



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (West), Mumbai, 400 064

Monthly Monitoring of the Teaching Plan for the Month of November 2021

Name of the teacher: Tanvi Shah

Name of the Department: BC Class:

FYBCom G

Subject: **BC**

Semester I

Duration of each lecture session: 48 Minutes

Sr. No.	Topics to be covered	Dates of lectures planned	Dates of lectures engaged	Gap if any with reasons	Steps taken to cover up the gap
1	Chap. 3 Non-verbal communication	16 Nov 2021	16 Nov 2021	-----	NIL
2	Chp. 3 Non-verbal Communication	17 Nov 2021	17 Nov 2021	-----	NIL
3	Chp. 3 email, phone Etiquette	18 Nov 2021	18 Nov 2021	-----	NIL
4	G5, G3. BC Tutorials SWOT Analysis	20 Nov 2021	20 Nov 2021	-----	NIL
5	Chp. 3 work, dining Etiquette	23 Nov 2021	23 Nov 2021	-----	NIL
6	Chp. 4 Business Ethics	24 Nov 2021	24 Nov 2021	-----	NIL
7	Chp. 4 Business Ethics	25 Nov 2021	25 Nov 2021	-----	NIL
8	G5, G3. BC Tutorials Resume writing	27 Nov 2021	27 Nov 2021	-----	NIL

Signature of teacher:

Remarks by H.O.D. :

Sign. :

Date :

DI/ R-MM/TLP/ 00