

TEACHING PLAN: JANUARY TO MAY 2024

Name - DIPANK

Semester II and IV, Section: 2

Name of the Paper – SEC: COMMUNICATION IN PROFESSIONAL LIFE

Paper shared with None

| SNO | TEACHER | COURSE/PAPER | UNIT/TEXT | APPROXIMATE TIME FRAME |
|-----|---------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 1 | DIPANK | SEC- COMMUNICATION IN PROFESSIONAL LIFE | UNIT 1 THEORY OF BUSINESS COMMUNICATION <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | 3 RD WEEK OF JAN- 2 ND WEEK OF FEB |
| 2 | | | UNIT 2 LISTENING SKILLS: NETIQUETTES, AUDIO- BOOK LISTENING & DISCUSSIONS, NOTE-TAKING <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | 3 RD WEEK OF FEB- 3 RD WEEK OF MARCH |
| 3 | | | UNIT 3 SPEAKING SKILLS: PRESENTATION, GROUP DISCUSSIONS, TALKS, TELEPHONIC SKILLS, PERSUASION SKILLS, MEETING & | 4 th WEEK OF MARCH- 2 ND WEEK OF APRIL |

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| | | | <p>NEGOTIATIONS, INTERVIEWS, FUNCTIONS OF PR</p> <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | |
| 4 | DIPANK | SEC- COMMUNICATION IN PROFESSIONAL LIFE | <p>UNIT 4 WRITING SKILLS: SUMMARISING & PARAPHRASING, CV, JOB APPLICATION, DOCUMENTARIES, ADVERTISEMENT, LETTER, REPORT, DIGITAL COMMUNICATION, MEMOS</p> <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | <p>3rd WEEK OF APRIL-1st WEEK OF MAY</p> |
| 5 | | | <p>REVISION and DOUBT CLEARANCE</p> | <p>4th-11th MAY</p> |

Name - DIPANK

Semester II and IV, Section: 3

Name of the Paper – VAC: DIGITAL EMPOWERMENT

Paper shared with None

| SNO | TEACHER | COURSE/PAPER | UNIT/TEXT | APPROXIMATE TIME FRAME |
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| 1 | DIPANK | VAC: DIGITAL EMPOWERMENT | <p>UNIT 1: Digital inclusion and Digital Empowerment</p> <ul style="list-style-type: none">● Needs and challenges● Vision of Digital India: DigiLocker, E-Hospitals, e-Pathshala, BHIM, e-Kranti (Electronic Delivery of Services), e-Health Campaigns● Public utility portals of Govt. of India such as RTI, Health, Finance, Income Tax filing, Education <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | 3 RD WEEK OF JAN-2 ND WEEK OF FEB |
| 2 | | | <p>UNIT 2: Communication and Collaboration in the Cyberspace</p> <ul style="list-style-type: none">● Electronic Communication: electronic mail, blogs, social media● Collaborative Digital platforms● Tools/platforms for online learning● Collaboration using file sharing, messaging, video conferencing <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | 3 RD WEEK OF FEB-3 RD WEEK OF MARCH |

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| 3 | DIPANK | VAC: DIGITAL EMPOWERMENT | <p><u>UNIT 3</u> :Towards Safe and Secure Cyberspace</p> <ul style="list-style-type: none"> ● Online security and privacy ● Threats in the digital world: Data breach and Cyber Attacks ● Blockchain Technology ● Security Initiatives by the Govt of India. <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | 4 th WEEK OF MARCH-2 ND WEEK OF APRIL |
| 4 | | | <p><u>Unit 4</u>: Ethical Issues in Digital World</p> <ul style="list-style-type: none"> ● Netiquettes ● Ethics in digital communication ● Ethics in Cyberspace <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | 3 rd WEEK OF APRIL-1 st WEEK OF MAY |
| | | | REVISION and DOUBT CLEARANCE | 4 TH -11 TH MAY |

