

NBGSM College				
Lesson Plan November			NOVEMBER 2020-FEBRUARY 2021	
<b>Name of assistant Professor :</b>				Ms shrutika Sanduja
<b>Class :</b>				B.COM II YR
<b>Semester:</b>				III
<b>Subject:</b>				CORPORATE ACCOUNTING
		<b>Day</b>	<b>Date</b>	<b>Topic</b>
<b>1st week</b>	<b>Sunday</b>		<b>01-Nov-20</b>	
		1	02-Nov-20	ISSUE OF SHARES
		2	03-Nov-20	ISSUE OF SHARES
		3	04-Nov-20	HOLIDAY
		4	05-Nov-20	Forfeiture and Reissue of Shares
		5	06-Nov-20	Forfeiture and Reissue of Shares
		6	07-Nov-20	Forfeiture and Reissue of Shares
	<b>Sunday</b>		<b>08-Nov-20</b>	
<b>2nd week</b>		1	09-Nov-20	Forfeiture and Reissue of Shares
		2	10-Nov-20	Forfeiture and Reissue of Shares
		3	11-Nov-20	Revision and problems
		4	12-Nov-20	Revision and problems
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	<b>Sunday</b>		<b>15-Nov-20</b>	
<b>3rd week</b>		1	16-Nov-20	
		2	17-Nov-20	Buy back of shares
		3	18-Nov-20	Buy back of shares
		4	19-Nov-20	Issue of Right shares
		5	20-Nov-20	Issue of Right shares
		6	21-Nov-20	Revision and problems
	<b>Sunday</b>		<b>22-Nov-20</b>	
<b>4th week</b>		1	23-Nov-20	Revision and problems
		2	24-Nov-20	Revision and problems
		3	25-Nov-20	Revision and problems
		4	26-Nov-20	Presentation & Assisment
		5	27-Nov-20	Presentation & Assisment
		6	28-Nov-20	Class Test
	<b>Sunday</b>		<b>29-Nov-20</b>	
<b>5th week</b>			30-Nov-20	Holiday
		1	01-Dec-20	Introduction to Preference Shares
		2	02-Dec-20	Redemption of Preference Shares

		3	03-Dec-20	Redemption of Preference Shares
		4	04-Dec-20	Redemption of Preference Shares
		5	05-Dec-20	Redemption of Preference Shares
	Sunday		06-Dec-20	
<b>6th week</b>		1	07-Dec-20	Bonus Shares
		2	08-Dec-20	Revision and problems
		3	09-Dec-20	Revision and problems
		4	10-Dec-20	Revision and problems
		5	11-Dec-20	Presentation & Assisment
		6	12-Dec-20	Class Test
	Sunday		13-Dec-20	
<b>7th week</b>				
		1	14-Dec-20	Introduction to Issue of Debentures
		2	15-Dec-20	Introduction to Issue of Debentures
		3	16-Dec-20	Issue of Debentures as collateral security
		4	17-Dec-20	Redemption of Debentures
		5	18-Dec-20	Redemption of Debentures
		6	19-Dec-20	Redemption of Debentures
	Sunday		20-Dec-20	
<b>8th week</b>				
		1	21-Dec-20	Redemption of Debentures
		2	22-Dec-20	Ex-Interest& Cum-Interest
		3	23-Dec-20	Revision and problems
		4	24-Dec-20	Revision and problems
		5	25-Dec-20	HOLIDAY
		6	26-Dec-20	HOLIDAY
	Sunday		27-Dec-20	
<b>9th week</b>				
		1	28-Dec-20	Revision and problems
		2	29-Dec-20	Presentation & Assisment
		3	30-Dec-20	Presentation & Assisment
		4	31-Dec-20	Class Test
		1	01-Jan-21	Final Account of Companies
		2	02-Jan-21	Final Account of Companies
	Sunday		03-Jan-21	
<b>10th week</b>				
		1	04-Jan-21	Final Account of Companies
		2	05-Jan-21	Final Account of Companies
		3	06-Jan-21	Final Account of Companies
		4	07-Jan-21	Revision and problems
		5	08-Jan-21	Presentation & Assisment
		6	09-Jan-21	Class Test
	Sunday		10-Jan-21	
<b>11th week</b>				
		1	11-Jan-21	Valuation of Goodwill

