

NBGSMS College
Lesson Plan July 2019- Nov 2019

Name of assistant Professor :		SANJNA AGGARWAL	
Class :		BCOM FINAL YEAR	
Semester:		5th	
Subject:		ENTREPRENEURSHIP AND SMALL SCALE BUSINESS	
	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction of the word 'Entrepreneur'
	2	17-Jul-19	Meaning, definitions and Characteristics of an Entrepreneur
	3	18-Jul-19	Functions and Types of an Entrepreneur
	4	19-Jul-19	Conceptual issues Entrepreneurship vs Management
	5	20-Jul-19	Relation of Entrepreneur, Entrepreneurship and Enterprises
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Nature, Characteristics and process of Entrepreneurship
	2	23-Jul-19	Role of an Entrepreneurship in Economic Development
	3	24-Jul-19	Entrepreneurship And Environment
	4	25-Jul-19	Components of Business Environment
	5	26-Jul-19	Environmental Scanning
	6	27-Jul-19	Small Business : Characteristics, scope and Importance
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Difference between Large and Small Scale Entrepreneurs
	2	30-Jul-19	Developing Entrepreneurial Competencies : Introduction
	3	31-Jul-19	Holiday
	4	01-Aug-19	Major Entrepreneurial Competencies & Development Competencies
	5	02-Aug-19	Promotion and Development of Entrepreneurship
	6	03-Aug-19	Entrepreneurial development Programmes
	Sunday	04-Aug-19	
4th week	1	05-Aug-19	Objectives, phases and course contents of an EDPs
	2	06-Aug-19	Consultancy Organisations
	3	07-Aug-19	Entrepreneurial Motivation
	4	08-Aug-19	Motivation Process & theories
	5	09-Aug-19	Achievement Motivation & its Significance
	6	10-Aug-19	Group Discussion on Motivation and its sources
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Entrepreneurial opportunities : Introduction
	3	14-Aug-19	Techniques for Generating New Business Ideas
	4	15-Aug-19	Holiday
	5	16-Aug-19	Transforming of Ideas into opportunity
	6	17-Aug-19	Creativity and innovation

	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Role of Thinking in Opportunity selection
	2	20-Aug-19	Entrepreneurial opportunities in Contemporary Business Environment
	3	21-Aug-19	Introduction of Entrepreneurial opportunities in Modern Era
	4	22-Aug-19	Network marketing
	5	23-Aug-19	Franchising
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Business Process Outsourcing
	2	27-Aug-19	Assignment
	3	28-Aug-19	Setting up a new Enterprise
	4	29-Aug-19	Understanding the practical aspect of setting up a new business
	5	30-Aug-19	Current issues, pros and cons in being an entrepreneur
	6	31-Aug-19	Project Report
	Sunday	01-Sep-19	
8th week	1	02-Sep-19	Meaning, objectives and Importance of a report
	2	03-Sep-19	Contents of a Business Plan
	3	04-Sep-19	Precautions while preparations Project report or plan
	4	05-Sep-19	Market Survey: Introduction
	5	06-Sep-19	Objectives, Importance and Process of Market Survey
	6	07-Sep-19	Preliminary Project Report (PPR)
	Sunday	08-Sep-19	
9th week	1	09-Sep-19	Contents and Advantages of PPR
	2	10-Sep-19	Managerial Roles and Functions in a small business
	3	11-Sep-19	Management and its Characteristics
	4	12-Sep-19	Planning , organising and its steps
	5	13-Sep-19	Staffing, Directing and Controlling
	6	14-Sep-19	Functional Areas of Management
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Production & Operations Management
	2	17-Sep-19	Production Design
	3	18-Sep-19	Plant Layout
	4	19-Sep-19	Plant Location
	5	20-Sep-19	Quality Control
	6	21-Sep-19	Managing Business Growth: Introduction
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Test
	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
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Issues in small Business marketing: Introduction
	2	01-Oct-19	Product Mix
	3	02-Oct-19	Holiday
	4	03-Oct-19	Price Mix
	5	04-Oct-19	Place Mix
	6	05-Oct-19	Promotion Mix
	Sunday	06-Oct-19	
13th week	1	07-Oct-19	Product life Cycle with diagrams and detail
	2	08-Oct-19	Holiday
	3	09-Oct-19	Competitive bidding/tender marketing
	4	10-Oct-19	Incentives and subsidy: Introduction
	5	11-Oct-19	Schemes of Incentives in Operation
	6	12-Oct-19	Advantages of subsidies and incentives
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Problems faced by Entrepreneurs in accessing
	2	15-Oct-19	Reservations/ De-reservation of Product for small Scale sector
	3	16-Oct-19	Taxation Benefits to small scale Industries
	4	17-Oct-19	Holiday
	5	18-Oct-19	Exemptions and Procedural Concessions
	6	19-Oct-19	Other Schemes and benefits
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Institutional Support : Introduction
	2	22-Oct-19	Need of Institutional support for growth of Entrepreneurship
	3	23-Oct-19	Need of Institutional support for growth of Entrepreneurship
	4	24-Oct-19	DIWALI BREAK
	5	25-Oct-19	DIWALI BREAK
	6	26-Oct-19	DIWALI BREAK
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	DIWALI BREAK
	2	29-Oct-19	DIWALI BREAK
	3	30-Oct-19	DIWALI BREAK
	4	31-Oct-19	Small Industries Development Bank of India (SIDBI)
	5	01-Nov-19	Holiday
	6	02-Nov-19	SSIB (small scale industries board)
	Sunday	03-Nov-19	
17th week	1	04-Nov-19	Government support for Entrepreneurs
	2	05-Nov-19	Revision
	3	06-Nov-19	Revision
	4	07-Nov-19	Revision

