

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans
Session: 2019-20

Name of the Teacher: Ms. Pallavi Rani

Department: Commerce

Class: BBA-I Semester: 1

Subject: Financial Accounting

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	July 26 th , 2019	July 31 st , 2019	Meaning and Uses of Accounting Information: Objectives and Nature of Accounting, Definition and Functions of Accounting, Book Keeping and Accounting, Interrelationship of Accounting with other Disciplines, Branches of Accounting, Limitations of Accounting.	Lecture, Discussion
2	August 1 st ,2019	August 31 st , 2019	Accounting Equation. Accounting Principles, Accounting Concepts and Conventions, Accounting cycle, Journals, Ledger, and Trial Balance. Cash Book and Bank Reconciliation Statement	Lecture, Discussion
3	September 1 st , 2019	September 30 th ,2019	Depreciation Provisions and Reserves: Methods, Types and Accounting. Final Accounts: Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern	Lecture, Discussion
4.	October 1 st , 2019	October 31 st ,2019	Accounting for Issue and Forfeiture of Shares, Reissue of Shares, Employee Stock Option Plan, Right Issue and Bonus Share	Lecture, Discussion
5.	November 1 st ,2019	November 31 st , 2019	Accounting for Issue and Redemption of Debenture, Final Accounts of Companies	Lecture, Discussion

Name of the Teacher: Ms. Sahiba Sharma
Department: Commerce
Class: BBA-I Semester: 1
Subject-Management Concepts & Practice

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	July 26 th ,2019	31 st July	Concept of Management	Lecture Method.
2.	August 1 st ,2019	August 31 st ,2019	Evolution of Management Thought, Planning-Meaning, Types, Effective Decision-making, MBO-Organization & its concepts.	Lecture Method & Presentation Method.
3.	September 1 st ,2019	September 30 th ,2019	Span of Control, Centralization & Decentralization, and Line and staff Organization, Staffing, Manpower Planning, Recruitment, Selection, Placement & Induction.	Lecture Method, Discussion Method, Online Sources
4.	October 1 st ,2019	October 31 st , 2019	Direction & Motivation, Leadership, Co-ordination & Controlling-Concept	Lecture Method , Case Studies
5.	November 1 st ,2019	November 30 th ,2019	Techniques of Controlling, Management of strategic change, Knowledge Management, Learning Organization, Managing Diversity.	Lecture Method, Case Studies