

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

**Name of the Teacher/s: Dr. Manika Kohli**  
**Department: Commerce**  
**Class: BBA- I Semester: 2**  
**Subject: Managerial and Soft Skills Management**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	9th January	31st January	Personal Development & Interpersonal Relationship; The Self Concept, Self- Management Techniques Significance of Interpersonal Relationship in Personal Life, Tips to Enhance Interpersonal Relationship, Team Building Improving Personal Memory and Other Skills	Lecture Method, Presentations, Practical examples
2.	1st February	28th February	Sources and Skills involved in Managing Stress. Career Development: The Career Autobiography, Developing Career Portfolio, Organizational Career and Upward Mobility Alternative Career Paths, Resume Writing.	Lecture Method, Case studies
3.	1st March	31st March	Communication Skills: Verbal Communication Non-Verbal Communication Other Skills: Negotiation Skills, Leadership Skills,	Lecture Method, PowerPoint presentation

			Time Management Skills, Listening Skills.	
4.	1st April	30th April	Etiquettes: Etiquettes in Social as well as Office Atmosphere, Telephone Etiquettes, E-mail Etiquettes,	Lecture Method, Online sources, Group Discussion

**Name of the Teacher: Ms. Pallavi Rani**

**Department: Commerce**

**Class: BBA- I Semester: 2**

**Subject: Financial Management**

S.No.	Date		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	9 <sup>th</sup> Jan	31 <sup>st</sup> Jan	Financial Management: Meaning, Scope and Objectives of Financial Management, Time Value of Money- Compounding Techniques and Discounting Techniques, Risk and Return.	Lecture, Discussion
2	1 <sup>st</sup> Feb	28 <sup>th</sup> Feb	Capital Budgeting: Meaning, Types, Process, Techniques of Capital Budgeting - Payback Period Method, Accounting Rate of Return, Net Present Value (NPV) Net Terminal Value Method, Internal rate of Return (IRR), Profitability Index.	Lecture, Discussion
3	1 <sup>st</sup> March	31 <sup>st</sup> March	Cost of Capital: Determination of Cost of Capital, Components of Cost of Capital, Computation of Cost of Debt, Equity Capital, Preference Share Capital and Retained Earnings, Weighted Average Cost of Capital (WACC) and Marginal Cost of Capital.	Lecture, Discussion
4.	1 <sup>st</sup> April	30 <sup>th</sup> April	Sources of Finance. Capital Structure, Meaning, Types of Leverage, Determinants of Capital Structure. Theories of Capital Structure. Dividend Policy- Relevance and Irrelevance Theories. Working Capital Management: Meaning, Types, Factors Affecting Working Capitals, Working Capital Planning and Management. Working Capital Forecasting, Methods of Estimating Working Capital	Lecture, Discussion

**Name of the Teacher: Ms. Sahiba Sharma**  
**Department: Commerce**  
**Class: BBA- I Semester: 2**  
**Subject-Business Laws**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	9 <sup>th</sup> January	31 <sup>st</sup> January	Indian Contract Act, 1972. Contract- Features & kinds, Essential of Valid Contract- offer and acceptance, Consideration, Contractual Capacity,	Lecture Method ,Discussion Method, Case Studies
2.	1st February	29 <sup>th</sup> February	Free Consent. Legality of objectives, Void Agreements, Discharge of Contracts, Contingent Contracts, Quasi Contracts, Contract of indemnity & Guarantee, Contract of Bailment & Agency.	Lecture Method & Presentation Method
3.	1st March	31 <sup>st</sup> March	Indian sale of good act- 1932, Contract of sale, Conditions & Warranties, Transfer of ownership in goods, Unpaid seller, Performance of contract of sale	Lecture Method, Case Studies
4.	1st April	30 <sup>th</sup> April	Factories Act-1948, Licensing & Registration of factories, Health, Safety, Welfare, Child Labour, Employment of women.	Lecture Method, Discussion Method

**Name of the Teacher: Dr. Kanika Sofat**

**Department: Commerce**

**Class: BBA- I Semester: 2**

**Subject: Psychology for Managers**

S. No.	Date		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	9 <sup>th</sup> Jan	31 <sup>st</sup> Jan	<p>Introduction: The Concept of Behaviour in Organizations, Significance of Organisational Behaviour; Models;. Emerging Trends: Globalisation, The Changing Workforce, Employment Relationship; Informational Technology and Organisational Behaviour.</p> <p>Individual Behaviour and Interpersonal Behaviour: The Factors Affecting Individual Behaviour, Models of Individual Behaviour, Transactional Analysis in Interpersonal Behaviour. Time Value of Money- Compounding Techniques and Discounting Techniques, Risk and Return.</p>	Lecture, Discussion
2	1 <sup>st</sup> Feb	28 <sup>th</sup> Feb	<p>Perception: Perceptual Process; Error in Perception; Improving Perception.</p> <p>Personality in Organisation: Determinants of Personality; Theories of Personality- Myers-Briggs- Types- Indicator (MBTI). Workforce Emotions, Attitude and Organisational Commitment: Types of Emotions; Managing Emotions; The Five Dimensions of Emotional Intelligence; Components of Attitude; Cognitive Dissonance Theory of Attitude; Building Organisational Commitment.</p>	Lecture, Discussion
3	1 <sup>st</sup> March	31 <sup>st</sup> March	<p>Motivation: Foundations of Employees Motivation; Content Theories of Motivation –Maslow, Herzberg , Mc Gregor and Mc Clenland. Work Team and Conflict: Stages of Team Development; Team Norms. Team Cohesiveness; Social Loafing, Conflict: Types; Sources of Conflict; Resolving conflict.</p> <p>Leadership: Concept of Transformational, Transactional and Charismatic Leadership;</p>	Lecture, Discussion

4.	1 <sup>st</sup> April	30 <sup>th</sup> April	<p>Behavioural Theory of Leadership; Managerial Grid Style; Gender Issues in Leadership.</p> <p>Organisational Culture and Stress: Components of Culture; Strategies to Merge Different Culture; Strengthening Organisational Culture. Stress- Causes of Stress; Consequences; Stress Management Strategies.</p> <p>Organisational Change: Forces for Change; Resistance to Change; Overcoming Resistance to Change.</p>	Lecture, Discussion
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