		2	12-Jan-21	Valuation of Goodwill
		3	13-Jan-21	Valuation of Goodwill
		4	14-Jan-21	Valuation of Goodwill
		5	15-Jan-21	Valuation of Goodwill
		6	16-Jan-21	Valuation of Goodwill
	Sunday		17-Jan-21	
<b>12th week</b>		1	18-Jan-21	Valuation of Goodwill
		2	19-Jan-21	Revision and problems
		3	20-Jan-21	HOLIDAY
		4	21-Jan-21	Revision and problems
		5	22-Jan-21	Presentation & Assisment
		6	23-Jan-21	Class Test
	Sunday		24-Jan-21	
<b>13th week</b>		1	25-Jan-21	valuation of shares
		2	26-Jan-21	HOLIDAY
		3	27-Jan-21	valuation of shares
		4	28-Jan-21	valuation of shares
		5	29-Jan-21	valuation of shares
		6	30-Jan-21	valuation of shares
	Sunday		31-Jan-21	
<b>14th week</b>				
			01-Feb-21	valuation of shares
		1	02-Feb-21	Revision and problems
		2	03-Feb-21	Revision and problems
		3	04-Feb-21	Revision and problems
		4	05-Feb-21	Presentation & Assisment
		5	06-Feb-21	Class Test
	Sunday		07-Feb-21	
<b>15th week</b>				
		1	08-Feb-21	Incorporation &subsequent to Incorporation
		2	09-Feb-21	Incorporation &subsequent to Incorporation
		3	10-Feb-21	Incorporation &subsequent to Incorporation
		4	11-Feb-21	Incorporation &subsequent to Incorporation
		5	12-Feb-21	Revision and problems
		6	13-Feb-21	Revision and problems
	Sunday		14-Feb-21	
<b>16th week</b>				
		1	15-Feb-21	Revision and problems
		2	16-Feb-21	HOLIDAY
		3	17-Feb-21	Revision and problems
		4	18-Feb-21	Presentation & Assisment
		5	19-Feb-21	Presentation & Assisment
		6	20-Feb-21	Class Test
	Sunday		21-Feb-21	
<b>17th week</b>				

		1	22-Feb-21	Revision and problems
		2	23-Feb-21	Revision and problems
		3	24-Feb-21	Assisment Submission
		4	25-Feb-21	Class Test
		5	26-Feb-21	Class Test
		6	27-Feb-21	Revision and problems
	Sunday		28-Feb-21	
<b>Name of assistant Professor :</b>				Ms. Shrutika Sanduja
<b>Class :</b>				B.Com I yr
<b>Semester:</b>				I
<b>Subject:</b>				Financial Accounting
		<b>Day</b>	<b>Date</b>	<b>Topic</b>
<b>1st week</b>	Sunday		01-Nov-20	
		1	02-Nov-20	Introduction to Accounting
		2	03-Nov-20	Meaning of Accounting
		3	04-Nov-20	HOLIDAY
		4	05-Nov-20	Scope of Accounting
		5	06-Nov-20	Advantages of Accounting
		6	07-Nov-20	Branches of Accounting
	Sunday		08-Nov-20	
<b>2nd week</b>		1	09-Nov-20	Types of Accounting
		2	10-Nov-20	Objectives of Accounting
		3	11-Nov-20	Functions of Accounting
		4	12-Nov-20	Limitation of Accounting
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
<b>3rd week</b>		1	16-Nov-20	
		2	17-Nov-20	Revision and problems
		3	18-Nov-20	Revision and problems
		4	19-Nov-20	Revision and problems
		5	20-Nov-20	Class Test
		6	21-Nov-20	Basic Accounting Terms
	Sunday		22-Nov-20	
<b>4th week</b>		1	23-Nov-20	Basic Accounting Terms
		2	24-Nov-20	Basic Accounting Terms
		3	25-Nov-20	Kinds of Accounting Principles
		4	26-Nov-20	Kinds of Accounting Principles
		5	27-Nov-20	Kinds of Accounting Principles
		6	28-Nov-20	Kinds of Accounting Principles
	Sunday		29-Nov-20	

