Discussion of question and answers

	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Discussion of poem 'Crossing the bar'
	2	22-Oct-19	Summary of the poem
	3	23-Oct-19	Discussion of word meanings & reference to context
	4	24-Oct-19	Diwali Holidays
	5	25-Oct-19	Diwali Holidays
	6	26-Oct-19	Diwali Holidays
	Sunday	27-Oct-19	Diwali Holidays
			Vacations
16th week	1	28-Oct-19	Diwali Holidays
	2	29-Oct-19	Diwali Holidays
	3	30-Oct-19	Diwali Holidays
	4	31-Oct-19	Discussion of question and answers
	5	1-Nov-19	**Holiday**
	6	2-Nov-19	Activity
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Practice of reference to context of poems
	2	5-Nov-19	Practice of question- answer
	3	6-Nov-19	Practice of summary
	4	7-Nov-19	Practice of word meanings
	5	8-Nov-19	Test
	6	9-Nov-19	Discussion/Revision
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Discussion of translation from Hindi to English **PART-B**
	2	12-Nov-19	Practice of translation
	3	13-Nov-19	Practice of translation cont.
	4	14-Nov-19	Grammer Practice (verbs, tenses etc.)
	5	15-Nov-19	Revision/ Discussion
	6	16-Nov-19	Activity
	Sunday	17-Nov-19	