

**NBGSM College**  
**Lesson Plan July 2019- Nov 2019**

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| <b>Name</b>      | <b>Narita Ahuja Assistant Professor(Commerce Department)</b> |
| <b>Class :</b>   | BBA  |
| <b>Semester:</b> | 5TH  |
| <b>Subject:</b>  | COMPANY LAW  |

|                 | Day           | Date      | Topic   |
|-----------------|---------------|-----------|---|
| <b>1st Week</b> | 1             | 16-Jul-19 | UNIT: 1 Historical Development of Company law in India          |
|                 | 2             | 17-Jul-19 | Indian Companies Act, 1956                                      |
|                 | 3             | 18-Jul-19 | Amendments in the Companies Act, 1956                           |
|                 | 4             | 19-Jul-19 | Company : Meaning, Characteristics and Nature                   |
|                 | 5             | 20-Jul-19 | Lifting the Corporate Veil                                      |
|                 | <b>Sunday</b> | 21-Jul-19 |   |
|                 |               |           |   |
| <b>2nd Week</b> | 1             | 22-Jul-19 | Exceptions of Principle   |
|                 | 2             | 23-Jul-19 | Types of Companies: Introduction                                |
|                 | 3             | 24-Jul-19 | Classification on the Basis of Incorporation                    |
|                 | 4             | 25-Jul-19 | Classification on the Basis of Liability                        |
|                 | 5             | 26-Jul-19 | Other Basis of classifications of a company                     |
|                 | 6             | 27-Jul-19 | Formation, Promotion & Incorporation of a Company: Introduction |
|                 | <b>Sunday</b> | 28-Jul-19 |   |
|                 |               |           |   |
| <b>3rd week</b> | 1             | 29-Jul-19 | Promotion of a Company  |
|                 | 2             | 30-Jul-19 | Promoters: Meaning, definitions, duties, liabilities.           |
|                 | 3             | 31-Jul-19 | <b>Holiday</b>  |
|                 | 4             | 1-Aug-19  | Incorporation or Registration of the company                    |
|                 | 5             | 2-Aug-19  | Capital Subscription  |
|                 | 6             | 3-Aug-19  | Commencement of Business  |
|                 | <b>Sunday</b> | 4-Aug-19  |   |
|                 |               |           |   |
| <b>4th week</b> | 1             | 5-Aug-19  | Assignment: Lifting the Corporate veil & its exceptions         |
|                 | 2             | 6-Aug-19  | Memorandum of Association(MOA) : Meaning & Definitions          |
|                 | 3             | 7-Aug-19  | Subject matter of Memorandum of Association                     |
|                 | 4             | 8-Aug-19  | Alteration of Memorandum of Association                         |
|                 | 5             | 9-Aug-19  | Articles of Association (AOA): Nature and Characteristics       |
|                 | 6             | 10-Aug-19 | Contents of Articles of Association                             |
|                 | <b>Sunday</b> | 11-Aug-19 |   |
|                 |               |           |   |
| <b>5th week</b> | 1             | 12-Aug-19 | <b>Holiday</b>  |
|                 | 2             | 13-Aug-19 | Articles of Association (AOA): Nature and Characteristics       |
|                 | 3             | 14-Aug-19 | Contents of Articles of Association                             |
|                 | 4             | 15-Aug-19 | <b>Holiday</b>  |
|                 | 5             | 16-Aug-19 | Alteration of Articles of Association                           |
|                 | 6             | 17-Aug-19 | Doctrine of Constructive Notice                                 |

|                  |               |           |   |
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|                  | <b>Sunday</b> | 18-Aug-19 |   |
|                  |               |           |   |
| <b>6th week</b>  | 1             | 19-Aug-19 | Doctrine of Indoor Management & its Exceptions            |
|                  | 2             | 20-Aug-19 | Difference between Memorandum and Articles of Association |
|                  | 3             | 21-Aug-19 | Prospectus : Nature & need                                |
|                  | 4             | 22-Aug-19 | Types of Prospectus                                       |
|                  | 5             | 23-Aug-19 | Forms and Contents of a Prospectus                        |
|                  | 6             | 24-Aug-19 | <b>Holiday</b>  |
|                  | <b>Sunday</b> | 25-Aug-19 |   |
|                  |               |           |   |
| <b>7th week</b>  | 1             | 26-Aug-19 | Golden Rule in Prospectus                                 |
|                  | 2             | 27-Aug-19 | Scanning of the Prospectus                                |
|                  | 3             | 28-Aug-19 | Shares: -; Types of shares                                |
|                  | 4             | 29-Aug-19 | Share & Stock   |
|                  | 5             | 30-Aug-19 | Allotment of Shares                                       |
|                  | 6             | 31-Aug-19 | Bonus shares  |
|                  | <b>Sunday</b> | 1-Sep-19  |   |
|                  |               |           |   |
| <b>8th week</b>  | 1             | 2-Sep-19  | share certificate & share warrant                         |
|                  | 2             | 3-Sep-19  | share certificate & share warrant                         |
|                  | 3             | 4-Sep-19  | transfer and Transmission of shares                       |
|                  | 4             | 5-Sep-19  | Presentation on Memorandum                                |
|                  | 5             | 6-Sep-19  | Calls on shares & forfeiture                              |
|                  | 6             | 7-Sep-19  | Surrender and Lien  |
|                  | <b>Sunday</b> | 8-Sep-19  |   |
|                  |               |           |   |
| <b>9th week</b>  | 1             | 9-Sep-19  | forfeiture of shares                                      |
|                  | 2             | 10-Sep-19 | Alteration of share capital                               |
|                  | 3             | 11-Sep-19 | Reduction of share capital;                               |
|                  | 4             | 12-Sep-19 | Buy-back of shares  |
|                  | 5             | 13-Sep-19 | Buy-back of shares  |
|                  | 6             | 14-Sep-19 | Test : Unit-1   |
|                  | <b>Sunday</b> | 15-Sep-19 |   |
|                  |               |           |   |
| <b>10th week</b> | 1             | 16-Sep-19 | Debentures : Meaning                                      |
|                  | 2             | 17-Sep-19 | types of debentures                                       |
|                  | 3             | 18-Sep-19 | types of debentures                                       |
|                  | 4             | 19-Sep-19 | Debentures trust deed                                     |
|                  | 5             | 20-Sep-19 | Debentures trust deed                                     |
|                  | 6             | 21-Sep-19 | Rights & Duties of trustee                                |
|                  | <b>Sunday</b> | 22-Sep-19 |   |
|                  |               |           |   |
| <b>11th week</b> | 1             | 23-Sep-19 | <b>Holiday</b>  |
|                  | 2             | 24-Sep-19 | Discussion on case studies                                |
|                  | 3             | 25-Sep-19 | Company Administration                                    |
|                  | 4             | 26-Sep-19 | Appointment and removal of directors.                     |
|                  | 5             | 27-Sep-19 | Qualification of Directors                                |

