

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

Teaching Term : (06.10.2021 to 22.02.2022)

(Odd Semester)

Weekly Lesson Plan UG ( Vth Semester )

Name of the Paper:- BUSSINESS LAW

Class: BBA III

Name of the Teachers (Section wise): Prof. Pooja Dudeja

WEEK	DATE	TOPICS
1	October (6 - 9)	ORIENTATION PROGRAM
		HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti
		ORIENTATION PROGRAM
		ORIENTATION PROGRAM
<b>SUNDAY - 10.10.2021</b>		
2	October (11-16)	The indian contract Act,1872
		continue
		valid contract and its elements
		continue
		HOLIDAY - 15.10.2021 - DUSSEHRA
		continue
3	October (18-23)	continue
		continue
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		proposal,Acceptance and Revocation
		continue
		continue
<b>SUNDAY - 24.10.2021</b>		
4	October (25 -30)	continue
		continue
		continue
		continue
		continue
		continue
<b>VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK</b>		

5	November (8 -13 )	Contractual capacity of parties
		continue
		continue
		continue
		continue
		class test
<b>SUNDAY - 14.11.2021</b>		
6	November (15 -20 )	Void agreements
		continue
		continue
		continue
		<b>Holiday -19.11.2021 - Guru Nanak Dev Jayanti</b>
		revision
<b>SUNDAY - 21.11.2021</b>		
7	November (22-27)	Time as essence of contracts
		continue
		continue
		continue
		Discharge of contracts
		continue
<b>SUNDAY - 28.11.2021</b>		
8	November (29-30) December (1-4)	continue
		continue
		Types of Implied contracts
		continue
		continue
		continue
<b>SUNDAY - 5.12.2021</b>		

9	December (6-11)	Assignment-1
		contracts of indemnity & guarantee
		continue
		continue
		continue
<b>SUNDAY - 12.12.2021</b>		
10	December (13-18)	continue
		revision
		revision
		Bailment and agency
		continue
		continue
<b>SUNDAY - 19.12.2021</b>		
11	December (20-25)	continue
		continue
		legal aspects relating to contract of sales
		continue
		continue
		<b>Holiday -25.12.2021 - Christmas</b>
<b>SUNDAY - 26.12.2021</b>		
12	December (27-31)	continue
		continue
		continue
		price, conditions & warranties
		continue
	January (1)	continue
<b>SUNDAY -02.01.2022</b>		
13	January (3-8)	Transfer of property in goods
		continue
		continue
		continue
		revision
		revision
<b>SUNDAY - 09.01.2022</b>		

14	January (10-15)	Performance of the contract of sales
		continue
		continue
		unpaid seller&his rights
		continue
		conditional test
<b>SUNDAY - 16.01.2022</b>		
15	January (17-22)	suits for breach of contract
		continue
		continue
		continue
		continue
		class test
<b>SUNDAY - 23.01.2022</b>		
16	January (24-29)	Negotiable instruments Act,1981
		continue
		<b>Holiday - 26.01.2022 - Republic day</b>
		continue
		continue
		continue
<b>SUNDAY - 30.01.2022</b>		
14	January(31)	continue
	February(1-4)	continue
		Assignment-2
		revision
		revision
<b>Holiday - 05.02.2022 - Vasant Panchami</b>		
<b>SUNDAY - 6.02.2022</b>		
15	February (7-12)	model test papers
		continue
		continue
		continue
		class test
		class test
<b>SUNDAY - 13.02.2022</b>		

16	February (14-19)	revision
		revision
		revision
		revision
		revision
		revision
		<b>SUNDAY - 20.2.2022</b>
17	February (21-22)	revision
		revision

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

Weekly Lesson Plan UG ( Vth Semester )

