

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

Name of the Teacher/s: Dr. Namita Bhandari, Dr. Gagandeep Kaur and Ms. Indra Gupta

Department: Commerce

Class: B.Com I Semester: 2

Subject: Business Laws

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 9, 2020	January 31 2020	Sales of Good Act	Lectures, Power Point Presentations, Group Discussion
2.	February 1 2020	February 28 2020	Industrial Dispute Act	Lectures, Power Point Presentations, Group Discussion
3.	March 1 2020	March 31 2020	Factories Act	Lectures, Power Point Presentations, Group Discussion
4.	April 1 2020	April 30 2020	Negotiable Instruments Act	Lectures, Power Point Presentations, Group Discussion

Name of the Teacher: Ms. Vandita Kapoor and Dr. Gunjan

Department: Commerce

Class: B.Com I Semester: 2

Subject: Corporate Accounting

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	8 th Jan	31 st Jan	Issue of Shares Buy-Back of Shares Redemption of Preference Shares	Lecture method, Group discussion, Numericals Assessment Assignments allotted.
2	1 st Feb	28 th Feb	Issue of Debentures Underwriting of Shares and Debentures Right Shares and Bonus Shares Revision for MSTs	Lecture method, Group discussion, Numericals

3	1 st March	31 st March	Profit prior to incorporation Managerial Remuneration Redemption of Debentures	Lecture method, ,Numericals Presentations for assessment Collection of Practical Assignments
4	1 st April	30th April	Accounts of Banking Companies Accounts of Insurance Companies Final Accounts of Companies Revision for final Semester Exams	Lecture method, ,Numericals and Tests Review of Practical maintenance of Final accounts of Companies, Case Studies of Final Accounts

Name of the Teacher/s: Dr. Kanika Sofat and Ms. Raman Ghuman
Department: Commerce
Class: B.Com I Semester: 2
Subject: Human Resource Management

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	January 9, 2020	January 31 2020	Human Resource Management: Introduction, Meaning and Definitions, Brief History, Nature, Functions, Importance and Limitations of HRM. Contemporary Challenges in HRM. Human Resource Planning; Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR Planning and Way for Effective HR Planning.	Lectures, Group Discussion, Online Sources
2.	February 1 2020	February 28 2020	Job Analysis and Job Design: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis.	Lectures, Group Discussion, Case Study Method

			<p>Job Design- Meaning, Objectives and Techniques of Job Design.</p> <p>Recruitment and Selection: Meaning and Definitions, Importance and Purpose, Process, Factors Affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in Recruitment.</p>	
3.	March 1 2020	March 31 2020	<p>Selection: Meaning and Definition, Selection Process and Methods.</p> <p>Placement and Induction: Meaning and Problems in Placement. Induction: Meaning, Objectives, Contents, Elements, Procedure and Problems in Induction</p> <p>Training and Development: Concepts, Importance, Identification of Training Needs. Types of Training: On the Job and Off the Job Methods of Training. Designing and Evaluation of Training Programmes.</p>	Lectures, Group Discussion, Online Sources
4.	April 1 2020	April 30 2020	<p>Meaning of Development, Difference between Training and Development.</p> <p>Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to Make it Effective. Internal Mobility and Transfers: Promotions, Demotions and Other Forms of Separations, Definitions, Purpose, and Basis of Promotions. Transfer: Definitions, Purpose,</p>	Lectures, Group Discussion, Online Sources, Case Study.

			Types and Transfer Policy. Compensation Management: Concept, Methods of Wage payments and Incentive Plans, Fringe Benefits.	
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Name of the Teacher/s: Ms. Sahiba Sharma and Dr. Nidhi Tanwar

Department: Commerce

Class: B.Com-I Semester: 2

Subject: E-Commerce

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	9 th Jan	31 st Jan	Electronic Commerce Framework, History, Basics and Tools of E- Commerce, Regulatory Aspects of E-Commerce.	Lecture method, Group discussion, online sources
2	1 st Feb	29 th Feb	Present Status of E- Commerce in India, Comparison of Web-based with Traditional Business; Growth of E-Commerce – Present and potential. E- Business : Meaning, Importance, Models Based on the Relationships of Transacting Parties (B2B, B2C, C2C and C2B	Lecture method, Group discussion, discussion of newspaper articles, online sources
3	1 st March	31 st March	Changing Structure of Organisation – The Impact of E-Commerce on Various Business Sectors such as Entertainment, Education, Health Services, Publishing and Financial Services. SocioEconomic Impacts of E-Commerce.	Lecture method, Group discussion, discussion of newspaper articles on e- commerce, online sources

4	1 st April	30 th April	<p>Electronic Payment System: Types of Payment System — E-Cash and Currency Servers, ECheques, Credit Cards, Smart Cards, Electronic Purses and Debit Cards.</p> <p>Electronic Data Interchange, Digital Signatures, Cryptography, Interoperability and Intercompatibility</p>	<p>Lecture method, Group discussion, discussion of newspaper articles on e-commerce, online sources</p>
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