

TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Name of Faculty: Amogh Gothoskar

Department : BFM

Class :- S.Y B.F.M

Subject: Debt Markets

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	Evolution of Debt Markets in India
	2	15/06 to 20/06	Money Markets & Other Debt Markets in India
	3	22/06 to 27/06	Regulatory Framework in Indian Debt Markets
	4	29/06 to 30/06	Government Securities Markets & Role of Primary Dealers
Ramzad-Id: 18th July	4	01/07 to 04/07	Government Securities Markets & Role of Primary Dealers
	5	06/07 to 11/07	PSU Bonds & Corporate Bonds
	6	13/07 to 18/07	Various Types of Indian Bonds & its Features
	7	20/07 to 25/07	Various Types of Global Bonds & its Features
	8	27/07 to 31/07	Securities Trading Corporation of India

Month	Working week no.	Week Dates (Mon. to Sat)	
August 15/8 Ind. Day, 18th Pateti	8	01/08	Vaious Issuers of Bonds
	9	03/08 to 08/08	Credit Ratings & Credit Rating Agencies
	10	10/08 to 15/08	Credit Ratings & Credit Rating Agencies
	11	17/08 to 22/08	Determinants of the Value of Bonds
	12	24/08 to 29/08	Various Yield Curves & its Analysis
	13	31/08	Various Yield Curves & its Analysis
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	Bond Mathematics
	14	07/09 to 12/09	Bond Mathematics
	15	14/09 to 19/09	Bond Mathematics
	16	21/09 to 26/09	
	17	28/09 to 30/09	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
	18	05/10 to 10/10	
	19	12/10 to 17/10	
	20	19/10 to 21/10	
		26/10 to 31/10	
Nov. College closes for Diwali Vacation on 22.10.2013 and reopens on 16 th Nov. for IInd Term.		02/11 to 07/11	
		09/11 to 14/11	
	1	16/11 to 21/11	
	2	26/11 to 28/11	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
Dec. College closes on 26th Dec.	3	30/11	
	3	01/12 to 05/12	
	4	07/12 to 12/12	
	5	14/12 to 19/12	
	6	21/12 to 26/12	
	7	28/12 to 31/12	
Jan. 26/01 Republic Day	7	01/01 to 02/01	
	8	04/01 to 09/01	
	9	11/01 to 16/01	
	10	18/01 to 23/01	
	11	25/01 to 30/01	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
Feb 19th Feb. Shivaji Jayanti	12	01/02 to 06/02	
	13	08/02 to 13/02	
	14	15/02 to 20/02	
	15	22/02 to 27/02	
March Holi, Good Friday & Mahashivratri	16	29/02	
	16	01/03 to 05/03	
	17	07/03 to 12/03	
	18	14/03 to 19/03	
	19	21/03 to 26/03	

	21	28/03 to 31/03	
Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
April Gudi Padwa, Dr. Ambedkar Jayanti, Gudi Padwa/ Mahavir Jayanti	21	01/04 to 02/04	
	22	04/04 to 09/04	
	23	11/04 to 16/04	
	24	18/04 to 23/04	
	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Seniormost Teacher

SVKM's Narsee Monjee College of Commerce and Economics

JVPD, Vile Parle (West), Mumbai 400 056.

TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Name of Faculty: Kapil .G.Thakore

Department : BFM

Class :- S.Y B.F.M

Subject: Banking in Financial System

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	Unit I: Indian Financial System <ul style="list-style-type: none"> • Structure • Components • Functions • Capital Market
	2	15/06 to 20/06	<ul style="list-style-type: none"> • Primary Market • Secondary Market • Weakness of Indian Financial System
	3	22/06 to 27/06	<ul style="list-style-type: none"> • Global Financial System • Banking • Functions of Bank • Types of Bank
	4	29/06 to 30/06	<ul style="list-style-type: none"> • Functions of RBI • Banks and economic Development • Nationalization of Banks
Ramzad-Id: 18th July	4	01/07 to 04/07	Unit II <ul style="list-style-type: none"> • Commercial Banks, Functions • Products offered
	5	06/07 to 11/07	<ul style="list-style-type: none"> • Off- Balance Sheet Items • Commercial Banks and Credit Creation
	6	13/07 to 18/07	<ul style="list-style-type: none"> • Commercial Banks and Rural Financing • Commercial Banks and Cooperative Bank
	7	20/07 to 25/07	<ul style="list-style-type: none"> • ATM • Telebanking • Internet Banking • Mobile Banking
	8	27/07 to 31/07	<ul style="list-style-type: none"> • Credit Card • RTGS • ECS • EFT