|                  |               |           |  |
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|                  | 6             | 28-Sep-19 | assignments                              |
|                  | <b>Sunday</b> | 29-Sep-19 |  |
|                  |               |           |  |
| <b>12th week</b> | 1             | 30-Sep-19 | types of Directors                       |
|                  | 2             | 1-Oct-19  | Board of Directors                       |
|                  | 3             | 2-Oct-19  | <b>Holiday</b>                           |
|                  | 4             | 3-Oct-19  | Presentation on Share Capital            |
|                  | 5             | 4-Oct-19  | Directors: - Duties, Powers, Liabilities |
|                  | 6             | 5-Oct-19  | Directors: - Duties, Powers, Liabilities |
|                  | <b>Sunday</b> | 6-Oct-19  |  |
|                  |               |           |  |
| <b>13th week</b> | 1             | 7-Oct-19  | Remuneration of the directors            |
|                  | 2             | 8-Oct-19  | <b>Holiday</b>                           |
|                  | 3             | 9-Oct-19  | Test : unit 2                            |
|                  | 4             | 10-Oct-19 | Test : unit 2                            |
|                  | 5             | 11-Oct-19 | Meeting of Company                       |
|                  | 6             | 12-Oct-19 | Meaning and Definitions                  |
|                  | <b>Sunday</b> | 13-Oct-19 |  |
|                  |               |           |  |
| <b>14th week</b> | 1             | 14-Oct-19 | Essentials of valid meeting;             |
|                  | 2             | 15-Oct-19 | Annual general meeting                   |
|                  | 3             | 16-Oct-19 | Annual general meeting                   |
|                  | 4             | 17-Oct-19 | <b>Holiday</b>                           |
|                  | 5             | 18-Oct-19 | Extra-ordinary general meeting           |
|                  | 6             | 19-Oct-19 | Extra-ordinary general meeting           |
|                  | <b>Sunday</b> | 20-Oct-19 | meetings of Shareholders                 |
|                  |               |           |  |
| <b>15th week</b> | 1             | 21-Oct-19 | Rules and Regulations                    |
|                  | 2             | 22-Oct-19 | Meetings of board of directors           |
|                  | 3             | 23-Oct-19 | Procedures to be followed                |
|                  | 4             | 24-Oct-19 | Vacations                                |
|                  | 5             | 25-Oct-19 | Vacations                                |
|                  | 6             | 26-Oct-19 | Vacations                                |
|                  | <b>Sunday</b> | 27-Oct-19 | Vacations                                |
|                  |               |           |  |
| <b>16th week</b> | 1             | 28-Oct-19 | Vacations                                |
|                  | 2             | 29-Oct-19 | Vacations                                |
|                  | 3             | 30-Oct-19 | Vacations                                |
|                  | 4             | 31-Oct-19 | Meaning of oppression & mismanagement    |
|                  | 5             | 1-Nov-19  | <b>Holiday</b>                           |
|                  | 6             | 2-Nov-19  | Prevention of oppression & mismanagement |
|                  | <b>Sunday</b> | 3-Nov-19  |  |
|                  |               |           |  |
| <b>17th week</b> | 1             | 4-Nov-19  | Prevention of oppression & mismanagement |
|                  | 2             | 5-Nov-19  | Winding up of the Company                |
|                  | 3             | 6-Nov-19  | Meaning and modes of winding up          |
|                  | 4             | 7-Nov-19  | grounds for winding up by the tribunals  |

