I.B. (PG) COLLEGE, PANIPAT
(SESSION 2021-2022)

Teaching Term : (06.10.2021 to 22.02.2022)   **(Odd Semester)**

Weekly Lesson Plan   UG (Ist Semester)

Name of the Paper:-   **Financial Accounting**   **Class: B.Com I A**

Name of the Teachers (Section wise): Dr. Sunit Sharma, Prof. Rajesh Bala,

Prof. Munish Gupta

WEEK	DATE	TOPICS
1	October (6 - 9)	Time table discussion
		HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti
		Introduction of students
		Accountancy Introduction
		SUNDAY - 10.10.2021
2	October (11-16)	Financial Accounting
		Introduction about Book-keeping
		Need and characteristics of book keeping
		Meaning of account
		HOLIDAY - 15.10.2021 - DUSSEHRA
		Importance and characteristics of accounting
		SUNDAY - 17.10.2021
3	October (18-23)	Difference between book keeping, accounting and accountancy
		Problems will be solved
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		Continue
		Revision and queries
		Branches of accounting
		SUNDAY - 24.10.2021
4	October (25 -30)	Continue
		Continue
		Revision
		Accounting Principles
		Continue
		Continue
		VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK

5	**November (8 -13)**	Accounting Conventions
		Continue
		Revision
		Meaning of Double entry system
		Accounting equations
		Continue
	SUNDAY - 14.11.2021	
6	**November (15 -20)**	Continue
		Continue
		Continue
		Continue
		Holiday -19.11.2021 - Guru Nanak Dev Jayanti
		Continue
	SUNDAY - 21.11.2021	
7	**November (22-27)**	Meaning of Journalising
		Rule of Jourbal
		Continue
		Continue
		Continue
		Continue
	SUNDAY - 28.11.2021	
8	**November (29-30) December (1-4)**	Continue
		Ledger
		Trial Balance
		Revision
		Test
		Activity
	SUNDAY - 5.12.2021	

9	**December (6-11)**	Continue
		Continue
		Rectification of errors
		Continue
		Continue
		Suspense account
SUNDAY - 12.12.2021		
10	**December (13-18)**	Effect on profit
		Revision
		Revision
		G.D
		Concept and classification of income
		Capital receipt and capital expenditure
SUNDAY - 19.12.2021		
11	**December (20-25)**	Revenue receipt and revenue expenditure
		Continue
		Difference between these
		Revision
		Introduction to final account
		Holiday -25.12.2021 - Christmas
SUNDAY - 26.12.2021		
12	**December (27-31)**	Manufacturing account
		Profit and loss account
		continue
		Continue
		Continue
	January (1)	Problem of student solve
SUNDAY -02.01.2022		
13	**January (3-8)**	Balance sheet
		Continue
		Continue
		Adjustment entries
		Continue
		Continue
SUNDAY - 09.01.2022		

14	January (10-15)	Continue
		Continue
		Continue
		Continue
		Continue
		Continue

SUNDAY - 16.01.2022

15	January (17-22)	Continue
		Continue
		Written test given
		Revision of above chapter
		Written test
		Accounts of non-profit organisation

SUNDAY - 23.01.2022

16	January (24-29)	Continue
		Continue
		Continue
		Continue
		Continue
		Solution of Problem

SUNDAY - 30.01.2022

14	January(31)	Revision of Above Chapter
	February(1-4)	Introduction to Consignment Account
		Accounting Records
		Introduction to Consignment Account
		Accounting Records

Holiday - 05.02.2022 - Vasant Panchami

SUNDAY - 6.02.2022

15	February (7-12)	Valuation of unsold Stock
		Abnormal Loss
		Continue
		Continue
		Continue
		Test

		SUNDAY - 13.02.2022

16	February (14-19)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
		SUNDAY - 20.02.2022
17	February (21-22)	Revision
		Revision

I.B. (PG) COLLEGE, PANIPAT
(SESSION 2021-2022)

Teaching Term : (06.10.2021 to 22.02.2022)   **(Odd Semester)**

Weekly Lesson Plan   UG (Ist Semester)

