

DON BOSCO ARTS & SCIENCE COLLEGE

ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

BBA

(2020 – 23)

SEMESTER - III

ACADEMIC YEAR - (2021-22)

III Semester BBA (2020 - 23)

| SL. No. | Name of Subjects with Code | Name of the Teacher | Duty Hours per week |
|---------|--|----------------------------|---------------------|
| 1. | 3B04BBA -FINANCIAL ACCOUNTING | Meenu Maria Tom | 6 |
| 2. | 3B05BBA -MARKETING MANAGEMENT | Sunitha K S | 5 |
| 3. | 3A11BBA -NUMERICAL SKILLS | Ramya Raj | 6 |
| 4. | 3A12BBA -PERSONALITY DEVELOPMENT ANDCOMMUNICATION SKILLS | Vidya K P | 4 |
| 5. | 3C04BBA -LEGAL ASPECTS OF BUSINESS | Sapana John & Jisna Mathew | 5 |
| | Name of Class Incharge | Sunitha K S | |

TIME TABLE

| Day | 09.50 Am - 10.45 Am | 10.45 Am -11.40 Am | 11.55 Am -12.50 Pm | 01.40 Pm - 02.35 Pm | 02.35 Pm - 03.30 Pm |
|-----|---|---|--------------------------------|------------------------------------|---|
| 1 | 3B05BBA - MARKETING MANAGEMENT | 3B04BBA - FINANCIAL ACCOUNTING | 3A11BBA - NUMERICAL SKILLS | 3C04BBA -LEGAL ASPECTS OF BUSINESS | 3A12BBA - PERSONALITY DEVELOPMENT ANDCOMMUNICATION SKILLS |
| 2 | 3B05BBA - MARKETING MANAGEMENT | 3A12BBA - PERSONALITY DEVELOPMENT ANDCOMMUNICATION SKILLS | 3A11BBA - NUMERICAL SKILLS | 3B04BBA - FINANCIAL ACCOUNTING | 3C04BBA - LEGAL ASPECTS OF BUSINESS |
| 3 | 3B04BBA - FINANCIAL ACCOUNTING | 3B05BBA - MARKETING MANAGEMENT | 3A11BBA - NUMERICAL SKILLS | 3C04BBA -LEGAL ASPECTS OF BUSINESS | 3B04BBA - FINANCIAL ACCOUNTING |
| 4 | 3A12BBA - PERSONALITY DEVELOPMENT ANDCOMMUNICATION SKILLS | 3B05BBA - MARKETING MANAGEMENT | 3B04BBA - FINANCIAL ACCOUNTING | 3A11BBA - NUMERICAL SKILLS | 3C04BBA - LEGAL ASPECTS OF BUSINESS |
| 5 | 3A12BBA - PERSONALITY DEVELOPMENT ANDCOMMUNICATION SKILLS | 3B04BBA - FINANCIAL ACCOUNTING | 3A11BBA - NUMERICAL SKILLS | 3C04BBA -LEGAL ASPECTS OF BUSINESS | 3B05BBA - MARKETING MANAGEMENT |

| | | | | | |
|---|--|--------------------------------------|----------------------------------|--|--------------------------------------|
| 6 | 3A12BBA - PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS | 3B05BBA - MARKETING MANAGEMENT | 3A11BBA - NUMERICAL SKILLS | 3C04BBA -LEGAL ASPECTS OF BUSINESS | 3B04BBA - FINANCIAL ACCOUNTING |
|---|--|--------------------------------------|----------------------------------|--|--------------------------------------|

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|------------------------------|-----------------------------|
| Subject Code: | 3B04BBA |
| Subject Name: | Financial Accounting |
| No. of Credits: | 4 |
| No. of Contact Hours: | 108 |
| Hours per Week: | 6 |
| Name of the Teacher: | Meenu Maria Tom |

COURSE OUTCOME

CO1: Understands accounting concepts and principles

CO2: Apply knowledge regarding concepts in the preparation of final accounts of sole traders

CO3: Understands the basic concepts of company, shares and share capital

CO4: Demonstrates skills in preparation of final accounts of companies

Module I: Introduction To Accounting: Meaning and Definition of Accounting, Objectives of Accounting, Accounting Cycle or Process, Branches of Accounting, Functions of Accounting, Users of Accounting, Limitations of Accounting and Generally Accepted Accounting Principles- Accounting Concepts, Principles and Conventions only. **(30 hours)**

Module II: Final accounts of sole trading concern: Preparation of Manufacturing, Trading and Profit and Loss Accounts and Balance Sheets with Adjustments for Outstanding and Prepaid Expenses, Accrued and Unearned incomes, Depreciation, Bad and Doubtful Debts and Closing Stock. **(30 hours)**

Module III: Company accounts: Meaning and Definition of Companies, Characteristics of Companies, Types of Companies, Meaning of Shares and Share Capital, Types of Shares, Accounting Entries for Issue of Shares for Cash, Forfeiture of Shares, and Re-issue of Shares. **(25 Hours)**

Module IV: Final accounts of companies: Preparation of Balance Sheet and Statement of Profit and Loss Accounts, Corporate Dividend Tax (CDT), Internal and External Reconstruction- Amalgamation, Merger and Acquisition (Theory Only).

