

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (Vth Semester)

Name of the Paper:- Business Law-I

Class:- BBA Final

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

WEEK	DATE	TOPICS
1	September (6-10)	Indian contract act, 1872
		Continue
		Valid contract and its elements
		Continue
		Continue
SUNDAY - 11.09.2022		
2	September (12-17)	Continue
		Continue
		Continue
		Proposal, Acceptance and revocation
		Continue
		Continue
SUNDAY - 18.09.2022		
3	September (19-24)	Continue
		Continue
		Contactual capacity of parties
		Continue
		Continue
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Continue
		Continue
		Void agreement
		Continue
		Continue
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Continue
		Time as essence of contracts
		Continue
		Continue
		Continue
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	Discharge of contents
		Continue
		Continue
		Continue
		Types of implied contracts
		Continue
SUNDAY - 16.10.2022		
7	October (17-21)	Continue
		Assignment-1
		Continue topic
		Continue
		Continue
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Contracts of Indemnity and guarantee
		Continue
		Continue
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Continue
		Continue
		Bailment and Agency
		Continue
		Continue
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	Continue
		Continue
		Conditional test
		Continue agency
		Continue
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	Legal aspects relating to contract of sales
		Continue
		Continue
		Continue
		Continue
		Assignment-2
SUNDAY - 20.11.2022		
12	November (21-26)	Price, conditions and warranties
		Continue
		Continue
		Transfer of property in goods
		Continue
		Continue
SUNDAY - 27.11.2022		

13	November (28-30) December (1-3)	Performance of contract of sales
		Continue
		Continue
		Unpaid seller and his rights
		Continue
SUNDAY - 04.12.2022		
14	December (5-10)	Suits for breach of contract
		Continue
		Negotiable Instruments Act, 1981
		Continue
		Continue
SUNDAY - 11.12.2022		
15	December (12-14)	Continue
		Revision
		Revision

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (Vth Semester)

Name of the Paper:- Principles Of Retailing

Class:- BBA Final

Name of the Teacher : Prof. Nisha

WEEK	DATE	TOPICS
1	September (6-10)	SYLLABUS DISCUSSION
		RETAILING: CONCEPT & NATURE
		IMPORTANCE/ROLE OF RETAILING IN ECONOMIC DEVELOPMENT
		FUNCTIONS OF RETAILING, CLASSIFICATION OF RETAILERS
		CONTINUE.....
SUNDAY - 11.09.2022		
2	September (12-17)	CONTINUE.....
		DRIVING FORCES AND PROBLEM FACED BY RETAILERS
		SUGGESTIONS & TRENDS IN RETAILING
		FDI IN RETAILING
		DIFFERENCE BETWEEN WHOLESALER AND RETAILER & REVISION
SUNDAY - 18.09.2022		
3	September (19-24)	ADVANTAGES AND DISADVANTAGES OF UNORGANISED RETAILING
		ORGANISED RETAILING: MEANING AND FEATURES
		ADVANTAGES OF ORGANISED RETAILING
		DIFFERENCE BETWEEN ORGANISED AND UNORGANISED RETAILING
		REVISION & ORAL TEST
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	RETAIL CONSUMER BEHAVIOUR : MEANING & FEATURES
		STAGES/PROCESS OF RETAIL CONSUMER BEHAVIOUR
		FACTORS AFFECTING RETAIL CONSUMER BEHAVIOUR
		CONTINUE.....
		IMPORTANCE OF RETAIL CONSUMER BEHAVIOUR AND TYPES OF RETAIL BUYING DECISIONS
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	RETAIL STORE LOCATION : MEANING AND TYPES OF RETAIL STORE LOCATION
		CONTINUE..... & FACTORS AFFECTING/KEY CONSIDERATIONS IN RETAIL STORE LOCATION
		CONTINUE.....
		CONTINUE..... & IMPORTANCE OF RETAIL STORE LOCATION
		STEPS INVOLVED IN CHOOSING RETAIL STORE LOCATION & THEORIES OF RETAIL LOCATION
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	CONTINUE..... & TECHNIQUES FOR ASSESSING RETAIL LOCATION SITE
		CONTINUE..... & TYPES OF CONSUMER GOODS
		REVISION & ORAL TEST
		RETAIL STORE DESIGN : MEANING & PRINCIPLES
		COMPONENTS/ ELEMENTS OF RETAIL STORE DESIGN
		IMPORTANCE/ ROLE OF RETAIL STORE DESIGN
SUNDAY - 16.10.2022		
7	October (17-21)	VISUAL MERCHANDISING: MEANING & OBJECTIVES
		METHODS OR TOOLS OF VISUAL MERCHANDISING
		METHODS AND ERRORS OF DISPLAY
		RETAIL STORE LAYOUT : MEANING AND TYPES
		CONTINUE..... & KEY CONSIDERATIONS IN CHOOSING RETAIL STORE LAYOUT
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	ASSIGNMENT-1 (INTRODUCTION TO RETAILING)
		STEPS FOR CHOOSING RETAIL STORE LAYOUT AND ITS OBJECTIVES
		CONTINUE.... & OBJECTIVES OF RETAIL STORE LAYOUT
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	SPACE MIX AND REVISION
		RETAIL MERCHANDISING : MEANING & COMPONENTS/ELEMENTS
		FUNCTIONS & PRINCIPLES OF RETAIL MERCHANDISING
		FACTORS AFFECTING RETAIL MERCHANDISING & ITS IMPORTANCE
		LEGAL AND ETHICAL ISSUES IN RETAIL MERCHANDISING
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	RESPONSIBILITIES OF RETAIL MERCHANDISED & REVISION
		RETAIL MERCHANDISING PLANNING : MEANING & PROCESS
		CONTINUE.....
		METHODS OF RETAIL MERCHANDISE PROCUREMENT
		CONTINUE.....
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	RETAIL MERCHANDISE BUDGET : MEANING & COMPONENTS
		CONDITIONAL (RETAIL LOCATION, RETAIL STORE LAYOUT & DESIGN)
		CONTINUE..... & IMPORTANCE
		RETAIL MERCHANDISE CONTROL : CONCEPT & METHODS
		CONTINUE.....
		TECHNOLOGY IN RETAILING : MEANING & ROLE
SUNDAY - 20.11.2022		
12	November (21-26)	TYPES OF TECHNOLOGY IN RETAILING
		ADVANGES & DISADVANTAGES OF IT IN RETAIL
		CONTINUE... & FACTORS AFFECTING TECHNOLOGY IN RETAIL
		RETAIL ORGANISATIONAL STRUCTURE : CONCEPT & TYPES
		CONTINUE.....
		ASSIGNMENT-II (RETAIL CONSUMER BEHAVIOUR)
SUNDAY - 27.11.2022		

