

Week Wise Lesson Plan of B.C.A. 2<sup>nd</sup> sem. from 16<sup>th</sup> April onwards

B.C.A-126 : Personality Development 2021-21 : Teacher's name : Urmila Devi  
Deptt : English

Month ↓	Week & Dates	TOPICS	Method & Mode of Teaching
April	16 <sup>th</sup> -17 <sup>th</sup>	UNIT-I Introduction To Personality and self concept	online classes with regular feedback, revision, class test and practice
	19 <sup>th</sup> -24 <sup>th</sup>	Element of personality, Determinants of personality causes of deranged Personality, Personality analysis.	
	26 <sup>th</sup> -30 <sup>th</sup>	Grooming, Personal hygiene, Social, Business and Dining Etiquettes	
May	1 <sup>st</sup> -8 <sup>th</sup>	Body language use & misuse, Art of Good conversation	DO
	10 <sup>th</sup> -15 <sup>th</sup>	Art of Intelligent listening, Revision and Doubts removing sessions	
	17 <sup>th</sup> -22 <sup>nd</sup>	UNIT-II Interpersonal skills and Role playing	
June	24 <sup>th</sup> -29 <sup>th</sup>	Do	DO
	1 <sup>st</sup> -5 <sup>th</sup>	UNIT-III class test & 1 <sup>st</sup> Assignment Group discussion	
	7 <sup>th</sup> -12 <sup>th</sup>	Presentation skills, Team behaviours	
	15 <sup>th</sup> -19 <sup>th</sup>	How to effectively conduct yourself during GD, Dos & Don'ts	
	21 <sup>st</sup> -26 <sup>th</sup>	Clarity of thoughts and its expression	
July	28 <sup>th</sup> -30 <sup>th</sup>	Presentation skills & Seminar skills	DO
	1 <sup>st</sup> -3 <sup>rd</sup>	revision & practice of G.D & Presentation skills	
	5 <sup>th</sup> -10 <sup>th</sup>	DO	
	12 <sup>th</sup> -17 <sup>th</sup>	Doubts removing sessions & II <sup>nd</sup> Assignment	
	19 <sup>th</sup> -24 <sup>th</sup>	Revision of I <sup>st</sup> , II <sup>nd</sup> & III <sup>rd</sup> Units followed by class test for Assessment	
	26 <sup>th</sup> -30 <sup>th</sup>	UNIT-IV Interviews Presentation : Intent & Purpose	
August	2 <sup>nd</sup> -7 <sup>th</sup>	Selection procedure, Types of Interviews, writing resume, knowledge of company profiles, academics & professional knowledge review, dress code etc. mental framework during interviews.	DO
	9 <sup>th</sup> -14 <sup>th</sup>	Revision & practice of entire syllabus followed by doubts removing sessions & Remedial classes.	

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