Name of the Paper:- EXPORT PROCEDURE & DOCUMENTATION

Class: BBA-III

Name of the Teacher : Prof. MANEET KAUR

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)	SYLLABUS DISCUSSION
		INTRODUCTION TO EXPORTING- MEANING
		CATEGORIES OF EXPORTING & DIRECT EXPORTING-MEANING AND ADVANTAGES OF DIRECT EXPORTING
		CONTINUE...
		HOLIDAY - 15.10.2021 - DUSSEHRA
CONTINUE...		
SUNDAY - 17.10.2021		
3	October (18-23)	ADVANTAGES OF INDICT EXPORTING AND DISADVANTAGES OF INDIRECT EXPORTING
		CONTINUE...
		Holiday - 20.10.2021 - Maharishi Valmiki Jayanti
		BENEFITS OF EXPORTING, PROBLEMS IN EXPORTING
		CONTINUE...
CONTINUE...		
SUNDAY - 24.10.2021		
4	October (25 -30)	DEEMED EXPORTS
		CATEGORIES OF SUPPLY, POTENTIAL ITEMS OF EXPORT
		CONTINUE...
		ORAL REVISION
		CLASS TEST
ENTERING EXPORT BUSINESS- PROCEDURES AND FORMALITIES: INTRODUCTION, PROCEDURES AND OTHER FORMALITIES		
<b>VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK</b>		

5	November (8 -13 )	CONTINUE...
		CONTINUE...
		CONTINUE...
		CONTINUE...
		REVISION & ORAL TEST
		INTRODUCTION TO EXIM POLICY- MEANING AND OBJECTIVES
<b>SUNDAY - 14.11.2021</b>		
6	November (15 -20 )	EXIM POLICY 2004-2009: INTRODUCTION AND OBJECTIVES
		IMPORTANT FEATURES OF EXIM POLICY 2004-2009
		CONTINUE...
		CONTINUE...
		<b>Holiday -19.11.2021 - Guru Nanak Dev Jayanti</b>
		EVALUATION OF EXIM POLICY 2004-2009
<b>SUNDAY - 21.11.2021</b>		
7	November (22-27)	EXIM POLICY 2009-2014- INTRODUCTION AND OBJECTIVES
		IMPORTANT FEATURES OF EXIM POLICY 2009-2014
		CONTINUE
		CONTINUE
		CONTINUE
		EVALUATION OF EXIM POLICY 2009-2014, NEW TRADE POLICY 2015-2020- INTRODUCTION, MEANING AND OBJECTIVES
<b>SUNDAY - 28.11.2021</b>		
8	November (29-30) December (1-4)	CONTINUE....., PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020
		CONTINUE
		CONTINUE
		CONTINUE
		ORAL REVISION
		INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS
<b>SUNDAY - 5.12.2021</b>		
9	December (6-11)	CONTINUE
		CONTINUE....., PUBLIC SECTOR UNDERTAKINGS
		CONTINUE
		ADVISORY BODIES
		CONTINUE
		INCOTERMS
<b>SUNDAY - 12.12.2021</b>		
10	December (13-18)	CONTINUE
		CONTINUE
		METHODS OF INTERNATIONAL PAYMENT- INTRODUCTION AND FEATURES
		METHODS OF PAYMENT
		CONTINUE
		CONTINUE
<b>SUNDAY - 19.12.2021</b>		