(33 Hours)

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| 1 | 12-07-2021 To 17-07-2021 | 1 | Syllabus Introduction |
| | | 2 | Meaning and Definition of Accounting |
| | | 3 | Objectives of Accounting |
| | | 4 | Accounting Cycle or Process |
| | | 5 | Branches of Accounting |
| | | 6 | Branches of Accounting |
| | | 7 | Functions of Accounting |
| 2 | 19-07-2021 To 24-07-2021 | 8 | Users of Accounting |
| | | 20 July | Bakrid- Holiday |
| | | 9 | Limitations of Accounting |
| | | 10 | Generally Accepted Accounting Principles- Accounting Concepts |
| | | 11 | Generally Accepted Accounting Principles - Principles and Conventions |
| | | 12 | Class Test |
| | | 13 | Meaning of Sole Trading Concern |
| 3 | 26-07-2021 To 31-07-2021 | 14 | Characteristics and features of Accounting |
| | | 15 | Introduction of Journal |
| | | 16 | Problem |
| | | 17 | Problem |
| | | 18 | Introduction of Ledger |
| | | 19 | Problem |
| | | 20 | Problem |
| 4 | 02-08-2021 To 07-08-2021 | 21 | Trial Balance |
| | | 22 | Problem |
| | | 23 | Problem |
| | | 24 | Manufacturing Account |
| | | 25 | Preparation of Manufacturing Account |
| | | 26 | Problem |
| | | 27 | Trading Account- Meaning, Objectives and Uses |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|---------------------------------------|
| 5 | 09-08-2021 To 14-08-2021 | 28 | Profit and Loss Account |
| | | 29 | Problem |
| | | 30 | Problem |
| | | 31 | Balance Sheet |
| | | 32 | Problem |
| | | 33 | Problem |
| | | 34 | Adjustments - Closing Stock |
| 6 | 16-08-2021 To 21-08-2021 | 35 | Problem |
| | | 36 | Adjustments – Outstanding and Prepaid |
| | | 37 | Adjustments – Outstanding and Prepaid |
| | | 38 | Problem |
| | | 19 August | Moharam/Onam Vacation |
| | | 20 August | Onam Vacation |
| | | 21 August | Onam Vacation |
| 7 | 23-08-2021 To 28-08-2021 | 23 August | Onam Vacation |
| | | 24 August | Onam Vacation |
| | | 25 August | Onam Vacation |
| | | 26 August | Onam Vacation |
| | | 27 August | Onam Vacation |
| | | 28 August | Onam Vacation |
| 8 | 30-08-2021 To 04-09-2021 | 30 August | Onam Vacation |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 9 | 06-09-2021 To 11-09-2021 | | Study Leave |
| | | | Study Leave |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 10 | 13-09-2021 To 18-09-2021 | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|---|
| | | | I Sem University Examination |
| 11 | 20-09-2021 To 25-09-2021 | 39 | |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 40 | |
| | | 41 | Adjustment – Accrued and Unearned Income |
| | | 42 | Adjustment – Accrued and Unearned Income |
| | | 43 | Problem |
| | | 44 | Adjustment – Depreciation |
| 12 | 27-09-2021 To 02-10-2021 | 45 | Problem |
| | | 46 | Adjustment – Bad Debt |
| | | 47 | Problem |
| | | 48 | Problem |
| | | 49 | Problem |
| | | 50 | Problem |
| | | 2 October | Gandhi Jayanthi |
| 13 | 04-10-2021 To 09-10-2021 | 51 | Revision |
| | | 52 | Class Test |
| | | 53 | Meaning and Definition of Companies |
| | | 54 | Characteristics of Companies |
| | | 55 | Types of Companies |
| | | 56 | Types of Companies |
| | | 57 | Meaning of Shares and Share Capital |
| 14 | 11-10-2021 To 16-10-2021 | 58 | Types of Shares |
| | | 59 | Accounting Entries for Issue of Shares for Cash |
| | | 60 | Problem |
| | | 61 | Problem |
| | | 14 October | Mahanavami |
| | | 15 October | Vijayadasami |
| | | 62 | Forfeiture of Shares |
| 15 | 18-10-2021 To 23-10-2021 | 63 | Problem |
| | | 19 October | Milad-i-Sherif |
| | | 64 | Problem |
| | | 65 | Problem |
| | | 66 | Problem |
| | | 67 | Problem |
| | | 68 | Problem |
| 16 | 25-10-2021 | 69 | Problem |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| | To 30-10-2021 | 70 | Re-issue of Shares |
| | | 71 | Problem |
| | | 72 | Problem |
| | | 73 | Problem |
| | | 74 | Presentation |
| | | 75 | Presentation |
| 17 | 01-11-2021 To 06-11-2021 | 76 | Presentation |
| | | 77 | Revision |
| | | 78 | Class Test |
| | | 79 | Final Accounts Of Companies – Introduction |
| | | 80 | Preparation of Balance Sheet and Statement of Profit and Loss Accounts |
| | | 81 | Preparation of Balance Sheet and Statement of Profit and Loss Accounts |
| 18 | 08-11-2021 To 13-11-2021 | 82 | Problem |
| | | | I Internal Examinations |
| | | | I Internal Examinations |
| | | | I Internal Examinations |
| | | 83 | Problem |
| | | 84 | Problem |
| 19 | 15-11-2021 To 19-11-2021 | 85 | Problem |
| | | 86 | Problem |
| | | 87 | Problem |
| | | 88 | Problem |
| | | 89 | Problem |
| | | | Study Leave |
| 20 | 22-11-2021 To 26-11-2021 | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| 21 | 29-11-2021 To | | II Semester University Examination |
| | | 90 | Corporate Dividend Tax (CDT |
| | | 91 | Corporate Dividend Tax (CDT |
| | | 92 | Problem |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-------------------|--|
| | 03-12-2021 | 93 | Problem |
| | | 94 | Problem |
| | | 95 | Problem |
| | | 96 | Problem |
| 22 | 06-12-2021 To 10-12-2021 | 97 | Internal and External Reconstruction- Amalgamation |
| | | 98 | Internal and External Reconstruction- Amalgamation |
| | | 99 | Internal and External Reconstruction- Merger |
| | | 100 | Internal and External Reconstruction- Merger |
| | | 101 | Internal and External Reconstruction- Acquisition |
| | | 102 | Internal and External Reconstruction- Acquisition |
| | | 103 | Class Test |
| 23 | 13-12-2021 To 17-12-2021 | 104 | Revision |
| | | 105 | Revision |
| | | 106 | Revision |
| | | 107 | Previous Year QP Discussion |
| | | 108 | Previous Year QP Discussion |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| 24 | 20-12-2021 To 24-12-2021 | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | 23-12-2021 | Christmas Celebration |
| | | | Christmas Vacation |
| 25 | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |

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|------------------------------|----------------------|
| Subject Code: | 3B05BBA |
| Subject Name: | MARKETING MANAGEMENT |
| No. of Credits: | 4 |
| No. of Contact Hours: | 90 |
| Hours per Week: | 5 |
| Name of the Teacher: | Sunitha K S |

Module I: Introduction to Modern Marketing: Definition-Nature and Importance of marketing, evolution of marketing, Marketing environment; Macro and Micro environment, important marketing concepts-selling and marketing-Marketing mix, consumer behaviour, market segmentation; bases for market segmentation; Target Market ;Branding –definition, importance , branding strategies and packaging.

(20 Hours)

Module II: Product Decision: Concept of product; Product Dimension; Concept of product mix, Product line and Product Items; Product mix Dimensions; New product concept and reasons of failure of the new product; Product Life cycle- Concept of pricing; significance of price in marketing; Pricing objectives; Factors affecting price; discounts and rebates; pricing strategies; price discrimination

(20 Hours)

Module III: Market Promotion : Concept of market promotion; Objectives of Market Promotion; Elements of Market Promotion mix: advertising, personal selling , sales promotion,publicity and public relations; Advertising : functions of advertising; advertisement copy, advertising media; types of advertising media; characteristics of effective media ; ethical aspects of advertising; Personal selling : Concept, Features and Significance; Difference between advertising and personal selling ; functions of a salesman; characteristics of a good salesman;

Distribution decision: Physical distribution; channel of distribution; Types of channel distribution; Sales promotion: sales promotion schemes; sample; coupon; price off; premium plan; trade fairs and exhibitions.

(30 Hours)

Module IV: New Marketing Realities: Direct marketing and online marketing: Concept of Direct and online Marketing; Activities; Benefits and limitations; Green Marketing: Concepts; Need and Importance; Green Marketing efforts and managerial Implications; Customer Relationship Marketing(CRM): Concept and importance; Components of CRM Programme; Concept of e-CRM; Common draw backs of CRM Programme. (20 Hours)

References:

1. Philip Kotler, Marketing Management- Prentice Hall
2. Stanton, Etzel and Walker, Marketing Management-McGraw Hill
3. R. Saxena, Marketing Management- Tata McGraw Hill
4. Majumdar, Marketing Research
5. Marketing Management : RSN Pillai and Bagavathy
6. Marketing Management : SP Bansal