|                  |                       |             |   |
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|                  | 5                     | 8-Nov-19    | Procedure of winding up   |
|                  | 6                     | 9-Nov-19    | status of a company after winding up                                    |
|                  | <b>Sunday</b>         | 10-Nov-19   | types of voluntary winding up   |
|                  |                       |             |   |
| <b>18th week</b> | 1                     | 11-Nov-19   | consequences of voluntary winding up                                    |
|                  | 2                     | 12-Nov-19   | appointment, power and duties of a liquidators in winding up            |
|                  | 3                     | 13-Nov-19   | TEST: syllabus  |
|                  | 4                     | 14-Nov-19   | Revision  |
|                  | 5                     | 15-Nov-19   | Revision  |
|                  | 6                     | 16-Nov-19   | Revision  |
|                  | <b>Sunday</b>         | 17-Nov-19   |   |
|                  |                       |             |   |
| <b>Name:</b>     | NARITA AHUJA          |             |   |
| <b>Class :</b>   | B.COM                 |             |   |
| <b>Semester:</b> | 5TH                   |             |   |
| <b>Subject:</b>  | ENTREPRENEURSHIP& SSB |             |   |
|                  |                       |             |   |
|                  | <b>Day</b>            | <b>Date</b> | <b>Topic</b>  |
| <b>1st Week</b>  | 1                     | 16-Jul-19   | Introduction of the word 'Entrepreneur'                                 |
|                  | 2                     | 17-Jul-19   | Unit: 1 - Meaning, definitons and Characteristics of an Entrepreneur    |
|                  | 3                     | 18-Jul-19   | Relation of Entrepreneur,Entrepreneurship nd Enterprises                |
|                  | 4                     | 19-Jul-19   | Functions and Types of an Entrepreneur                                  |
|                  | 5                     | 20-Jul-19   | Entrepreneurship : Conceptual issues                                    |
|                  | <b>Sunday</b>         | 21-Jul-19   |   |
|                  |                       |             |   |
| <b>2nd Week</b>  | 1                     | 22-Jul-19   | Entrepreneurship vs Management  |
|                  | 2                     | 23-Jul-19   | Role of an Entrepreneurship in Economic Development                     |
|                  | 3                     | 24-Jul-19   | Nature, Characteristics and process of Entrepreneurship                 |
|                  | 4                     | 25-Jul-19   | Entrepreneurship And Environment  |
|                  | 5                     | 26-Jul-19   | Components of Business Environment                                      |
|                  | 6                     | 27-Jul-19   | Environmental Scanning  |
|                  | <b>Sunday</b>         | 28-Jul-19   |   |
|                  |                       |             |   |
| <b>3rd week</b>  | 1                     | 29-Jul-19   | Difference between Large and Small Scale Entrepreneurs                  |
|                  | 2                     | 30-Jul-19   | Small Business : Characteristics, scope and Importance                  |
|                  | 3                     | 31-Jul-19   | Developing Entrepreneurial Competencies : Introduction                  |
|                  | 4                     | 1-Aug-19    | Assignment on Small Business  |
|                  | 5                     | 2-Aug-19    | Emphasize to students the desirability as well as feasibility of career |
|                  | 6                     | 3-Aug-19    | Major Entrepreneurial Competencies & Development Competencie:           |
|                  | <b>Sunday</b>         | 4-Aug-19    |   |
|                  |                       |             |   |
| <b>4th week</b>  | 1                     | 5-Aug-19    | Objectives, phases and course contents of an EDPs                       |
|                  | 2                     | 6-Aug-19    | Promotion and Development of Entrepreneurship                           |
|                  | 3                     | 7-Aug-19    | Consultancy Organisations   |
|                  | 4                     | 8-Aug-19    | Entrepreneurial Motivation  |
|                  | 5                     | 9-Aug-19    | Motivation Process & theories   |

|                  |               |           |  |
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|                  | 6             | 10-Aug-19 | Achievement Motivation & its Significance                          |
|                  | <b>Sunday</b> | 11-Aug-19 |  |
| <b>5th week</b>  | 1             | 12-Aug-19 | TEST (Entrepreneurship, environment & development competencies)    |
|                  | 2             | 13-Aug-19 | Unit:2 - Entrepreneurial opportunities : Introduction              |
|                  | 3             | 14-Aug-19 | Opportunity Identification and Selection                           |
|                  | 4             | 15-Aug-19 | Techniques for Generating New Business Ideas                       |
|                  | 5             | 16-Aug-19 | Transforming of Ideas into opportunity                             |
|                  | 6             | 17-Aug-19 | Creativity and innovation  |
|                  | <b>Sunday</b> | 18-Aug-19 |  |
| <b>6th week</b>  | 1             | 19-Aug-19 | Entrepreneurial opportunities in Contemporary Business Environment |
|                  | 2             | 20-Aug-19 | Introduction of Entrepreneurial opportunities in Modern Era        |
|                  | 3             | 21-Aug-19 | Networking Marketing   |
|                  | 4             | 22-Aug-19 | Franchising  |
|                  | 5             | 23-Aug-19 | Business Process Outsourcing                                       |
|                  | 6             | 24-Aug-19 | Assignment on Generating Business Ideas                            |
|                  | <b>Sunday</b> | 25-Aug-19 |  |
| <b>7th week</b>  | 1             | 26-Aug-19 | Setting up a new Enterprise  |
|                  | 2             | 27-Aug-19 | Understanding the practical aspect of setting up a new business    |
|                  | 3             | 28-Aug-19 | Current issues, pros and cons in being an entrepreneur(discussion) |
|                  | 4             | 29-Aug-19 | Project Report   |
|                  | 5             | 30-Aug-19 | Entrepreneurial development Programmes                             |
|                  | 6             | 31-Aug-19 | Group Discussion on Motivation and its sources                     |
|                  | <b>Sunday</b> | 1-Sep-19  |  |
| <b>8th week</b>  | 1             | 2-Sep-19  | Role of Thinking in Opportunity selection                          |
|                  | 2             | 3-Sep-19  | Setting up a new venture : Introduction                            |
|                  | 3             | 4-Sep-19  | Meaning, objectives and Importance of a report                     |
|                  | 4             | 5-Sep-19  | Market Survey: Introduction  |
|                  | 5             | 6-Sep-19  | Contents of a Business Plan  |
|                  | 6             | 7-Sep-19  | Precautions while preparations Project report or plan              |
|                  | <b>Sunday</b> | 8-Sep-19  |  |
| <b>9th week</b>  | 1             | 9-Sep-19  | Objectives, Importance and Process of Market Survey                |
|                  | 2             | 10-Sep-19 | Preliminary Project Report (PPR)                                   |
|                  | 3             | 11-Sep-19 | Assignment : Project report on Entrepreneurship as Career Option   |
|                  | 4             | 12-Sep-19 | Contents and Advantages of PPR                                     |
|                  | 5             | 13-Sep-19 | UNIT3 - Managerial Roles and Functions in a small business         |
|                  | 6             | 14-Sep-19 | Management and its Characteristics                                 |
|                  | <b>Sunday</b> | 15-Sep-19 |  |
| <b>10th week</b> | 1             | 16-Sep-19 | Staffing, Directing and Controlling                                |
|                  | 2             | 17-Sep-19 | Planning and steps   |

