

NAME OF THE FACULTY – Dr. Seema S. Malankar
DESIGNATION - Principal
DEPARTMENT - Business Communication

**LESSON PLAN FOR THE FIRST TERM
DURING THE ACADEMIC YEAR 2020-2021**

CLASS- FY B COM

SUBJECT-BUSINESS COMMUNICATION-01

Sr. No.	Name Of The Topic	No. Of Lectures Required	Tentative Time Of Completing The Topic
01	Theory Of Communication	15	4 th Week Of November
02	Business Correspondence	15	3 rd Week Of December
03	Language And Writing Skills	15	3 rd Week Of January
04	TOTAL	60	


**LESSON PLAN FOR THE SECOND TERM
DURING THE ACADEMIC YEAR 2020-2021**

CLASS- FY B COM

SUBJECT-BUSINESS COMMUNICATION-02

Sr. No.	Name Of The Topic	No. Of Lectures Required	Tentative Time Of Completing The Topic
01	Group Communication	15	2nd Week Of February
02	Business Correspondence	15	1 st Week Of March
03	Language And Writing Skills	15	1 st Week Of April
04	TOTAL	60	




Principal
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