13	November (28-30) December (1-3)	FACTORS AFFECTING RETAIL ORGANISATIONAL STRUCTURE
		HR IN RETAIL : MEANING & FEATURES
		HR FUNCTIONS IN RETAIL
		CONTINUE...
		CONTINUE....
LEGAL AND ETHICAL ISSUES IN HR IN RETAIL		
SUNDAY - 04.12.2022		
14	December (5-10)	CHALLENGES OR ISSUES IN HR IN RETAIL
		CAREER IN RETAILING
		CONTINUE...
		RETAIL PRICE : MEANING & OBJECTIVES
		METHODS AND POLICIES OF RETAIL PRICE
CONTINUE... & IMPORTANCE OF RETAIL PRICE		
SUNDAY - 11.12.2022		
15	December (12-14)	REVISION
		REVISION
		REVISION

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (Vth Semester)

Name of the Paper:- Principles Of Banking

Class:- BBA Final

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

WEEK	DATE	TOPICS
1	September (6-10)	Discussion about Syllabus
		Bank-Concept
		Continued
		Continued
		Classification of Banks
SUNDAY - 11.09.2022		
2	September (12-17)	Continued
		Continued
		Continued
		Continued
		Objectives of Banks
		Functions of Banks
SUNDAY - 18.09.2022		
3	September (19-24)	Continued
		Continued
		Continued
		Bank Management : Concept, Functions
		Class Test
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Importance Of Bank Management
		Legal Framework Of Regulation Of Banks
		Banking Regulation Act, 1949 And Main Amendments
		Continued
		Continued
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Continued
		Continued
		Continued
		Revision
		RBI Act, 1934 And Main Amendments
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	Continued
		Continued
		Continued
		Continued
		Continued
		Assignment Ist on Bank-Concept, Classification, Objective And Functions
SUNDAY - 16.10.2022		
7	October (17-21)	Functions Of RBI
		Continued
		Continued
		Continued
		Continued
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Banking Forms : Corporate Banking
		Continued
		Continued
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Class Test
		Rural Banking
		Continued
		Retail Banking
		Continued
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	International Banking
		Continued
		Conditional Test On Banking Forms
		E-banking Reforms In Banking After 1991
		Continued
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	Continued
		Banker-Customer Relationship
		Continued
		Continued
		Continued
		Continued
SUNDAY - 20.11.2022		
12	November (21-26)	Payment And Collection Of Cheques
		Continued
		Continued
		Continued
		Continued
		Special Services Rendered By Banks
SUNDAY - 27.11.2022		

