



# Prahladrai Dalmia Lions College of Commerce & Economics

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

## DEPARTMENTAL PLAN

Name of the Department : \_Business Communication

Academic Year: 2021-22

Objectives to be achieved:

- To develop awareness of the complexity of the communication process
- To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
- To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups
- To develop effective writing skills so as enable students to write in clear, concise, persuasive and audience centered manner
- To demonstrate effective use of communication technology

Results / Learning outcome of the students studying the subject last year:

Semester	Pass %	Fail %	A Grade	B Grade	C Grade	D Grade
I / III / V						
II / IV / VI						

**SWOC analysis** of the department

**Strengths:**

- Good coordination of faculty
- Usage of interactive teaching –learning process
- Engagement in complex ideas
- Usage of technology to disseminate lecture notes and ppts
- Usage of portals for online assignments
- Usage of flipped classroom learning techniques

**Weaknesses:** Post is reserved therefore no permanent Faculty

### Opportunities:

- Small batches of students help in catering to their problems
- Better rapport with students
- Can help students better their communication skills
- Low level of confidence of students

### Challenges:

Reluctance on part of students to work on their communication skills as they are scared of speaking incorrect English

Online teaching learning process lacks motivation on the part of the learners.

### Steps to be taken to decrease the weaknesses and meet the challenges:

- Intensive engagement with students regarding their Fluency
- Giving students an exposure to communicating in English
- Helping them to overcome their fear of the English Language by providing them online references
- Giving them lecture notes to help them do better in their exam
- Giving them pdfs / worksheets related to enhancing their communication skills
- USE GOOGLE CLASSROOM EXTENSIVELY
- USE YOUTUBE VIDEOS

### Steps taken to improve the quality of teaching-learning process : ( )

- Students' Feedback
- Changes in the Teaching Methodology
- Better the Teaching Learning Process
- Any Other
  - Use of Flipped classroom method
  - Use of Google classroom
  - Use of Edmodo for online assignments

### Plan of activities of Department with :

	Name of the Activity	Tentative Date for the Activity	Particulars of the Activity
	Guest lecturers	<b>Second Term</b>	<b>Professional Ethics</b>
	Visits	<b>NA</b>	
	Presentations	<b>DURING TUTORIALS</b>	

	Group Discussions	<b>TUTORIALS</b>	
	Live Projects	<b>NA</b>	
	Film / Book Reviews	<b>Tutorials</b>	
	Moot Court	<b>NA</b>	
	Court visit	<b>NA</b>	

Any Other : **Conduct a Video Resume competition.**

**Plan of Best Practices by Departmental members:**

Sr. No.	Name of the Best practice	Name of the teacher handling the best practice.
1	Conference by students as experiential learning	Ms. Emelia Noronha Ms. Foram Joshi Ms. Tanvi Shah
2		

**Planning for Teachers Lecture Observation:**

At the end of every month - at least two in each semester.

**Submitted by :**

Name of the Head of the Department: Emelia Noronha

Signature of the Head of the Department:

Date: 8 September 2021