SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

3rd Semester

Name of the Paper:- UNDERSTANDING HUMAN BEHAVIOUR CLASS : BBA-II

Name of the Teachers (Section wise): PROF. SONIA DHINGRA

WEEK	DATE	TOPICS	
		Discussion about Syllabus	
		Understanding Human Behaviour-Meaning	
1	November (2 -3), (5 - 7)	Nature of human behaviour	
		Approach of study behaviour-Cognitive Approach	
		Continue	
	SUI	NDAY - 08.11.2020	
		Psychoanalytic Approach	
	November (Continue	
2	13)	9- Continue	
		Personality-Meaning	
		Nature of personality	
	HOLIDA	Y - 14.11.2020 (Diwali)	
	SUI	NDAY - 15.11.2020	
		Theory of personality-Trait Theory	
		Continue	
3	November	Continue	
-	(16-21)	Psychoanalytical Theory	
		Continue	
		Continue	
SUNDAY - 22.11.2020			
		Social Learning Theory	
		Continue	
4	November	Emotion -Meaning & Nature	
	(23-28)	Physiological response in Emotion	
		Continue	
		Continue	
	SUI	NDAY - 29.11.2020	
	HOLIDAY - 30.11	.2020 (Guru Nanak Dev Jayanti)	
		Theory of Emotion	
		Continue	
	December (1-5)	Continue	
		Motivation- Meaning	
		Nature of Motivation	
	SUI	NDAY - 06.12.2020	

			1
			Continue
			Theory of Motivation-Maslow's Need Hierarchy Theory
6	December	(07-	Continue
-	12)		McGregor's Theory X and Y
			Continue
			Two Factor Theory
		SUN	DAY - 13.12.2020
			Continue
			Continue
6	December	(14-	Perception- Meaning
0	19)		Nature of Perception
			Continue
			Law of Perception Organisation
		SUN	DAY - 20.12.2020
			Continue
			Continue
7	December	(21-	Discuss Important Points
	24) (26)		Attention and Perception
			Continue
	HOLI	DAY - 2	25.12.2020 (Christmas)
			DAY - 27.12.2020
			Revision
			Learning-Meaning
	December		Nature of Learning
8	(28-31) January (1-2)		Theories of Learning- Classical Conditioning Theory
			Continue
		SUN	DAY - 03.01.2021
			Assignment-1
			Operant Conditioning Theory
	January		
9	(4-9)		Continue
	(1.5)		Continue
			Revision
		CLINE	Revision DAY - 10.01.2021
		SON	
			Discuss Important Points
			Discuss Important Points
10	January (11-16)		Cognitive Theory
	(11-10)		Continue
			Continue
			Continue

SUNDAY - 17.01.2021			
		Continue	
		Revision	
11	January (18-19) (21-23)	Oral Test	
	(10 15) (11 15)	Revision	
		Conditional Test	
	HOLIDAY - 20.01.2	2021 (Guru Gobind Singh Jayanti)	
	SU	NDAY - 24.01.2021	
		Social Learning Theory	
	January	Continue	
12	(25) (27-30)	Continue	
		Continue	
		Continue	
		26.01.2021 (Republic Day)	
	SU	NDAY - 31.01.2021	
		Continue	
		Revision	
13	February (01-06)	Memory & Forgetting	
		Meaning, Nature & Types of Memory	
		Continue	
		Continue	
	SU	NDAY - 07.02.2021	
		Levels of Memory	
		Continue	
14	February	Continue	
	(08-13)	Assignment-2	
		Meaning, Nature & Types of Forgetting	
		Causes of Forgetting	
SUNDAY - 14.02.2021			
	February (15 - 20)	Revision	
		Revision	
15		Revision	
		Revision	
		Revision	
		Revision	

I.B. (PG) COLLEGE, PANIPAT SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

