Dr. V. N. Bedekar Institute of Management Studies, Thane
Teaching Learning Plan - MMS
Academic Year: 2020-2021

Programme: MMS Semester: I   Specialisation: Period: Jan 2021 – Mar 2021
Course Code: MMS-
Name of the subject: Personal Grooming & Effectiveness
Maximum marks: 100 (60+40)   No. of Sessions: 13 (Total 40 hrs)
Name of the Faculty: Prof Kanchan Akshay
Mobile No: 9821681550   Email: akanchan@vpmthane.org

Program Outcomes (PO)	Course Outcomes (CO)
1. **Nurture leadership skills, team-membership skills and mutual trust.** 2. **Demonstrate decision-making ability.** 3. **Ability to develop culture of technology-usage.** 4. **Inculcate social sensitivity among students.** 5. **Integrate and apply business knowledge and management techniques for problem-solving/ analytical skills.**	1. **To understand one's own personality and enhance the same** 2. **To apply the techniques of verbal and non-verbal communication and implement the same at personal and professional level.** 3. **To understand how to create powerful teams and work collaboratively** 4. **To apply the strategies which would help in managing stress and making more productive.**

Reference Books:

1. **Super Self: Doubling Your Personal Effectiveness by Charles Given**
2 **The 3 Pillars of Personal Effectiveness by Troels Richte**
3. **The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change**
by Stephen R. Covey
4 **Personality Development and Soft skills by BarunMitra**

A. **Plan:**

Session No.	Planned Date	Topic	Ref. Study Material	Course Outcomes
1	28/01/21	Know Yourself- Self Discover	Personality Development and Soft skills by BarunMitra	To understand oneself – abilities, strengths, Values
2	4/02/21	Grooming- Corporate Etiquette and Manners	Personality Development and Soft skills by BarunMitra	To enhance corporate and social Image, learning grooming basics and personal hygiene.
3	11/02/21	The Art of Listening	Personality Development and Soft skills by BarunMitra	To understand the key role of listening and work effectively with customers, and be a valuable team member.
4	18/02/21	Verbal & Non-verbal	Personality	To develop an Ability to

		Communication- Body Language and art of Speaking	Development and Soft skills by BarunMitra	communicate competently in groups and organizations
5	25/02/21	Developing Positive Attitude and Values	Personality Development and Soft skills by BarunMitra	To understand various dimensions of attitude and how can they be used in personal and professional life.
6	4/03/21	Class Test and Case Study	Personality Development and Soft skills by BarunMitra	
7	18/03/21	GD & PI Skills	Personality Development and Soft skills by BarunMitra	To inculcate these important skills which are used during selection process
8	25/03/21	Written Business Communication- CV & Resume Writing	Personality Development and Soft skills by BarunMitra	Understand and write a functional resume , versus a chronological resume, writing cover letters
9	1/04/21	Team Building & Team Management	Personality Development and Soft skills by BarunMitra	Enhance capabilities to lead and succeed and for that you need to be a good team player
10	8/04/21	Time Management	Personality Development and Soft skills by BarunMitra	To Identify time management strategies which results in overall productivity
11	15/04/21	Stress Management	Personality Development and Soft skills by BarunMitra	To develop an Ability to deal with stress and pressure effectively
12	22/04/21	Career Planning (**Class Test**)	Personality Development and Soft skills by BarunMitra	To learn to develop a personal professional plan
13	29/04/21	Presentations		

B. Practical Approach: Other activities

Sr. No.	Activity Name	Topic Covered	Learning Outcome	Source
1	Case study	Team Building,		HBR, Human

		Career Planning, Listening Skills		Capital
2	Academic Projects			
3	Group Discussion	Current Affairs and Business Management		Company Trends
4	Role Play			
5	Industry Visit			
6	Business Quiz / Business News sharing	End of every session		MCQ's made from syllabus
7	Videos / Simulation	Short videos		Youtube
8	Use of Software and Labs			
9	Any other activity			

C. **Innovative Pedagogy adopted**: The teaching pedagogy would be gamification method where students would be involved in lot of activities along with learning

D. **Industrial sector focused through the course**:

   i)   **NA**

E. **Types of job profile available in the sector**:

   Since grooming is an essential skill it would be a part of varied job profiles.

F. **Skill sets for the given job profiles as learning outcomes of the course**:

NA

Prepared by: Prof Kanchan A   **Approved by:**

Faculty   **Specialisation Head**

Date: 8ᵗʰ Jan 2021   **Date:**

A. Execution:

Session No.	Actual Date	Topic Covered	Evaluation Method	Case Study Ref.	Quiz Ref.	CR Sign

B. Evaluation:

Component	Details	Marks
Presentations	Mandatory	10
Class Tests	Mandatory (MCQ, Descriptive, etc)	20
Attendance & Active Participation	Mandatory	5
Overall Conduct	Mandatory	5
Final Exam	Mandatory	60

Comments / Suggestions / Recommendations:

Suggestions (if any) to students on subject related Certificate/Diploma or Add-on program: -

Signature of Faculty   **Signature of Co-ordinator**