Name of the Paper:- Micro Economics   **Class: B.Com-I A**

Name of the Teachers (Section wise): Prof. Sukhjinder Singh, Prof. Dolly Rana

WEEK	DATE	TOPICS
1	October (6 - 9)	Orientation Programmes
		HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti
		Orientation Programmes
		Orientation Programmes
	SUNDAY - 10.10.2021	
2	October (11-16)	Havan Ceremony
		Syllabus Discussion and Introduction
		Meaning of Economics
		Definitions of Economics: Wealth and Welfare
		HOLIDAY - 15.10.2021 - DUSSEHRA
		Scarcity and Growth Definitions
	SUNDAY - 17.10.2021	
3	October (18-23)	Nature of Economics: Science
		Positive Science vs Normative Science
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		Economics as an Art
		Scope of Economics
		Limitations of Economics
	SUNDAY - 24.10.2021	
4	October (25 -30)	Micro Economics vs Macro Economics Meaning
		Meaning and Features
		Importance and Uses, Limitations
		Relation and Difference between Micro and Macro Economics
		Queries/Doubts/Revision
		Cardinal Utility Meaning: Basic Concepts
VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK		

5	**November (8 -13)**	Law of Diminishing MU, Assumptions, Exceptions
		Application and Importance
		Law of Equi MU Meaning and Assumptions
		Importance and Limitations
		Consumer Eqilibrium: Types
		Queries/Doubts/Revision
SUNDAY - 14.11.2021		
6	**November (15 -20)**	Class Test
		Introduction of Ordnial Utility
		Indifference Curve Meaning
		Marginal Rate of Substitution
		Holiday -19.11.2021 - Guru Nanak Dev Jayanti
		Budget Line and Consumer Equilibrium
SUNDAY - 21.11.2021		
7	**November (22-27)**	Graph Practice/Revision
		Price Effect and Income Effect
		Substitution Effect: Hicks
		Substitution Effect: Slutsky
		Importance and Uses, Limitations
		Revision/Queries
SUNDAY - 28.11.2021		
8	**November (29-30) December (1-4)**	Theory of Demand: Introduction and Meaning
		Law of Demand
		Demand Curve Slopes Downward, Exceptions
		Determinants of Demand
		Change in Demand and Quantity Demanded
		Assignment-I
SUNDAY - 5.12.2021		

9	**December (6-11)**	Elasticity of Demand: Introduction and Meaning
		Degrees of Price Elasticity
		Methods- Total Expenditure, Percentage Method,
		Point Method, Arc Method
		Revenue Method and Factors Determing Price Elasticity
		Revision/Queries/Doubts
SUNDAY - 12.12.2021		
10	**December (13-18)**	Income Elasticity-Degrees and Importance
		Cross Elasticity- Degrees and Importance
		Importance of Price Elasticity
		Production Function- Introduction and Meaning
		Factors of Production and Time Period
		Law of Variable Proportion-Explanation
SUNDAY - 19.12.2021		
11	**December (20-25)**	Causes of Application
		Three Stages- Diminishing, Constant and Increasing
		Application of Law- Industries and Agriculture
		Returns to Scale- Explanation
		Aspects of Returns to Scale
		Holiday -25.12.2021 - Christmas
SUNDAY - 26.12.2021		
12	**December (27-31)**	Problems/Queries
		Revision of Grpahs
		Class Test
		Cost Function: Meaning and Concepts
		Theories of cost in Short Run
	January (1)	Traditional and Modern
SUNDAY -02.01.2022		
13	**January (3-8)**	Long Run Cost Curves
		Modern Long Run Costs
		Revision/Queries/Doubts
		Practice of Graphs
		Presentation of Graphs
		Conditional Test