CLASS : BBA -II

3rd Semester

Name of the Paper:- MICRO BUSINESS ENVIRONMENT

Name of the Teacher : Prof. NISHA

WEEK	DATE	TOPICS		
		DISUSSION ABOUT SYLLABUS		
		BUSINESS ENVIRONMENT : CONCEPT & FEATURES		
1	November (2 -3), (5 - 7)	TYPES / FACTORS AFFECTING BUSINESS ENVIRONMENT		
	(2 3), (3 7)	CONTINUE		
		CONTINUE		
		SUNDAY - 08.11.2020		
		CONTINUE		
		CONTINUE		
2	November (9-13)	CONTINUE		
	(3 10)	SIGNIFICANCE OF STUDYING BUSINESS ENVIRONMENT		
		REVISION		
		HOLIDAY - 14.11.2020 (Diwali)		
		SUNDAY - 15.11.2020		
		ENVIRONMENTAL SCANNING : CONCEPT & OBJECTIVES		
		PROCESS AND METHODS OF ENVIRONMENTAL SCANNING		
3	November	CONTINUE		
5	(16-21)	IMPORTANCE & LIMITATIONS OF ENVIRONMENTAL SCANNING		
		CONTINUE		
		FACTORS AFFECTING ENVIRONMENTAL SCANNING		
	SUNDAY - 22.11.2020			
		REVISION		
		ORAL TEST		
	November	ECONOMIC ENVIRONMENT : CONCEPT & COMPONENTS		
4	(23-28)	CONTINUE		
		SOCIAL ENVIRONMENT: MEANING & COMPONENTS		
		CONTINUE		
		SUNDAY - 29.11.2020		
	НС	DLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
		CONTINUE		
		POLITICAL ENVIRONMENT : MEANING & COMPONENTS		
	December	CONTINUE		
	(1-5)	LEGAL ENVIRONMENT: MEANING & COMPONENTS		
		CRITICAL EVALUATION & CAUSES OF FAILURE OF POLITICAL & LEGAL ENVIRONMENT		
		SUNDAY - 06.12.2020		

		RISK IN BUSINESS ENVIRONMENT: MEANING & TYPES		
		COUNTRY RISK : MEANING & CAUSES		
	December	POLITICAL RISK : MEANING & CAUSES		
6	(07-12)	PROCESS AND METHODS OF HANDLING BUSINESS RISK		
		CONTINUE.		
		METHODS OF MEASURING BUSINESS RISK		
		SUNDAY - 13.12.2020		
		CONTINUE & PROBLEMS IN STUDYING BUSINESS RISK		
		REVISION WITH ORAL TEST		
		ECONOMIC SYSTEM : MEANING & CAPITALISM ECONOMIC SYSTEM-		
6	December	FEATURES		
	(14-19)	ADVANTAGES & DISADVANTAGES OF CAPITALISM ECONOMIC SYSTEM		
		SOCIALISM ECONOMIC SYSTEM : MEANING & FEATURES		
		ADVANTAGES & DISADVANTAGES OF SOCIAL ECONOMIC SYSTEM		
		SUNDAY - 20.12.2020		
		MIXED ECONOMIC SYSTEM : MEANING & FEATURES		
		ADVANTAGES & DISADVANTAGES OF MIXED ECONOMIC SYSTEM		
7	December (21-24) (26)	ORAL TEST		
	(21-24) (20)	ECONOMIC ROLE OF GOVERNMENT IN BUSINESS: CONCEPT		
		REGULATORY & PROMOTIONAL ROLE OF GOVERNMENT		
		HOLIDAY - 25.12.2020 (Christmas)		
		SUNDAY - 27.12.2020		
		ENTREPRENEURIAL & PLANNING ROLE OF GOVERNMENT		
		CHANGING ROLE OF GOVERNMENT		
8	December	RESPONSIBILTY OF BUSINESS TOWARDS GOVERNMENT		
0	(28-31) January (1-2)	STATE INTERVENTION IN BUSINESS		
		CONTINUE		
		REVISION WITH ORAL TEST		
SUNDAY - 03.01.2021				
		SOCIAL RESPONSIBILITY OF BUSINESS : CONCEPT & ARGUMENT IN FAVOUR & AGAINST		
	January	SOCIAL RESPONSIBILITY OF BUSINESS TOWRDS DIFFERENT INTERESTED GROUPS		
9	(4-9)	DIMENSIONS & DISCLOSURE BY COMPANIES		
		ASSIGNMENT-I (BUSINESS ENVIRONMENT)		
		BUSINESS ETHICS : MEANING & FEATURES		
		IMPORTANCE & EXAMPLES OF BUSINESS ETHICS		
		SUNDAY - 10.01.2021		
		PROFESSIONALISATION OF BUSINESS : CONCEPT & FEATURES		
		CONTINUE		
	January	PROFESSIONALISATION OF BUSINESS IN INDIA : CAUSES & BENEFITS		
10	(11-16)	MRTP ACT : MEANING & OBJECTIVES		
		PROVISION OF MRTP ACT & MRTPC		
		CONTINUE		
		SUNDAY - 17.01.2021		

