**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** |
| Admissions of 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 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 | **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** |