			SUNDAY - 09.01.2022
14	January (10-15)		Forms of Market
			Perfect Competition: Meaning, Assumptions
			Time Element
			Pricing in Short Run and Long Run
			Firm's Equilibrium
			Shut Down Situation
			SUNDAY - 16.01.2022
15	January (17-22)		Industry's Equilibrium
			Graph Practice/Revision
			Monopoly: Meaning and Assumptions,
			Pricing in Short Run
			Pricing in Long Run
			Measure of Monopoly Power
			SUNDAY - 23.01.2022
16	January (24-29)		Price Discrimination
			Degrees of Price Discrimination
			Holiday - 26.01.2022 - Republic day
			Dumping
			Revision/Queries/Doubts
			Class Test
			SUNDAY - 30.01.2022
14	January(31)	Monopolistic Competition: Introduction, Features
	February(1-4)	Product Differentiation
		Equilibrium under Monopolistic Competition
		Long Period Equilibrium
		Group Equilibrium
		Holiday - 05.02.2022 - Vasant Panchami
		SUNDAY - 6.02.2022
15	February (7-12)	Graph Practice/Revision
		Excess supply
		Selling Costs
		Graph Practice/Revision
		Revision/Queries/Doubts
		Assignment-II

		SUNDAY – 13.02.2022
16	February (14-19)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
		SUNDAY - 20.02.2022
17	February (21-22)	Revision
		Revision

I.B. (PG) COLLEGE, PANIPAT
(SESSION 2021-2022)

Teaching Term : (06.10.2021 to 22.02.2022)   (Odd Semester)

Weekly Lesson Plan   UG (Ist Semester)

Name of the Paper:- Principles of Business Management   Class: B. Com I A

Name of the Teachers (Section wise): Prof. Ajaypal Singh (A& B), Prof. Sonia Dhingra (C & D),

WEEK	DATE	TOPICS
1	October (6 - 9)	Orientation
		HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti
		Orientation
		Orientation
		SUNDAY - 10.10.2021
2	October (11-16)	**Hawan and Commencement of Teaching**
		Discussion about Syllabus
		Business and Commerce: An Introduction
		Concept of Business
		HOLIDAY - 15.10.2021 - DUSSEHRA
		Classification of Business Activities
		SUNDAY - 17.10.2021
3	October (18-23)	Concept of Industry and Commerce
		Components of Commerce
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		Importance of Commerce
		Management:An Introduction
		Nature and Significance of Management
		SUNDAY - 24.10.2021
4	October (25 -30)	Process/Functions of Management
		Coordination
		Management as Science, Art and Profession
		Revision
		Revision
		Revision
		VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK
5	November (8 -13)	**Approaches to Management**
		Classical and Neo-Classical Approach
		Modern Approach
		Revision
		Planning: Concept and Importance
		Process and Principles of Planning
		SUNDAY - 14.11.2021

6	November (15 -20)	Limitations of Planning and Requisites of Effective Planning
		Types of Plans : Policy, Programme, Strategy
		Vision, Mission, Goals and Objectives
		Revision
		Holiday -19.11.2021 - Guru Nanak Dev Jayanti
		Revision
SUNDAY - 21.11.2021		
7	November (22-27)	**Organising: Concept and Principles**
		Process and Benefits of Organising
		Formal Vs. Informal Organisation
		Revision
		Revision
		Revision
SUNDAY - 28.11.2021		
8	November (29-30) December (1-4)	**Organisation Structure: Meaning and Types**
		Line Organisation, Line and Staff Organisation
		Functional Organisation, Matrix Organisation
		Revision
		Revision
		Revision
SUNDAY - 5.12.2021		
9	December (6-11)	**Delegation of Authority**
		Continue
		Continue
		Continue
		Revision
		Revision
SUNDAY - 12.12.2021		
10	December (13-18)	**Centralisation and Decentralisation**
		Continue
		Continue
		Continue
		Oral Test
		Class Activity
SUNDAY - 19.12.2021		

11	**December (20-25)**	**Staffing**
		Continue
		Continue
		Continue
		Continue
		Holiday -25.12.2021 - Christmas
SUNDAY - 26.12.2021		
12	**December (27-31)**	**Directing :Principles and Elements**
		Continue
		Continue
		Continue
		Revision
	January (1)	Revision
SUNDAY -02.01.2022		
13	**January (3-8)**	**Motivation: Basic Concepts and Significance**
		Continue
		Continue
		Approaches to Motivation
		Continue
		Continue
SUNDAY - 09.01.2022		
14	**January (10-15)**	Continue
		Continue
		Assignment-1
		Leadership: Basic Concepts
		Continue
		Continue
SUNDAY - 16.01.2022		
15	**January (17-22)**	**Theories of Leadership**
		Continue
		Continue
		Leadership Styles
		Continue
		Continue
SUNDAY - 23.01.2022		