11	December (20-25)	ASSIGNMENT I- ENTERING EXPORT BUSINESS
		CONTINUE
		FACTORS AFFECTING EXPORT PAYMENT TERMS
		CONTINUE
		ORAL REVISION
<b>Holiday -25.12.2021 - Christmas</b>		
<b>SUNDAY - 26.12.2021</b>		
12	December (27-31)	EXPORT DOCUMENTATION- ROLE, NEED AND CLASSIFICATION
		CONTINUE....., COMMERCIAL DOCUMENTS
		CONTINUE.....,REGULATORY DOCUMENTS
		CONTINUE
	CONTINUE....., ALIGNED DOCUMENTATION SYSTEM	
January (1)	CONTINUE	
<b>SUNDAY -02.01.2022</b>		
13	January (3-8)	REPRODUCTION TECHNIQUE
		CONTINUE
		CONTINUE
		PROCESSING OF AN EXPORT ORDER
		PARTIES INVOLVED IN EXPORT ORDER, STAGES OF AN EXPORT ORDER
		CONTINUE.....,EXPORT LICENSE
<b>SUNDAY - 09.01.2022</b>		
14	January (10-15)	CONTINUE.....,EXPORT PRODUCTION
		IMPORT FACILITIES FOR EXPORTERS
		CONTINUE....., INCENTIVES RELATED TO EXPORT PERFORMANCE
		CONTINUE....., INELIGIBLE CATEGORIES UNDER SEIS (SERVICE EXPORT FROM INDIA SCHEME)
		ASSIGNMENT II - PROCESSING OF AN EXPORT ORDER
		MARKETING ASSISTANCE
<b>SUNDAY - 16.01.2022</b>		
15	January (17-22)	CONTINUE
		CONDITIONAL TEST- EXIM POLICY
		FISCAL INCENTIVES
		CONTINUE....., ASSISTANCE TO STATES FOR INFRASTRUCTURE DEVELOPMENT OF EXPORTS
		CONTINUE
		ORAL REVISION
<b>SUNDAY - 23.01.2022</b>		



16	January (24-29)	MANAGEMENT OF RISKS IN EXPORT BUSINESS- INTRODUCTION,MEANING & FEATURES
		CONTINUE....
		<b>Holiday - 26.01.2022 - Republic day</b>
		CONTINUE....
		RISK MANAGEMENT- MEANING AND IMPORTANCE
		TYPES OF RISKS- COMMERCIAL AND LEGAL RISKS
<b>SUNDAY - 30.01.2022</b>		
14	January(31)	CONTINUE....
	February(1-4)	EXCHANGE RATE FLUCTUATION RISK- MEANING AND CAUSES
		CONTINUE....
		CREDIT RISK AND CARGO RISK
		STRATEGIES TO MANAGE RISK IN EXPORT BUSINESS
<b>Holiday - 05.02.2022 - Vasant Panchami</b>		
<b>SUNDAY - 6.02.2022</b>		
15	February (7-12)	CONTINUE
		CONTINUE
		CLASS TEST & REVISION
		BRIEF INTRODUCTION OF ECGC
		FUNCTIONS OF ECGC & COVERS ISSUED BY ECGC
		CONTINUE
<b>SUNDAY - 13.02.2022</b>		
16	February (14-19)	CONTINUE
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION
<b>SUNDAY - 20.02.2022</b>		
17	February (21-22)	REVISION
		REVISION

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

Weekly Lesson Plan UG ( Vth Semester )

Name of the Paper:- Principles of Production Management Class: BBA -III

Name of the Teachers (Section wise): Prof Reena Rani

WEEK	DATE	TOPICS
1	October (6 - 9)	orientation programme
		<b>HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti</b>
		orientation programme
		orientation programme
<b>SUNDAY - 10.10.2021</b>		
2	October (11-16)	discussion of syllabus
		product: nature and types
		continue
		continue
		<b>HOLIDAY - 15.10.2021 - DUSSEHRA</b>
<b>SUNDAY - 17.10.2021</b>		
3	October (18-23)	continue
		continue
		<b>Holiday - 20.10.2021 - Maharishi Valmiki Jayanti</b>
		production system
		continue
<b>SUNDAY - 24.10.2021</b>		
4	October (25 -30)	continue
		continue
		continue
		continue
		decision making in production function
<b>VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK</b>		

5	November (8 -13 )	continue
		continue
		continue
		continue
		continue
		continue
<b>SUNDAY - 14.11.2021</b>		
6	November (15 -20 )	concept of production management
		continue
		continue
		continue
		<b>Holiday -19.11.2021 - Guru Nanak Dev Jayanti</b>
		continue
<b>SUNDAY - 21.11.2021</b>		
7	November (22-27)	product planning and control
		continue
		continue
		continue
		continue
		continue
<b>SUNDAY - 28.11.2021</b>		
8	November (29-30) December (1-4)	production process
		continue
		continue
		continue
		continue
		continue
<b>SUNDAY - 5.12.2021</b>		
9	December (6-11)	first assignment
		purchasing
		continue
		continue
		continue
		continue
<b>SUNDAY - 12.12.2021</b>		
10	December (13-18)	storing
		continue
		continue
		continue
		continue
		conditional test
<b>SUNDAY - 19.12.2021</b>		
11	December (20-25)	warehousing
		continue
		continue
		continue
		continue
		<b>Holiday -25.12.2021 - Christmas</b>
<b>SUNDAY - 26.12.2021</b>		