13	November (28-30) December (1-3)	Continued
		Assignment II On Banker-Customer Relationship;Special Services Rendered By Banks
		Banking Technology : Computerisation
		Continued
		Internet
		Mobile And ATMs
SUNDAY - 04.12.2022		
14	December (5-10)	Security Issues
		Continued
		Continued
		Priority Sector Lending
		Continued
		Performance Analysis of Banks
SUNDAY - 11.12.2022		
15	December (12-14)	Continued
		Class Test
		Revision

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SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (Vth Semester)

Name of the Paper:- FUNDAMENTAL OF ECOMMERCE

Class: BBA III

Name of the Teachers (Section Wise) : PROF. NEETU MANOCHA

WEEK	DATE	TOPICS
1	September (6-10)	Discussion of Syllabus
		Introduction to Ecommerce
		Benefits of Ecommerce
		Advantages and Limitation of Ecommerce
		Features
SUNDAY - 11.09.2022		
2	September (12-17)	Role of Internet in Ecommerce
		Contd..
		Implication for Accounting
		Contd..
		Security in Ecommerce
		Regulatory Environment
SUNDAY - 18.09.2022		
3	September (19-24)	Cryptography Issues
		Contd..
		Contd..
		Privacy Issues
		Revision
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Domain Name Disputes
		Electronic Segments
		Contd..
		Digital Signature
		Contd..
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	ISP and Firewall
		Contd..
		TCP / IP
		Contd..
		Contd..
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	Components of Firewall
		Contd..
		OSI Model
		Contd..
		Revision Test
Limitations		
SUNDAY - 16.10.2022		
7	October (17-21)	Contd..
		Limitations of the security provide by firewall
		Contd..
		EDI in Ecommerce
Contd..		
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Traditional EDI
		Revision
		Origin and Non EDI System
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Value added networks
		Contd..
		Revision
		Assignment - 1 on Cryptography
		Benefits of EDI
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	Contd..
		Financial EDI
		Contd..
		Contd..
		Revision
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	Contd..
		Revision
		EDI system and Internet
		Contd..
		Conditional Test
		Query on Problems
SUNDAY - 20.11.2022		
12	November (21-26)	Revision
		Web based marketing
		Contd..
		Contd..
		Risk management
		Contd..
SUNDAY - 27.11.2022		

13	November (28-30) December (1-3)	Contd..
		Contd..
		Role of Internet in Ecommerce
		Contd..
		Firewall
		Revision
SUNDAY - 04.12.2022		
14	December (5-10)	Assignment - 2 on EDI
		Controls in Risk management
		Contd..
		Intelligent agents
		Contd..
		Partially and Fully Integrated EDI System
SUNDAY - 11.12.2022		
15	December (12-14)	Query on Problems
		Query on Problems
		Query on Problems

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LESSON PLAN

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Weekly Lesson Plan

(Odd Semester)

UG (Vth Semester)