16	January (24-29)	Revision
		Revision
		Holiday - 26.01.2022 - Republic day
		Conditional Test
		Revision
		Revision

| **SUNDAY - 30.01.2022** |

14	January(31)	**Controlling:Basic Concepts**
	February(1-4)	Continue
		Continue
		Controlling Process
		Continue

| **Holiday - 05.02.2022 - Vasant Panchami** |

| **SUNDAY - 6.02.2022** |

15	February (7-12)	Continue
		Revision
		Revision
		Assignment-2
		Controlling Techniques
		Continue

| **SUNDAY - 13.02.2022** |

16	February (14-19)	Continue
		Continue
		Continue
		Revision
		Revision
		Revision

| **SUNDAY - 20.02.2022** |

| 17 | February (21-22) | Revision |
| | | Revision |

I.B. (PG) COLLEGE, PANIPAT
(SESSION 2021-2022)

Weekly Lesson Plan (Odd Semester)   (Ist Semester)

Name of the Paper:- Computer Application in Business   Class: B.Com I

Name of the Teachers (Section wise): Dr. Ranju, Prof. Neetu, Prof. Ritu

WEEK	DATE	TOPICS
1	October (25 -30)	Discussion of Syllabus
		Intro to Computers
		Components
		Types of Computer
		Characterstics of Computer
		Generation of Computer
VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK	
2	November (8 -13)	Computer Memory
		Input Devices
		Output Devices
		Computer Software Types of Software
		System Software
		Application Software
	SUNDAY - 14.11.2021	
3	November (15 -20)	Intro to modern CPU processor
		Utility Software
		Memory and Storage Devices
		Revision
		Holiday -19.11.2021 - Guru Nanak Dev Jayanti
		Programming Language
	SUNDAY - 21.11.2021	
4	November (22-27)	Contd..
		Practical Lab
		Programming Language Contd.
		Introduction to OS
		Functions of OS
		Contd.
	SUNDAY - 28.11.2021	

5	November (29-30) December (1-4)	Contd.
		Types of OS
		Practical Lab
		Types of OS
		Contd.
		Real Time Applications
SUNDAY - 5.12.2021		
6	December (6-11)	OS for tabs , Mobile Phones
		Revision
		Practical Lab
		Android
		Contd..
		Open Source Software
SUNDAY - 12.12.2021		
7	December (13-18)	Contd.
		Revision
		Practical Lab
		Ajax
		Assignment 1st - DBMS
		DBMS
SUNDAY - 19.12.2021		
8	December (20-25)	Contd.
		Practical Lab
		DBMS Contd.
		DBMS Contd.
		DBMS Contd.
		Holiday -25.12.2021 - Christmas
SUNDAY - 26.12.2021		
9	December (27-31) January (1)	Revision
		Network Basics
		Practical Lab
		Network Topologies
		Contd..
		Contd..
SUNDAY -02.01.2022		

10	**January (3-8)**	**Hardware Requirements for Networking**
		Hardware Requirements for Networking
		Contd..
		Contd..
		Software Requirements for Networking
		Practical Lab
**SUNDAY - 09.01.2022**	
11	**January (10-15)**	**Conditional Test - Topologies and Advantages Disadvantages of DBMS**
		Word Processor
		Contd..
		FILE MENU
		Contd..
		EDIT MENU
**SUNDAY - 16.01.2022**	
12	**January (17-22)**	**Contd..**
		PAGE LAYOUT
		CONTD..
		FORMULAS
		CONTD..
		CONTD..
**SUNDAY - 23.01.2022**	
13	**January(24-29)**	**DATA MENU**
		CONTD..
		Holiday - 26.01.2022 - Republic day
		FORMAT MENU
		CONTD..
		PICTURES, CLIP ART
		SUNDAY - 30.01.2022
14	**January(31)**	**REVISION**
	February (1-4)	**Spreadsheet**
		Contd.
		FORMULAS
		SORTING
		Holiday - 5.02.2022 - Vasant Panchami
**SUNDAY - 6.02.2022**	

