

## Lesson Plan

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (ODD Semester)**  
**Session – (2021-22)**

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

**Department - Commerce**

**Class-B.B.A- 1st Year (1st Sem)**

**Subject-Organizational Behaviour ( BBA 102)**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	23rd Sep 2021	30 <sup>th</sup> Sep 2021	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.	Online Lecture Method, Online Sources, Group Discussion
2.	1st Oct 2021	31 <sup>st</sup> Oct 2021	Individual Behaviour and Interpersonal Behaviour: The Factors Affecting Individual Behaviour, Models of Individual Behaviour, Transactional Analysis in Interpersonal Behaviour. Perception: Perceptual Process; Error in Perception; Improving Perception. Personality in Organisation: Determinants of Personality; Theories of Personality-Myers-	Online Sources, Group Discussion, PPT s

			BriggsTypes- Indicator (MBTI).	
3.	1st Nov 2021	15 <sup>th</sup> Nov 2021	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.	Discussion Method, Online Sources, Case Studies, PPT ,Assignments
4.	15st Nov 2021	30 <sup>th</sup> Nov 2021	Motivation: Foundations of Employees Motivation; Content Theories of Motivation –Maslow, Herzberg , Mc Gregor and Mc Cllenland. Work Team and Conflict: Stages of Team Development; Team Norms. Team Cohesiveness; Social Loafing, Conflict: Types; Sources of Conflict; Resolving conflict.	
4.	1st Dec 2021	16 <sup>th</sup> Dec 2021	Organisational Culture and Stress: Components of Culture; Strategies to Merge Different Culture; Strengthening Organisational Culture. Stress- Causes of Stress; Consequences; Stress Management Strategies. Organisational Change: Forces for Change; Resistance to Change;	Discussion Method, Online Sources, Case Studies, PPT, Revision Test

			Overcoming Resistance to Change, Revision of the entire syllabus	
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**Name of the Teacher - Ms. Sahiba Sharma**

**Department - Commerce**

**Class-B.B.A- 1st Year (1st Sem)**

**Subject-Management Concepts & Practice ( BBA 104)**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	23rd Sep 2021	30 <sup>th</sup> Sep 2021	Concept of Management, Principles, Process, Levels, Functions,	Online Lecture Method, Online Sources, Group Discussion
2.	1st Oct 2021	31 <sup>st</sup> Oct 2021	Evolution of Management Thought, Planning, Effective Decision making, MBO, Span of Control, Centralization & Decentralization, Line and staff Organization, Staffing, Manpower Planning, Recruitment, Selection, Placement & Induction.	Online Sources, Group Discussion, PPT s
3.	1st Nov 2021	30 <sup>th</sup> Nov 2021	Direction & Motivation, Leadership, Co-ordination & Controlling-Concept, Techniques of Controlling, Management of strategic change, Knowledge Management	Discussion Method, Online Sources, Case Studies, PPT ,Assignments

4.	1st Dec 2021	16 <sup>th</sup> Dec 2021	Learning Organization, Managing Diversity, Revision	Discussion Method, Online Sources, Case Studies, PPT, Revision Test
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**Name of the Teacher: Vandita Kapoor**

**Department: Commerce**

**Class: BBA 1<sup>st</sup> Sem Subject: BBA 105: FINANCIAL ACCOUNTING**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	23 <sup>rd</sup> Sep 2021	30 <sup>th</sup> Sep 2021	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.	<b>Online and offline (blended)Lectures and Discussion with practicals.</b>
2	1st Oct 2021	31 <sup>st</sup> Oct 2021	Accounting Equation. Accounting Principles, Accounting Concepts and Conventions, Accounting cycle, Journals, Ledger, and Trial Balance. Depreciation Provisions and Reserves: Methods, Types	<b>Lectures, Tests, and practice of Numericals</b>
3	1st Nov 2021	30 <sup>th</sup> Nov 2021	Accounting for Final Accounts: Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern. Accounting for Issue and Forfeiture of Shares, Reissue of Shares, Employee Stock Option Plan, Right Issue and Bonus Share	<b>Lectures and practice of Numericals</b>

4.	1st Dec 2021	16th Dec 2021	Cash Book and Bank Reconciliation Statement.	<b>Lectures, Revision Tests and Power Point Presentations</b>
5.	1st Jan 2021	31 <sup>st</sup> Jan 2021		<b>Lecture, Discussion and Power Point Presentation</b>
6.	1 <sup>st</sup> Feb 2021	15 <sup>th</sup> Feb 2021	Accounting for Issue and Redemption of Debenture, Final Accounts of Companies	<b>Lecture, Discussion and Power Point Presentation</b>