<b>5th week</b>			30-Nov-20	Holiday
		1	01-Dec-20	Accounting Conventions
		2	02-Dec-20	Accounting Conventions
		3	03-Dec-20	Revision and problems
		4	04-Dec-20	Class Test
		5	05-Dec-20	Meaning of Double Entry System
	Sunday		06-Dec-20	
<b>6th week</b>		1	07-Dec-20	Classification of Accounts
		2	08-Dec-20	Advantages & Disadvantages of Double Entry System
		3	09-Dec-20	Recording of Accounting Transactions
		4	10-Dec-20	Recording of Accounting Transactions
		5	11-Dec-20	Recording of Accounting Transactions
		6	12-Dec-20	Recording of Accounting Transactions
	Sunday		13-Dec-20	
<b>7th week</b>				
		1	14-Dec-20	Preparation of Trial Balance
		2	15-Dec-20	Revision and problems
		3	16-Dec-20	Class Test
		4	17-Dec-20	Capital & Revenue
		5	18-Dec-20	Capital & Revenue
		6	19-Dec-20	Depreciation, Provisions & Reserves
	Sunday		20-Dec-20	
<b>8th week</b>				
		1	21-Dec-20	Accounting Treatment of Depreciation
		2	22-Dec-20	Accounting Treatment of Depreciation
		3	23-Dec-20	Accounting Treatment of Depreciation
		4	24-Dec-20	Accounting Treatment of Depreciation
		5	25-Dec-20	HOLIDAY
		6	26-Dec-20	HOLIDAY
	Sunday		27-Dec-20	
<b>9th week</b>				
		1	28-Dec-20	Accounting Treatment of Depreciation
		2	29-Dec-20	Revision and problems
		3	30-Dec-20	Revision and problems
		4	31-Dec-20	Class Test
		1	01-Jan-21	Final Accounts
		2	02-Jan-21	Final Accounts- with Adjustments
	Sunday		03-Jan-21	
<b>10th week</b>				
		1	04-Jan-21	Final Accounts- with Adjustments
		2	05-Jan-21	Final Accounts- with Adjustments
		3	06-Jan-21	Final Accounts- with Adjustments
		4	07-Jan-21	Final Accounts- with Adjustments

		5	08-Jan-21	Final Accounts- with Adjustments
		6	09-Jan-21	Final Accounts- with Adjustments
	Sunday		10-Jan-21	
<b>11th week</b>		1	11-Jan-21	Final Accounts- with Adjustments
		2	12-Jan-21	Final Accounts- with Adjustments
		3	13-Jan-21	Revision and problems
		4	14-Jan-21	Revision and problems
		5	15-Jan-21	Revision and problems
		6	16-Jan-21	Class Test
	Sunday		17-Jan-21	
<b>12th week</b>		1	18-Jan-21	Errors and their Rectification
		2	19-Jan-21	Errors and their Rectification
		3	20-Jan-21	HOLIDAY
		4	21-Jan-21	Errors and their Rectification
		5	22-Jan-21	Errors and their Rectification
		6	23-Jan-21	Revision & Problems
	Sunday		24-Jan-21	
<b>13th week</b>		1	25-Jan-21	Revision & Problems
		2	26-Jan-21	HOLIDAY
		3	27-Jan-21	Class Test
		4	28-Jan-21	Accounts of Non-Profit Organisations
		5	29-Jan-21	Accounts of Non-Profit Organisations
		6	30-Jan-21	Accounts of Non-Profit Organisations
	Sunday		31-Jan-21	
<b>14th week</b>				
			01-Feb-21	Accounts of Non-Profit Organisations
		1	02-Feb-21	Accounts of Non-Profit Organisations
		2	03-Feb-21	Accounts of Non-Profit Organisations
		3	04-Feb-21	Accounts of Non-Profit Organisations
		4	05-Feb-21	Revision & Problems
		5	06-Feb-21	Revision & Problems
	Sunday		07-Feb-21	
<b>15th week</b>				
		1	08-Feb-21	Class Test
		2	09-Feb-21	Consignment Accounts
		3	10-Feb-21	Consignment Accounts
		4	11-Feb-21	Consignment Accounts
		5	12-Feb-21	Consignment Accounts
		6	13-Feb-21	Consignment Accounts
	Sunday		14-Feb-21	
<b>16th week</b>				
		1	15-Feb-21	Consignment Accounts
		2	16-Feb-21	HOLIDAY
		3	17-Feb-21	Consignment Accounts