Month	Working week no.	Week Dates (Mon. to Sat)	
August 15/8 Ind. Day, 18th Pateti	8	01/08	Unit III • Marketing of Services • Changing Face of Banking
	9	03/08 to 08/08	• Bank Marketing Strategies • Market Approach in Urban Areas
	10	10/08 to 15/08	• Bank Marketing Strategies • CRM in Banking Sector
	11	17/08 to 22/08	• Time Value of Money • Practicals • Value of investment Adjusted on time
	12	24/08 to 29/08	• Bank Accounting and Balance Sheet
	13	31/08	• Liquidity and Investment Descioins
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	Unit IV • NRI Accounts • Loan Accounts • MF, Leasing
	14	07/09 to 12/09	• Bank Assurance • Leasing • Hire Purchase
	15	14/09 to 19/09	• Interest Rate Structure • Risk Management Process • Revision
	16	21/09 to 26/09	Solve Past College Exam papers and discuss method of attempting papers
	17	28/09 to 30/09	

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October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
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Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
Feb 19th Feb. Shivaji Jayanti	12	01/02 to 06/02	
	13	08/02 to 13/02	
	14	15/02 to 20/02	
	15	22/02 to 27/02	
March Holi, Good Friday & Mahashivratri	16	29/02	
	16	01/03 to 05/03	
	17	07/03 to 12/03	
	18	14/03 to 19/03	
	19	21/03 to 26/03	

	21	28/03 to 31/03	
Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
April Gudi Padwa, Dr. Ambedkar Jayanti, Gudi Padwa/ Mahavir Jayanti	21	01/04 to 02/04	
	22	04/04 to 09/04	
	23	11/04 to 16/04	
	24	18/04 to 23/04	
	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Senormost Teacher

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TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Name of Faculty: Diti Dave

Department : BFM

Class :- S.Y B.F.M

Subject: Business Ethics

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	Business Ethics and Values, Work Culture
	2	15/06 to 20/06	Ethical Behaviour in business and Its reasons-Fair & Unfair business practices
	3	22/06 to 27/06	<ul style="list-style-type: none"> • Corporate Governances in Globalized Economy • MNC/TNC in business Ethics • Accountability of directors
	4	29/06 to 30/06	<ul style="list-style-type: none"> • Functioning of Private and public sector • Corporate governance in banking and financial Organization
Ramzad-Id: 18th July	4	01/07 to 04/07	Case Study on Organization Governance and ethical behaviour
	5	06/07 to 11/07	Good Corporate governance methods
	6	13/07 to 18/07	Protection of interest of customers and investors
	7	20/07 to 25/07	Customer Friendly business activities
	8	27/07 to 31/07	Case Study on interest of customers and customer friendly activities

Month	Working week no.	Week Dates (Mon. to Sat)	
August 15/8 Ind. Day, 18th Pateti	8	01/08	Code of Conduct in business
	9	03/08 to 08/08	Fairness and Justice -Case Study
	10	10/08 to 15/08	Corporate Social Responsibility and its Case Study
	11	17/08 to 22/08	Business Ethics for building business reputation
	12	24/08 to 29/08	<ul style="list-style-type: none"> • Functioning of Private and public sector • Corporate governance in banking and financial Organization
	13	31/08	Efficient governance in globalized economy
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	Ethics and corporate integrity and its case study
	14	07/09 to 12/09	Measures for improving ethical standard and its case study
	15	14/09 to 19/09	Revision of Case Study
	16	21/09 to 26/09	
	17	28/09 to 30/09	

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October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
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	15	22/02 to 27/02	
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Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
April Gudi Padwa, Dr. Ambedkar Jayanti, Gudi Padwa/ Mahavir Jayanti	21	01/04 to 02/04	
	22	04/04 to 09/04	
	23	11/04 to 16/04	
	24	18/04 to 23/04	
	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Senormost Teacher

TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Name of Faculty: DEEPAK
SHARMA