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|--|
| 1 | 12-07-2021 To 17-07-2021 | 1 | Introduction to the syllabus |
| | | 2 | Introduction to Modern Marketing |
| | | 3 | Definition, Nature and Importance of marketing |
| | | 4 | Evolution of marketing |
| | | 5 | Marketing environment |
| | | 6 | Macro environment |
| 2 | 19-07-2021 To 24-07-2021 | 7 | Micro environment |
| | | 20 July | Bakrid- Holiday |
| | | 8 | Important marketing concepts |
| | | 9 | Selling and marketing |
| | | 10 | Modern Marketing Concepts |
| | | 11 | Marketing mix |
| 3 | 26-07-2021 To 31-07-2021 | 12 | Consumer behaviour |
| | | 13 | Definition, Importance |
| | | 14 | Factors effecting Consumer Behaviour |
| | | 15 | Steps in consumer behaviour |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|--|
| | | 16 | Types of Consumer Behaviour |
| | | 17 | Branding strategies |
| 4 | 02-08-2021 To 07-08-2021 | 18 | Packaging |
| | | 19 | Features of packaging |
| | | 20 | Market segmentation |
| | | 21 | Bases for market segmentation |
| | | 22 | Factors affecting Market Segmentation |
| | | 23 | Objectives of market segmenatation |
| 5 | 09-08-2021 To 14-08-2021 | 24 | Target Market |
| | | 25 | Importance of target market |
| | | 26 | Branding |
| | | 27 | Objectives Of Branding |
| | | 28 | Difference between trade mark and brand name |
| | | 29 | Features of Branding |
| 6 | 16-08-2021 To 21-08-2021 | 30 | Class Test |
| | | 31 | Seminar |
| | | 32 | Seminar |
| | | 19 August | Moharam/Onam Vacation |
| | | 20 August | Onam Vacation |
| | | 21 August | Onam Vacation |
| 7 | 23-08-2021 To 28-08-2021 | 23 August | Onam Vacation |
| | | 24 August | Onam Vacation |
| | | 25 August | Onam Vacation |
| | | 26 August | Onam Vacation |
| | | 27 August | Onam Vacation |
| | | 28 August | Onam Vacation |
| 8 | 30-08-2021 To 04-09-2021 | 30 August | Onam Vacation |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 9 | 06-09-2021 To 11-09-2021 | | Study Leave |
| | | | Study Leave |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| 10 | 13-09-2021 To 18-09-2021 | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 11 | 20-09-2021 To 25-09-2021 | 33 | Seminar |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 34 | Product Decision, Concept of product; Product Dimension. |
| | | 35 | Concept of product mix |
| | | 36 | Product line and Product Items |
| | | 37 | Product mix Dimensions |
| 12 | 27-09-2021 To 02-10-2021 | 38 | New product concept and |
| | | 39 | Reasons of failure of the new product |
| | | 40 | Product Life cycle |
| | | 41 | Concept of pricing |
| | | 42 | significance of price in marketing |
| | | 2 October | Gandhi Jayanthi |
| 13 | 04-10-2021 To 09-10-2021 | 43 | Pricing objectives |
| | | 44 | Factors affecting price |
| | | 45 | Discounts and Rebates |
| | | 46 | Pricing strategies |
| | | 47 | Price discrimination |
| | | 48 | Seminar |
| 14 | 11-10-2021 To 16-10-2021 | 49 | Seminar |
| | | 50 | Seminar |
| | | 51 | Class Test |
| | | 14 October | Mahanavami |
| | | 15 October | Vijayadasami |
| | | 52 | Market Promotion - Concept of market promotion |
| 15 | 18-10-2021 To | 53 | Objectives of Market Promotion |
| | | 19 October | Milad-i-Sherif |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| | 23-10-2021 | 54 | Elements of Market Promotion mix |
| | | 55 | Functions of advertising |
| | | 56 | Advertisement copy, Advertising media |
| | | 57 | Types of advertising media |
| 16 | 25-10-2021 To 30-10-2021 | 58 | Characteristics of effective advertisement media |
| | | 59 | Ethical aspects of advertising |
| | | 60 | Personal selling |
| | | 61 | Concept, Features and Significance |
| | | 62 | Difference between advertising and personal selling |
| | | 63 | Functions of a salesman |
| 17 | 01-11-2021 To 06-11-2021 | 64 | Characteristics of a good salesman |
| | | 65 | Publicity and public relations |
| | | 66 | Distribution decision |
| | | 67 | Physical distribution |
| | | 68 | Channel of distribution |
| | | 69 | Types of channel distribution |
| 18 | 08-11-2021 To 13-11-2021 | 70 | I Internal Examinations |
| | | 71 | I Internal Examinations |
| | | 72 | I Internal Examinations |
| | | 73 | Sales promotion |
| | | 74 | Sales promotion schemes. |
| | | 75 | Sample, coupon, price off |
| 19 | 15-11-2021 To 19-11-2021 | 76 | Premium plan, trade fairs and exhibitions |
| | | 77 | Class Test |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 20 | 22-11-2021 To 26-11-2021 | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| 21 | 29-11-2021 | 78 | Seminar |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-------------------|---|
| | To 03-12-2021 | 79 | New Marketing Realities. |
| | | 80 | Direct marketing and online marketing |
| | | 81 | Concept of Direct and online Marketing |
| | | 82 | Activities; Benefits and limitations |
| | | 83 | Green Marketing Concepts |
| 22 | 06-12-2021 To 10-12-2021 | 84 | Need and Importance Green Marketing efforts and managerial Implications, |
| | | 85 | Customer Relationship Marketing(CRM) |
| | | 86 | Components of CRM Programme; Concept of e-CRM; Common draw backs of CRM Programme |
| | | 87 | Question Paper discussion |
| | | 88 | Question Paper discussion |
| | | 89 | Revision |
| 23 | 13-12-2021 To 17-12-2021 | 90 | Revision |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| 24 | 20-12-2021 To 24-12-2021 | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | 23-12-2021 | Christmas Celebration |
| | | | Christmas Vacation |
| 25 | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |

| | |
|------------------------------|-------------------------|
| Subject Code: | 3A11BBA |
| Subject Name: | NUMERICAL SKILLS |
| No. of Credits: | 4 |
| No. of Contact Hours: | 90 |
| Hours per Week: | 6 |
| Name of the Teacher: | REMYA RAJ |

Module I:

Arithmetic : Average, mixtures- Ratios and proportions- Computation of interest, Simple Interest, compound interest, effective yield- future value, present value -Amortization, Depreciation, Continuous compounding

Module II:

Algebra: Real and imaginary number- Rational and Irrational Number- Set Theory and simple application of Venn Diagram- Elements of Co-ordinate system· Matrices, Fundamental ideas about Matrices and their operational rules – Inverse of a Matrix.

Module III:

Theory of equations: meaning, types of equations - simple linear and simultaneous equations (only two variables) eliminations and substitution method only. Quadratic equation factorization and formula method ($ax^2+bx+c=0$ form only) Problems on business application.

Module IV:

Progression: Arithmetic progressions finding the nth term of an AP and also sum to n terms of AP. Insertion of Arithmetic means in given terms of AP and representation of AP. Geometric progression. Finding the nth term of GP. Insertion of GMs in given GP and also representation of GP - Mathematics of finance simple and compound interest. (Simple problems only).

References:

1. Applied Numerical Analysis P.K Kandasamy, K.Thilakavathi, Gunavathi:
2. Numerical Methods: Gerald.
3. Essentials of college mathematics for Business, Economics, life Science and Social Sciences : Raymond Barnett, Michael Ziegler.

