

## Quarterly Profile of **Rajesh Jaiswal**

Period: January – March 2022

(Department of Commerce)

### A) Academic :

Courses	Class /Semester	Paper/Subject	Chapter /Topics /Action
HS	1	Salesmanship and Advertising	Knowledge of Goods, Retail Selling and Methods of Distribution
M.com	IV	Entrepreneurship Development (COM-40300)	Unit 1 Introduction – The Entrepreneur – Definition; Evolution of the term entrepreneur, who is an entrepreneur, entrepreneur and enterprise, entrepreneurs and managers, traits of entrepreneurs, functions of an entrepreneur, behavioural pattern of entrepreneurs. – <b>COMPLETED</b>
B.Com (H)	VI	GST Law and Practice (C-614)	Unit IV –Basic concept of Time and Value of Supply Registration, Input Tax Credit: <b>COMPLETED</b> Electronic Way bill, Returns, Payment of tax(in progress)
B.Com (H)	IV	Entrepreneurship –I (SEC-401)	Unit I-Defination, Who is an Entrepreneur? Functions: <b>COMPLETED</b>  Unit II – Entrepreneur Vs Managers, Entrepreneur and Enterprise ( in progress)
B.Com (NH)	VI	Personal Selling and Salesmanship (SEC-601)	<b>Unit:III</b> Selling Process; prospecting, Pre-approach, Approach, Presentations and Demonstration, handling of Objection, Closing of Sale <b>COMPLETED</b>

**B) Examination related Activities:**

1. Conducting M. Com 1st and 3rd Semester Examination 2021 held in Feb-March, 2022 as of the Centre in-charges of the PG Examination.
2. Evaluation of the answer scripts of M. Com 3rd Semester Examination 2021 held in March, 2022
3. Scrutinizer of M. Com 1st and 3rd Semester Examination 2021 held in March, 2022.
4. Evaluation of the answer scripts of B. Com 1st Semester Examination.
5. Setting Question Paper for the Examination of 6<sup>th</sup> and 4<sup>th</sup> Semester under Dibrugarh University (Confidential).

**C) Administration related Activities**

1. Coordinator CTPM( Centre for Tea Plantation Management)
2. Head of the Department.
3. Coordinator(s): M. Com Regular courses
4. Member: Library Committee
5. Member: IQAC(Internal Quality Assurance Cell)