

S.D. Mahila Mahavidyalya, Hansi
Summary of Lesson Plans of College Faculty

Name of College : ...S.D.M.M... Academic Session : 2017-18 Semester : Odd for the month of ...Sep...., 2017

Class	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
B.A Ist (Group) Ist	Ms. Meenu	Computer Awareness (Level-1)	Input & Output Devices, Introduction to Ms-word	Functions of Operating System, Basic components of windows, Setting date & time	Introduction to Computer Test - 1
B.A Ist (Group) and	Ms. Meenu	Computer Awareness (Level-1)	Input & Output Devices, Introduction to Ms-word	Basic components of windows, functions of operating system, Setting date & time	Introduction to Computer Test - 1
B.Sc Ist	Ms. Meenu	Computer Awareness (Level-1)	Introduction to Ms-word, Input and output Devices	Functions of Operating System, Setting date & time, Notepad.	Chapter - 1 (Test)

Meenu
Teacher Signature

S.D. Mahila Mahavidyalya, Hansi
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Name of College : S.D.M.M. Academic Session : 2017-18 Semester : Odd for the month of Oct. 2017

Class	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
B.A Ist (Group) Ist	Ms. Meenu	Computer Awareness (Level-1)	Memory & Mass Storage Devices, Introduction to Ms-Word	Change the formatting, font style of Ms-Word.	I/O And O/P Device Test - 2
B.A Ist (Group) and	Ms. Meenu	Computer Awareness (Level-1)	Introduction to Ms-Word, Memory & Mass Storage Devices	Changing the formatting of Ms-word, create file	Input & Output Devices Test - 2
B.Sc Ist	Ms. Meenu	Computer Awareness (Level-1)	Memory & Mass Storage Devices, Introduction to Ms-word.	Working in Ms-word, create folder, cut, copy, paste	Chapter - 2 Test

Meenu
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S.D. Mahila Mahavidyalya, Hansi
Summary of Lesson Plans of College Faculty

Name of College : S.D.M.M. Academic Session : 2017-18 Semester : Odd for the month of Nov. 2017

Class	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
B.A Ist (Group) Ist	Ms. Meenu	Computer Awareness (Level-1)	Revision of Input/output Memory	Making of Practical File	
B.A Ist (Group) 2nd	Ms. Meenu	Computer Awareness (Level-1)	Revision	Making File	
B.Sc Ist	Ms. Meenu	Computer Awareness (Level-1)	Revision	Making of Practical File	


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Name of College : S.D.M.M. Academic Session : 2017-18 Semester : Odd for the month of Aug., 2017

Class	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
B.A Ist (Group 1st)	Ms. Meenu	Computer Awareness (Level-1)	Introduction to Computer, Introduction to control Panel	Change the Display Properties	Oral test of Computer Basic
B.A Ist (Group 2nd)	Ms. Meenu	Computer Awareness (Level-1)	Introduction to Computer, Introduction to Control Panel	Change the wall-paper, Display Properties	Oral test of Computer Basic
B.SC Ist	Ms. Meenu	Computer Awareness (Level-1)	Definition, Characteristics, Application of the Computer System.	Introduction to window, desktop, Properties, create folder	- do -

Meenu
Teacher Signature