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| 1 | 12-07-2021 To 17-07-2021 | 1 | Real and imaginary number- Rational and Irrational Number |
| | | 2 | Set Theory-definition of a set,methods of describing a set,types of sets, |
| | | 3 | examples of set Subset,supersets,propersubsets, |
| | | 4 | powerset,universal set,disjoint sets |
| | | 5 | Set operations-union,intersection, |
| | | 6 | difference,compliment of a set ,Important laws of set operation, |
| 2 | 19-07-2021 To 24-07-2021 | 7 | problems based on set operations ,Venn diagrams- |
| | | 20 July | Bakrid- Holiday |
| | | 8 | simple application of venn diagrams ,Elements of coordinate system, |
| | | 9 | Problems |
| | | 10 | Revision |
| | | 11 | Class test |
| 3 | 26-07-2021 To 31-07-2021 | 12 | Matrices, basic terms |
| | | 13 | Fundamental ideas about Matrices and their operational rules |
| | | 14 | Addition and subtraction of matrices -problems |
| | | 15 | Problems |
| | | 16 | Matrix multiplication problems |
| | | 17 | Problems related to matrix operation |
| 4 | 02-08-2021 To 07-08-2021 | 18 | Problems |
| | | 19 | Inverse of a matix-problems |
| | | 20 | Problems,Class test |
| | | 21 | Problems |
| | | 22 | Class test |
| | | 23 | Equations-meaning, types of equations - simple linear and simultaneous equations (only two variables)problems |
| 5 | 09-08-2021 | 24 | simultaneous equations (only two variables)-problems |
| | | 25 | Problems |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | To 14-08-2021 | 26 | simple linear equations –problems, |
| | | 27 | Problems, |
| | | 28 | Quadratic equation factorization method-problems |
| | | 29 | Problems |
| 6 | 16-08-2021 To 21-08-2021 | 30 | Problems, |
| | | 31 | Formula method-problems. |
| | | 32 | Problems |
| | | 19 August | Moharam/Onam Vacation |
| | | 20 August | Onam Vacation |
| | | 21 August | Onam Vacation |
| 7 | 23-08-2021 To 28-08-2021 | 23 August | Onam Vacation |
| | | 24 August | Onam Vacation |
| | | 25 August | Onam Vacation |
| | | 26 August | Onam Vacation |
| | | 27 August | Onam Vacation |
| | | 28 August | Onam Vacation |
| 8 | 30-08-2021 To 04-09-2021 | 30 August | Onam Vacation |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 9 | 06-09-2021 To 11-09-2021 | | Study Leave |
| | | | Study Leave |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 10 | 13-09-2021 To 18-09-2021 | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 11 | 20-09-2021 To 25-09-2021 | 33 | More problems on quadratic equations |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 34 | Problems on business applications |
| | | 35 | Problems, |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|--|
| | | 36 | Average,problems |
| | | 37 | Problems, |
| 12 | 27-09-2021 To 02-10-2021 | 38 | Mixtures,problems |
| | | 39 | Problems, |
| | | 40 | Ratios ,definition,problems |
| | | 41 | problems |
| | | 42 | Problems |
| | | 2 October | Gandhi Jayanthi |
| | | | |
| 13 | 04-10-2021 To 09-10-2021 | 43 | Proportion,problems |
| | | 44 | Problems, |
| | | 45 | Class test |
| | | 46 | effective yield-problems present value –definition,problems- |
| | | 47 | future value-problems |
| | | 48 | Problems, |
| 14 | 11-10-2021 To 16-10-2021 | 49 | Amortization –definition,problems |
| | | 50 | Problems, |
| | | 51 | Depreciation,definition,problems |
| | | 14 October | Mahanavami |
| | | 15 October | Vijayadasami |
| | | 52 | Problems |
| 15 | 18-10-2021 To 23-10-2021 | 53 | Problems, Continuous compounding,problems |
| | | 19 October | Milad-i-Sherif |
| | | 54 | Problems, |
| | | 55 | sum to n terms of AP,problems |
| | | 56 | Problems |
| | | 57 | ,problems |
| 16 | 25-10-2021 To 30-10-2021 | 58 | Insertion of Arithmetic means in given terms of AP and representation of AP,problems |
| | | 59 | Insertion of GMs in given GP and also representation of GP |
| | | 60 | Problems |
| | | 61 | Geometric progression. Finding the nth term of GP |
| | | 62 | Problems |
| | | 63 | Problems, |
| 17 | 01-11-2021 To 06-11-2021 | 64 | Problems |
| | | 65 | Problems |
| | | 66 | Sum of n terms of a GP,problems |
| | | 67 | Problems |
| | | 68 | Problems |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|---|
| | | 69 | Problems |
| 18 | 08-11-2021 To 13-11-2021 | 70 | I Internal Examinations |
| | | 71 | I Internal Examinations |
| | | 72 | I Internal Examinations |
| | | 73 | Mathematics of finance simple and compound interest |
| | | 74 | Problems |
| | | 75 | Problems |
| 19 | 15-11-2021 To 19-11-2021 | 76 | Problems |
| | | 77 | Problems |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 20 | 22-11-2021 To 26-11-2021 | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| 21 | 29-11-2021 To 03-12-2021 | 78 | Revision of module 1 |
| | | 79 | Revision of module 1 |
| | | 80 | Revision of module 1 |
| | | 81 | Revision of module 2 |
| | | 82 | Revision of module 2 |
| | | 83 | Revision of module 2 |
| 22 | 06-12-2021 To 10-12-2021 | 84 | Revision of module 2 |
| | | 85 | Revision of module 3 |
| | | 86 | Revision of module 3 |
| | | 87 | Revision of module 3 |
| | | 88 | Revision of module 4 |
| | | 89 | Revision of module 4 |
| 23 | 13-12-2021 To 17-12-2021 | 90 | University question paper discussion |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| 24 | 20-12-2021 | | II Internal Examination |
| | | | II Internal Examination |

| No of Weeks | Dates | Session | Topic |
|-------------|------------------|-------------------|--------------------------------|
| | To 24-12-2021 | | II Internal Examination |
| | | 23-12-2021 | Christmas Celebration |
| | | | Christmas Vacation |
| 25 | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |

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|------------------------------|---|
| Subject Code: | 3A12BBA |
| Subject Name: | PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS |
| No. of Credits: | 3 |
| No. of Contact Hours: | 4 |
| Hours per Week: | 72 |
| Name of the Teacher: | VIDYA K P |

COURSE OUTCOMES

CO1: Understand the ‘self’ through analysis of one’s own strengths, weaknesses, opportunities and threats to face the challenging and competitive world.

CO2: Set new goals specific, measurable, achievable, realisable and time-bounded to reshape the personality and identify the shortcomings to be corrected.

CO3: Develop inter personal skills and problem solving skills.

CO4: Understand the role of body language in effective communication.

CO5: Critically evaluate the need for stress management and experience the essence of different techniques in reducing stress.

CO6: Perform effectively the assigned work to the fullest satisfaction; with utmost concentration and self-motivation to achieve success in near future.

Module I:

Introduction to Personality Development: Definition of Personality- Human Growth and Behaviour- Importance of Personality Development- Techniques in

Personality development a) Self-confidence through SWOC b) Mnemonics c) SMART Goal setting d) Time Management and effective planning.

Module II:

Communication Skills: a) Intra personal communication and types of Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking, Written communication- Basics of Letter writing, memorandum, notice, email, and report writing- Resume writing.

Module III:

Etiquettes and Manners: Social etiquettes, phone etiquettes, Customer interaction etiquette, Dining- Business etiquettes- Professional etiquette tips- Boss Management.

Module IV:

Presentation skills: How to face an Interview? - Preparations before, during and after interview, DO's and Don'ts for interviewee- Group Discussions- problem solving, Creativity and Leadership skills.

Module V:

Stress Management: Concentration and Relaxation exercises: Yoga, Meditation- Need for Work Life Balance- Role of Emotional Intelligence and Spiritual Intelligence in Self-Acceptance and Self-Growth.

References

1. Personality Development and Communication Skills by S.S. Narula; reprinted 2013.
2. Communicating at Work – Principles and Practices for Business and the Professions by Adler, The McGraw Hill Company, 9th Edition
3. Business Communication and Personality Development by Biswajit Das & Ipseeta Satpathy, The Excel Publications, 1st Edition
4. Developing Soft Skills by Robert M. Sherfield, Rhonda J., Patricia J. Moodi; Cornerstone Publications.
5. “The Art of Stress-Free Living” by Sri Sri Ravi Shankar. 5. Winning at Interviews by Edger Thorpe, Showik Thorpe; Pearson Publications, 1st Edition.
6. “How to stop worrying and start living” by Dale Carnegie.
7. Complete Guide to Relieving Stress and Living A Peaceful Life - 2015 Edition by Jen Steifer.