|                  |               |           |   |
|------------------|---------------|-----------|---|
|                  | 3             | 18-Sep-19 | Functional Areas of Management                                |
|                  | 4             | 19-Sep-19 | Production & Operations Management                            |
|                  | 5             | 20-Sep-19 | Production Design   |
|                  | 6             | 21-Sep-19 | Plant Layout  |
|                  | <b>Sunday</b> | 22-Sep-19 |   |
| <b>11th week</b> | 1             | 23-Sep-19 | Organizing and steps  |
|                  | 2             | 24-Sep-19 | Managing Business Growth: Introduction                        |
|                  | 3             | 25-Sep-19 | Corporate Strategy  |
|                  | 4             | 26-Sep-19 | Types of Grand strategies                                     |
|                  | 5             | 27-Sep-19 | Stability strategies and Expansion Strategies                 |
|                  | 6             | 28-Sep-19 | Diversification and its types                                 |
|                  | <b>Sunday</b> | 29-Sep-19 |   |
| <b>12th week</b> | 1             | 30-Sep-19 | Plant Location  |
|                  | 2             | 1-Oct-19  | Quality Control   |
|                  | 3             | 2-Oct-19  | <b>Holiday</b>  |
|                  | 4             | 3-Oct-19  | TEST (Unit : 2)   |
|                  | 5             | 4-Oct-19  | UNIT 4 - Issues in small Business marketing: Introduction     |
|                  | 6             | 5-Oct-19  | Product Mix   |
|                  | <b>Sunday</b> | 6-Oct-19  |   |
| <b>13th week</b> | 1             | 7-Oct-19  | Place Mix   |
|                  | 2             | 8-Oct-19  | Holiday   |
|                  | 3             | 9-Oct-19  | Product life Cycle with diagrams and details                  |
|                  | 4             | 10-Oct-19 | Competitive bidding/tender marketing                          |
|                  | 5             | 11-Oct-19 | Marketing Consortium  |
|                  | 6             | 12-Oct-19 | Incentives and subsidy: Introduction                          |
|                  | <b>Sunday</b> | 13-Oct-19 |   |
| <b>14th week</b> | 1             | 14-Oct-19 | Advantages of subsidies and incentives                        |
|                  | 2             | 15-Oct-19 | Problems faced by Entrepreneurs in accessing                  |
|                  | 3             | 16-Oct-19 | Reservations/ De-resevation of Product for small Scale sector |
|                  | 4             | 17-Oct-19 | Taxation Benefits to small scale Industries                   |
|                  | 5             | 18-Oct-19 | Exemptions and Procedural Concessions                         |
|                  | 6             | 19-Oct-19 | Other Schemes and benefits                                    |
|                  | <b>Sunday</b> | 20-Oct-19 |   |
| <b>15th week</b> | 1             | 21-Oct-19 | Institutional Support : Introduction                          |
|                  | 2             | 22-Oct-19 | Need of Institutional support for growth of Entrepreneurship  |
|                  | 3             | 23-Oct-19 | Small Industries Development Organization(SIDO)               |
|                  | 4             | 24-Oct-19 | vacations   |
|                  | 5             | 25-Oct-19 | vacations   |
|                  | 6             | 26-Oct-19 | vacations   |
|                  | <b>Sunday</b> | 27-Oct-19 | vacations   |

|                  |               |           |  |
|------------------|---------------|-----------|--|
|                  |               |           | vacations  |
| <b>16th week</b> | 1             | 28-Oct-19 | vacations  |
|                  | 2             | 29-Oct-19 | vacations  |
|                  | 3             | 30-Oct-19 | vacations  |
|                  | 4             | 31-Oct-19 | Price Mix  |
|                  | 5             | 1-Nov-19  | <b>Holiday</b>   |
|                  | 6             | 2-Nov-19  | Promotion Mix  |
|                  | <b>Sunday</b> | 3-Nov-19  | Schemes of Incentives in Operation                       |
|                  |               |           |  |
| <b>17th week</b> | 1             | 4-Nov-19  | TEST : Subsidies   |
|                  | 2             | 5-Nov-19  | National Small Industries Corporation(NSIC)              |
|                  | 3             | 6-Nov-19  | Small Industries Development Bank of India (SIDBI )      |
|                  | 4             | 7-Nov-19  | SSIB (small scale industries board)                      |
|                  | 5             | 8-Nov-19  | Discussing all the institutes and efforts                |
|                  | 6             | 9-Nov-19  | Assignment on Marketing Management                       |
|                  | <b>Sunday</b> | 10-Nov-19 |  |
| <b>18th week</b> | 1             | 11-Nov-19 | Group Discussion on Government support for Entrepreneurs |
|                  | 2             | 12-Nov-19 | Solving the problems(queries)                            |
|                  | 3             | 13-Nov-19 | Revision   |
|                  | 4             | 14-Nov-19 | Revision   |
|                  | 5             | 15-Nov-19 | Revision   |
|                  | 6             | 16-Nov-19 | Revision   |
|                  | <b>Sunday</b> | 17-Nov-19 |  |
|                  |               |           |  |
|                  |               |           |  |

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|------------------|
| <b>Name</b>      |
| <b>Class :</b>   |
| <b>Semester:</b> |
| <b>Subject:</b>  |