		CONTINUE
11	January	COMPETITION ACT : MEANING & OBJECTIVES
		PROVISION OF COMPETITION ACT
	(18-19) (21-23)	CONTINUE
	HOI	LIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)
		SUNDAY - 24.01.2021
		CONTINUE
		ASSIGNMENT-II (RISK IN BUSINESS ENVIRONMENT)
12	January (25) (27-30)	CONSTITUTIONAL ENVIRONMENT IN INDIA : MEANING & CONCEPT
	(23) (27-30)	IMPORTANT PARTS OF CONSTITUTION AFFECTING BUSINESS
		CONTINUE
		HOLIDAY - 26.01.2021 (Republic Day)
		SUNDAY - 31.01.2021
		ECONOMIC PLANNING : MEANING & FEATURES
		STRATEGY AND PROBLEMS
	February	CONTINUE
13	(01-06)	
		CONDITIONAL (ECONOMIC SYSTEM, MRTP & COMPETITION ACT IN INDIA)
		FAILURE AND ACHIEVEMENTS OF ECONOMIC PLANNING
		SUNDAY - 07.02.2021
		TYPES & PROCESS OF ECONOMIC PLANNING
14	February (08-13)	SUGGESTIONS AND RATIONALE OF ECONOMIC PLANNING
	(00-13)	TENTH FIVE YEAR PLAN
		ELEVENTH FIVE YEAR PLAN
	[SUNDAY - 14.02.2021
		CONTINUE TWELTH FIVE YEAR PLAN
	February (15 - 20)	
15		REVISION
		REVISION

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

Name of the Paper:- Business Statistics

3rd Semester

Class-BBA 2nd Year

Name of the Teachers (Section wise): PROF. AKANKSHA SHARMA

WEEK	DATE	TOPICS	
		Time -table display & discussion	
		Introduction & discussion of syllabus	
1	November (2 -3), (5 - 7)	Definition & scope of statistics	
	(2 3), (3 7)	Functions & importance of statistics	
		Limitation & distrust	
		SUNDAY - 08.11.2020	
		Data collection &its methods	
		Continue	
2	November (9-13)	Definition & methods of classification	
	()	Frequency distribution	
		Continue	
	Н	OLIDAY - 14.11.2020 (Diwali)	
		SUNDAY - 15.11.2020	
		Tabular representation	
		Types of tables	
3	November (16-21)	Diagrammatical representation	
		Continue	
		Graphical representation	
		Continue	
	SUNDAY - 22.11.2020		
		Meaning and types of averages	
		Continue	
4	November	Median	
	(23-28)	Quartiles ,Deciles,Percentiles	
		Continue	
		Mode	
		SUNDAY - 29.11.2020	
	HOLIDAY -	30.11.2020 (Guru Nanak Dev Jayanti)	
		Continue	
_	December	Geometric mean	
5	(1-5)	Continue	
		Harmonic mean Continue	
		SUNDAY - 06.12.2020	
SUNDAT - U6.12.2020			