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|---|
| 1 | 12-07-2021 To 17-07-2021 | 1 | Introduction to Personality Development: Definition |
| | | 2 | Human Growth and Behaviour |
| | | 3 | Importance of Personality Development- |
| | | 4 | Techniques in Personality development a) Self-confidence through SWOC |
| | | 5 | Self-confidence through SWOC |
| 2 | 19-07-2021 To 24-07-2021 | 6 | Mnemonics |
| | | 20 July | Bakrid- Holiday |
| | | 7 | SMART Goal setting |
| | | 8 | Time Management and effective planning |
| | | 9 | Time Management and effective planning |
| 3 | 26-07-2021 To 31-07-2021 | 10 | Class test |
| | | 11 | Communication Skills |
| | | 12 | Intra personal communication |
| | | 13 | Types of Body Language |
| | | 14 | Inter personal Communication and Relationships |
| 4 | 02-08-2021 To 07-08-2021 | 15 | Leadership Skills |
| | | 16 | Team Building |
| | | 17 | Public speaking |
| | | 18 | Written communication |
| | | 19 | Forms of Written Communication - Letter writing |
| 5 | 09-08-2021 To 14-08-2021 | 20 | Memorandum |
| | | 21 | Public speaking |
| | | 22 | Notice |
| | | 23 | Email |
| | | 24 | Report writing |
| 6 | 16-08-2021 To 21-08-2021 | 25 | Resume writing |
| | | 26 | Class test |
| | | 19 August | Moharam/Onam Vacation |
| | | 20 August | Onam Vacation |
| | | 21 August | Onam Vacation |
| 7 | 23-08-2021 To | 23 August | Onam Vacation |
| | | 24 August | Onam Vacation |
| | | 25 August | Onam Vacation |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | 28-08-2021 | 26 August | Onam Vacation |
| | | 27 August | Onam Vacation |
| | | 28 August | Onam Vacation |
| 8 | 30-08-2021 To 04-09-2021 | 30 August | Onam Vacation |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 9 | 06-09-2021 To 11-09-2021 | | Study Leave |
| | | | Study Leave |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 10 | 13-09-2021 To 18-09-2021 | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 11 | 20-09-2021 To 25-09-2021 | 27 | Etiquettes and Manners |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 28 | Social etiquettes |
| | | 29 | Phone etiquettes |
| | | 30 | Customer interaction etiquette |
| 12 | 27-09-2021 To 02-10-2021 | 31 | Professional etiquette tips |
| | | 32 | Boss Management |
| | | 33 | Class test |
| | | 34 | Presentation skills |
| | | 2 October | Gandhi Jayanthi |
| 13 | 04-10-2021 To 09-10-2021 | 35 | Interview and its types |
| | | 36 | How to face an Interview? |
| | | 37 | Preparations before, during and after interview, |
| | | 38 | Preparations before, during and after interview |
| | | 39 | Preparations before, during and after interview |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|---|
| 14 | 11-10-2021 To 16-10-2021 | 40 | DO's and Dont's for interviewee |
| | | 41 | DO's and Dont's for interviewee |
| | | 14 October | Mahanavami |
| | | 15 October | Vijayadasami |
| | | 42 | Group Discussions |
| 15 | 18-10-2021 To 23-10-2021 | 43 | Group Discussions |
| | | 44 | Problem solving |
| | | 19 October | Milad-i-Sherif |
| | | 45 | Problem solving |
| | | 46 | Creativity and Leadership skills. |
| | | 47 | Creativity and Leadership skills. |
| 16 | 25-10-2021 To 30-10-2021 | 48 | Class test |
| | | 49 | Stress Management |
| | | 50 | Types of stress |
| | | 51 | Causes of stress |
| | | 52 | Concentration and Relaxation exercises: Yoga |
| 17 | 01-11-2021 To 06-11-2021 | 53 | Concentration and Relaxation exercises: Yoga |
| | | 54 | Meditation |
| | | 55 | Meditation |
| | | 56 | Work Life Balance |
| | | 57 | Need for Work Life Balance |
| 18 | 08-11-2021 To 13-11-2021 | | I Internal Examinations |
| | | | I Internal Examinations |
| | | | I Internal Examinations |
| | | 58 | Emotional Intelligence |
| | | 59 | Role of Emotional Intelligence |
| 19 | 15-11-2021 To 19-11-2021 | 60 | Spiritual Intelligence - Self-Acceptance Self Growth. |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 20 | 22-11-2021 To 26-11-2021 | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| 21 | 29-11-2021 | 61 | Seminar |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-------------------|--------------------------------|
| | To 03-12-2021 | 62 | Seminar |
| | | 63 | Seminar |
| | | 64 | Seminar |
| | | 65 | Class test |
| 22 | 06-12-2021 To 10-12-2021 | 66 | Question paper discussion |
| | | 67 | Revision |
| | | 68 | Revision |
| | | 69 | Revision |
| | | 70 | Revision |
| 23 | 13-12-2021 To 17-12-2021 | 71 | Revision |
| | | 72 | Revision |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| 24 | 20-12-2021 To 24-12-2021 | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | 23-12-2021 | Christmas Celebration |
| | | | Christmas Vacation |
| 25 | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |

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|-----------------------|---------------------------|
| Subject Code: | 3CO4BBA |
| Subject Name: | LEGAL ASPECTS OF BUSINESS |
| No. of Credits: | 4 |
| No. of Contact Hours: | 90 |
| Hours per Week: | 5 |
| Name of the Teacher: | SAPNA JOHN |

Syllabus

Module I: Indian Contract Act ,1872: Law of contract, Definition of contract, Basic concepts of contract- Valid contract, Void, voidable and illegal contract, offer, acceptance, consideration, capacity of parties to contract, free consent- coercion, undue influence, misrepresentation, fraud - breach of contract – remedies of breach of contract. (20 Hours)

Module II: Companies Act: Definition of Company, essential features of company, Types of companies - Private Limited Company and Public limited company- Companies Act 2013 (Amendments), Important documents: Memorandum and Articles of Association, Prospectus-Promotion and Incorporation of company- Steps in the formation of company- Share capital of company- Shares, Debentures and its classification. (25 Hours)

Module III: The Sale of Goods Act: Sale of goods Act- Formation of sale of contract- sale and agreement to sell-Implied conditions and warranties-Sale by non-owners-transfer of property title of goods- Rights of unpaid seller-Remedies for breach of Contract of Sale of goods- Goods and service Tax- Basic concepts- Challenges and opportunities-Applicability of CGST and SGST. (25 Hours)

Module IV: Consumer Protection Act: Objectives of the Act-Rights of a Consumer-Consumer Protection Council- Central council and State council-Dispute Redressal Agencies –District forum, State Commission and National Commission-Filing of complaints- Procedure of Filing Complaint. (20 Hours)

References

1. Kapoor. N.D, Business Law, Sulthan Chand Publication
2. Tulsian. P.C, Business Laws, Tata McGraw-Hill Publishing Co. Ltd
3. Kuchal. M.C, Business Law
4. Sharma. S.C, Business Laws, International Publishers, Bengaluru

