



SMRJ Government College, Siwani

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Session: 2026-27

Lesson Plan

(Department of English)

Teacher: Dr. Sugata

Class: B.Com. I, B.S.-C Physical and Life Sci I

Semester: Ist & A-I (Circ. Hrs.)

Maximum Marks: 50

End Term Exam Marks:

Course Type & Title: (AEC-I) Communication Skill in English

Course Code: 24UN-ENG-AEC 101

Credits: 02

Internal Assessment Marks: 15

Practical Marks:

Course Objectives:

- To improve listening skills and overcome barriers.
- Develop effective verbal and non-verbal communication
- Enhance pronunciation and speech accent.
- Master conversational English for various situations.
- Deliver short formal speeches effectively

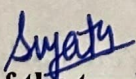
Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	Introduction of Syllabus	
2	03.08.2026 - 08.08.2026	Unit- I Barrier of Listening, Effective Listening, Academic Listening	
3	10.08.2026 - 14.08.2026	Speaking Verbal and non-verbal communication	
4	17.08.2026 - 22.08.2026	Types of Paralinguistic Features, commonly mispronounced words, stress, tone	
5	24.08.2026 - 29.08.2026	Intonation & Statements, questions, Dissection	
6	31.08.2026 - 05.09.2026	orders, 'wh' questions, Polite questions	
7	07.09.2026 - 12.09.2026	Choice of Right words and Expressions	
8	14.09.2026 - 19.09.2026	Words used as nouns and Verbs, Affixes, common courtesy	
9	21.09.2026 - 26.09.2026	Unit - II Starts	

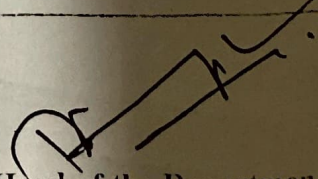
10	28.09.2026 - 03.10.2026	Conversational English : Greeting and Introducing Making and Responding to Requests.	
11	05.10.2026 - 10.10.2026	Asking and giving Permission, offering and Accepting help	
12	12.10.2026 - 17.10.2026	Giving Instructions and Directions, Small talk	Minor Test
13	19.10.2026 - 24.10.2026	Speech and oration (making a Short Formal Speech)	Assignment
14	26.10.2026 - 31.10.2026	Conversational Practices in various Situations	
15	02.11.2026 - 04.11.2026	Meeting, Parting, using Expressions of Time,	
16	12.11.2026 - 14.11.2026	Talking about Money, Describing People, At the bank, Talking about weather	
17	16.11.2026 - 21.11.2026	Ordering food, Conversation at Doctor's clinic	
18	23.11.2026 - 28.11.2026	Seeking information from Receptionist, Quitting and Finding jobs, office conversation.	
19	30.11.2026 - 01.12.2026	Conversation about School/college/University Conversation about classroom, describing situations, Narrating an Event	

Prescribed Book:

Recommended Books/ E resources/ LMS:

Dutt .P, Kiranmai and Geetha Rajeevan. A course in communication
Skills. Foundation Books Oup . 2016


Signature of the teacher concerned


Head of the Department



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Session: 2026-27

Lesson Plan

(Department of English)

Teacher: Dr. Sujata
Class: B.A. II
Semester: 2nd Semester
Maximum Marks: 70
End Term Exam Marks:

Course Type & Title: SEC 3 English At the Workplace
Course Code: 250H-ENG- SEC301
Credits: 3
Internal Assessment Marks: 20
Practical Marks:

Course Objectives: Learn how to create a strong professional profile, respond to job ads, and prepare job related documents.

- Develop confidence in facing interviews and using body language and communication skill professionally.
- Acquire workplace skill such as proper etiquette, cultural sensitivity, and ethical behaviour.
- Gain Practical Skills in making presentations and writing effective business letters and emails.

Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	Introduction to the syllabus and examination pattern	
2	03.08.2026 - 08.08.2026	Unit-1 Starts exploring the job market, Profiling oneself for the job	
3	10.08.2026 - 14.08.2026	Searching for a job, responding to job,	
4	17.08.2026 - 22.08.2026	Advertisements, Preparing for the job	
5	24.08.2026 - 29.08.2026	Unit-II Starts using Body Language Effectively, Portfolio making,	
6	31.08.2026 - 05.09.2026	writing your curriculum vitae (CV)	
7	07.09.2026 - 12.09.2026	Preparing for interview, Unit-III Starts	
8	14.09.2026 - 19.09.2026	Skill for workplace	
9	21.09.2026 - 26.09.2026	Etiquette, Cultural Awareness	

10	28.09.2026 - 03.10.2026	Gender Perceptions, Work Ethics	
11	05.10.2026 - 10.10.2026	Making Presentations,	
12	12.10.2026 - 17.10.2026	Writing Business Letters and emails	Minor Test
13	19.10.2026 - 24.10.2026	Revision of Unit - I	Assignment
14	26.10.2026 - 31.10.2026	Revision of Unit - I	
15	02.11.2026 - 04.11.2026	Revision of Unit - II	
16	12.11.2026 - 14.11.2026	Revision of Unit - II	
17	16.11.2026 - 21.11.2026	Revision of Unit - III	
18	23.11.2026 - 28.11.2026	Revision of Unit - III	
19	30.11.2026 - 01.12.2026	Revision of whole Syllabus	

Prescribed Book:

Recommended Books/ E resources/ LMS:

- Gopalaswamy, Ramesh. The ACE of soft skills: Attitude, Communication and Etiquette for Success. Pearson Education India 2013.
- Raman, Meenakshi, and Prakash Singh. Business Communication, Oxford University Press, 2012.
- Kaul, Asha. Effective Business Communication. PHI Learning, 2014.

Suyati
Signature of the teacher concerned


Head of the Department



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Lesson Plan

(Department of English)

Teacher: Dr. Sujata
Class: B.A. III
Semester: Vth
Maximum Marks: 100
End Term Exam Marks:

Course Type & Title: CC - SC major in Nineteenth Century English Literature
Course Code: 250N - ENG - 501
Credits: 04
Internal Assessment Marks: 30
Practical Marks:

Course Objectives: The course aims to familiarize students with major literary movements, authors and texts of nineteenth Century English Literature in their historical, social and cultural contexts. It reform and changing human values reflected in the poetry, fiction, and prose of the period.

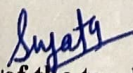
Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	General Introduction	
2	03.08.2026 - 08.08.2026	Unit- 1 Raymohan's wife	
3	10.08.2026 - 14.08.2026	Do	
4	17.08.2026 - 22.08.2026	Unit- 2 Starts "Nature"	
5	24.08.2026 - 29.08.2026	Unit- 2 "Where I Lived and What I Lived For"	
6	31.08.2026 - 05.09.2026	Unit- 2 "The Wrist of the Karneyoga"	
7	07.09.2026 - 12.09.2026	Revision of Unit - 2	
8	14.09.2026 - 19.09.2026	Unit - 3 "Ode to West Wind"	
9	21.09.2026 - 26.09.2026	Unit- 3 "Dover Beach"	

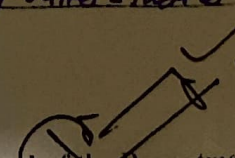
10	28.09.2026 - 03.10.2026	Unit-3 too Dutt. "Sita"	
11	05.10.2026 - 10.10.2026	Revision of Unit-3	
12	12.10.2026 - 17.10.2026	Unit-4 "The Liar"	Minor Test
13	19.10.2026 - 24.10.2026	Do	Assignment
14	26.10.2026 - 31.10.2026	Unit-4 "The Three Strangers"	
15	02.11.2026 - 04.11.2026	Unit-4 "The Great Stone Face"	
16	12.11.2026 - 14.11.2026	Revision of Unit-4	
17	16.11.2026 - 21.11.2026	Revision of Unit 1 and 2	
18	23.11.2026 - 28.11.2026	Revision of Unit 3 and 4	
19	30.11.2026 - 01.12.2026	Revision of whole syllabus	

