



**DELHI COLLEGE OF TECHNOLOGY &
MANAGEMENT(DCTM),
PALWAL**

INSTRUCTION PLAN

**RECORD NO.: QF/ACD/009
Revision No.: 00**

Name of Faculty: Dr. Anupama Jain

Department: HAS

Course Title: PCS-II

Course Number: BBA/GEN/205

Semester/Section: 2 BBA

Session: Jan-April, 2018

Instruction Plan Details:

Week No: & Date	Lecture No.	Topics to be covered	Remarks/ Coverage date
Week-1 15-19 Jan	Lec 01, 02,03,04	UNIT 1 Project and report writing	
	Lec 05	Proposal Writing	
Week-2 22-26 Jan	Lec 06	Paragraph Writing	
	Lec 07	Paper Reading	26 Jan Holiday
	Lec 08,09	Voice Modulation	
Week-3 29 Jan- 02 Feb	Lec 10, 11, 12	Project Presentation	
	Lec 13	UNIT 2 Tips to effective Presentation	
	Lec 14	Guidelines of Presentation	
Week-4 05- 09 Feb	Lec 15, 16	Various Tools of Presentation	
	Lec 17	Boredom factors in Presentation	
	Lec 18	How to overcome the boredom factors	
	Lec 19	Interactive Presentation	
Week-5 12-16 Feb	Lec 20	Class Test: 01	13 Feb Mahashivratri

Week-6 19- 23 Feb	Lec 21,22	Presentation as a part of job interview	
	Lec 23, 24	Art of effective listening	
	Lec 25	Revision of Unit 2	
Week-7 26 Feb- 02 March	Lec 26, 27	UNIT 3 Resume writing skills	28 Feb-02 March Holi Holidays
Week-8 05-09 March	Lec 28	Guidelines for a good resume	
	Lec 29, 30	How to face an interview board	
	Lec 31	Proper body posture	
	Lec 32	Video Lec: 01	
		Sessional I	
Week-9 12-16 March	Lec 33,34	Importance of gestures	
	Lec 35,36	Steps to succeed in interviews	
	Lec 37	Preparing for mock interviews	
Week-10 19-23 March	Lec 38, 39 & 40	Mock interviews with presentations on self	
	Lec 41, 42	Self –Introduction	
Week-11 26-30 March	Lec 43,44	Dealing with people face to face	
	Lec 45	Class Test: 02	
	Lec 46, 47	UNIT 4 Quality of a leader	
Week-12 02-06 April	Lec 48, 49 & 50	Leadership quiz with case study	
	Lec 51	Knowing your skills and abilities	
	Lec 52	Group Discussion techniques	

Week-13 09-13 April	Lec 53, 54	Debates	
	Lec 55, 56	Extempore	
	Lec 57	Increasing the professionalism	
Week-14 16-20 April	Lec 58- 62	Audio video recordings and dialogue sessions on economy, education system, environment, politics Video Lec: 02	
Week-15 23-27 April		Sessional: 02	
	Lec 63, 64, 65	Practicing GDs and Debates	
	Lec 66, 67	Practicing presentations	
Week-16 30 Apr-04 May	Lec 68,69	Real life experiences of corporate dialogue	
	Lec 70- 72	Revision	