		Relation between AM,GM,HM		
	December	Problem discussion		
		Definition and methods of measuring dispersion		
6	(07-12)	Interquartile range &quartile deviations		
		Continue		
		Mean deviations		
		SUNDAY - 13.12.2020		
		Standard deviations		
		Continue		
_	December	Coffiecient of variations		
7	(14-19)	Continue		
		Lorenz curve		
		Continue		
		SUNDAY - 20.12.2020		
		Definition &test of skewness		
		Measures of skewness		
8	December	Continue		
	(21-24) (26)	Continue		
		Continue		
HOLIDAY - 25.12.2020 (Christmas)				
		SUNDAY - 27.12.2020		
		Index number		
		Types & limitations of index number		
9	December (28-31)	Methods & construct index number		
5	January (1-2)	Continue		
		Weighted index number		
		Continue		
		SUNDAY - 03.01.2021		
		Quality index number		
		Ist assignment (collection, classification&presentation of data)		
10	January (4-9)	Continue		
10	January (4-5)	Test of adaquacy of index number		
		Continue		
		Continue		
	SUNDAY - 10.01.2021			
		Continue		
		Chain base index		
11	January	fixed base index		
11	(11-16)	Continue		
		Base conversion		
		Continue		

		Assignment 2nd(index number)	
12	January	Cost of living index	
		Continue	
	(18-19) (21-23)	Continue	
		Continue	
	Holiday-20	0.01.2021(guru gobind singh jayanti)	
		Sunday-24.01.2021	
		Census & sampling method	
	January	Continue	
13	(25)	Continue	
	(27-30)	Meaning &steps of forcasting	
		Continue	
	HOLII	DAY - 26.01.2021 (Republic Day)	
		SUNDAY - 31.01.2021	
	February (01-06)	Forcasting method	
		Conditional test(central tendency)	
14		Computation of statistical techniques by MS-Excel	
		Continue	
		Continue	
		Continue	
	Γ	SUNDAY - 07.02.2021	
		Moments & their utility	
		Continue	
15	February	Continue	
	(08-13)	Kurtosis	
		Continue	
		Continue	
	SUNDAY - 14.02.2021		
		Revision	
	February	Revision	
16		Revision	
	(15 - 20)	Revision	
		Revision	
		Revision	

I.B. (PG) COLLEGE, PANIPAT SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(3rd Semester)

Name of the Paper:- MANAGEMENT ACCOUNTING

CLASS : BBA-II Year

Name of the Teachers (Section wise): PROF. KARUNA SACHDEVA

WEEK	DATE	TOPICS	
		Discussion about syllabus	
		Management Accounting:Meaning , Nature	
1	November (2 -3), (5 - 7)	Usefulness and functions of management accounting	
		Scope of management accounting	
		Conventions of management accounting	
		SUNDAY - 08.11.2020	
		Techniques of management accounting	
		Limitations of management accounting	
2	November (9-13)	Management Accounting Vs. Financial Accounting	
	(5 - 5)	Revision	
		Class Test	
		HOLIDAY - 14.11.2020 (Diwali)	
		SUNDAY - 15.11.2020	
		Cost Accounting : Meaning	
		Uses of cost accounting	
3	November	Various cost concepts	
5	(16-21)	Continued	
		Organization of cost accounting department	
		Classification of cost	
SUNDAY - 22.11.2020			
		Continued	
		Cost Sheet	
4	November	Continued	
4	(23-28)	Costing methods	
		Continued	
		Continued	
		SUNDAY - 29.11.2020	
	HOLIDA	Y - 30.11.2020 (Guru Nanak Dev Jayanti)	
		Continued	
	December	Continued	
	(1-5)	Continued	
		Problems	
		Class Test	
SUNDAY - 06.12.2020			