	5	08-Nov-19	Revision
	6	09-Nov-19	Revision
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Revision
	2	12-Nov-19	Revision
	3	13-Nov-19	Revision
	4	14-Nov-19	Revision
	5	15-Nov-19	Revision
	6	16-Nov-19	Revision
	Sunday	17-Nov-19	

Name of assistant Professor :		SANJNA AGGARWAL	
Class :		BCOM Second Year	
Semester:		3 rd	
Subject:		FUNDAMENTALS OF INSURANCE	
	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction of insurance
	2	17-Jul-19	History of insurance
	3	18-Jul-19	History of insurance
	4	19-Jul-19	Characteristics of insurance
	5	20-Jul-19	Principles of insurance
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Principles of insurance
	2	23-Jul-19	Principles of insurance
	3	24-Jul-19	Principles of insurance
	4	25-Jul-19	Principles of insurance
	5	26-Jul-19	Objectives of insurance
	6	27-Jul-19	Objectives of insurance
	Sunday	28-Jul-19	Types of insurance policy
3rd week	1	29-Jul-19	Types of insurance policy
	2	30-Jul-19	Insurance as a social security tool
	3	31-Jul-19	Holiday
	4	01-Aug-19	Insurance as a social security tool
	5	02-Aug-19	Insurance and economic development
	6	03-Aug-19	Life insurance: introduction
	Sunday	04-Aug-19	
4th week	1	05-Aug-19	Growth of life insurance in India
	2	06-Aug-19	Features and importance of life insurance
	3	07-Aug-19	Principles of life insurance
	4	08-Aug-19	Principles of life insurance
	5	09-Aug-19	Parties to life insurance contract

	6	10-Aug-19	Parties to life insurance contract
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Conditions and terms of policy
	3	14-Aug-19	Assignment of policy
	4	15-Aug-19	Holiday
	5	16-Aug-19	Nomination
	6	17-Aug-19	Insurance premium
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Revival of policy
	2	20-Aug-19	Annuities in life insurance
	3	21-Aug-19	Annuities in life insurance
	4	22-Aug-19	Annuities in life insurance
	5	23-Aug-19	Claims settlement procedure
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	Fire insurance : introduction
7th week	1	26-Aug-19	Basic principles of fire insurance contracts
	2	27-Aug-19	Basic principles of fire insurance contracts
	3	28-Aug-19	Conditions of fire insurance contracts
	4	29-Aug-19	Renewal , cancellation and assignment of fire policy
	5	30-Aug-19	Procedure of taking a fire insurance policy
	6	31-Aug-19	Procedure of taking a fire insurance policy
	Sunday	01-Sep-19	
8th week	1	02-Sep-19	Types of fire insurance policy
	2	03-Sep-19	Types of fire insurance policy
	3	04-Sep-19	Claim settlement procedure in fire insurance policy
	4	05-Sep-19	Assignment
	5	06-Sep-19	Motor insurance : Introduction
	6	07-Sep-19	Types of motor vehicles
	Sunday	08-Sep-19	
9th week	1	09-Sep-19	Types of motor insurance policy
	2	10-Sep-19	Types of motor insurance policy
	3	11-Sep-19	Types of motor insurance policy
	4	12-Sep-19	Procedure for effecting motor vehicle insurance
	5	13-Sep-19	How claims are settled under motor insurance
	6	14-Sep-19	How claims are settled under motor insurance
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Introduction to aviation insurance
	2	17-Sep-19	Types of aviation insurance
	3	18-Sep-19	Liability risks insurance
	4	19-Sep-19	Liability risks insurance