Department : BFM

Class :- S.Y B.F.M

Subject: Computer Application in Investment

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	UNIT - I : C programming languages & OOP's concept. 1. Introduction: Evolution of C language, Unix & C, C Compiler, Running a C program, Object & executable file,preprocessor, Characteristics of C language, case sensitiveness.
	2	15/06 to 20/06	2.Variables & Expressions : C Character set, Identifiers & printf, characters & character steings, interger, float double, constants, operators & expressions, arithmetic, relations, logical assignment, conditional, increment & decrement, bit wise,
	3	22/06 to 27/06	comma, typed of statement typecasting, operator precedence, writing simple programs to illust
	4	29/06 to 30/06	3. Basic Input Output: Getcher, putcher, string input & output, format specifiers, types of characgfers in format strings like % scanf width specifies, Input field for scanf.
Ramzad-Id: 18th July	4	01/07 to 04/07	4. Control Structures (decision making statement) if-else, multiway decisions, switch, (loop construct) for-loop, while-loop, do while-loop, compound statements, break statement, continue statement, go to statement.
	5	06/07 to 11/07	UNIT - II 5. Arrays : Single dimensional array, element type, multidimensional array, strings, simple examples & programs, arrays of strings, programming examples
	6	13/07 to 18/07	6. Functions : Main include, placement of a function & return values, parameter set of a function, combining function definition & declaration, passing arguments, return statements and function call, user defined and library functions , simple examples of recursion

	7	20/07 to 25/07	7. Introduction to Pointers & Structures & Unions & Files : Definition and simple use of pointers , declaring and using structures , structure initialization, unions, operating on union , scope of union , opening files, writing to files, reading from files, closing files, file handling functions, fscanf, fprintf, fopen, fgetc, fgets, fputc, fputs, fwrite.
	8	27/07 to 31/07	8. Object Oriented Programming Concepts : OOP's overview, classes and objects, fundamental Concepts, Functions, Inheritance, Abstraction, Polymorphism, overloading and overriding, OOP's using C++
Month	Working week no.	Week Dates (Mon. to Sat)	
	8	01/08	UNIT - III : Electronic Commerce What is E commerce, Advantages and Limitations of E Commerce, The role of Strategy in E Commerce,

August 15/8 Ind. Day, 18th Pateti	9	03/08 to 08/08	Value chains in E Commerce, Infrastructure for Electronic Commerce Web Based Tools for Electronic Commerce, Electronic Commerce software, Security Threats to electronic Commerce , Implementing Security for Electronic Commerce,
	10	10/08 to 15/08	Electronic Payment Systems, Strategies for Marketing, Sales & Promotion Strategies for Purchasing Logistics & Support Activities, Electronic Markets & Communities, Business Plans for Implementing Electronic Commerce.
	11	17/08 to 22/08	UNIT - IV : Web designing. These can be partly done as demonstration and practical. Basic Formatting HTML Pages : Setting text preference, Importing Text , Aligning & indenting text, Making list, Character formatting, Adding special characters Using Flash @ text
	12	24/08 to 29/08	.Working with Graphics : Using background graphics, Editing graphics, assigning names & ALT text to images, Wrapping text around images, Adding Flash @ buttons, Using a photo album, Embedding Quick Times @ movies.
	13	31/08	Creating Links: Specifying link format, creating hyperlinks, Understanding link structure , Creating image maps , Creating e mail links.
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	Designing with Tables : Creating a Table, importing data from spread sheets , Formatting a table, Using images in Tables, designing for computer screens. Creating Frames : Creating a frameset specifying frame properties creating & editing frame documents.
	14	07/09 to 12/09	Creating Forms: Building a form grouping content, adding buttons, creating hidden fields, creating jump menus
	15	14/09 to 19/09	Revision
	16	21/09 to 26/09	
	17	28/09 to 30/09	

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October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
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Nov. College closes for Diwali Vacation on 22.10.2013 and reopens on 16 th Nov. for IInd Term.		02/11 to 07/11	
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	13	08/02 to 13/02	
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	15	22/02 to 27/02	
March Holi, Good Friday & Mahashivratri	16	29/02	
	16	01/03 to 05/03	
	17	07/03 to 12/03	
	18	14/03 to 19/03	
	19	21/03 to 26/03	