Prescribed Book:

Recommended Books/ E resources/ LMS:

- Assik, Branka. On Learning : A Reading in Emerson Harvard UP, 200.
- Anubindo, Sri " The Gift of Karmayoga " Essay on the Gift
- Bloom, Harold. Shelley's Mythmaking. Yale UP, 1959.
- Broadhead, Richard H, Hawthorne, Melville, and the Novel. University of Chicago Press, 1976
- Collini, Stefan, Arnold Oxford UP, 1988.
- Fogel, Daniel Mark. A Companion to Henry James Studies. Greenwood Press 1993


Signature of the teacher concerned


Head of the Department



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Session: 2026-27

Lesson Plan

(Department of English)

Teacher: Dr. Syats

Class: M. A. I (Indian Writing in English)

Semester: Ist

Maximum Marks: 100

End Term Exam Marks:

Course Type & Title: Indian writing in English-2

Course Code: 25UNENG105

Credits: 04

Internal Assessment Marks: 30

Practical Marks:

Course Objectives: Develop an understanding of the evolution of the Indian Literature in English to English Language

- Analyze the literary elements of the Indian writings prescribed in the syllabus.
- Evaluate the Impact of Indian societal, historical and political contexts on the development and representation of characters and settings in Indian English Literature

Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	Introduction to the syllabus and course outcome and objective	
2	03.08.2026 - 08.08.2026	Unit - I introduction of Indian writers	
3	10.08.2026 - 14.08.2026	DO	
4	17.08.2026 - 22.08.2026	DO	
5	24.08.2026 - 29.08.2026	Unit - II (E. S. Savitri)	
6	31.08.2026 - 05.09.2026	DO	
7	07.09.2026 - 12.09.2026	Revision of Unit - II	
8	14.09.2026 - 19.09.2026	Unit - III "A Bend in the River"	
9	21.09.2026 - 26.09.2026	DO	

10	28.09.2026 - 03.10.2026	Unit-IX Chandrika	
11	05.10.2026 - 10.10.2026	DO	
12	12.10.2026 - 17.10.2026	Revision of Unit -IX	Minor Test
13	19.10.2026 - 24.10.2026	Revision of Unit-I	Assignment
14	26.10.2026 - 31.10.2026	Revision of Unit-2	
15	02.11.2026 - 04.11.2026	Revision of Unit-3	
16	12.11.2026 - 14.11.2026	Revision of Unit-4	
17	16.11.2026 - 21.11.2026	Revision of Unit-I and Unit II	
18	23.11.2026 - 28.11.2026	Revision of Unit III and IV	
19	30.11.2026 - 01.12.2026	Revision of whole syllabus	

Prescribed Book:

Recommended Books/ E resources/ LMS:

- Bruce K. Modern Indian Poetry in English OUP; Revised Edition 2005
- Diwedi, A. N. Kamala Das and Her poetry, Atlantic; 2nd Ed. Atlantic publishers and Distributors p.v.t
- Dubey, S. K. Khushwant Singh: A critical Study of his novels.
- Mrs Fatima, "Genre and Devotion in Punjabi popular narrative Rethinking cultural and Religious"

Sujata
Signature of the teacher concerned

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Head of the Department



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Lesson Plan

(Department of English)



Teacher: Dr. Sujata
Class: M.A.-II
Semester: 3rd
Maximum Marks: 50
End Term Exam Marks:

Course Type & Title: Professional and Communicative English
Course Code: 250 EN 306
Credits: 02
Internal Assessment Marks: 15
Practical Marks:

Course Objectives: After completion of the course a student will be able to:

1. Improve overall English Language proficiency.
2. Demonstrate Increased fluency, accuracy, and confidence in expressing oneself in English.
3. Enhance reading comprehensions skills and analyse various type of texts.
4. Improve writing skills, including constructing well-organised paragraphs and coherent Essays.

Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	P Introduction to the Syllabus and pattern of paper.	
2	03.08.2026 - 08.08.2026	Unit-I starts Resume writing, cover letter writing	
3	10.08.2026 - 14.08.2026	Job search strategies, LinkedIn profile optimization	
4	17.08.2026 - 22.08.2026	Professional Networking	
5	24.08.2026 - 29.08.2026	Personal Development and Skill Enhancement Business communication	
6	31.08.2026 - 05.09.2026	Report writing and Business writing	
7	07.09.2026 - 12.09.2026	Unit - II starts Presentation skills	
8	14.09.2026 - 19.09.2026	Negotiation and persuasion, Interview skills	
9	21.09.2026 - 26.09.2026	Email Etiquette, cross cultural communication	

10	28.09.2026 – 03.10.2026	Teamwork and Collaboration	
11	05.10.2026 – 10.10.2026	Leadership and Management communication	
12	12.10.2026 – 17.10.2026	Critical thinking and problem solving	Minor Test
13	19.10.2026 – 24.10.2026	Customer Service Skills, Public Speaking	Assignment
14	26.10.2026 – 31.10.2026	Intrapersonal communication	
15	02.11.2026 – 04.11.2026	Digital communication	
16	12.11.2026 – 14.11.2026	Revision	
17	16.11.2026 – 21.11.2026	Revision	
18	23.11.2026 – 28.11.2026	Revision	
19	30.11.2026 – 01.12.2026	Revision	

Prescribed Book:

Recommended Books/ E resources/ LMS:

- Dutt, P. Kiranmai and Creetha Rajeevan et. al. A Course in Communication Skills, Foundation Book, CUP, 2016
- Rizvi, Ashraf M. Effective technical Communication. Mc Graw Hill Publishing Co. 2017
- Kumar Sanjay and Pushp Lata. English for Effective Communication. 2nd ed. 2016. Ltd, New Delhi (2005)
- Motan Krishna and Meera Banerji, Developing Communication Skills, 2nd ed. Trinity Press, 2013
- Weiss, Edmund H. 100 Writing Remedies: Practical Exercises for Technical writing. Greenwood Press, 1990

[Signature]
Signature of the teacher concerned

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Head of the Department



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Lesson Plan

(Department of English)



Teacher: Dr. Sujeta
Class: B. A. I
Semester: Ist
Maximum Marks: 50
End Term Exam Marks:

Course Type & Title: Literature for children
Course Code: 2SUN-ENG-103
Credits: 02
Internal Assessment Marks: 15
Practical Marks:

Course Objectives: After completion of the course, a student will be able to:

1. Understand the meaning and features of literature for children
2. Read and enjoy simple and moral-based stories written for children
3. Learn life lessons and human values from folk tales and fables
4. Get familiar with Indian mythological and cultural stories
5. Understand the creative use of Imagination in storytelling.

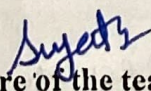
Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	Introduction to the Syllabus and paper pattern	
2	03.08.2026 - 08.08.2026	Unit - I Starts (The Ruskin Bond's Blue Umbrella)	
3	10.08.2026 - 14.08.2026	The Angry River by Ruskin Bond	
4	17.08.2026 - 22.08.2026	Sudha Murthy "The Serpent's Revenge"	
5	24.08.2026 - 29.08.2026	"The Ring of Memory"	
6	31.08.2026 - 05.09.2026	Vighny Sharma's "The Jackal and the Dog"	
7	07.09.2026 - 12.09.2026	"The Monkey and the Crocodile"	
8	14.09.2026 - 19.09.2026	Unit - II Starts " Brave women of India "	
9	21.09.2026 - 26.09.2026	"The Rani of Jhansi"	