	5	20-Sep-19	Claims settlement procedure for aviation insurance
	6	21-Sep-19	Marine insurance : introduction
	Sunday	22-Sep-19	Types of marine insurance
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Types of marine insurance policy
	3	25-Sep-19	Types of marine insurance policy
	4	26-Sep-19	Marine policy conditions
	5	27-Sep-19	Premium
	6	28-Sep-19	Calculation of premium
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Double insurance
	2	01-Oct-19	Double insurance
	3	02-Oct-19	Holiday
	4	03-Oct-19	The voyage
	5	04-Oct-19	Loss and abandonment
	6	05-Oct-19	Loss and abandonment
	Sunday	06-Oct-19	
13th week	1	07-Oct-19	Measure of indemnity
	2	08-Oct-19	Holiday
	3	09-Oct-19	Procedure of settlement of claims
	4	10-Oct-19	Procedure of settlement of claims
	5	11-Oct-19	Introduction of agriculture insurance
	6	12-Oct-19	History of agriculture insurance
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	History of agriculture insurance
	2	15-Oct-19	Agriculture insurance company of India (AIC)
	3	16-Oct-19	Agriculture insurance company of India (AIC)
	4	17-Oct-19	Holiday
	5	18-Oct-19	Main problems in agriculture insurance
	6	19-Oct-19	Main problems in agriculture insurance
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Agriculture insurance policies
	2	22-Oct-19	Agriculture insurance policies
	3	23-Oct-19	Agriculture insurance policies
	4	24-Oct-19	DIWALI BREAK
	5	25-Oct-19	DIWALI BREAK
	6	26-Oct-19	DIWALI BREAK
	Sunday	27-Oct-19	DIWALI BREAK
16th week	1	28-Oct-19	DIWALI BREAK
	2	29-Oct-19	DIWALI BREAK
	3	30-Oct-19	DIWALI BREAK

	4	31-Oct-19	Various Agriculture insurance schemes
	5	01-Nov-19	Holiday
	6	02-Nov-19	Various Agriculture insurance schemes
	Sunday	03-Nov-19	
17th week	1	04-Nov-19	Various Agriculture insurance schemes
	2	05-Nov-19	Various Agriculture insurance schemes
	3	06-Nov-19	Various Agriculture insurance schemes
	4	07-Nov-19	Revision
	5	08-Nov-19	Revision
	6	09-Nov-19	Revision
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Revision
	2	12-Nov-19	Revision
	3	13-Nov-19	Revision
	4	14-Nov-19	Revision
	5	15-Nov-19	Revision
	6	16-Nov-19	Revision
	Sunday	17-Nov-19	
			Topic

Name of assistant Professor :		SANJNA AGGARWAL	
Class :		BCOM Final Year	
Semester:		5 th	
Subject:		INTERNATIIONAL TRADE	
	Day	Date	Topic
1st Week	1	16-Jul-19	Overview of international business
	2	17-Jul-19	International trade
	3	18-Jul-19	Difference between internal and international trade
	4	19-Jul-19	Advantages and disadvantages of international trade
	5	20-Jul-19	Problems and suggestions faced by international trade
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Business environment
	2	23-Jul-19	Components of business environment
	3	24-Jul-19	Components of business environment
	4	25-Jul-19	Components of business environment
	5	26-Jul-19	Business risks and its types
	6	27-Jul-19	Business risks and its types
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Methods of measuring international risk
	2	30-Jul-19	Methods of measuring international risk
	3	31-Jul-19	Holiday