**NARITA AHUJA**  
**B.COM(H)**  
**5TH**  
**ENTREPRENEURSHIP & SSB**

|                 | <b>Day</b>    | <b>Date</b> | <b>Topic</b>   |
|-----------------|---------------|-------------|--|
| <b>1st Week</b> | 1             | 16-Jul-19   | Introduction of the word 'Entrepreneur'                              |
|                 | 2             | 17-Jul-19   | Unit: 1 - Meaning, definitons and Characteristics of an Entrepreneur |
|                 | 3             | 18-Jul-19   | Relation of Entrepreneur,Entrepreneurship nd Enterprises             |
|                 | 4             | 19-Jul-19   | Functions and Types of an Entrepreneur                               |
|                 | 5             | 20-Jul-19   | Entrepreneurship : Conceptual issues                                 |
|                 | <b>Sunday</b> | 21-Jul-19   |  |
|                 |               |             |  |
| <b>2nd Week</b> | 1             | 22-Jul-19   | Entrepreneurship vs Management                                       |
|                 | 2             | 23-Jul-19   | Role of an Entrepreneurship in Economic Development                  |
|                 | 3             | 24-Jul-19   | Nature, Characteristics and process of Entrepreneurship              |
|                 | 4             | 25-Jul-19   | Entrepreneurship And Environment                                     |

|                 |               |           |   |
|-----------------|---------------|-----------|---|
|                 | 5             | 26-Jul-19 | Components of Business Environment                                      |
|                 | 6             | 27-Jul-19 | Environmental Scanning  |
|                 | <b>Sunday</b> | 28-Jul-19 |   |
|                 |               |           |   |
| <b>3rd week</b> | 1             | 29-Jul-19 | Difference between Large and Small Scale Entrepreneurs                  |
|                 | 2             | 30-Jul-19 | Small Business : Characteristics, scope and Importance                  |
|                 | 3             | 31-Jul-19 | Developing Entrepreneurial Competencies : Introduction                  |
|                 | 4             | 1-Aug-19  | Assignment on Small Business  |
|                 | 5             | 2-Aug-19  | Emphasize to students the desirability as well as feasibility of career |
|                 | 6             | 3-Aug-19  | Major Entrepreneurial Competencies & Development Competencies           |
|                 | <b>Sunday</b> | 4-Aug-19  |   |
|                 |               |           |   |
| <b>4th week</b> | 1             | 5-Aug-19  | Objectives, phases and course contents of an EDPs                       |
|                 | 2             | 6-Aug-19  | Promotion and Development of Entrepreneurship                           |
|                 | 3             | 7-Aug-19  | Consultancy Organisations   |
|                 | 4             | 8-Aug-19  | Entrepreneurial Motivation  |
|                 | 5             | 9-Aug-19  | Motivation Process & theories   |
|                 | 6             | 10-Aug-19 | Achievement Motivation & its Significance                               |
|                 | <b>Sunday</b> | 11-Aug-19 |   |
|                 |               |           |   |
| <b>5th week</b> | 1             | 12-Aug-19 | TEST (Entrepreneurship, environment & development competencies)         |
|                 | 2             | 13-Aug-19 | Unit:2 - Entrepreneurial opportunities : Introduction                   |
|                 | 3             | 14-Aug-19 | Opportunity Identification and Selection                                |
|                 | 4             | 15-Aug-19 | Techniques for Generating New Business Ideas                            |
|                 | 5             | 16-Aug-19 | Transforming of Ideas into opportunity                                  |
|                 | 6             | 17-Aug-19 | Creativity and innovation   |
|                 | <b>Sunday</b> | 18-Aug-19 |   |
|                 |               |           |   |
| <b>6th week</b> | 1             | 19-Aug-19 | Entrepreneurial opportunities in Contemporary Business Environment      |
|                 | 2             | 20-Aug-19 | Introduction of Entrepreneurial opportunities in Modern Era             |
|                 | 3             | 21-Aug-19 | Networking Marketing  |
|                 | 4             | 22-Aug-19 | Franchising   |
|                 | 5             | 23-Aug-19 | Business Process Outsourcing  |
|                 | 6             | 24-Aug-19 | Assignment on Generating Business Ideas                                 |
|                 | <b>Sunday</b> | 25-Aug-19 |   |
|                 |               |           |   |
| <b>7th week</b> | 1             | 26-Aug-19 | Setting up a new Enterprise   |
|                 | 2             | 27-Aug-19 | Understanding the practical aspect of setting up a new business         |
|                 | 3             | 28-Aug-19 | Current issues, pros and cons in being an entrepreneur(discussion)      |
|                 | 4             | 29-Aug-19 | Project Report  |
|                 | 5             | 30-Aug-19 | Entrepreneurial development Programmes                                  |
|                 | 6             | 31-Aug-19 | Group Discussion on Motivation and its sources                          |
|                 | <b>Sunday</b> | 1-Sep-19  |   |
|                 |               |           |   |
| <b>8th week</b> | 1             | 2-Sep-19  | Role of Thinking in Opportunity selection                               |