TEACHING SCHEDULE

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|---------|----------------------------------|
| 1 | 12-07-2021 To 17-07-2021 | 1 | Law: Meaning and definition |
| | | 2 | Contract: Meaning and definition |
| | | 3 | Nature of the contract |
| | | 4 | Types of contracts |
| | | 5 | Offer: Meaning and definition |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-----------|---------------------------------|
| | | 6 | Essentials |
| 2 | 19-07-2021 To 24-07-2021 | 7 | Acceptance |
| | | 20 July | Bakrid- Holiday |
| | | 8 | Essentials |
| | | 9 | Consideration |
| | | 10 | Definition and essentials |
| | | 11 | Stranger to contract |
| 3 | 26-07-2021 To 31-07-2021 | 12 | Contracts without consideration |
| | | 13 | Capacity of parties |
| | | 14 | Position of minor |
| | | 15 | Persons of unsound mind |
| | | 16 | Persons disqualified by law |
| | | 17 | Free consent |
| 4 | 02-08-2021 To 07-08-2021 | 18 | Coercion |
| | | 19 | Undue influence |
| | | 20 | Fraud |
| | | 21 | Misrepresentation |
| | | 22 | Mistake |
| | | 23 | Breach of contract and remedies |
| 5 | 09-08-2021 To 14-08-2021 | 24 | Rescission of contract |
| | | 25 | Suit for damages |
| | | 26 | Suit upon quantum meruit |
| | | 27 | Suit for specific performance |
| | | 28 | Injunction |
| | | 29 | Class Test |
| 6 | 16-08-2021 To 21-08-2021 | 30 | Definition of company |
| | | 31 | Features |
| | | 32 | Types of companies |
| | | 19 August | Moharam/Onam Vacation |
| | | 20 August | Onam Vacation |
| | | 21 August | Onam Vacation |
| 7 | 23-08-2021 To 28-08-2021 | 23 August | Onam Vacation |
| | | 24 August | Onam Vacation |
| | | 25 August | Onam Vacation |
| | | 26 August | Onam Vacation |
| | | 27 August | Onam Vacation |
| | | 28 August | Onam Vacation |
| 8 | 30-08-2021 | 30 August | Onam Vacation |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|--------------|--|
| | To 04-09-2021 | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 9 | 06-09-2021 To 11-09-2021 | | Study Leave |
| | | | Study Leave |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 10 | 13-09-2021 To 18-09-2021 | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| | | | I Sem University Examination |
| 11 | 20-09-2021 To 25-09-2021 | 33 | Public company and private company-Differences |
| | | 21 September | Sree Narayana Guru Samadhi |
| | | 34 | Privileges of a private company |
| | | 35 | Formation of a company |
| | | 36 | Promotion |
| 12 | 27-09-2021 To 02-10-2021 | 37 | Incorporation |
| | | 38 | Raising of capital |
| | | 39 | Commencement of business |
| | | 40 | Important documents |
| | | 41 | Memorandum of association |
| 13 | 04-10-2021 To 09-10-2021 | 42 | Contents |
| | | 2 October | Gandhi Jayanthi |
| | | 43 | Alteration |
| | | 44 | Articles of association |
| | | 45 | Contents |
| 14 | 11-10-2021 To | 46 | Differences |
| | | 47 | Doctrine of ultra-vires |
| | | 48 | Alteration of Articles |
| | | 49 | Restriction on alteration |
| | | 50 | Constructive notice |
| | | 51 | Indoor management |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|------------|---|
| | 16-10-2021 | 14 October | Mahanavami |
| | | 15 October | Vijayadasami |
| | | 52 | Class Test |
| 15 | 18-10-2021 To 23-10-2021 | 53 | Lifting corporate veil |
| | | 19 October | Milad-i-Sherif |
| | | 54 | Judicial interpretations |
| | | 55 | Prospectus |
| | | 56 | Types of prospectus |
| | | 57 | Rules regarding prospectus |
| 16 | 25-10-2021 To 30-10-2021 | 58 | Misstatement in prospectus |
| | | 59 | Shares |
| | | 60 | Types |
| | | 61 | Debentures |
| | | 62 | Classification |
| | | 63 | Sale of goods Act |
| 17 | 01-11-2021 To 06-11-2021 | 64 | Essentials |
| | | 65 | Sale and agreement to sell |
| | | 66 | Conditions |
| | | 67 | Warranties |
| | | 68 | Sale by non- owners |
| | | 69 | Transfer of title of goods |
| 18 | 08-11-2021 To 13-11-2021 | | I Internal Examinations |
| | | | I Internal Examinations |
| | | | I Internal Examinations |
| | | 70 | Rights of unpaid seller |
| | | 71 | Remedies for breach of contract |
| | | 72 | Goods and service taxes |
| 19 | 15-11-2021 To 19-11-2021 | 73 | Challenges and opportunities |
| | | 74 | Applicability of CGST and SGST |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| | | | Study Leave |
| 20 | 22-11-2021 To 26-11-2021 | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |
| | | | II Semester University Examination |

| No of Weeks | Dates | Session | Topic |
|-------------|--------------------------------|-------------------|---|
| | | | II Semester University Examination |
| 21 | 29-11-2021 To 03-12-2021 | 75 | Consumer Protection Act |
| | | 76 | Objectives |
| | | 77 | Rights of consumers |
| | | 78 | Consumer protection council |
| | | 79 | Central council |
| | | 80 | State council |
| 22 | 06-12-2021 To 10-12-2021 | 81 | Dispute redressal agencies |
| | | 82 | Filing of complaints |
| | | 83 | Procedure for filing complaints |
| | | 84 | Class Test |
| | | 85 | Revision |
| | | 86 | Revision |
| 23 | 13-12-2021 To 17-12-2021 | 87 | Revision |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| 24 | 20-12-2021 To 24-12-2021 | | II Internal Examination |
| | | | II Internal Examination |
| | | | II Internal Examination |
| | | 23-12-2021 | Christmas Celebration |
| | | | Christmas Vacation |
| 25 | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |
| | | | Christmas Vacation |