

	Parul University Faculty of Engineering and Technology Parul Institute of Engineering and Technology Career Development Cell	
Name of the teacher: Radhika Bali Subject Name: Professional Grooming & Personality Development 303193252	Hours/Week: 1 Hours Monday	
Sr. No.	Name of Topic	Planned Date
CH 1	Self-Development and Assessment	
1	Career Planning	24/11/25
2	Personal and Professional Development	01/12/25
3	Types of mindset and Types of Skills: Conflict Management	08/12/25
4	Swot Analysis	15/12/25
CH 2	Corporate Etiquettes	
1	Telephone Etiquettes and Etiquettes for Small Talk	22/12/25
2	Etiquettes for foreign Business Trips	29/12/25
3	Respecting Privacy and Learning to say "No"	05/01/26
4	Respecting Privacy and Learning to say "No"	12/01/26
CH 3	Listening Skills - Inquiry Based Listening Questions	
1	Theory	19/01/26
2	Test	26/01/26
CH 4	Reading Skills Activity and Reading Comprehension	
1	Theory & Test	02/02/26
CH 4	Public Speaking	
1	Theory	16/02/26
2	Test	23/02/26
3	Test	02/03/26
4	Test	09/03/26
5	Activity	09/03/26