|                  |               |           |  |
|------------------|---------------|-----------|--|
|                  | 2             | 3-Sep-19  | Setting up a new venture : Introduction                          |
|                  | 3             | 4-Sep-19  | Meaning, objectives and Importance of a report                   |
|                  | 4             | 5-Sep-19  | Market Survey: Introduction                                      |
|                  | 5             | 6-Sep-19  | Contents of a Business Plan                                      |
|                  | 6             | 7-Sep-19  | Precautions while preparations Project report or plan            |
|                  | <b>Sunday</b> | 8-Sep-19  |  |
|                  |               |           |  |
| <b>9th week</b>  | 1             | 9-Sep-19  | Objectives, Importance and Process of Market Survey              |
|                  | 2             | 10-Sep-19 | Preliminary Project Report (PPR)                                 |
|                  | 3             | 11-Sep-19 | Assignment : Project report on Entrepreneurship as Career Option |
|                  | 4             | 12-Sep-19 | Contents and Advantages of PPR                                   |
|                  | 5             | 13-Sep-19 | UNIT3 - Managerial Roles and Functions in a small business       |
|                  | 6             | 14-Sep-19 | Management and its Characteristics                               |
|                  | <b>Sunday</b> | 15-Sep-19 |  |
|                  |               |           |  |
| <b>10th week</b> | 1             | 16-Sep-19 | Staffing, Directing and Controlling                              |
|                  | 2             | 17-Sep-19 | Planning and steps   |
|                  | 3             | 18-Sep-19 | Functional Areas of Management                                   |
|                  | 4             | 19-Sep-19 | Production & Operations Management                               |
|                  | 5             | 20-Sep-19 | Production Design  |
|                  | 6             | 21-Sep-19 | Plant Layout   |
|                  | <b>Sunday</b> | 22-Sep-19 |  |
|                  |               |           |  |
| <b>11th week</b> | 1             | 23-Sep-19 | Organizing and steps   |
|                  | 2             | 24-Sep-19 | Managing Business Growth: Introduction                           |
|                  | 3             | 25-Sep-19 | Corporate Strategy   |
|                  | 4             | 26-Sep-19 | Types of Grand strategies  |
|                  | 5             | 27-Sep-19 | Stability strategies and Expansion Strategies                    |
|                  | 6             | 28-Sep-19 | Diversification and its types                                    |
|                  | <b>Sunday</b> | 29-Sep-19 |  |
|                  |               |           |  |
| <b>12th week</b> | 1             | 30-Sep-19 | Plant Location   |
|                  | 2             | 1-Oct-19  | Quality Control  |
|                  | 3             | 2-Oct-19  | <b>Holiday</b>   |
|                  | 4             | 3-Oct-19  | TEST (Unit : 2)  |
|                  | 5             | 4-Oct-19  | UNIT 4 - Issues in small Business marketing: Introduction        |
|                  | 6             | 5-Oct-19  | Product Mix  |
|                  | <b>Sunday</b> | 6-Oct-19  |  |
|                  |               |           |  |
| <b>13th week</b> | 1             | 7-Oct-19  | Place Mix  |
|                  | 2             | 8-Oct-19  | Holiday  |
|                  | 3             | 9-Oct-19  | Product life Cycle with diagrams and details                     |
|                  | 4             | 10-Oct-19 | Competitive bidding/tender marketing                             |
|                  | 5             | 11-Oct-19 | Marketing Consortium   |
|                  | 6             | 12-Oct-19 | Incentives and subsidy: Introduction                             |

|                  |               |           |   |
|------------------|---------------|-----------|---|
|                  | <b>Sunday</b> | 13-Oct-19 |   |
| <b>14th week</b> | 1             | 14-Oct-19 | Advantages of subsidies and incentives                        |
|                  | 2             | 15-Oct-19 | Problems faced by Entrepreneurs in accessing                  |
|                  | 3             | 16-Oct-19 | Reservations/ De-resevation of Product for small Scale sector |
|                  | 4             | 17-Oct-19 | Taxation Benefits to small scale Industries                   |
|                  | 5             | 18-Oct-19 | Exemptions and Procedural Concessions                         |
|                  | 6             | 19-Oct-19 | Other Schemes and benefits                                    |
|                  | <b>Sunday</b> | 20-Oct-19 |   |
| <b>15th week</b> | 1             | 21-Oct-19 | Institutional Support : Introduction                          |
|                  | 2             | 22-Oct-19 | Need of Institutional support for growth of Entrepreneurship  |
|                  | 3             | 23-Oct-19 | Small Industries Development Organzation(SIDO)                |
|                  | 4             | 24-Oct-19 | vacations   |
|                  | 5             | 25-Oct-19 | vacations   |
|                  | 6             | 26-Oct-19 | vacations   |
|                  | <b>Sunday</b> | 27-Oct-19 | vacations   |
| <b>16th week</b> | 1             | 28-Oct-19 | vacations   |
|                  | 2             | 29-Oct-19 | vacations   |
|                  | 3             | 30-Oct-19 | vacations   |
|                  | 4             | 31-Oct-19 | Price Mix   |
|                  | 5             | 1-Nov-19  | <b>Holiday</b>  |
|                  | 6             | 2-Nov-19  | Promotion Mix   |
|                  | <b>Sunday</b> | 3-Nov-19  | Schemes of Incentives in Operation                            |
| <b>17th week</b> | 1             | 4-Nov-19  | TEST : Subsidies  |
|                  | 2             | 5-Nov-19  | National Small Industries Corporation(NSIC)                   |
|                  | 3             | 6-Nov-19  | Small Industries Development Bank of India (SIDBI )           |
|                  | 4             | 7-Nov-19  | SSIB (small scale industries board)                           |
|                  | 5             | 8-Nov-19  | Discussing all the institutes and efforts                     |
|                  | 6             | 9-Nov-19  | Assignment on Marketing Management                            |
|                  | <b>Sunday</b> | 10-Nov-19 |   |
| <b>18th week</b> | 1             | 11-Nov-19 | Group Discussion on Government support for Entrepreneurs      |
|                  | 2             | 12-Nov-19 | Solving the problems(queries)                                 |
|                  | 3             | 13-Nov-19 | Revision  |
|                  | 4             | 14-Nov-19 | Revision  |
|                  | 5             | 15-Nov-19 | Revision  |
|                  | 6             | 16-Nov-19 | Revision  |
|                  | <b>Sunday</b> | 17-Nov-19 |   |

Name :  
Class :

