

ANNUAL CURRICULAR					PLAN (Year)								
NAMR OF THE LECTURER <u>P. HIMA BINDU</u>					CLASS : <u>I Degree</u> Semester : <u>II</u>								
					CURRICULAR ACTIVITY				Paper : <u>English - II</u>				
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
<u>June</u>	<u>1</u>	<u>4</u>	<u>Syllabus - 1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
			<u>model paper - 1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
			<u>How to avoid foolish opinions - 2</u>	<u>Different social cultures</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Customs & cultures of different places</u>	<u>01</u>	<u>yes</u>	<u>-</u>	
	<u>2</u>	<u>4</u>	<u>conversions - 2</u>	<u>Beauty of Eng. language</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Conversion of words from noun - verb</u>	<u>01</u>	<u>yes</u>	<u>-</u>	
			<u>one - word substitutes - 2</u>	<u>Greek & Latin origins</u>	<u>verbal activity</u>	<u>01</u>	<u>yes</u>	<u>-</u>	<u>Assignment</u>	<u>01</u>	<u>yes</u>	<u>-</u>	
	<u>3</u>	<u>4</u>	<u>collocations - 2</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Forming words and sentences</u>	<u>01</u>	<u>yes</u>	<u>-</u>	
			<u>The Doll's House - 2</u>	<u>class prejudice</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Role plays of child characters</u>	<u>01</u>	<u>yes</u>	<u>-</u>	
	<u>4</u>	<u>4</u>	<u>The Doll's House - 1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Drawing a Doll's house</u>	<u>01</u>	<u>yes</u>	<u>-</u>	
			<u>Ode to the west wind - 3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

Signature of the Lecturer
P. Hima Bindu

Swarthakumari.V
Signature of the HOD

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SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU
CURRICULUM LECTURER WISE 2019-2020-2021

ANNUAL CURRICULAR					PLAN (Year)								
NAMR OF THE LECTURER P. HIMA BINDU					CLASS : I Degree Semester : I				Paper : English II				
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO-CURRICULAR ACTIVITY				
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
	5	2	Florence Nightingale - 2	services of people towards Nation & others	-	-	-	-	-	-	-	-	-
September	1	2	Skimming - 1	Importance of reading	-	-	-	-	Reading Articles from News paper	01	yes	-	-
			scanning - 1	-	-	-	-	-	-	-	-	-	-
	2	4	The Night Train at Deoli - 2	Ruskin Bond's Themes	Adolescent Infructivities	-	-	-	-	-	-	-	-
			Upagupta - 2	Rabindranath Tagore's Biography	Life of monks	01	yes	-	Seminar on How worldly Pleasures spoil life	01	yes	-	-
	3	4	Reading comprehension - 2	How to pick correct answer	-	-	-	-	Practising exercises	01	yes	-	-
			mid exams - 2	-	-	-	-	-	-	-	-	-	-
	4	4	Note making - 2	uses of note making	Dictating notes	01	yes	-	-	-	-	-	-
			Coromandel Fishers - 2	Freedom struggle	Life of fishermen	01	yes	-	-	-	-	-	-

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CURRICULUM LECTURER WISE 2019 - 2020 - 2021

ANNUAL CURRICULAR					PLAN (Year)							
NAME OF THE LECTURER P. HIMA BINDU					CLASS : I Degree Semester : II							
					CURRICULAR ACTIVITY				CO-CURRICULAR ACTIVITY			
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date
	5	2	Expansion of Ideas - 2	TIPS to expand idea	-	-	-	-	Giving a topic to speak	01	yes	-
October	1	4	Expansion of Ideas - 1	using language	-	-	-	-	-	-	-	-
			Notices - 1	Need of writing notices	writing notices	01	yes	-	-	-	-	-
			Agendas - 1	-	-	-	-	-	-	-	-	-
			minutes - 1	-	-	-	-	-	-	-	-	-
	2	2	An Astrologer's Day - 2	R.K Narayan's Themes	-	-	-	-	Seminar	01	yes	-
	3	4	curriculum vitae - 1	-	-	-	-	-	-	-	-	-
			Resume - 2	-	-	-	-	-	Assignment	01	yes	-
			Letters - 1	Formal & Informal letters	-	-	-	-	Collection of letters	01	yes	-

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CURRICULUM LECTURER WISE 2019 - 2020 - 2021

ANNUAL CURRICULAR					PLAN (Year)								
NAMR OF THE LECTURER P. HIMA BINDU					CLASS : I Degree Semester : II				Paper : II English				
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO- CURRICULAR ACTIVITY				
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
	4	4	Letters - 2	-	-	-	-	-	-	-	-	-	-
			E-correspondence-2	subject line cc, bcc, Attachments	-	1	-	-	collection of various mails	01	yes	-	-

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Susarna Kumarin V
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ANNUAL CURRICULAR					PLAN (Year)								
NAMR OF THE LECTURER P. HIMA BINDU					CLASS : B.Com I Degree Semester : II				Paper : Business Communication				
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO-CURRICULAR ACTIVITY				
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
June	1	2	syllabus - 1	-	-	-	-	-	-	-	-	-	-
			model paper - 1	-	-	-	-	-	-	-	-	-	-
	2	2	Introduction - 1	meaning & Definition of Communication	-	-	-	-	-	-	-	-	-
			Importance of Communication - 1	-	-	-	-	-	Dumb Charades	01	yes	-	-
	3	2	Process of Communication	-	-	-	-	-	Group Discussion	01	yes	-	-
	4	2	Organizational Communication and its barriers	-	-	-	-	-	-	-	-	-	-
	5	1	Types of Communication	-	-	-	-	-	-	-	-	-	-
September	1	1	Categories, methods, formats	-	-	-	-	-	-	-	-	-	-