Name - DIPANK

BA (P) English MINOR, Semester IV

Name of the Paper – Discipline Specific Course, Indian Writing in English

Paper shared with Ms Annie Thomas Rojer

| SNO | TEACHER | COURSE/PAPER | UNIT/TEXT | APPROXIMATE TIME FRAME |
|-----|---------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1 | DIPANK | BA (P) English MINOR, SEM IV, Indian Writing in English. Unit II | UNIT 2: H.L.V. Derozio: (i) 'Freedom to the Slave' (ii) 'The Orphan Girl' <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | 3 RD WEEK OF JAN-2 ND WEEK OF FEB |
| 2 | | | UNIT 2: Kamala Das: (i) 'Introduction' (ii) 'My Grandmother's House' Background Reading: King, Bruce. 'Introduction', <i>Modern Indian Poetry in English</i> . New Delhi: OUP, 2 nd edn., 2005. pp 1–10 <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | 3 RD WEEK OF FEB-3 RD WEEK OF MARCH |
| 3 | | | UNIT 2: Sarojini Naidu: (i) 'An Indian Love Song', (ii) 'In Salutation to the Eternal Peace' <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | 4 th WEEK OF MARCH-2 ND WEEK OF APRIL |
| 4 | | | UNIT 2: Robin S. Ngangom: (i) 'The | 3 rd WEEK OF |

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| | | Strange Affair of Robin S. Ngangom' (ii) 'A Poem for Mother' <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | APRIL-1 ST WEEK OF MAY |
| | | REVISION and DOUBT CLEARANCE | 4 TH -11 TH MAY |

Name - DIPANK

B.Com (P) Semester II, Section : A

Name of the Paper – GE: English Language through Literature I

Paper shared with None

| SNO | TEACHER | COURSE/PAPER | UNIT/TEXT | APPROXIMATE TIME FRAME |
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| 1 | DIPANK | B.Com (P) Semester II, Section : A English Language through Literature I | <u>UNIT 1: Understanding Everyday Texts</u> 1. Edwards, Adrian 'Forced displacement worldwide at its highest in decades' <i>UNHCRorg</i> http://www.unhcr.org/afr/news/stories/2017/6/5941561f4/forced-displacement-worldwide-its-highest-decades.html Accessed 1st June, 2022 2. Jadhav, Radheshyam 'Groom wanted: Trader peon...anyone but a farmer' <i>Times News Network</i> . 1st Jan, 2018 https://timesofindia.indiatimes.com/city/chandigarh/groom-wanted-trader-peon-anyone-but-a-farmer/articleshow/62321832.cms Accessed 1st June, 2022 <i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i> | 3 RD WEEK OF JAN-2 ND WEEK OF FEB |
| 2 | | | <u>UNIT 1: 3. Knapton, Sarah 'Selfitis' -- the obsessive need to post selfies-- is a genuine mental disorder</u> say psychologists' <i>The Telegraph</i> . 15th | 3 RD WEEK OF FEB- 3 RD WEEK OF MARCH |

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| | | <p>December 2017</p> <p>https://www.telegraph.co.uk/science/2017/12/15/selfitis-obsessive-need-post-selfies-genuine-mental-disorder/ Accessed 1st June 2022</p> <p>4. '13 letters every parent every child should read on Children's Day' <i>The Indian Express</i>. 10th</p> <p>November 2014</p> <p>http://indianexpress.com/article/lifestyle/feelings/12-letters-every-parent-every-child-should-read-on-childrens-day/ Accessed 1st June 2022</p> <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | |
| 3 | | <p>UNIT 2 :Understanding Drama</p> <p>5. Lakshmi, CS. (i) 'Ambai' (ii) 'Crossing the River', <i>Staging Resistance: Plays by Women in Translation</i>. Ed. Tutun Mukherjee, Oxford: Oxford University Press, 2005.</p> <p><i>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</i></p> | 4 th WEEK OF MARCH-2 ND WEEK OF APRIL |
| 4 | | <p>Unit 3: Understanding Poetry</p> <p>6. Angelou, Maya. 'Caged Bird', <i>The Complete Collected Poems of Maya Angelou</i>. New York: Random House Inc, 1994.</p> | 3 rd WEEK OF APRIL-1 st WEEK OF MAY |

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| | | | <p>7. Ezekiel, Nissim. 'Goodbye Party for Miss Pushpa TS', <i>Collected Poems</i>. New Delhi: Oxford University Press, 2005.</p> <p>8. Okara, Gabriel. 'Once Upon a Time', <i>Gabriel Okara: Collected Poems</i>. Nebraska: University of Nebraska, 2016.</p> <p>9. Lawrence, DH. 'Last Lesson of the Afternoon', <i>The Complete Poems of DH Lawrence</i>. Hertfordshire: Wordsworth Editions, 1994.</p> <p>CONTINUOUS ASSESSMENTS: (TESTS/ASSIGNMENTS/PRESENTATIONS, INCLUDED)</p> | |
| | | | REVISION and DOUBT CLEARANCE | 4 TH -11 TH MAY |

Dipank
Assistant Professor
Department of English