12	December (27-31)	inventory management
		continue
		continue
		continue
	January (1)	continue
<b>SUNDAY - 02.01.2022</b>		
13	January (3-8)	inventory control
		continue
		continue
		continue
		continue
<b>SUNDAY - 09.01.2022</b>		
14	January (10-15)	inspection
		continue
		continue
		continue
		second assignment
<b>SUNDAY - 16.01.2022</b>		
15	January (17-22)	continue
		quality control
		continue
		continue
		continue
<b>SUNDAY - 23.01.2022</b>		
16	January (24-29)	continue
		continue
		<b>Holiday - 26.01.2022 - Republic day</b>
		statistical quality control
		continue
<b>SUNDAY - 30.01.2022</b>		
14	January(31)	continue
	February(1-4)	continue
		continue
		continue
		continue
<b>Holiday - 05.02.2022 - Vasant Panchami</b>		
<b>SUNDAY - 6.02.2022</b>		
15	February (7-12)	total quality management
		continue
		continue
		continue
		continue
<b>SUNDAY - 13.02.2022</b>		

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

Weekly Lesson Plan UG ( Vth Semester )

Name of the Paper:- Principles Of Retailing Class: BBA - III

Name of the Teachers (Section wise): Prof. Ruchika Batra

WEEK	DATE	TOPICS
1	October (6 - 9)	Orientation Program
		<b>HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti</b>
		Orientation Program
		<b>Orientation Program</b>
<b>SUNDAY - 10.10.2021</b>		
2	October (11-16)	Syllabus Discussion
		Retailing Concept & Nature
		Importance/Role Of Retailing In Economic Development
		Functions Of Retailing, Classification Of Retailers
		<b>HOLIDAY - 15.10.2021 - DUSSEHRA</b>
		Contd.
<b>SUNDAY - 17.10.2021</b>		
3	October (18-23)	Contd.
		Contd.
		<b>Holiday - 20.10.2021 - Maharishi Valmiki Jayanti</b>
		Driving Forces & Problems Faced By Retailers
		Suggestions & Trends In Retailing
		<b>FDI In Retailing</b>
<b>SUNDAY - 24.10.2021</b>		
4	October (25 -30)	<b>Difference Between Wholesaler &amp; Retailer</b>
		Contd.
		Revision
		<b>Unorganised Retailing Meaning &amp; Features</b>
		<b>Advantages &amp; Disadvantages Of Unorganised Retailing</b>
		Organised Retailing Meaning & Features
<b>VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK</b>		

5	November (8 -13 )	Advantages Of Organised Retailing
		Difference Between Organised & Unorganised Retailing
		Contd.
		Revision
		<b>Oral Class Test</b>
Oral Class Test		
<b>SUNDAY - 14.11.2021</b>		
6	November (15 -20 )	Retail Consumer Behaviour Meaning & Features
		Stages/Process Of Retail Consumer Behaviour
		Factors Affecting Retail Consumer Behaviour
		Contd.
		<b>Holiday -19.11.2021 - Guru Nanak Dev Jayanti</b>
Contd.		
<b>SUNDAY - 21.11.2021</b>		
7	November (22-27)	Revision
		Importance Of Retail Consumer Behaviour & Types Of Retail Buying Decisions
		Revision
		Revision
		Retail Store Location Meaning & Types Of Retail Store Location
Contd.		
<b>SUNDAY - 28.11.2021</b>		
8	November (29-30) December (1-4)	Contd.
		Factors Affecting/Key Considerations In Retail Store Location
		Contd.
		Contd.
		Importance Of Retail Store Location
Contd.		
<b>SUNDAY - 5.12.2021</b>		
9	December (6-11)	<b>Contd.</b>
		Steps Involved In Choosing Retail Store Location
		Contd.
		Theories Of Retail Location
		Contd.
Techniques For Assessing Retail Location Site		
<b>SUNDAY - 12.12.2021</b>		
10	December (13-18)	Contd.
		Types Of Consumer Goods
		<b>Contd.</b>
		Revision
		Oral Class Test
Oral Class Test		
<b>SUNDAY - 19.12.2021</b>		