	4	01-Aug-19	Globalisation
	5	02-Aug-19	Globalisation
	6	03-Aug-19	Modes of entering into foreign business
	Sunday	04-Aug-19	
4th week	1	05-Aug-19	Modes of entering into foreign business
	2	06-Aug-19	Modes of entering into foreign business
	3	07-Aug-19	Foreign market entry strategy
	4	08-Aug-19	Meaning and types of foreign capital
	5	09-Aug-19	Factors influencing FDI
	6	10-Aug-19	Contribution of FDI in economic development
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Limitation of FDI in nations
	3	14-Aug-19	Regulations of FDI
	4	15-Aug-19	Holiday
	5	16-Aug-19	Foreign Investment policy,1991
	6	17-Aug-19	Foreign Investment policy,2015
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Multinational enterprises : introduction
	2	20-Aug-19	Features , advantages and disadvantages of MNC
	3	21-Aug-19	Regulations of MNC
	4	22-Aug-19	INDIA and MNC
	5	23-Aug-19	Foreign exchange market
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Fixed and flexible rate of exchange
	2	27-Aug-19	Determination of equilibrium rate of exchange
	3	28-Aug-19	Theory of rate of exchange
	4	29-Aug-19	Theory of rate of exchange
	5	30-Aug-19	Theory of rate of exchange
	6	31-Aug-19	Factor affecting rate of exchange
	Sunday	01-Sep-19	
8th week	1	02-Sep-19	Balance of payments
	2	03-Sep-19	Balance of trade
	3	04-Sep-19	Causes of disequilibrium in balance of payment
	4	05-Sep-19	Measures to correct the adverse balance of payment
	5	06-Sep-19	Importance of balance of payment
	6	07-Sep-19	Assignment
	Sunday	08-Sep-19	
9th week	1	09-Sep-19	Theory of comparative costs
	2	10-Sep-19	Absolute advantages theory

	3	11-Sep-19	Criticism of theory of comparative costs
	4	12-Sep-19	Factor proportion theory or Heckscher Ohlin theory
	5	13-Sep-19	Factor proportion theory or Heckscher Ohlin theory
	6	14-Sep-19	Criticism of theory of factor proportion theory
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Product life cycle theory
	2	17-Sep-19	Control mechanism for international trade
	3	18-Sep-19	Control mechanism for international trade
	4	19-Sep-19	Control mechanism for international trade
	5	20-Sep-19	Government intervention in business
	6	21-Sep-19	Government intervention in business
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	World trade organisation
	3	25-Sep-19	World trade organisation
	4	26-Sep-19	World trade organisation
	5	27-Sep-19	World trade organisation
	6	28-Sep-19	International monetary fund
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	International monetary fund
	2	01-Oct-19	International monetary fund
	3	02-Oct-19	Holiday
	4	03-Oct-19	World bank
	5	04-Oct-19	World bank
	6	05-Oct-19	World bank
	Sunday	06-Oct-19	
13th week	1	07-Oct-19	International marketing
	2	08-Oct-19	Holiday
	3	09-Oct-19	Assessing the international markets
	4	10-Oct-19	Factors used in country evaluation and selection
	5	11-Oct-19	International marketing mix: product decisions
	6	12-Oct-19	New product development
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	International branding strategies
	2	15-Oct-19	Pricing decisions
	3	16-Oct-19	Pricing decisions
	4	17-Oct-19	Holiday
	5	18-Oct-19	International promotion mix
	6	19-Oct-19	International promotion mix
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	International pricing

	2	22-Oct-19	International pricing
	3	23-Oct-19	International logistics and distribution
	4	24-Oct-19	DIWALI BREAK
	5	25-Oct-19	DIWALI BREAK
	6	26-Oct-19	DIWALI BREAK
	Sunday	27-Oct-19	DIWALI BREAK
16th week	1	28-Oct-19	DIWALI BREAK
	2	29-Oct-19	DIWALI BREAK
	3	30-Oct-19	DIWALI BREAK
	4	31-Oct-19	International logistics and distribution
	5	01-Nov-19	Holiday
	6	02-Nov-19	Challenges and difficulties in international marketing
	Sunday	03-Nov-19	
17th week	1	04-Nov-19	Revision
	2	05-Nov-19	Revision
	3	06-Nov-19	Revision
	4	07-Nov-19	Revision
	5	08-Nov-19	Revision
	6	09-Nov-19	Revision
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Revision
	2	12-Nov-19	Revision
	3	13-Nov-19	Revision
	4	14-Nov-19	Revision
	5	15-Nov-19	Revision
	6	16-Nov-19	Revision
	Sunday	17-Nov-19	

Name of assistant Professor :		SANJNA AGGARWAL	
Class :		BCOM FIRST YEAR	
Semester:		1 st	
Subject:		BUSINESS COMMUNICATION	
	Day	Date	
1st Week	1	16-Jul-19	Introduction of business communication
	2	17-Jul-19	Meaning and functions of communication
	3	18-Jul-19	Types of communication
	4	19-Jul-19	Verbal communication
	5	20-Jul-19	Oral communication
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Process of communication
	2	23-Jul-19	Seven c's of effective communication