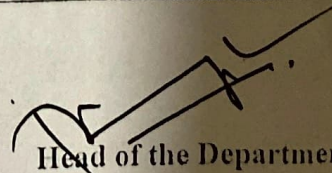
10	28.09.2026 – 03.10.2026	Sambhita Aroni The Mahabharatha "A child's view"	
11	05.10.2026 – 10.10.2026	Revision of First chapter	
12	12.10.2026 – 17.10.2026	Revision of second chapter	Minor Test
13	19.10.2026 – 24.10.2026	Revision of third story	Assignment
14	26.10.2026 – 31.10.2026	Revision of Fourth story	
15	02.11.2026 – 04.11.2026	Revision of Fifth story	
16	12.11.2026 – 14.11.2026	Revision of sixth story	
17	16.11.2026 – 21.11.2026	Revision of Unit-II 1st chapter	
18	23.11.2026 – 28.11.2026	Revision of 2nd chapter	
19	30.11.2026 – 01.12.2026	Revision of whole syllabus.	

Prescribed Book:

Recommended Books/ E resources/ LMS:

- Aronit, Sambhita, The Mahabharatha : A child's view
- Aman Chitra Katta. Brave Women of India, ACK media, 2018
- Bond Ruskin, The Blue Umbrella, Rupa Publication 2009.
- The Angry River. Penguin Books India 2001.
- Lucens, Rebecca J. et. al, A critical Handbook of children's Literature 9th ed. Pearson


Signature of the teacher concerned


Head of the Department



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Lesson Plan

(Department of English)



Teacher: Dr. Syed
Class: M. Com. II
Semester: 3rd Sem.
Maximum Marks: 50
End Term Exam Marks:

Course Type & Title: Soft Skills in Business communication
Course Code: 25 Com - 311
Credits: 02
Internal Assessment Marks: 15
Practical Marks:

Course Objectives: To make student communication effective in business and team based business settings.

- Apply professional writing, Interview and workplace communication skill effectively in real world business environment.

Sr. No.	Week/Month, 2026	Unit/ Topic/ Chapter to be covered	Assignment/ Test/ Remarks, if any
1	01.08.2026	Introduction to the syllabus and general discussion on pattern of paper	
2	03.08.2026 - 08.08.2026	Foundation of business communication: Verbal and non-verbal communication	
3	10.08.2026 - 14.08.2026	Active listening and feedback techniques	
4	17.08.2026 - 22.08.2026	Body Language, etiquette, and professional grooming	
5	24.08.2026 - 29.08.2026	Public speaking and presentation skills (extempore, business presentations)	
6	31.08.2026 - 05.09.2026	Interpersonal skills and team communication	
7	07.09.2026 - 12.09.2026	Group discussion techniques; confidence building and personality developing exercise	
8	14.09.2026 - 19.09.2026	Practical Activities:- Role play	
9	21.09.2026 - 26.09.2026	Mock presentations, mock group discussion sessions	

10	28.09.2026 – 03.10.2026	Self Introduction sessions, peer feedback	
11	05.10.2026 – 10.10.2026	Communication games and video recording practice sessions	
12	12.10.2026 – 17.10.2026	Unit Starts Business writing skills:	Minor Test
13	19.10.2026 – 24.10.2026	Emails, memos, Notice, reports and proposals.	Assignment
14	26.10.2026 – 31.10.2026	Resume writing; Interview skills, corporate etiquette and workplace ethics,	
15	02.11.2026 – 04.11.2026	Conflict management and Negotiation skills,	
16	12.11.2026 – 14.11.2026	Digital Communication skills and virtual meeting etiquette	
17	16.11.2026 – 21.11.2026	Time management, Practical Activities: Drafting exercises.	
18	23.11.2026 – 28.11.2026	Stimulated Interviews, Negotiation skills role play	
19	30.11.2026 – 01.12.2026	Email writing labs, case based communication exercises corporate simulations.	
		Revision	

Prescribed Book:

Recommended Books/ E resources/ LMS:

- Lucas S. E, The Art of Public speaking McGraw - Hill Education
- Khorra S, You can win, Macmillan Publishers.
- Mitra. B. K. Personality Development and Soft Skills, Oxford University Press.
- Bovee and Thrill, Business communication Today Pearson Education
- Kitty @ Locker and Stephen Kyo Kackmark, Business communication Building critical skills McGraw Hill Education.

Signature of the teacher concerned

Head of the Department