NARITA AHUJA  
M.COM

**Semester:**  
**Subject:**

3RD  
 PORTFOLIO MANAGEMENT

|                 | Day           | Date          | Topic  |
|-----------------|---------------|---------------|--|
| <b>1st Week</b> | 1             | 16-Jul-19     | ADMISSION PROCESS  |
|                 | 2             | 17-Jul-19     | ADMISSION PROCESS  |
|                 | 3             | 18-Jul-19     | ADMISSION PROCESS  |
|                 | 4             | 19-Jul-19     | ADMISSION PROCESS  |
|                 | 5             | 20-Jul-19     | ADMISSION PROCESS  |
|                 | <b>Sunday</b> | 21-Jul-19     |  |
| <b>2nd Week</b> | 1             | 22-Jul-19     | Portfolio: Meaning and Benefits  |
|                 | 2             | 23-Jul-19     | Portfolio analysis -- concept and process                              |
|                 | 3             | 24-Jul-19     | Rationale of Diversification in Investments                            |
|                 | 4             | 25-Jul-19     | Strategic Asset Allocation   |
|                 | 5             | 26-Jul-19     | Conventional Wisdom on Strategic asset Allocation                      |
|                 | 6             | 27-Jul-19     | Portfolio Construction and Selection : Introduction                    |
|                 |               | <b>Sunday</b> | 28-Jul-19  |
| <b>3rd week</b> | 1             | 29-Jul-19     | Selection of a Portfolio   |
|                 | 2             | 30-Jul-19     | Equity Portfolio Construction Strategies                               |
|                 | 3             | 31-Jul-19     | Bond Portfolio Construction Strategies                                 |
|                 | 4             | 1-Aug-19      | Active and Passive portfolio strategy                                  |
|                 | 5             | 2-Aug-19      | Portfolio Risk and Return : Introduction                               |
|                 | 6             | 3-Aug-19      | Assignment on Strategic Asset Allocation and Drifting Asset Allocation |
|                 |               | <b>Sunday</b> | 4-Aug-19   |
| <b>4th week</b> | 1             | 5-Aug-19      | Portfolio Risk and Return  |
|                 | 2             | 6-Aug-19      | Calculation of Portfolio Return & risk                                 |
|                 | 3             | 7-Aug-19      | Practical problems and solution  |
|                 | 4             | 8-Aug-19      | Markowitz portfolio model: Introduction                                |
|                 | 5             | 9-Aug-19      | Assumption of Markowitz Portfolio model                                |
|                 | 6             | 10-Aug-19     | Markowitz Efficient Frontier   |
|                 |               | <b>Sunday</b> | 11-Aug-19  |
| <b>5th week</b> | 1             | 12-Aug-19     | Markowitz Portfolio Construction Process                               |
|                 | 2             | 13-Aug-19     | Concept of Risk-less Lending and Borrowing                             |
|                 | 3             | 14-Aug-19     | Risk-free Assets in a portfolio  |
|                 | 4             | 15-Aug-19     | Sharpe's single index model : Introduction                             |
|                 | 5             | 16-Aug-19     | Single index Model   |
|                 | 6             | 17-Aug-19     | Original version of sharpe's single Index Model                        |
|                 |               | <b>Sunday</b> | 18-Aug-19  |
| <b>6th week</b> | 1             | 19-Aug-19     | Sharpe's Optimal Portfolio   |
|                 | 2             | 20-Aug-19     | Sharpe's Optimal Portfolio vs Markowitz Model                          |
|                 | 3             | 21-Aug-19     | Capital asset pricing model (CAPM): Introduction                       |
|                 | 4             | 22-Aug-19     | Concept of CAPM  |

|                  |               |           |   |
|------------------|---------------|-----------|---|
|                  | 5             | 23-Aug-19 | Concept of Risk-free assets and Risky assets                  |
|                  | 6             | 24-Aug-19 | Concept of Lending, Borrowing and Construction of portfolio   |
|                  | <b>Sunday</b> | 25-Aug-19 |   |
|                  |               |           |   |
| <b>7th week</b>  | 1             | 26-Aug-19 | Security Market Line(SML) and its creation                    |
|                  | 2             | 27-Aug-19 | Empirical Evidences of CAPM                                   |
|                  | 3             | 28-Aug-19 | Practical problems and solution                               |
|                  | 4             | 29-Aug-19 | Validity & Limitations of CAPM                                |
|                  | 5             | 30-Aug-19 | Practical problems and solution                               |
|                  | 6             | 31-Aug-19 | Test : unit 1   |
|                  | <b>Sunday</b> | 1-Sep-19  |   |
|                  |               |           |   |
| <b>8th week</b>  | 1             | 2-Sep-19  | Factor Model and Arbitrage Pricing Theory(APT) : Introduction |
|                  | 2             | 3-Sep-19  | Meaning of Arbitrage  |
|                  | 3             | 4-Sep-19  | Concept of Arbitrage Pricing Theory(APT)                      |
|                  | 4             | 5-Sep-19  | Expected Return and Risk under APT                            |
|                  | 5             | 6-Sep-19  | Calculation of Expected Return under Apt                      |
|                  | 6             | 7-Sep-19  | The Abitrage Process  |
|                  | <b>Sunday</b> | 8-Sep-19  |   |
|                  |               |           |   |
| <b>9th week</b>  | 1             | 9-Sep-19  | Assignment on CAPM  |
|                  | 2             | 10-Sep-19 | Portfolio Performance Evaluation: Introduction                |
|                  | 3             | 11-Sep-19 | Methods of Performance Evaluation                             |
|                  | 4             | 12-Sep-19 | Sharpe's Ratio  |
|                  | 5             | 13-Sep-19 | Treynor's Ratio   |
|                  | 6             | 14-Sep-19 | Jensen's Ratio  |
|                  | <b>Sunday</b> | 15-Sep-19 |   |
|                  |               |           |   |
| <b>10th week</b> | 1             | 16-Sep-19 | M2 Measure  |
|                  | 2             | 17-Sep-19 | Risk Adjusted Measures of Return                              |
|                  | 3             | 18-Sep-19 | Techniques of portfolio Revision: Introduction                |
|                  | 4             | 19-Sep-19 | Formula Plans   |
|                  | 5             | 20-Sep-19 | Constant Rupee Value Plan                                     |
|                  | 6             | 21-Sep-19 | Constant Ratio Plan   |
|                  | <b>Sunday</b> | 22-Sep-19 |   |
|                  |               |           |   |
| <b>11th week</b> | 1             | 23-Sep-19 | Test : unit 2   |
|                  | 2             | 24-Sep-19 | Limitations of APT  |
|                  | 3             | 25-Sep-19 | APT vs CAPM   |
|                  | 4             | 26-Sep-19 | Portfolio Style Evaluation                                    |
|                  | 5             | 27-Sep-19 | Portfolio Attributes Analysis                                 |
|                  | 6             | 28-Sep-19 | Variable Ratio Plan   |
|                  | <b>Sunday</b> | 29-Sep-19 |   |
|                  |               |           |   |
| <b>12th week</b> | 1             | 30-Sep-19 | Rupee Cost Averaging  |
|                  | 2             | 1-Oct-19  | Unit 4 : Behavioural Finance -- An overview                   |
|                  | 3             | 2-Oct-19  | Meaning and Concept of Behavioural Finance                    |