		4	18-Feb-21	Consignment Accounts
		5	19-Feb-21	Consignment Accounts
		6	20-Feb-21	Revision & Problems
	Sunday		21-Feb-21	
<b>17th week</b>				
		1	22-Feb-21	Revision & Problems
		2	23-Feb-21	Revision & Problems
		3	24-Feb-21	Class Test
		4	25-Feb-21	Revision & Problems
		5	26-Feb-21	Revision & Problems
		6	27-Feb-21	Revision & Problems
	Sunday		28-Feb-21	
<b>Name of assistant Professor :</b>				Ms. Shrutika Sanduja
<b>Class :</b>				B.COM III YR
<b>Semester:</b>				VI
<b>Subject:</b>				Financial Market Operation
		<b>Day</b>	<b>Date</b>	<b>Topic</b>
<b>1st week</b>	Sunday		01-Nov-20	
		1	02-Nov-20	Overview of Indian financial system
		2	03-Nov-20	Overview of Indian financial system
		3	04-Nov-20	HOLIDAY
		4	05-Nov-20	Classification of Indian financial system
		5	06-Nov-20	Function and Role of Indian financial system
		6	07-Nov-20	Financial Market
	Sunday		08-Nov-20	
<b>2nd week</b>		1	09-Nov-20	Types of Financial Market
		2	10-Nov-20	Financial Institutions
		3	11-Nov-20	Types of Financial Institution
		4	12-Nov-20	Financial Assets
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
<b>3rd week</b>		1	16-Nov-20	
		2	17-Nov-20	Financial Services
		3	18-Nov-20	Revision and Problems
		4	19-Nov-20	Revision and Problems
		5	20-Nov-20	Indian Money Market
		6	21-Nov-20	Objectives of Money Market
	Sunday		22-Nov-20	
<b>4th week</b>		1	23-Nov-20	Importance of Money Market
		2	24-Nov-20	Institutions of Money Market

		3	25-Nov-20	The Indian Money Market
		4	26-Nov-20	Unorganised Money Market
		5	27-Nov-20	Organised Money Market
		6	28-Nov-20	Characteristics of Money Market
	Sunday		29-Nov-20	
<b>5th week</b>			30-Nov-20	Holiday
		1	01-Dec-20	Measure to reform and Strengthen the Indian Money Market
		2	02-Dec-20	Revision and Problems
		3	03-Dec-20	Revision and Problems
		4	04-Dec-20	Revision and Problems
		5	05-Dec-20	Class Test
	Sunday		06-Dec-20	
<b>6th week</b>		1	07-Dec-20	Primary Market
		2	08-Dec-20	Nature of Primary Market
		3	09-Dec-20	Importance and Function of Money Market
		4	10-Dec-20	Role of Capital Market in Industrial Growth
		5	11-Dec-20	Capital Market Structure
		6	12-Dec-20	Capital Market Structure
	Sunday		13-Dec-20	
<b>7th week</b>				
		1	14-Dec-20	Revision and Problems
		2	15-Dec-20	Class Test
		3	16-Dec-20	Introduction to Secondary market
		4	17-Dec-20	Stock Exchange
		5	18-Dec-20	Characteristics of Stock Exchange
		6	19-Dec-20	Function of Stock Exchange
	Sunday		20-Dec-20	
<b>8th week</b>				
		1	21-Dec-20	Function of Stock Exchange
		2	22-Dec-20	Role of Stock Exchange
		3	23-Dec-20	Regulation of Stock Exchange
		4	24-Dec-20	Regulation of Stock Exchange
		5	25-Dec-20	HOLIDAY
		6	26-Dec-20	HOLIDAY
	Sunday		27-Dec-20	
<b>9th week</b>				
		1	28-Dec-20	Listing of Securities
		2	29-Dec-20	Listing of Securities
		3	30-Dec-20	OTCEI
		4	31-Dec-20	OTCEI
		1	01-Jan-21	National Stock Exchange Feature and Organisation
		2	02-Jan-21	Revision and Problems
	Sunday		03-Jan-21	