15	February (7-12)	CONTD..
		CHARTS
		CONTD..
		FILTERATION
		TABLES AND BORDERS
		DATA ANALYSIS
SUNDAY - 13.02.2022		
16	February (14-19)	CONTD..
		CONTD..
		PRESENTATION
		ANIMATION
		TRANSITION
		CONTD..
SUNDAY - 20.02.2022		
17	February (21-22)	REVISION
		REVISION

I.B. (PG) COLLEGE, PANIPAT
(SESSION 2021-2022)

Teaching Term : (06.10.2021 to 22.02.2022)   **(Odd Semester)**

Weekly Lesson Plan   UG (Ist Semester)

Name of the Paper:- Business Mathematics   **Class: B.Com 1st**

Name of the Teachers (Section wise): Prof. Sourav, Prof. Manish, Prof. Kirti

WEEK	DATE	TOPICS
1	October (6 - 9)	Basic intro
		HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti
		explanation of paper patteren
		logarithms basic
	SUNDAY - 10.10.2021	
2	October (11-16)	log with any basis
		Product formulas
		Quotient formula
		power formula and there examples
		HOLIDAY - 15.10.2021 - DUSSEHRA
		example based on change of base formula
	SUNDAY - 17.10.2021	
3	October (18-23)	System of logerithms
		explanation of use of table of logerithms
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		Anti log table use
		exapmles of anti log
		problem discion
	SUNDAY - 24.10.2021	
4	October (25 -30)	**class test**
		sequence defination
		Arithmetic progression
		properties of A.P
		example on representation of A.P
		sum of n terms of an A.P
	VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK	

5	**November (8 -13)**	Example based on sum terms
		Arithmetic mean
		Sum of n terms of an A.M
		problem discion
		geometric progression
		sum of n terms of a G.P
SUNDAY - 14.11.2021		
6	**November (15 -20)**	sum of infinite G.P
		geometric mean
		problem discion
		application of A.P and G.P
		Holiday -19.11.2021 - Guru Nanak Dev Jayanti
		examples AND exercise questions
SUNDAY - 21.11.2021		
7	**November (22-27)**	class test
		limit of a function
		derivative of function
		first principle methode
		general theorem on differentation
		product rule of differentation
SUNDAY - 28.11.2021		
8	**November (29-30) December (1-4)**	product rule of differentation
		Quotient rule and examples
		chain rule based examples
		differentation of logarithmic function
		differentation of exponential function
		differentation of exponential function
SUNDAY - 5.12.2021		

9	December (6-11)	differentation of exponential function
		differentation of exponential function
		differentation of implicit function
		differentation of parametric function
		differentation of higher order derivative
		problem discion
SUNDAY - 12.12.2021		
10	December (13-18)	**class test**
		maxima and minima function
		local maxima and local minima
		second derivarive test
		absolute maxima and minima
		problem on maxima minima
SUNDAY - 19.12.2021		
11	December (20-25)	Optimization of economic function
		condtion for profit maximization
		problem discion
		class test
		matrix, type of matrix
		Holiday -25.12.2021 - Christmas
SUNDAY - 26.12.2021		
12	December (27-31)	**basic operation on matrices**
		multiplication of matrix
		positive integral power of matrices
		transpose of matrices
		symmetric and skew symmetric matrices
	January (1)	problem discion
SUNDAY -02.01.2022		
13	January (3-8)	class test
		determinant of second order matrix
		determinant of third order matrix
		elementary operation
		inverse of square matrices
		using elementary operation
SUNDAY - 09.01.2022		

