



**NSCB Memorial Govt. Degree College  
Hamirpur  
District Hamirpur (H.P.)**

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## Teaching Plan

Session (2022-2023)

**Class: BBA 3<sup>rd</sup> Sem**

**Name of the Teacher: Dr. Samjeet Singh Thakur**

**Subject: BBA**

**Code: BBA 305**

**Course: Personality Development**

**& Communication Skills**

**Room No: 264**

S. No	Dates	Topics to be covered
Admissions of BBA.3 <sup>rd</sup> SEM.(2 <sup>nd</sup> year)	20-05-2024 to 10-06-2024	<b>Admissions</b>
Week 1	13-07-2024 to 15-07-2024	Techniques in Personality development
Week 2	16-07-2024 to 20-07-2024	Self confidence, Mnemonics
Week 3	22-07-2024 to 26-07-2024	Goal setting, Time Management and effective planning
Week 4	27-07-2024 to 31-07-2024	Written communication
Week 5	01-08-2024 to 08-08-2024	Basics of Letter writing, memorandum,
Week 6	09-08-2024 to 12-08-2024	Notice, email,
Week 7	13-08-2024 to 17-08-2024	Report writing. Resume writing.
Week 8	19-08-2024 to 26-08-2024	Communication skills and Personality Development
Week 9	27-08-2024 to 31-08-2024	Intra personal communication and Body Language
Week 10	02-09-2024 to 07-09-2024	Inter personal Communication and Relationships
Week 11	09-09-2024 to 14-09-2024	Team Building and public speaking, Emotional Quotient.
Week 12	16-09-2024 to 21-09-2024	Corporate Grooming, Time Management and effective planning
Week 13	23-09-2024 to 30-09-2024	Dressing Etiquette, Preparing for Interview, Leadership Skills
Week 14	01-10-2024 to 07-10-2024	<b>HOUSE EXAME</b>
Week 15	08-10-2024 to 15-10-2024	<b>Seminar/ Practical</b>
Week 16	16-10-2024 to 22-10-2024	<b>Seminar/ Practical</b>
Week 17	23-10-2024 to 28-10-2024	<b>Seminar/ Practical</b>
Week 18	29-10-2024 to 03-11-2024	<b>DIWALI BREAK</b>
Week 19		<b>TERM END EXAMINATION</b>