	3	24-Jul-19	Seven c's of effective communication
	4	25-Jul-19	Seven c's of effective communication
	5	26-Jul-19	Barriers of communication
	6	27-Jul-19	Barriers of communication
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Barriers of communication
	2	30-Jul-19	How to improve communication
	3	31-Jul-19	Holiday
	4	01-Aug-19	How to improve communication
	5	02-Aug-19	Ethical context of communication
	6	03-Aug-19	Ethical context of communication
	Sunday	04-Aug-19	
4th week	1	05-Aug-19	Ethical context of communication
	2	06-Aug-19	Revision
	3	07-Aug-19	Planning in the business letter
	4	08-Aug-19	Physical appearance of business letter
	5	09-Aug-19	Layout or format of letters
	6	10-Aug-19	Layout or format of letters
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Parts of business letter
	3	14-Aug-19	Parts of business letter
	4	15-Aug-19	Holiday
	5	16-Aug-19	Email : history , challenges
	6	17-Aug-19	How email works?
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	
	2	20-Aug-19	Uses , advantages, disadvantages of Email
	3	21-Aug-19	Email etiquettes
	4	22-Aug-19	Email signs and symbols
	5	23-Aug-19	What is bad news letter?
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Planning of bad news letter
	2	27-Aug-19	Types of bad news letter
	3	28-Aug-19	Purpose of bad news letter
	4	29-Aug-19	Tone of bad news letter
	5	30-Aug-19	What is persuasiveness?
	6	31-Aug-19	Purpose of persuasiveness
	Sunday	01-Sep-19	
8th week	1	02-Sep-19	AIDA formula

	2	03-Sep-19	Types of persuasive letter
	3	04-Sep-19	Types of persuasive letter
	4	05-Sep-19	Memos and memorandum
	5	06-Sep-19	Memos and memorandum
	6	07-Sep-19	Meetings
	Sunday	08-Sep-19	
9th week	1	09-Sep-19	Notice and agenda of meeting
	2	10-Sep-19	Agenda
	3	11-Sep-19	Minutes of meeting
	4	12-Sep-19	Prepare of the meeting
	5	13-Sep-19	Reports : Introduction
	6	14-Sep-19	Objectives and features of reports
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Types of business reports
	2	17-Sep-19	Short report
	3	18-Sep-19	Long report
	4	19-Sep-19	Long report
	5	20-Sep-19	Abstract
	6	21-Sep-19	Summary
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Proposal
	3	25-Sep-19	Assignment
	4	26-Sep-19	What is reading?
	5	27-Sep-19	Reading process
	6	28-Sep-19	What are reading skills
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Efficient reading strategy
	2	01-Oct-19	SQ3R reading method
	3	02-Oct-19	Holiday
	4	03-Oct-19	3 C's of reading skills
	5	04-Oct-19	Importance and nature of listening
	6	05-Oct-19	Types of listening
	Sunday	06-Oct-19	
13th week	1	07-Oct-19	Factors while influencing listening
	2	08-Oct-19	Holiday
	3	09-Oct-19	Poor listening habits
	4	10-Oct-19	Costs of ineffective listening
	5	11-Oct-19	Principles of effective listening
	6	12-Oct-19	Advantages and barriers of listening
	Sunday	13-Oct-19	

14th week	1	14-Oct-19	Tips for effective note making
	2	15-Oct-19	Methods of note making
	3	16-Oct-19	Methods of note making
	4	17-Oct-19	Holiday
	5	18-Oct-19	Persuasive speaking
	6	19-Oct-19	Ways of delivering the message
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Audience analysis
	2	22-Oct-19	Hints and tips for effective persuasive speaking
	3	23-Oct-19	Types of non verbal language
	4	24-Oct-19	DIWALI BREAK
	5	25-Oct-19	DIWALI BREAK
	6	26-Oct-19	DIWALI BREAK
	Sunday	27-Oct-19	DIWALI BREAK
16th week	1	28-Oct-19	DIWALI BREAK
	2	29-Oct-19	DIWALI BREAK
	3	30-Oct-19	DIWALI BREAK
	4	31-Oct-19	Kinesics or body language
	5	01-Nov-19	Holiday
	6	02-Nov-19	Nature of body language
	Sunday	03-Nov-19	
17th week	1	04-Nov-19	Types of body language
	2	05-Nov-19	Types of body language
	3	06-Nov-19	Functions and significance of body language
	4	07-Nov-19	Revision
	5	08-Nov-19	Revision
	6	09-Nov-19	Revision
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Revision
	2	12-Nov-19	Revision
	3	13-Nov-19	Revision
	4	14-Nov-19	Revision
	5	15-Nov-19	Revision
	6	16-Nov-19	Revision
	Sunday	17-Nov-19	