|                  |               |           |  |
|------------------|---------------|-----------|--|
|                  | 4             | 3-Oct-19  | Characteristics of Behavioural Finance                 |
|                  | 5             | 4-Oct-19  | Application of Behavioural Finance                     |
|                  | 6             | 5-Oct-19  | Standard ( traditional) Finance                        |
|                  | <b>Sunday</b> | 6-Oct-19  |  |
|                  |               |           |  |
| <b>13th week</b> | 1             | 7-Oct-19  | Criticism of Behavioural Finance                       |
|                  | 2             | 8-Oct-19  | Themes of Behavioural Finance                          |
|                  | 3             | 9-Oct-19  | Heuristic-Driven Biases and types                      |
|                  | 4             | 10-Oct-19 | Frame Dependence                                       |
|                  | 5             | 11-Oct-19 | Emotional and Social Influences                        |
|                  | 6             | 12-Oct-19 | Market inefficiency                                    |
|                  | <b>Sunday</b> | 13-Oct-19 |  |
|                  |               |           |  |
| <b>14th week</b> | 1             | 14-Oct-19 | Investment Strategies of great masters: Introduction   |
|                  | 2             | 15-Oct-19 | Benjamin Graham  |
|                  | 3             | 16-Oct-19 | Warren Buffett   |
|                  | 4             | 17-Oct-19 | John Templeton   |
|                  | 5             | 18-Oct-19 | Peter Lynch  |
|                  | 6             | 19-Oct-19 | George Soros   |
|                  | <b>Sunday</b> | 20-Oct-19 |  |
|                  |               |           |  |
| <b>15th week</b> | 1             | 21-Oct-19 | Charles Ellis and Indian Money Monarch                 |
|                  | 2             | 22-Oct-19 | Investment decisions : process and guidelines          |
|                  | 3             | 23-Oct-19 | Characterestics and Objectives of Investment Decisions |
|                  | 4             | 24-Oct-19 | Vacations  |
|                  | 5             | 25-Oct-19 | Vacations  |
|                  | 6             | 26-Oct-19 | Vacations  |
|                  | <b>Sunday</b> | 27-Oct-19 | Vacations  |
|                  |               |           |  |
| <b>16th week</b> | 1             | 28-Oct-19 | Vacations  |
|                  | 2             | 29-Oct-19 | Vacations  |
|                  | 3             | 30-Oct-19 | Vacations  |
|                  | 4             | 31-Oct-19 | Characterestics and Objectives of Investment Decisions |
|                  | 5             | 1-Nov-19  | <b>Holiday</b>   |
|                  | 6             | 2-Nov-19  | Evolution of Behavioural Finance                       |
|                  | <b>Sunday</b> | 3-Nov-19  |  |
|                  |               |           |  |
| <b>17th week</b> | 1             | 4-Nov-19  | Evolution of Behavioural Finance                       |
|                  | 2             | 5-Nov-19  | Characterestics and Objectives of Investment Decisions |
|                  | 3             | 6-Nov-19  | Characterestics and Objectives of Investment Decisions |
|                  | 4             | 7-Nov-19  | Evolution of Behavioural Finance                       |
|                  | 5             | 8-Nov-19  | Evolution of Behavioural Finance                       |
|                  | 6             | 9-Nov-19  | Strategies for overcoming Psychological Biases         |
|                  | <b>Sunday</b> | 10-Nov-19 |  |
|                  |               |           |  |
| <b>18th week</b> | 1             | 11-Nov-19 | Test : unit 3  |
|                  | 2             | 12-Nov-19 | Test : unit 3  |

|                  |               |           |   |
|------------------|---------------|-----------|---|
|                  | 3             | 13-Nov-19 | Assignment on Techniques of Portfolio Revision          |
|                  | 4             | 14-Nov-19 | David Dreman  |
|                  | 5             | 15-Nov-19 | Things to consider before you make investment decisions |
|                  | 6             | 16-Nov-19 | Guidelines for Equity and Aggressive Investors          |
|                  | <b>Sunday</b> | 17-Nov-19 |   |
| <b>19th week</b> | 1             | 18-Nov-19 | practical questions                                     |
|                  | 2             | 19-Nov-19 | practical questions                                     |
|                  | 3             | 20-Nov-19 | test- unit 4  |
|                  | 4             | 21-Nov-19 | revision  |
|                  | 5             | 22-Nov-19 | revision  |
|                  | 6             | 23-Nov-19 | revision  |
|                  | <b>Sunday</b> | 24-Nov-19 |   |









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