14	**January (10-15)**	solve system of linear equation
		application of matrix
		problem discion
		class test
		simple interest
		compund interest
**SUNDAY - 16.01.2022**	
15	**January (17-22)**	**continued**
		continuous compund interest
		problem on effective rate
		problem discion
		class test
		Annuities
**SUNDAY - 23.01.2022**	
16	**January (24-29)**	**type of annuities**
		sinking fund
		Holiday - 26.01.2022 - Republic day
		continued
		continuous compund interest
		problem on effective rate
**SUNDAY - 30.01.2022**	
14	January(31)	**problem discion**
	February(1-4)	**problem discion**
		class test
		aulities
		anulities
**Holiday - 05.02.2022 - Vasant Panchami**	
**SUNDAY - 6.02.2022**	
15	**February (7-12)**	**type of annuities**
		sinking fund
		present value of an annuity
		solution of practical problem
		presenting value and amount
		problem discion
		SUNDAY - 13.02.2022

16	February (14-19)	problem discion
		over all revision
		old paper solving
		old paper solving
		old paper solving
		old paper solving
		SUNDAY - 20.02.2022
17	February (21-22)	revision
		revision

I.B. (PG) COLLEGE, PANIPAT
(SESSION 2021-2022)

Teaching Term : (06.10.2021 to 22.02.2022)   (Odd Semester)

Weekly Lesson Plan   UG (Ist Semester)

Name of the Paper:- Business Communication   Class:Bcom I A

Name of the Teachers (Section wise): Prof. Vanita Rehani (A), Prof. RITIKA JATANA (B & D),
Prof. Nisha Gupta (C)

WEEK	DATE	TOPICS
1	October (6 - 9)	Orientation
		HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti
		Orientation
		Orientation
	SUNDAY - 10.10.2021	
2	October (11-16)	Introduction of Syllabus
		Business Communication-Basic forms and models
		Continue
		Continue
		HOLIDAY - 15.10.2021 - DUSSEHRA
		Continue
	SUNDAY - 17.10.2021	
3	October (18-23)	Continue
		Continue
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		Continue
		Revision
		Revision
	SUNDAY - 24.10.2021	
4	October (25 -30)	**Theories of Communication**
		Continue
		Continue
		Continue
		Oral test
		Revision
VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK		

5	**November (8 -13)**	Audience Analysis
		Continue
		Continue
		Continue
		Continue
		Revision
SUNDAY - 14.11.2021		
6	**November (15 -20)**	Corporate Communications
		Continue
		Continue
		Continue
		Holiday -19.11.2021 - Guru Nanak Dev Jayanti
		Continue
SUNDAY - 21.11.2021		
7	**November (22-27)**	Continue
		Revision
		Miscommunication-Barriers and Improvement
		Continue
		Continue
		Continue
SUNDAY - 28.11.2021		
8	**November (29-30) December (1-4)**	Effective Presentation Skills
		Continue
		Continue
		Continue
		Continue
		Revision
SUNDAY - 5.12.2021		
9	**December (6-11)**	**Practices in Business Communication**
		Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 12.12.2021		

10	December (13-18)	Revision
		Group Discussion
		Oral Test
		Self Development and Communication
		Continue
		Continue
SUNDAY - 19.12.2021		
11	December (20-25)	Continue
		Continue
		Continue
		Continue
		Continue
Holiday -25.12.2021 - Christmas		
SUNDAY - 26.12.2021		
12	December (27-31)	Assignment-1
		Non Verbal Aspects of Communication
		Continue
		Continue
		Continue
	January (1)	Continue
SUNDAY -02.01.2022		
13	January (3-8)	Continue
		Continue
		Continue
		continue
		Continue
		Oral Test
SUNDAY - 09.01.2022		
14	January (10-15)	**Assignment-2**
		Effective Listening
		Continue
		Continue
		Continue
		Revision
SUNDAY - 16.01.2022		

15	January (17-22)	Interview Skills
		Continue
		Continue
		Continue
		Resume
		Continue
SUNDAY - 23.01.2022		
16	January (24-29)	Continue
		Revision
		Holiday - 26.01.2022 - Republic day
		Writing Business Letters
		Continue
		Continue
SUNDAY - 30.01.2022		
14	January(31)	Continue
	February(1-4)	Continue
		Conditional Test
		Oral Test
		Revision
Holiday - 05.02.2022 - Vasant Panchami		
SUNDAY - 6.02.2022		
15	February (7-12)	Forms of Electronic Communication
		Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 13.02.2022		
16	February (14-19)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 20.02.2022		
17	February (21-22)	Revision
		Revision