		Budget and Budgetary control : meaning and nature		
	December	Kinds of budgets		
		Continued		
6	(07-12)	Preparation of various types of budgets		
		Continued		
		Continued		
		SUNDAY - 13.12.2020		
		Continued		
		Continued		
c	December	Continued		
6	(14-19)	Continued		
		Advantages of budgetary control		
		Limitations of budgetary control		
		SUNDAY - 20.12.2020		
		Problems and revision		
		Marginal costing and break even analysis		
7	December (21-24) (26)	Continued		
	(21-24) (20)	Continued		
		Continued		
HOLIDAY - 25.12.2020 (Christmas)				
		SUNDAY - 27.12.2020		
		Continued		
		Continued		
8	December (28-31)	Continued		
0	January (1-2)	Continued		
		Continued		
		Problems and revision		
		SUNDAY - 03.01.2021		
		Decision involving alternate choices		
		Continued		
9	January	Continued		
5	(4-9)	Assignment I on Management Accounting : an introduction		
		Standard costing : Types of variances and their implementation		
		Continued		
		SUNDAY - 10.01.2021		
		Continued		
		Continued		
10	January	Continued		
10	(11-16)	Continued		
		Continued		
		Continued		
SUNDAY - 17.01.2021				

		Continued	
		Problems and revision	
11	January	Assignment II on Cost Accounting : An introduction	
	(18-19) (21-23)	Management Accounting and control techniques :ABC	
		Continued	
	HOLIDAY	' - 20.01.2021 (Guru Gobind Singh Jayanti)	
		SUNDAY - 24.01.2021	
		Continued	
	lanuary	Revision	
12	January (25) (27-30)	Uniform Costing	
		Continued	
		Continued	
	Н	DLIDAY - 26.01.2021 (Republic Day)	
		SUNDAY - 31.01.2021	
		Balanced Score Card	
		Continued	
13	February	Conditional Test on Budget and budgetary control methods, ABC	
15	(01-06)	Target Costing	
		Continued	
		Continued	
		SUNDAY - 07.02.2021	
		Introduction to Responsibility Accounting	
		Continued	
14	February	Continued	
14	(08-13)	Continued	
		Continued	
		Continued	
	SUNDAY - 14.02.2021		
		Class Test	
		Revision	
15	February	Revision	
15	(15 - 20)	Revision	
		Revision	
		Revision	

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (3rd Semester)				
Name of the Paper:- Fundamentals of DBMS and ORACLE Class: BBA-II				
Name of the Tea	achers : Prof. Vina	v Bharti		
		,		
WEEK	DATE	TOPICS		
		Basic Concepts – Traditional file oriented approach,		
		Disadvantages of simple file system, Database		
1	November (2 -3), (5 - 7)	approach, Advantages of Database approach,		
	(2-3), (3-7)	Database Management Systems(DBMS),		
		SUNDAY - 08.11.2020		
		Components of DBMS Environment, Advantages and		
		Disadvantages of DBMS, DBMS Architecture,		
2	November (9-13)			
	(9-13)			
		HOLIDAY - 14.11.2020 (Diwali)		
		SUNDAY - 15.11.2020		
		Data Independence, Data Models, Keys.		
		Presentation		
	November	Computers: An introduction, use of computer in business		
3	(16-21)			
	•	SUNDAY - 22.11.2020		
		advantages and disadvantages, computerized system for		
		inventory control		
4	November			
4	(23-28)			
		SUNDAY - 29.11.2020		
	HOLIDA	Y - 30.11.2020 (Guru Nanak Dev Jayanti)		
		payroll order, banking and accounting		
	December	Revision		
	(1-5)	Conditional Test (DBMS)		
		SUNDAY - 06.12.2020		

