

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

Name of the Teacher/s: Dr. Namita Bhandari

Department: Commerce

Class: BBA- II Semester: 4

Subject: Goods and Services Tax

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 14 2020	January 31 2020	Introduction to Tax Structure in India, Indirect Taxes, GST Overview, Reasons behind GST	Lectures, Power Point Presentations, Group Discussion
2.	February 1 2020	February 28 2020	Pros and Cons of GST, Registration Process, CGST, SGST, IGST, Officers under GST, their Appointment, Collection of GST, Composition Levy Scheme	Lectures, Power Point Presentations, Group Discussion
3.	March 1 2020	March 31 2020	Time and Value of Supply, Supplies in Inter-State and Intra-State Trade, Place of Supply, Input Tax Credit, Returns and refunds under GST	Lectures, Power Point Presentations, Group Discussion
4.	April 1 2020	April 30 2020	Offences, Penalties, Prosecution, Appeals under GST, GST Portal, Suvidha Providers and Eco-System under GST	Lectures, Power Point Presentations, Group Discussion

Name of the Teacher- Ms. Richa Gupta

Department-Commerce

Class BBA- II Semester: 4

Subject-Human Resource Management

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	9 th January,2020	31 st January,2020	Human Resource Management-Meaning, History, Nature, Functions, Importance, Limitations, Challenges,	Lecture Method.

			Human Resource Planning.	
2.	1st February,2020	29 th February,2020	Problems & Suggestions in HRP, Succession Planning, Recruitment, Selection, Training & Development.	Lecture Method & Presentation Method.
3.	1 st March,2020	31 st March,2020	Placement, Induction, Transfer & Promotions, HRD & Policies, HRM Environment, HR Information System, Peronnel Inventory.	Lecture Method, Case Study Method.
4.	1 st April,2020	30 th April,2020	HR Records, HR Research- Objectives, Kinds & Techniques, HR & Audit.	Lecture Method.

Name of the Teacher- Ms. Raman Ghuman
Department-Commerce
Class BBA- II Semester: 4
Subject: Research Methodology

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	9 th January,2020	31 st January,2020	Research-Meaning, Characteristics, Types, Process and Utility. Research Design-Meaning, Types and Features of Good Research Design. Qualitative and Quantitative Research.	Lecture Method. Discussion Method Online Sources

2.	1 st February,2020	29 th February,2020	Importance of Review of Literature. The Research Proposal. Primary and Secondary Data. Methods of Data Collection. Measurement and Scaling, Designing of Questionnaire and Schedule, Formulating Hypothesis, Ethics in Business Research.	Lecture Method & Presentation Method.
3.	1 st March,2020	31 st March,2020	Sampling Design and Sampling Procedure. Sampling and Non-Sampling Errors. Data Analysis and Interpretation.	Lecture Method, Case Study Method.
4.	1 st April,2020	30 th April,2020	Hypothesis Testing-t-Test, Chi-Square Test, Test of Mean and Proportion, Report Writing. Role of Computers in Research.	Lecture Method. Online Sources

Name of the Teacher: Ms. Garima Khanna

Department: Commerce

Class: BBA-2 Semester: 4

Subject: Project Management

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	9 th Jan	31 st Jan	Concept of Project, Project Management, Project Manager	Lecture Method, Group Discussion, Case Studies
2.	1 st Feb	29 th Feb	Generating and Screening of ideas, Feasibility Studies- Technical, Economic, Social and Legal, Project Appraisal Techniques	Lecture Method, Practical Assignment for Feasibility study

3.	1 st March	31 th March	Project Risk, Project Evaluation, Project Organization and Control- Project Network Analysis	Lecture Method, PPT, Group Discussion
4.	1 st April	30 th April	PERT, CPM, Over Run, Project Reporting , Principles of Good Reporting System	Lecture Method, Discussion, Numericals