	21	28/03 to 31/03	
Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
April Gudi Padwa, Dr. Ambedkar Jayanti, Gudi Padwa/ Mahavir Jayanti	21	01/04 to 02/04	
	22	04/04 to 09/04	
	23	11/04 to 16/04	
	24	18/04 to 23/04	
	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Senioremost Teacher

TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Name of Faculty: Pratik Lalseta

Department : BFM

Class :- S.Y B.F.M Subject: Corporate Finance I

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	Corporate Finance – An Overview • Functions of finance in business Enterprise
	2	15/06 to 20/06	Corporate Finance – An Overview • Emergence of Corporate Finance as an integral part of business
	3	22/06 to 27/06	Corporate Finance – An Overview • Need for Professional Approach
	4	29/06 to 30/06	Planning the Corporate Financial Activities • Theory of Capitalization
Ramzad-Id: 18th July	4	01/07 to 04/07	Planning the Corporate Financial Activities • Owner Capital & Borrowed Capital
	5	06/07 to 11/07	Planning the Corporate Financial Activities • Break Even Analysis
	6	13/07 to 18/07	Capital Structuring • Meaning & Definition of Basics
	7	20/07 to 25/07	Capital Structure • Meaning and Definition –Sum/Questions
	8	27/07 to 31/07	Factors Affecting Capital Structure • Trading on equity –Basic Theories

Month	Working week no.	Week Dates (Mon. to Sat)	
August 15/8 Ind. Day, 18th Pateti	8	01/08	Factors Affecting Capital Structure • Trading on Equity • Advance Cost Studies
	9	03/08 to 08/08	Watered Capital • Over Capitalization and under capitalization
	10	10/08 to 15/08	NPV-IRR-DCF • Payback Periods • Definition
	11	17/08 to 22/08	NPV-IRR-DCF • Payback Periods • Advance Case Studies
	12	24/08 to 29/08	NPV-IRR-DCF • Payback Periods • Questions/Sums
	13	31/08	NPV-IRR-DCF • Payback Periods • Questions/Sums
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	NPV-IRR-DCF • Payback Periods • Questions/Sums
	14	07/09 to 12/09	Sources & Methods of Raising Corp. Finance • Types & Features of Securities
	15	14/09 to 19/09	Sources & Methods of Raising Corp. Finance • Compliance to Law
	16	21/09 to 26/09	
	17	28/09 to 30/09	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
	18	05/10 to 10/10	
	19	12/10 to 17/10	
	20	19/10 to 21/10	
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March Holi, Good Friday & Mahashivratri	16	29/02	
	16	01/03 to 05/03	
	17	07/03 to 12/03	
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Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
April Gudi Padwa, Dr. Ambedkar Jayanti, Gudi Padwa/ Mahavir Jayanti	21	01/04 to 02/04	
	22	04/04 to 09/04	
	23	11/04 to 16/04	
	24	18/04 to 23/04	
	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Seniormost Teacher

SVKM's Narsee Monjee College of Commerce and Economics

JVPD, Vile Parle (West), Mumbai 400 056.

TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Name of Faculty: Laxmi Goritoyal

Department : BFM

Class :- S.Y B.F.M

Subject: Equity Markets I

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	Unit I: Introduction • Meaning and definition of Equity shares
	2	15/06 to 20/06	Unit I: • Growth of Corporate Sector and the simultaneous i growth of equity shareholders
	3	22/06 to 27/06	Unit I: • Divorce between ownership and management in companies
	4	29/06 to 30/06	Unit I: • Development of Equity culture in india
Ramzad-Id: 18th July	4	01/07 to 04/07	Unit I: • Current Position
	5	06/07 to 11/07	Unit II: • Market for Equity –Primary Markets • IPO-Methods Followed
	6	13/07 to 18/07	Unit II: • Book Building
	7	20/07 to 25/07	Unit II: • Role of Merchant banking/Bankers in fixing the price
	8	27/07 to 31/07	Unit II: • Red Herring Prospectus –Its unique features