11	December (20-25)	Retail Store Design Meaning & Principles
		<b>Components/Elements Of Retail Store Design</b>
		Importance/Role Of Retail Store Design
		Visual Merchandising Meaning & Objectives
		Methods & Tools Of Visual Merchandising
		<b>Holiday -25.12.2021 - Christmas</b>
<b>SUNDAY - 26.12.2021</b>		
12	December (27-31)	Methods & Errors Of Display
		Assignment First
		Retail Store Layout Meaning & Types
		<b>Contd.</b>
		Key Consideration In Choosing Retail Store Layout
	January (1)	Steps For Choosing Retail Store Layout & Its Objectives
<b>SUNDAY -02.01.2022</b>		
13	January (3-8)	Contd.
		Objectives Of Retail Store Layout
		Space Mix
		<b>Contd.</b>
		Revision
		Assignment Second
<b>SUNDAY - 09.01.2022</b>		
14	January (10-15)	<b>Retail Merchandising Meaning &amp; Components/Elements</b>
		<b>Functions &amp; Principles Of Retail Merchandising</b>
		<b>Factors Affecting Retail Merchandising &amp; Its Importance</b>
		Legal & Ethical Issues In Retail Merchandising
		<b>Responsibilities Of Retail Merchandised</b>
		Contd.
<b>SUNDAY - 16.01.2022</b>		
15	January (17-22)	Revision
		<b>Retail Merchandising Planning Meaning &amp; Process</b>
		<b>Contd.</b>
		<b>Contd.</b>
		<b>Methods Of Retail Merchandise Procurement</b>
		<b>Contd.</b>
<b>SUNDAY - 23.01.2022</b>		
16	January (24-29)	<b>Retail Merchandise Budget Meaning &amp; Components</b>
		<b>Contd.</b>
		<b>Holiday - 26.01.2022 - Republic day</b>
		<b>Retail Merchandise Control Concepts &amp; Methods</b>
		<b>Contd.</b>
		Revision
<b>SUNDAY - 30.01.2022</b>		

14	January(31)	Technology In Retailing Meaning & Role
	February(1-4)	Oral Class Test
		Types Of Technology In Retailing
		Advantages & Disadvantages Of IT In Retail
		Contd.
<b>Holiday - 05.02.2022 - Vasant Panchami</b>		
<b>SUNDAY - 6.02.2022</b>		
15	February (7-12)	Retail Organisational Structure Concepts & Types
		Contd.
		Factors Affecting Retail Organistaional Structure
		Conditional Test
		HR In Retail Meaning & Features
		HR Functions In Retail
<b>SUNDAY - 13.02.2022</b>		
16	February (14-19)	Legal & Ethical Issues In HR In Retail
		Challenges Or Issues In HR In Retail
		Revision
		Career In Retailing
		Retail Price Meaning & Objectives
		Methods & Policies Of Retail Price
<b>SUNDAY - 20.02.2022</b>		
17	February (21-22)	Importance Of Retail Price
		Revision



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Teaching Term : (06.10.2021 to 22.02.2022)

(Odd Semester)

Weekly Lesson Plan UG (Vth Semester)