<b>10th week</b>		1	04-Jan-21	Revision and Problems
		2	05-Jan-21	Revision and Problems
		3	06-Jan-21	Class Test
		4	07-Jan-21	SEBI
		5	08-Jan-21	SEBI Objectives
		6	09-Jan-21	Functions of SEBI
	Sunday		10-Jan-21	
<b>11th week</b>		1	11-Jan-21	SEBI Guidelines
		2	12-Jan-21	SEBI Guidelines
		3	13-Jan-21	SEBI Guidelines
		4	14-Jan-21	SEBI Guidelines
		5	15-Jan-21	Investors Protection
		6	16-Jan-21	Investors Protection
	Sunday		17-Jan-21	
<b>12th week</b>		1	18-Jan-21	Functionaries of Stock Exchange
		2	19-Jan-21	Functionaries of Stock Exchange
		3	20-Jan-21	HOLIDAY
		4	21-Jan-21	Functionaries of Stock Exchange
		5	22-Jan-21	Revision and Problems
		6	23-Jan-21	Revision and Problems
	Sunday		24-Jan-21	
<b>13th week</b>		1	25-Jan-21	Class Test
		2	26-Jan-21	HOLIDAY
		3	27-Jan-21	Merchant Banking
		4	28-Jan-21	Nature and Function of Merchant Banking
		5	29-Jan-21	Role and Objectives
		6	30-Jan-21	General Obligations and Responsibilities
	Sunday		31-Jan-21	
<b>14th week</b>			01-Feb-21	Revision and Problems
		1	02-Feb-21	Revision and Problems
		2	03-Feb-21	Credit Rating
		3	04-Feb-21	Importance and Functions
		4	05-Feb-21	Types of Credit Rating
		5	06-Feb-21	Types of Credit Rating
	Sunday		07-Feb-21	
<b>15th week</b>			08-Feb-21	Credit Rating process
		2	09-Feb-21	Credit Rating process
		3	10-Feb-21	Credit Rating process
		4	11-Feb-21	Credit Rating process
		5	12-Feb-21	Revision and Problems
		6	13-Feb-21	Revision and Problems

	Sunday		14-Feb-21	
<b>16th week</b>				
		1	15-Feb-21	Class Test
		2	16-Feb-21	HOLIDAY
		3	17-Feb-21	Development Banks
		4	18-Feb-21	Objectives of development banks
		5	19-Feb-21	Types of development banks
		6	20-Feb-21	IFCI, NABARD and ICICI
	Sunday		21-Feb-21	
<b>17th week</b>				
		1	22-Feb-21	UTI, LIC, GIC
		2	23-Feb-21	Types and Advantages of Mutual Funds
		3	24-Feb-21	SEBI Guidelines Regarding Mutual Funds
		4	25-Feb-21	Class Test
		5	26-Feb-21	Revision and Problems
		6	27-Feb-21	Revision and Problems
	Sunday		28-Feb-21	
<b>Name of assistant Professor :</b>				Ms. Shrutika Sanduja
<b>Class :</b>				B.COM I YR
<b>Semester:</b>				I
<b>Subject:</b>				Business Communication
		<b>Day</b>	<b>Date</b>	<b>Topic</b>
<b>1st week</b>	Sunday		01-Nov-20	
		1	02-Nov-20	Introduction of business communication
		2	03-Nov-20	Meaning and functions of communication
		3	04-Nov-20	HOLIDAY
		4	05-Nov-20	Types of communication
		5	06-Nov-20	Verbal communication
		6	07-Nov-20	Oral communication
	Sunday		08-Nov-20	
<b>2nd week</b>		1	09-Nov-20	Process of communication
		2	10-Nov-20	Seven c's of effective communication
		3	11-Nov-20	Seven c's of effective communication
		4	12-Nov-20	Seven c's of effective communication
		5	13-Nov-20	Diwali Vacation
		6	14-Nov-20	
	Sunday		15-Nov-20	
<b>3rd week</b>		1	16-Nov-20	
		2	17-Nov-20	Barriers of communication
		3	18-Nov-20	Barriers of communication
		4	19-Nov-20	Barriers of communication
		5	20-Nov-20	How to improve communication