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ANNUAL CURRICULAR					PLAN (Year)								
NAME OF THE LECTURER: P. HIMA BINDU					CLASS: B.com Degree Semester: II				Paper: Business Communication				
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO-CURRICULAR ACTIVITY				
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
	2	2	Vocabulary, Idioms, collocations - 1	-	-	-	-	-	Assignment on collection of Idioms	01	yes	-	
			organizational hierarchy - 1	Various levels of organizational structure	-	-	-	-	-	-	-	-	
	3	2	Various levels of Communication - 1	-	-	-	-	-	-	-	-	-	
			Imid - 1	-	-	-	-	-	-	-	-	-	
	4	2	Top-down, Bottom, horizontal commn. - 1	-	-	-	-	-	Drawing of organizational communication types	01	yes	-	
			Business reports, presentations	Types of Business reports	writing reports	01	yes	-	writing presentations	01	yes	-	
			online-communication - 1	Importance - Net que the email drafting	-	-	-	-	writing G-mails	01	yes	-	
	5	1	Receiving, filing, Process of B.commi.	Types of filing	-	-	-	-	-	-	-	-	

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ANNUAL CURRICULAR					PLAN (Year)								
NAMR OF THE LECTURER P. HIMA BINDU					CLASS : B Com I Degree Semester : II				Paper : Business Communication - cat 1				
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO-CURRICULAR ACTIVITY				
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
october	1	2	Routine cycle of communication - 1	Process of relaying information b/w sender & receiver	-	-	-	-	-	-	-	-	-
			written communication - 1	Importance Need & Types	-	-	-	-	-	-	-	-	-
	2	1	characteristics of good Business commn	nature of communication	-	-	-	-	seminar	01	yes	-	-
	3	2	preparation of business meeting	Different formats of meeting	-	-	-	-	-	-	-	-	-
			Agenda, Agenda notes - 1	minutes	writing agenda	01	yes	-	-	-	-	-	-
			minutes - 1	-	-	-	-	-	-	-	-	-	-
	4	2	Presentations of communications	Different types of presentations	-	-	-	-	-	-	-	-	-
			using various methods	like verbal, non-verbal, written listening & visual communication	-	-	-	-	-	-	-	-	-

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ANNUAL CURRICULAR					PLAN (Year)							
NAME OF THE LECTURER: P. HIMA BINDU					CLASS: II Degree Semester: IV							
					CURRICULAR ACTIVITY				Paper: CSS-III			
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date
May	1	3	syllabus - 1	-	-	-	-	-	-	-	-	-
			model paper - 1	-	-	-	-	-	-	-	-	-
	2	3	Positive Attitude	videos Links	-	01	yes	-	Assignment	01	yes	-
	3	3	Body Language	Importance of non-verbal cues	Dumb charades	01	yes	-	-	-	-	-
	4	3	SWOT Analysis	How to Vanquish Threats	Self SWOC analysis	01	yes	-	Assignment on strengths & weaknesses	01	yes	-
June	1	3	Emotional Intelligence	Tips on "how to manage failures"	-	-	-	-	Roleplays	01	yes	-
	2	3	Netiquette	Rules of netiquette for students	Reading activity	01	yes	-	elocution	01	yes	-
	3	3	Paragraph writing	Precise writing	Condensed writing skills	01	yes	-	Assignment	01	yes	-
	4	3	Paragraph writing - 1	-	-	-	-	-	-	-	-	-

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CURRICULUM LECTURER WISE 2019 - 2020 - 2021

ANNUAL CURRICULAR					PLAN (Year)							
NAMR OF THE LECTURER P. HIMA BINDU					CLASS : II Degree Semester : IV				Paper : CSS - III			
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO-CURRICULAR ACTIVITY			
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date
			Development of Ideas - 2	Guidelines	-	-	-	-	make the student to speak on a topic	01	yes	-
	5	2	Development of Ideas - 2	-	-	-	-	-	-	-	-	-
July	1	2	Elements of effective paraphrasing - 2	-	-	-	-	-	-	-	-	-
	2	3	Elements of effective paraphrasing	-	-	-	-	-	-	-	-	-
	3	3	Techniques of paraphrasing	-	-	-	-	-	-	-	-	-
	4	3	what makes a good summary - 1	-	-	-	-	-	-	-	-	-
			stages of summarising - 2	Precise writing	condensed writing	01	yes	-	-	-	-	-
	5	3	Letters	Formal & Informal writing	-	-	-	-	collection of letters	01	yes	-
August	1	3	E-correspondence	Subject line, CC, BCC	-	-	-	-	collection of various mails	01	yes	-

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ANNUAL CURRICULAR					PLAN (Year)								
NAMR (OF THE LECTURER) P. HIMA BINDU					CLASS : II Degree Semester : IV Paper : CSS - III								
MONTH	WEEK	HOURS AVAILABLE	SYLLABUS/ TOPIC	Additional Input/Value Addition Provided/ Taught	CURRICULAR ACTIVITY				CO- CURRICULAR ACTIVITY				
					Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	Activity Conducted	Hours Allotted	Whether Conducted	If not Alternate Date	
	2	3	Resume and cv	-	-	-	-	-	-	-	-	-	-
	3	3	Covering letter	-	-	-	-	-	-	-	-	-	-
	4	3	mid Exams	-	-	-	-	-	-	-	-	-	-
September	1		sem exams	-	-	-	-	-	-	-	-	-	-

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