		SQL using ORACLE: Introduction to SQL,			
6		Components of SQL: DDL, DML & DCL, Data types in SQL			
	December	Assignment-I			
	(07-12)				
		SUNDAY - 13.12.2020			
		DDL Commands: Create, Alter, Drop, Truncate.			
		Creating queries with DDL commands and implementing constraints			
6	December				
0	(14-19)				
		SUNDAY - 20.12.2020			
		DML Commands: Insert, Delete, Update, Select,			
		Select with Group by and Order by.			
7	December				
	(21-24) (26)				
	<u> </u>	IOLIDAY - 25.12.2020 (Christmas)			
	•	SUNDAY - 27.12.2020 (Christinas)			
		Creating queries with DML commands.			
		Assignment-II			
	December				
8	(28-31)				
	January (1-2)				
		SUNDAY - 03.01.2021			
		Operators: Set and Logical			
9	January				
	(4-9)				
	SUNDAY - 10.01.2021				
		functions: Numeric functions, Scalar functions and Group functions			
10	January				
10	(11-16)				
	I	SUNDAY - 17.01.2021			
		JUNDAT - 17.01.2021			

	January	Revision of case studies			
11	(18-19) (21-23)				
	HOLIDAY	- 20.01.2021 (Guru Gobind Singh Jayanti)			
SUNDAY - 24.01.2021					
		Report-Writing: Commands, advantages of Report writing			
	January				
12	(25) (27-30)				
	НО	LIDAY - 26.01.2021 (Republic Day)			
		SUNDAY - 31.01.2021			
		Revision			
	February (01-06)				
13					
		SUNDAY - 07.02.2021			
		Presentation			
	February (08-13)				
14					
SUNDAY - 14.02.2021					
	February (15 - 20)	Revision			
15					

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

Name of the Paper:- BUSINESS COMMUNICATION

(3rd Semester)

Name of the Teachers (Section wise): PROF. MANEET KAUR

Class: BBA II

WEEK DATE TOPICS DISCUSSION OF SYLLABUS BUSINESS COMMUNICATION: BASIC FORMS- INTRODUCTION, MEANING & DEFINTION OF COMMUNICATION November 1 CONTINUE (2-3), (5-7) CONTINUE COMMUNICATION PROCESS - MEANING AND IMPORTANCE SUNDAY - 08.11.2020 CONTINUE...., COMPONENTS OF COMMUNICATION PROCESS ORAL REVISION November EFFECTIVE COMMUNICATION SKILLS- INTRODUCTION, CONCEPT AND NEED OF 2 (9-13) EFFECTIVE BUSINESS COMMUNICATION KEY ELEMENTS, FOUNDATIONS OF EFFECTIVE BUSINESS COMMUNICATION CONTINUE...., EFFECTIVE BUSINESS COMMUNICATION STRATEGIES HOLIDAY - 14.11.2020 (Diwali) SUNDAY - 15.11.2020 ESSENTIALS OF EFFECTIVE BUSINESS COMMUNICATION, SEVEN C'S OF EFFECTIVE BUSINESS COMMUNICATION CONTINUE November 3 CONTINUE...., IMPORTANCE OF EFFECTIVE BUSINESS COMMUNICATION (16-21) CONTINUE CONTINUE ORAL REVISION SUNDAY - 22.11.2020 BARRIERS AND GATEWAYS IN COMMUNICATION - INTRODUCTION, CAUSES OF BARRIERS **TYPES OF BARRIERS** November CONTINUE 4 (23-28)CONTINUE CONTINUE STRATEGIES TO REMOVE BARRIERS TO COMMUNICATION SUNDAY - 29.11.2020 HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti) CONTINUE ORAL REVISION December (1-5) COMMERCIAL LETTERS- INTRODUCTION, PHYSICAL APPEARANCE OF BUSINESS LETTER LAYOUT OR FORMAT OF LETTERS CONTINUE SUNDAY - 06.12.2020

