

CLASS ROOM | AQM ERP

S.No.	Date	Week	Teacher	Description	Action
1	26/02/2026	Week 1	Ms. Seema	memo writing	Edit Delete
2	26/02/2026	Week 1	Ms. Seema	memos and their usage	Edit Delete
3	24/03/2026	Week 1	Ms. Seema	Introduction to the course	Edit Delete
4	03/03/2026	Week 2	Ms. Seema	writing effective letters	Edit Delete
5	05/03/2026	Week 2	Ms. Seema	letters and their types	Edit Delete
6	05/03/2026	Week 2	Ms. Seema	writing letters and practice	Edit Delete
7	10/03/2026	Week 3	Ms. Seema	writing practice	Edit Delete
8	12/03/2026	Week 3	Ms. Seema	presentations on letter writing	Edit Delete
9	12/03/2026	Week 3	Ms. Seema	presentation on letter writing	Edit Delete
10	17/03/2026	Week 4	Ms. Seema	writing effective Emails	Edit Delete
11	19/03/2026	Week 4	Ms. Seema	practice of writing good subject lines	Edit Delete
12	16/04/2026	Week 4	Ms. Seema	strategies and tips for writing emails and usage	Edit Delete
13	26/03/2026	Week 5	Ms. Seema	writing emails for different purposes	Edit Delete
14	31/03/2026	Week 6	Ms. Seema	extempore speaking online on different topics and motivation	Edit Delete
15	02/04/2026	Week 7	Ms. Seema	introduction to minutes of Meeting	Edit Delete
16	02/04/2026	Week 7	Ms. Seema	minutes of meeting and agenda writing	Edit Delete
17	07/04/2026	Week 8	Ms. Seema	practice writing minutes of Meeting	Edit Delete
18	09/04/2026	Week 8	Ms. Seema	writing minutes of meeting	Edit Delete
19	09/04/2026	Week 8	Ms. Seema	writing practice in groups	Edit Delete
20	14/04/2026	Week 9	Ms. Seema	writing curriculum vitae	Edit Delete
21	20/04/2026	Week 9	Ms. Seema	writing CVs and their importance	Edit Delete
22	28/04/2026	Week 10	Ms. Seema	awareness session on Autism	Edit Delete