From
Principal Secretary, Higher Education Department,
Govt. of Haryana, Chandigarh.

To
1. The Principals of all Government Colleges
2. The Principals of all Government Aided Colleges
   (in the State of Haryana)

Memo no 27/102-2017 Co (1)
Dated, Panchkula, the 14th November, 2017

Subject:- Regarding uploading of Lesson Plan of all faculty members on the
web sites/web portal of colleges and display on the notice boards.

Kindly refer to the subject cited above.

In continuation of this office letter no. 27/102-2017 co (1) dated 17th
September 2017, it is informed that the format of the Lesson Plan has been amended
to make it more specific and precise and also to bring uniformity in the Lesson Plans
submitted by the teachers. A Specimen of Lesson Plan format is enclosed herewith.

I have been directed to request you to get the Lesson Plans prepared by
teachers as per the enclosed format and upload the same on the web site of the
College and on the notice board before 25th December 2017 i.e. before the beginning
of the next semester.

Action taken report may also be sent to this office accordingly.

Deputy Director Coordination
for Principal Secretary, Higher Education,
Haryana, Chandigarh
**Specimen of Lesson Plan Format**

**Name of the Assistant/Associate Professor:**  
**Class and Section:**  
**Subject lesson Plan: 18 weeks (from January 2018 to April 2018)**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Chapter 1: Prerequisites</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Assignments</td>
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</table>
| Week 1, day 1, Date | 1.1.1. An Introduction to Algebra  
|                   | 1.1.2 The Top Ten list of Mistakes |
| Week 1, day 2, Date | 1.2.1. Concepts of Inequality  
|                   | 1.2.2 Inequalities and Interval Notation |
| Week 1, day 3, Date | 1.3.1. Properties of Absolute Value  
|                   | 1.3.2 Evaluating Absolute Value Expressions |
| Week 1, day 4, Date | 1.4.1. An Introduction to Exponents |
| Week 1, day 5, Date | 1.4.2. Evaluating Exponential Expressions  
|                   | 1.4.3 Applying the Rules of Exponents |
| Week 1, day 6, Date | 1.4.4 Evaluating Exponential Expressions  
|                   | 1.4.5 Applying the Rules of Exponents |

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Chapter 1: Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignments</td>
</tr>
</tbody>
</table>
| Week 2, Day 1, Date | 1.4.6 Evaluating Expressions with Negative Exponents  
|                   | 1.5.1 Converting between Decimal and Scientific Notation |
| Week 2, Day 2, Date | 1.5.2 Converting Rational Exponents and Radicals  
|                   | 1.6.1 Simplifying Radical Expressions |
| Week 2, Day 3, Date | 1.6.2 Simplifying Radical Expressions with Variables  
|                   | 1.6.3 Rationalizing Denominators |