		CONTINUE DO & DON'TS OF BUSINESS WRITING			
6		CONTINUE, TYPES OF PERSUASIVE LETTERS			
	Desember				
	December (07-12)				
	(07-12)	PURPOSES OF COLLECTION LETTERS			
		ORAL REVISION			
	I	SUNDAY - 13.12.2020			
	December (14-19)	WRITING BUSINESS AND ACADEMIC REPORTS- INTROCTION, OBJECTIVES			
		CONTINUE, FUNCTIONS AND IMPORTANCE OF BUSINESS REPORT			
6		STRUCTURE OF BUSINESS REPORT			
		CONTINUE			
		ACADEMIC REPORT WRITING- STRATEGIES			
		STRUCTURE OF ACADEMIC REPORT			
		SUNDAY - 20.12.2020			
		PRESENTATION OF REPORT			
	Desember	CONTINUE			
7	December (21-24) (26)	CONTINUE			
	(21-24) (20)	ORAL REVISION			
		PUBLIC SPEAKING: INTRODUCTION AND IMPORTANCE			
		HOLIDAY - 25.12.2020 (Christmas)			
		SUNDAY - 27.12.2020			
		BASIC PRINCIPLES OF PUBLIC SPEAKING AND PRESENTATION			
		WAYS OF DELIVERING THE MESSAGE, CONSIDERATION OF PERSONAL ASPECTS			
	December (28-31) January (1-2)	AUDIENCE ANALYSIS, APPEARANCE AND PHYSICAL ACTIONS			
8		HINTS AND TIPS FOR EFFECTIVE PERSUASIVE SPEAKING, USE OF VOICE			
		VOCAL DELIVERY, HOW TO IMPROVE YOUR VOICE, ADAPTING THE STYLE OF DELIVERY			
		FINAL PHASE			
	•	SUNDAY - 03.01.2021			
		ORAL REVISION			
		ASSIGNMENT I - EFFECTIVE COMMUNICATION SKILLS			
9	January (4-9)	LISTENING AND NEGOTIATING- INTRODCTION AND MEANING, NATURE OF NEGOTIATION			
		CONTINUESTAGES OF NEGOTIATION			
		CONTINUE			
		ORAL REVISION			
	I	SUNDAY - 10.01.2021			
		INTERVIEWS AND MEETINGS: INTRODUCTION, APPEARING FOR INTERVIEWS			
	January (11-16)	CONTINUE, CONDUCTING INTERVIEW			
10		CONTINUE			
		MEETING: MEANING & TECHNIQUES OF CONDUCTING MEETING			
SUNDAY - 17.01.2021					
JUNDAT - 17.01.2021					

January (18-19 11 (21-23)		ORAL REVISION				
		ASSIGNMENT II - PUBLIC SPEAKING				
		MECHANISM OF WRITING				
	(21-23)	CONTINUE				
		CONTINUE				
	HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)					
SUNDAY - 24.01.2021						
		CONTINUE				
	(25)	ORAL REVISION				
12	January (25) (27-30)	EFFECTIVE LISTENING: INTRODUCTION, TYPES OF LISTENING				
	(27 30)	IMPORTANCE AND CONSEQUENCES OF EFFECTIVE LISTENING				
		BARRIERS OF EFFECTIVE LISTENING, POOR LISTENING HABITS				
		HOLIDAY - 26.01.2021 (Republic Day)				
		SUNDAY - 31.01.2021				
		PRINCIPLES OF EFFECTIVE LISTENING				
		CONTINUE				
13	February (01-06)	FACTORS EFFECTING WRITTEN LISTENING EXERCISES				
15	rebruary (01-06)	ORAL REVISION				
		CONDITIONAL TEST-BARRIERS AND GATEWAYS IN COMMUNICATION				
		TELEPHONE AND FACE-TO-FACE CONERSATION				
		SUNDAY - 07.02.2021				
		CONTINUE				
		ORGANISATION COMMUNICATION				
14	February (08-13)	CONTINUE				
	, (,	CHANNELS OF COMMUNICATION				
		CONTINUE				
		INTERNAL AND EXTERNAL COMMUNICATION				
	Γ	SUNDAY - 14.02.2021				
		REVISION				
15	February (15 - 20)	REVISION				
		REVISION				
		REVISION				
		REVISION				
		REVISION				