Name of the Paper:- Export Procedure & Documentation

Class:- BBA III

Name of the Teacher : Prof. Maneet Kaur

WEEK	DATE	TOPICS
1	September (6-10)	SYLLABUS DISCUSSION
		INTRODUCTION TO EXPORTING- MEANING
		CATEGORIES OF EXPORTING & DIRECT EXPORTING-MEANING AND ADVANTAGES OF DIRECT EXPORTING
		CONTINUE...
		ADVANTAGES OF INDIRECT EXPORTING AND DISADVANTAGES OF INDIRECT EXPORTING
SUNDAY - 11.09.2022		
2	September (12-17)	CONTINUE...
		BENEFITS OF EXPORTING, PROBLEMS IN EXPORTING
		CONTINUE...
		CONTINUE...
		DEEMED EXPORTS
SUNDAY - 18.09.2022		
3	September (19-24)	CONTINUE...
		ORAL REVISION
		ENTERING EXPORT BUSINESS- PROCEDURES AND FORMALITIES: INTRODUCTION, PROCEDURES AND OTHER FORMALITIES
		CONTINUE...
		CONTINUE...
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	INTRODUCTION TO EXIM POLICY- MEANING AND OBJECTIVES
		EXIM POLICY 2004-2009: INTRODUCTION AND OBJECTIVES
		IMPORTANT FEATURES OF EXIM POLICY 2004-2009
		CONTINUE...
		EVALUATION OF EXIM POLICY 2004-2009
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	EXIM POLICY 2009-2014- INTRODUCTION AND OBJECTIVES
		IMPORTANT FEATURES OF EXIM POLICY 2009-2014
		CONTINUE
		CONTINUE
		EVALUATION OF EXIM POLICY 2009-2014, NEW TRADE POLICY 2015-2020- INTRODUCTION, MEANING AND OBJECTIVES
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	CONTINUE....., PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020
		CONTINUE
		CONTINUE
		INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS
		CONTINUE
CONTINUE....., PUBLIC SECTOR UNDERTAKINGS		
SUNDAY - 16.10.2022		
7	October (17-21)	ADVISORY BODIES
		CONTINUE
		INCOTERMS
		CONTINUE
CONTINUE		
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	METHODS OF INTERNATIONAL PAYMENT- INTRODUCTION AND FEATURES
		METHODS OF PAYMENT
		ASSIGNMENT I- ENTERING EXPORT BUSINESS
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	CONTINUE
		CONTINUE
		FACTORS AFFECTING EXPORT PAYMENT TERMS
		CONTINUE
		EXPORT DOCUMENTATION- ROLE, NEED AND CLASSIFICATION
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	CONTINUE....., COMMERCIAL DOCUMENTS
		CONTINUE.....,REGULATORY DOCUMENTS
		CONTINUE....., ALIGNED DOCUMENTATION SYSTEM
		CONDITIONAL TEST- EXIM POLICY
		CONTINUE
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	REPRODUCTION TECHNIQUE
		CONTINUE
		CONTINUE
		PROCESSING OF AN EXPORT ORDER
		PARTIES INVOLVED IN EXPORT ORDER, STAGES OF AN EXPORT ORDER
		CONTINUE.....,EXPORT LICENSE
SUNDAY - 20.11.2022		
12	November (21-26)	CONTINUE.....,EXPORT PRODUCTION
		IMPORT FACILITIES FOR EXPORTERS
		CONTINUE....., INCENTIVES RELATED TO EXPORT PERFORMANCE
		CONTINUE....., INELIGIBLE CATEGORIES UNDER SEIS (SERVICE EXPORT FROM INDIA SCHEME)
		MARKETING ASSISTANCE
		CONTINUE
SUNDAY - 27.11.2022		

13	November (28-30) December (1-3)	FISCAL INCENTIVES
		ASSIGNMENT II - PROCESSING OF AN EXPORT ORDER
		CONTINUE....., ASSISTANCE TO STATES FOR INFRASTRUCTURE DEVELOPMENT OF EXPORTS
		MANAGEMENT OF RISKS IN EXPORT BUSINESS- INTRODUCTION,MEANING & FEATURES
		CONTINUE....
		RISK MANAGEMENT- MEANING AND IMPORTANCE
SUNDAY - 04.12.2022		
14	December (5-10)	TYPES OF RISKS- COMMERCIAL AND LEGAL RISKS
		EXCHANGE RATE FLUCTUATION RISK- MEANING AND CAUSES
		CONTINUE....
		CREDIT RISK AND CARGO RISK
		STRATEGIES TO MANAGE RISK IN EXPORT BUSINESS
		BRIEF INTRODUCTION OF ECGC
SUNDAY - 11.12.2022		
15	December (12-14)	FUNCTIONS OF ECGC & COVERS ISSUED BY ECGC
		CONTINUE
		REVISION

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LESSON PLAN

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Weekly Lesson Plan

(Odd Semester)

UG (Vth Semester)

Name of the Paper:-Principles of Production Management

Class:- BBA Final

Name of the Teachers (Section Wise) : Prof. Reena Rani

WEEK	DATE	TOPICS
1	September (6-10)	introduction to syllabus
		product- nature and types
		continue
		continue
		continue
SUNDAY - 11.09.2022		
2	September (12-17)	continue
		continue
		continue
		continue
		continue
		Production system
SUNDAY - 18.09.2022		
3	September (19-24)	continue
		continue
		continue
		continue
		continue
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	decision making in production function
		continue
		continue
		continue
		continue
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	concept of production management
		continue
		continue
		continue
		continue
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	production planning and control
		continue
		continue
		continue
		continue
SUNDAY - 16.10.2022		
7	October (17-21)	production process
		continue
		continue
		first assignment
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	purchasing
		continue
		continue
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	continue
		storing and warehousing
		continue
		continue
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	inventory management and control
		continue
		continue
		continue
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	inspection and quality control
		continue
		conditional test
		continue
		continue
SUNDAY - 20.11.2022		
12	November (21-26)	inspection management and control
		continue
		continue
		continue
		continue
SUNDAY - 27.11.2022		

13	November (28-30) December (1-3)	total quality management
		second assignment
		continue
		continue
		continue
SUNDAY - 04.12.2022		
14	December (5-10)	revision
		revision
		revision
		revision
		revision
SUNDAY - 11.12.2022		
15	December (12-14)	revision
		revision
		revision