Name of the Paper:-Principles Of Banking

Class: BBA - III

Name of the Teachers (Section wise): Prof. Karuna Sachdeva

WEEK	DATE	TOPICS
1	October (6 - 9)	Orientation
		<b>HOLIDAY - 07.10.2021 - Maharaja Agarsen Jayanti</b>
		Orientation
		Orientation
<b>SUNDAY - 10.10.2021</b>		
2	October (11-16)	Discussion about Syllabus
		Bank-Concept
		Continued
		Continued
		<b>HOLIDAY - 15.10.2021 - DUSSEHRA</b>
		Classification of Banks
<b>SUNDAY - 17.10.2021</b>		
3	October (18-23)	Continued
		Continued
		<b>Holiday - 20.10.2021 - Maharishi Valmiki Jayanti</b>
		Continued
		Continued
		Objectives of Banks
<b>SUNDAY - 24.10.2021</b>		
4	October (25 -30)	Functions of Banks
		Continued
		Continued
		Continued
		Bank Management : Concept, Functions
		Class Test
<b>VACATIONS: 31.10.2021 to 07.11.2021 - DIWALI BREAK</b>		

5	November (8 -13 )	Importance Of Bank Management
		Legal Framework Of Regulation Of Banks
		Banking Regulation Act, 1949 And Main Amendments
		Continued
		Continued
		Continued
<b>SUNDAY - 14.11.2021</b>		
6	November (15 -20 )	Continued
		Continued
		Continued
		Revision
		<b>Holiday -19.11.2021 - Guru Nanak Dev Jayanti</b>
		RBI Act, 1934 And Main Amendments
<b>SUNDAY - 21.11.2021</b>		
7	November (22-27)	Continued
		Continued
		Continued
		Continued
		Continued
		Class Test
<b>SUNDAY - 28.11.2021</b>		
8	November (29-30) December (1-4)	Continued
		Functions Of RBI
		Continued
		Continued
		Continued
		Continued
<b>SUNDAY - 5.12.2021</b>		
9	December (6-11)	Presentation
		Banking Forms : Corporate Banking
		Continued
		Continued
		Continued
		Class Test
<b>SUNDAY - 12.12.2021</b>		
10	December (13-18)	Rural Banking
		Continued
		Continued
		Retail Banking
		Continued
		Continued
<b>SUNDAY - 19.12.2021</b>		

11	December (20-25)	Class Test
		International Banking
		Continued
		Continued
		Revision
		<b>Holiday -25.12.2021 - Christmas</b>
<b>SUNDAY - 26.12.2021</b>		
12	December (27-31)	Assignment I on Bank-Concept, Classification, Objective And Functions
		E-banking Reforms In Banking After 1991
		Continued
		Continued
	Banker-Customer Relationship	
January (1)	Continued	
<b>SUNDAY -02.01.2022</b>		
13	January (3-8)	Continued
		Continued
		Continued
		Continued
		Class Test
		Payment And Collection Of Cheques
<b>SUNDAY - 09.01.2022</b>		
14	January (10-15)	Continued
		Continued
		Continued
		Continued
		Continued
		Continued
<b>SUNDAY - 16.01.2022</b>		
15	January (17-22)	Assignment II On RBI act, 1934 And Main Amendments
		Special Services Rendered By Banks
		Continued
		Continued
		Banking Technology : Computerisation
		Continued
<b>SUNDAY - 23.01.2022</b>		
16	January (24-29)	Internet
		Continued
		<b>Holiday - 26.01.2022 - Republic day</b>
		Mobile And ATMs
		Continued
		Continued
<b>SUNDAY - 30.01.2022</b>		

14	January(31)	Security Issues
	February(1-4)	Continued
		Continued
		Conditional Test On Banking Technology And Banker-Customer Relationship
		Priority Sector Lending
<b>Holiday - 05.02.2022 - Vasant Panchami</b>		
<b>SUNDAY - 6.02.2022</b>		
15	February (7-12)	Continued
		Continued
		Continued
		Performance Analysis of Banks
		Continued
		Continued
<b>SUNDAY - 13.02.2022</b>		
16	February (14-19)	Class Test
		Revision
		Revision
		Revision
		Revision
		Revision
<b>SUNDAY - 20.02.2022</b>		
17	February (21-22)	Revision
		Revision