



Preparatory Class Schedule

Executive MBA

Programme Coordinator: Prof. Nalin Bharti
(Professor-Department of Humanities & Social Sciences, IIT-Patna)

At the outset Overview & Introduction of the Academic Processes of IIT Patna by the Honorable Director Prof. T N Singh / Dean Academic Prof. A K Thakur

1. February 2023 (1 Session)

- Introduction to communication structure in organization.
- Forms of Communication at Workplace.

2. March 2023 (2 Sessions)

- Basics of Written Business Communication
- Introduction to Interpersonal Communication
- Impact of Technological Advancement
- Management: An Overview
- Managerial Roles in an Organization

3. April 2023 (3 Sessions)

- Advanced visual support for business presentation
- Types of visual aid
- Different levels of management
- Managerial skills and Managerial Functions

4. May 2023 (3 Sessions)

- Cross Cultural Communication
- Ethics in Communication
- Meaning of Business & Business Environment
- **Assignments**

5. June 2023

- **Online Assessment**

Best Regards,
IIT Patna Team



Preparatory Class Schedule

March 2023

Date/Timing	Topic	Faculty
18/03/2023 02:00PM- 03:15PM	Basics of Written & Interpersonal Business Communication	Ms.Swastishree Tiwari
25/03/2023 02:00PM- 03:15PM	Management: An Overview	Mr.Brij Mohan Srivastava

April 2023

Date/Timing	Topic	Faculty
01/04/2023 02:00PM- 03:15PM	Advanced visual support for business presentation	Ms.Swastishree Tiwari
15/04/2023 02:00PM- 03:15PM	Managerial Roles & Skills in an Organization	Mr.Brij Mohan Srivastava
29/04/2023 02:00PM- 03:15PM	Types of visual aid & Communication structure in organization	Ms.Swastishree Tiwari

May 2023

Date/Timing	Topic	Faculty
13/05/2023 02:00PM- 03:15PM	Managerial Functions & Different levels of Management	Mr.Brij Mohan Srivastava
20/05/2023 02:00PM- 03:15PM	Cross Cultural Communication & Ethics in Communication	Ms.Swastishree Tiwari
27/05/2023 02:00PM- 03:15PM	Corporate Social Responsibility	Mr.Brij Mohan Srivastava

June 2023

**Online Assessment of Preparatory
Sessions**

**Best Regards,
IIT Patna Team**