**Teaching Plan**

**Session (2022-2023)**

**Class: BBA 3rd Sem Name of the Teacher: Dr. Samjeet Singh Thakur**

**Subject: BBA Code: BBA 305 Course:PersonalityDevelopment**

**&Communication Skills**

**Room No: 264**

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| **S. No** | **Dates** | **Topics to be covered** |
| Admissionsof BBA.3rd SEM.(2nd year)  | 20-05-2024 to 10-06-2024 |  **Admissions**  |
| 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 andBody 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 | **HOUSE EXAME** |
| Week 15 | 08-10-2024 to 15-10-2024 | **Seminar/ Practical**  |
| Week 16 | 16-10-2024 to 22-10-2024 | **Seminar/ Practical** |
| Week 17 | 23-10-2024 to 28-10-2024 | **Seminar/ Practical** |
| Week 18 |  29-10-2024 to 03-11-2024 | **DIWALI BREAK** |
| Week 19 |  | **TERM END EXAMINATION** |