

Faculty : Jitender Singh

S. No.	Lecture No	CO (No)	Topic Description	Teaching Pedagogy	Reference Material	Date		Remarks, if any
						Planned	Actual Delivery	
1	1	CO1	Communication: Introduction	PPT	Book (Business Communication by MK Sehgal)	22.07.2025		
2	2	CO1	Communication process	PPT	Book (Business Communication by MK Sehgal)	23.07.2025		
3	3	CO1	7 C's of Communication	PPT	Self Notes	24.07.2025		
4	4	CO1	Win-Win Communication	Real life examples & PPT	Self Notes	25.07.2025		
5	5	CO1	Strategies for effective Communication	Real life examples & PPT	Book (Business Communication by MK Sehgal)	29.07.2025		
6	6	CO1	Zero Sum	Real life examples & PPT	Self Notes	30.07.2025		
7	7	CO1	Reasons for Conflict	Real life examples & PPT	Book (Business Communication by MK Sehgal)	31.07.2025		
8	8	CO1	Communication Barrier	Real life examples & PPT	Book (Business Communication by MK Sehgal)	01.08.2025		
9	9		Revision Unit - 1			05.08.2025		
10	10	CO2	Critical Thinking and cognitive skills: Introduction	PPT	Self Notes	06.08.2025		
11	11	CO2	Reason, Analysis	PPT	Self Notes	07.08.2025		
12	12	CO2	Synthesis	PPT	Self Notes	08.08.2025		
13	13	CO2	Divide and Rule	Real life examples & PPT	Self Notes	12.08.2025		
14	14	CO2	Root cause analysis	Real life examples & PPT	Self Notes	13.08.2025		
15	15	CO2	Logic and Logical fallacies	PPT	Self Notes	14.08.2025		
16	16	CO2	Reasoning, Logic	PPT	Self Notes	19.08.2025		
17	17	CO2	Inductive and deductive reasoning	PPT	Self Notes	20.08.2025		
18	18	CO2	Logical Fallacies, Ad Hominem	PPT	Self Notes	21.08.2025		
19	19	CO2	Straw man fallacy, bandwagon fallacy	PPT	Self Notes	22.08.2025		
20	20	CO2	Hasty Generalisation, false dilemma	PPT	Self Notes	26.08.2025		
21	21	CO2	False dichotomy, Tu Quoque	PPT	Self Notes	02.09.2025		
22	22	CO2	Circular reasoning and hasty generalisation	PPT	Self Notes	03.09.2025		
23	23	CO2	Recognizing fallacies	PPT	Self Notes	04.09.2025		
24	24	CO3	Cognitive skills and critical thinking	PPT	Self Notes	05.09.2025		
25	25	CO3	Listening for keywords	Real life examples & PPT	Self Notes	09.09.2025		
26	26	CO3	Phrases and hints	PPT	Self Notes	10.09.2025		
27	27	CO3	Creative communication	Real life examples & PPT	Self Notes	11.09.2025		
28	28	CO3	Managing and celebrating Diversity	PPT	Self Notes	12.09.2025		
29	29	CO3	Adaptability and Negotiation	PPT	Self Notes	16.09.2025		
30	30	CO3	Dispute resolution	Real life examples & PPT	Self Notes	17.09.2025		
31	31	CO3	Arbitration	PPT	Self Notes	18.09.2025		
32	32	CO3	Mediator's role	PPT	Self Notes	19.09.2025		
33	33	CO3	Caucuses, Third Party	PPT	Self Notes	23.09.2025		
34	34	CO3	Objectivity	PPT	Self Notes	24.09.2025		
35	35	CO3	impartiality	PPT	Self Notes	25.09.2025		
36	36	CO3	Neutrality, Offers, Counter Offers	PPT	Self Notes	26.09.2025		
37	37	CO3	Questions	PPT	Self Notes	29.09.2025		
38	38	CO3	Demands and proposals	Real life examples & PPT	Self Notes	30.09.2025		
39	39	CO3	Impasse, Settlement	PPT	Self Notes	01.10.2025		
40	40	CO3	Brainstorming, Problem solving strategies	PPT	Self Notes	03.10.2025		
41	41	CO3	Stress Management,	Real life examples & PPT	Self Notes	07.10.2025		
42	42	CO3	Significance of Collaboration	PPT	Self Notes	08.10.2025		
43	43	CO3	Confronting Challenges	PPT	Self Notes	09.10.2025		
44	44	CO4	Exercises in Role Playing	PPT	Self Notes	14.10.2025		
45	45	CO4	Exercises in Mediation	PPT	Self Notes	24.10.2025		
46	46	CO4	Case study on Mediation	Class room discussion	Self Notes	28.10.2025		
47	47		Revision Unit-1			29.10.2025		

[illegible]