

I – Academic Planner

A. Teaching Plan (Year 2021-22) Semester: (odd)

Teacher's Name **KHEM CHAND** Department- **Commerce**

Sl. No	UPC	Paper Name	Core/AECC/GE/SEC	Topic/Unit	Start Date	End Date
1	22413301	E-Commerce	Skill Enhancement Course	Unit I: Introduction to E-Commerce	16 Aug 2021	6 Sept 2022
2	22413301	E-Commerce	Skill Enhancement Course	Unit II: Online Business Transactions	9 Sept 2022	23 Sept 2022
3	22413301	E-Commerce	Skill Enhancement Course	Unit III: Website Designing	25 Sept 2022	11 Oct 2022
4	22413301	E-Commerce	Skill Enhancement Course	Unit IV: E-payment System	14 Oct 2022	4 Nov 2022
5	22413301	E-Commerce	Skill Enhancement Course	Unit V: Security and Legal Aspects of E-commerce	6 Nov 2022	6 Dec 2021
1	52415505	Fundamentals of Marketing	Generic Elective	Unit I: Introduction	20 th July 2021	11 Aug 2021
2	52415505	Fundamentals of Marketing	Generic Elective	Unit II: Understanding Consumer behaviour and Target Market Selection	12 Aug 2022	28 Aug 2021

3	52415505	Fundamentals of Marketing	Generic Elective	Unit III: Product and Pricing Decisions	30 Aug 2021	23 Sept 2021
4	52415505	Fundamentals of Marketing	Generic Elective	Unit IV: Distribution and Promotion Decisions	24 Sept 2021	21 Oct 2021
5	52415505	Fundamentals of Marketing	Generic Elective	Unit V: Developments in Marketing	22 Oct 2021	15 th Nov 2021
1	52411102	Business Organisation & Management	Core Paper	Unit I: Introduction to Business Organisations and Management	22 Nov 2021	15 Dec 2022
2	52411102	Business Organisation & Management	Core Paper	Unit II: Business Environment and Entrepreneurship	16 Dec 2022	12 Jan 2022
3	52411102	Business Organisation & Management	Core Paper	Unit III: Planning and Organizing	13 Jan 2022	31 Jan 2022
4	52411102	Business Organisation & Management	Core Paper	Unit IV: Directing and Controlling	2 Feb 2022	20 Feb 2022
5	52411102	Business Organisation & Management	Core Paper	Unit V: Salient Developments and Contemporary Issues in Management	22 Feb 2022	10 March 2022

B. Outstation Field visits for students

Project Name / Paper Name			
Destination		Travel Mode	

Departure Month		Return	
Faculty-in-Charge		Number of Students going	

C. Internal Assessment: House Exam (Test/Presentation etc.) & Assignment*

Course Code	Course Name	Unique Paper Code	Topic Name	Day and Date	Date/s of Exhibiting the Assessment Sheet to students, Discussing the marks, Returning/Retaining
504	E-Commerce	22413301	Internal Assessment (Project Submission)	4 Nov 2022	Within 2 weeks of submission
504	E-Commerce	22413301	Internal Assessment (Test)	15 Nov 2022	Within 2 weeks of submission
503	Fundamentals of Marketing	52415505	Internal Assessment (Project Submission)	1 Nov 2021	Within 2 weeks of submission
503	Fundamentals of Marketing	52415505	Internal Assessment (Test)	25 Oct 2021	Within 2 weeks of submission
503	Business Organisation & Management	52411102	Internal Assessment (Project Submission)	10 Feb 2022	Within 2 weeks of submission
503	Business Organisation & Management	52411102	Internal Assessment (Test)	24 Feb 2022	Within 2 weeks of submission

*Marks of the Internal Assessment to be submitted to the College 15 days before the last working day of every semester

D. Organization of Department/College Society Meetings by Staff Advisor/Convener

I – Academic Planner

A. Teaching Plan (Year 2021-22) Semester: (Even)

Teacher's Name KHEM CHAND Department- Commerce

Sl. No.	UPC	Paper Name	Core/AECC/GE/SEC	Topic/Unit	Start Date	End Date
1	22411403	Computer applications in Business	Core Paper	Unit 2: Word Processing (Practical)	3 Jan 2022	2 Jan 2022
2	22411403	Computer applications in Business	Core Paper	Unit 3: Preparing Presentations (Practical)	27 Jan 2022	23 Feb 2022
3	22411403	Computer applications in Business	Core Paper	Unit 4: Spreadsheet and its Business Applications (Practical)	24 Feb 2022	27 April 2022
1	22415403	Insurance & Risk Management	Generic Elective	Unit I: Introduction	3 Jan 2022	20 Jan 2022
2	22415403	Insurance & Risk Management	Generic Elective	Unit II: Insurance I	22 Jan 2022	14 Feb 2022

3	22415403	Insurance & Risk Management	Generic Elective	Unit III: Insurance II	15 Feb 2022	2 March 2022
4	22415403	Insurance & Risk Management	Generic Elective	Unit IV: Insurance & Risk Management	3 March 2022	24 March 2022
5	22415403	Insurance & Risk Management	Generic Elective	Unit V: Regulatory Framework of Insurance	26 March 2022	23 April 2022

B. Outstation Field visits for students

Project Name / Paper Name			
Destination		Travel Mode	
Departure Month		Return	
Faculty-in-Charge		Number of Students going	

C. Internal Assessment: House Exam (Test/Presentation etc.) & Assignment*

Course Code	Course Name	Unique Paper Code	Topic Name	Day and Date	Date/s of Exhibiting the Assessment Sheet to students, Discussing the marks, Returning/Retaining
504	Computer applications in Business	22411403	Internal Assessment (Project Submission)	30 April 2022	Within 2 weeks of submission
504	Insurance & Risk Management	22415403	Internal Assessment (Project Submission)	30 March 2022	Within 2 weeks of submission

504	Insurance & Risk Management	22415403	Internal Assessment (Test)	12 April 2022	Within 2 weeks of submission
504	Insurance & Risk Management	22415403	Viva	25, 26, 27 April 2022	Same Day

***Marks of the Internal Assessment to be submitted to the College 15 days before the last working day of every semester**

D. Organization of Department/College Society Meetings by Staff Advisor/Convener

Department/Society	Meeting Date	Purpose

E. College Functions

College Function	Function Date	Role to be played