		6	21-Nov-20	How to improve communication
	Sunday		22-Nov-20	
<b>4th week</b>		1	23-Nov-20	Ethical context of communication
		2	24-Nov-20	Ethical context of communication
		3	25-Nov-20	Ethical context of communication
		4	26-Nov-20	Revision and Problems
		5	27-Nov-20	Revision and Problems
		6	28-Nov-20	Class Test
	Sunday		29-Nov-20	
<b>5th week</b>			30-Nov-20	Holiday
		1	01-Dec-20	Planning in the business letter
		2	02-Dec-20	Physical appearance of business letter
		3	03-Dec-20	Layout or format of letters
		4	04-Dec-20	Layout or format of letters
		5	05-Dec-20	Parts of business letter
	Sunday		06-Dec-20	
<b>6th week</b>		1	07-Dec-20	Parts of business letter
		2	08-Dec-20	Parts of business letter
		3	09-Dec-20	Email : history , challenges
		4	10-Dec-20	How email works?
		5	11-Dec-20	Uses , advantages, disadvantages of Email
		6	12-Dec-20	Email etiquettes
	Sunday		13-Dec-20	
<b>7th week</b>		1	14-Dec-20	Email signs and symbols
		2	15-Dec-20	What is bad news letter?
		3	16-Dec-20	Planning of bad news letter
		4	17-Dec-20	Types of bad news letter
		5	18-Dec-20	Purpose of bad news letter
		6	19-Dec-20	Tone of bad news letter
	Sunday		20-Dec-20	
<b>8th week</b>		1	21-Dec-20	What is persuasiveness?
		2	22-Dec-20	Purpose of persuasiveness
		3	23-Dec-20	AIDA formula
		4	24-Dec-20	Types of persuasive letter
		5	25-Dec-20	HOLIDAY
		6	26-Dec-20	HOLIDAY
	Sunday		27-Dec-20	
<b>9th week</b>		1	28-Dec-20	Types of persuasive letter
		2	29-Dec-20	Memos and memorandum
		3	30-Dec-20	Memos and memorandum

		4	31-Dec-20	Revision and Problems
		1	01-Jan-21	Revision and Problems
		2	02-Jan-21	Revision and Problems
	Sunday		03-Jan-21	
<b>10th week</b>		1	04-Jan-21	Class Test
		2	05-Jan-21	Meetings
		3	06-Jan-21	Notice and agenda of meeting
		4	07-Jan-21	Minutes of meeting
		5	08-Jan-21	Prepare of the meeting
		6	09-Jan-21	Revision and Problems
	Sunday		10-Jan-21	
<b>11th week</b>		1	11-Jan-21	Reports : Introduction
		2	12-Jan-21	Objectives and features of reports
		3	13-Jan-21	Types of business reports
		4	14-Jan-21	Short report
		5	15-Jan-21	Long report
		6	16-Jan-21	Abstract
	Sunday		17-Jan-21	
<b>12th week</b>		1	18-Jan-21	Summary
		2	19-Jan-21	Proposal
		3	20-Jan-21	HOLIDAY
		4	21-Jan-21	Assignment
		5	22-Jan-21	What is reading?
		6	23-Jan-21	Reading process
	Sunday		24-Jan-21	
<b>13th week</b>		1	25-Jan-21	What are reading skills
		2	26-Jan-21	HOLIDAY
		3	27-Jan-21	Efficient reading strategy
		4	28-Jan-21	SQ3R reading method
		5	29-Jan-21	3 C's of reading skills
		6	30-Jan-21	Importance and nature of listening
	Sunday		31-Jan-21	
<b>14th week</b>				
			01-Feb-21	Types of listening
		1	02-Feb-21	Factors while influencing listening
		2	03-Feb-21	Revision and Problem
		3	04-Feb-21	Revision and Problem
		4	05-Feb-21	Poor listening habits
		5	06-Feb-21	Costs of ineffective listening
	Sunday		07-Feb-21	
<b>15th week</b>				
		1	08-Feb-21	Principles of effective listening

		2	09-Feb-21	Advantages and barriers of listening
		3	10-Feb-21	Tips for effective note making
		4	11-Feb-21	Methods of note making
		5	12-Feb-21	Methods of note making
		6	13-Feb-21	Persuasive speaking
	Sunday		14-Feb-21	
<b>16th week</b>				
		1	15-Feb-21	Ways of delivering the message
		2	16-Feb-21	HOLIDAY
		3	17-Feb-21	Audience analysis
		4	18-Feb-21	Hints and tips for effective persuasive speaking
		5	19-Feb-21	Types of non verbal language
		6	20-Feb-21	Kinesics or body language
	Sunday		21-Feb-21	
<b>17th week</b>				
		1	22-Feb-21	Nature of body language
		2	23-Feb-21	Types of body language
		3	24-Feb-21	Functions and significance of body language
		4	25-Feb-21	Revision and Problem
		5	26-Feb-21	Revision and Problem
		6	27-Feb-21	Revision and Problem
	Sunday		28-Feb-21	