Month	Working week no.	Week Dates (Mon. to Sat)	
August 15/8 Ind. Day, 18th Pateti	8	01/08	Green Shoe Option- • Sweat Equity, ESOP
	9	03/08 to 08/08	Unit II: • Market for Equity –Primary Market, Right Issues of Shares
	10	10/08 to 15/08	Unit II: • Non-Voting Shares • ADR, GDR, IDR
	11	17/08 to 22/08	Unit III: Market For Equity-Secondary Market • Definition and functions of stock exchange
	12	24/08 to 29/08	Unit III: • Evolution and growth of Stock Exchange
	13	31/08	• Stock Exchange in India • NSE, BSE, OTCEI and overseas stock exchange
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	• Recent Development in stock exchanges • Stock Market indices
	14	07/09 to 12/09	Unit IV: Importance of Equity Markets • Need for attracting more investors towards equity
	15	14/09 to 19/09	• Need for strengthen secondary markets • Link between primary markets and secondary market
	16	21/09 to 26/09	
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October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
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	10	18/01 to 23/01	
	11	25/01 to 30/01	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
Feb 19th Feb. Shivaji Jayanti	12	01/02 to 06/02	
	13	08/02 to 13/02	
	14	15/02 to 20/02	
	15	22/02 to 27/02	
March Holi, Good Friday & Mahashivratri	16	29/02	
	16	01/03 to 05/03	
	17	07/03 to 12/03	
	18	14/03 to 19/03	
	19	21/03 to 26/03	

	21	28/03 to 31/03	
Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
April Gudi Padwa, Dr. Ambedkar Jayanti, Gudi Padwa/ Mahavir Jayanti	21	01/04 to 02/04	
	22	04/04 to 09/04	
	23	11/04 to 16/04	
	24	18/04 to 23/04	
	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Seniormost Teacher

SVKM's Narsee Monjee College of Commerce and Economics

JVPD, Vile Parle (West), Mumbai 400 056.

TEACHING PLAN FOR DEGREE COLLEGE FOR THE YEAR 2015-2016

Faculty Name

Department : BFM

Class :- SY

Subject: Organisational Behaviour

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
June. College reopens on 8 th June.	1	08/06 to 13/06	Nature & Scope of OB Dynamics of People
	2	15/06 to 20/06	Models of OB The Behavioral approach to management
	3	22/06 to 27/06	Theories & models of motivation Importance of motivation in OB
	4	29/06 to 30/06	Performance appraisal
Ramzad-Id: 18th July	4	01/07 to 04/07	Leadership & Leadership styles Empowerment & participation
	5	06/07 to 11/07	Formal & Informal groups Team building & its importance
	6	13/07 to 18/07	Kind of Organization structures
	7	20/07 to 25/07	Delegation of authority -Meaning, advantages, disadvantages
	8	27/07 to 31/07	Emerging trends in Organizational culture

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
August 15/8 Ind. Day, 18th Pateti	8	01/08	Span of Control
	9	03/08 to 08/08	Organizational climate Factors affecting organizational climate
	10	10/08 to 15/08	Organizational Nature & characteristics of organizational development.
	11	17/08 to 22/08	Techniques of Organizational development.
	12	24/08 to 29/08	Definition & objectives of organizational change
	13	31/08	Effects of organisational change
September 17/9, Ganesh Chaturthi, 25/9 Bakri-Id	13	01/09 to 05/09	Resistance to change and overcoming the resistance to change
	14	07/09 to 12/09	Stress & Counseling
	15	14/09 to 19/09	Revision
	16	21/09 to 26/09	
	17	28/09 to 30/09	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
October. 2/10 Gandhi Jayanti, Diwali Break from Oct 22nd	17	01/10 to 03/10	
	18	05/10 to 10/10	
	19	12/10 to 17/10	
	20	19/10 to 21/10	
		26/10 to 31/10	
Nov. College closes for Diwali Vacation on 22.10.2013 and reopens on 16 th Nov. for IInd Term.		02/11 to 07/11	
		09/11 to 14/11	
	1	16/11 to 21/11	
	2	26/11 to 28/11	

Month	Working week no.	Week Dates (Mon. to Sat)	Topic to be covered during the week
Dec. College closes on 26th Dec.	3	30/11	
	3	01/12 to 05/12	
	4	07/12 to 12/12	
	5	14/12 to 19/12	
	6	21/12 to 26/12	
	7	28/12 to 31/12	
Jan. 26/01 Republic Day	7	01/01 to 02/01	
	8	04/01 to 09/01	
	9	11/01 to 16/01	
	10	18/01 to 23/01	
	11	25/01 to 30/01	

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	16	01/03 to 05/03	
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	25	25/04 to 30/04	
Names & Signature of the staff member			Head of the Department / Seniomost Teacher