

MCM DAV College for Women, Sector – 36A, Chandigarh

MONTHLY TEACHING PLAN (Odd Semester)

Session (2022-23)

Name of Teacher: Ms. Ruhani Mahajan

Department: Commerce

Class: B.B.A III (Semester 5)

Subject: Insurance and Risk management (301)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	13 August	31 st August	Concept, Nature of Insurance, Functions of Insurance, Importance of Insurance, Principles of Insurance Contract	lecture method with Live examples
2	1 st September	30 th September	Features of Life and Non-life Insurance. Insurance and IRDA: IRDA Act 1999, Provisions, Duties, Powers and Functions of IRDA. Risk and risk management process - Concept of risk, risk vs. Uncertainty	Interactive lecture method with group discussion, Assignments allotted
3	1 st October	31 st October	Types of risks, risk identification evaluation. Risk management objectives-selecting and implementing risk management techniques. Commercial risk management applications– property–liability– commercial property insurance different policies	Lecture method with cases
4	1 st November	25 th November	contracts–business liability and risk management insurance– workers' compensation and risk financing and revision	Lecture method, Group Discussion and elicitation

Name of the Teachers: Dr. Kiran Jindal

Department: Commerce

Class: BBA III (V Semester)

Subject: Financial Institutions and Markets (302)

Sr. No.	Date(Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	August 13 th , 2022	August 31 st , 2022	Meaning, Importance, Functions and Structure (Overview of Financial Markets, Financial Institutions, Financial Instruments and Financial Services). Structure of Indian Money Market (Organized, Co-operative and Unorganized Sectors).	lecture Method
2	September 1 st , 2022	September 30 th , 2022	Instruments of Money Market – Call/Notice/term Money, Repurchase Agreements, TBills, Commercial Bills, Commercial Papers, Certificate of Deposits and Money Market Mutual Funds; and Discount and Finance House of India. Indian Capital Market; Capital Market Instruments; Primary Market (New Issue Market and Listing of Securities); Secondary Market with special reference to Stock Exchanges and their functioning.	Lecture method
3	October 1 st , 2022	October 31 st , 2022	Indian Clearing Corporation Ltd. and Role of Securities and Exchange Board of India. Introduction to Commodity Markets Overview of Euromarkets with special reference to Euro currency and Eurobonds. Financial Services – Meaning and Importance Merchant Banking and Investment Banking – A brief overview of Issue Management.	Lecture method
4	November 1 st , 2022	November 25 th , 2022	Underwriting Services, Corporate Debt Restructuring, Project Counselling, Portfolio Management and Loan Syndication Mutual Funds – concept, advantages, mutual funds schemes (growth, income, balanced, gilt –edged, equity – linked and money market mutual funds) Factoring Services – concept, functions of a factor, and types of factoring. Recent Trends in Credit Rating Services in India- Role of ICRA and CRISIL	lecture Method

Name of Teacher: Dr. Amandeep Kaur

Department: PG Department of Commerce

Class: BBA-3rd Year (Semester-5th)

Subject: Business Environment (BBA 303)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	13th August, 2022	31 st August, 2022	Theoretical Framework of Business Environment: Concept, Significance and Nature of Business Environment; Elements of Environment- Internal, External, Micro and Macro; Interaction Matrix between various Environmental Factors. Environmental Analysis: Need, Process, Techniques & Limitations of Environmental Analysis	Lecture Method, Discussion
2	1 st September, 2022	30 th September, 2022	Economic Environment: Key Elements of Economic Environment – Economic factors, Economic Systems, Economic Planning – Objectives & Strategies of Current Five Year Plan, Formation and Functions of NITI Aayog, Economic Policies – Industrial, Monetary & Fiscal (Tools & Latest Policies). Political & Legal Environment: Key Elements of Political Environment, Relationship between Business and Government, Economic Role of Government.	Lecture Method, Discussion, Assignments Allotted.
3	1 st October, 2022	31 st October, 2022	Socio-Cultural Environment: Nature and Impact of Culture on Business, Social Responsibilities of Business, Social audit, Emergence of Middle Class and its influence on Business. International Trade Environment (a brief overview) - Mercantilism, Absolute Advantage, Comparative Advantage, Factor Endowment, Product life cycle, Porter's Diamond Model. Government Influence on Trade- Tariff and non- tariff measures.	Lecture Method,
4	1 st November, 2022	25 th November, 2022	International Organizations: WTO- Its Objectives, principles, organizational structure and functioning. An overview of– UNCTAD, World Bank and IMF. Trends in India's Foreign Trade- volume, composition and direction of trade. Balance of payment crisis, EXIM Policy	Lecture Method, Assignments Allotted.

Name of the Teacher – Dr. Kanika Sofat

Department - Commerce

Class-B.B.A - 3rd Year (5th Sem)

Subject-Entrepreneurship and Small Business Management (BBA- 304)

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	13 th August	30 th August	Entrepreneurship- Entrepreneur, Definition, Characteristics, Need, Theories, Difference between entrepreneur and self-employed person, entrepreneur and manager, Intrapreneur, Socio Economic role of Entrepreneurship	Online Lecture Method, Online Sources, Group Discussion
2.	1st September	30 st September	Entrepreneurial Motivation: Internal and External factors affecting motivation, relation to entrepreneurial motivation & behavior. Entrepreneurial Competencies, EDP's	Online Sources, Group Discussion, PPT s
3.	1st October	15 th October	Project Planning and Project Plan, Considerations in Product/Project Selection, Market Survey, Project Classification, Writing a Project plan, Project Appraisal and Documentation : Project Appraisal and Clearance for availing financial support	Discussion Method, Online Sources, Case Studies, PPT ,Assignments
4.	15 st October	31 th October	Small Business: Small Business as a seed bed of entrepreneurship, Evolution and development of small business, SSI , concept, definition, characteristics, classification, advantages and problems . Role of small business	Discussion Method, Online Sources, Case Studies, PPT, Revision Test
4.	1st November	25 th November	The Start Up Process: Procedure for setting up a small-scale unit; Planning, Implementation, Initial Strategic Planning. Management Process in Small Business: Product and marketing scope, legal and tax consideration, risk analysis and financial consideration. National Policies for small business development: Governmental and non-governmental policies and assistance in setting up SSI, Institutional support to small entrepreneurs from NSIC, SIDO, TCO	Discussion Method, Online Sources, Case Studies, PPT, Revision Test

Name of the Teacher/s: Ms. Smriti Nayyar

Department: Commerce

Class: B.B.A (5th Semester)

Subject: Consumer Behaviour (305)

Sr. No	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	13 August	31 August	Consumer Behaviour: Nature, characteristics, Scope, Relevance & Application; Importance of consumer behaviour in marketing decisions; Consumer Vs Industrial Buying Behaviour Determinants of Consumer Behaviour: Role of Motivation; Personality and Self Concept; Attention and Perception; Consumer Learning; Consumer Attitudes- Formation and Change; Consumer Values and Lifestyles	Lectures, Power Point Presentations, Group Discussion
2	1 September	30 September	External Determinants of Consumer Behaviour: Influence of Culture and Sub Culture; Social Class; Reference Groups and Family Influences; Basic models of consumer behaviour – Nicosia, Howard & Seth, Blackwell. Consumer Decision Making Process: Problem Recognition- methods of problem solving; prepurchase search influences- information search; alternative evaluation and selection; outlet selection and purchase decision (compensatory decision rule, conjunctive decision, rule, Lexicographic rule, affect referral, disjunctive rule); Post Purchase Behaviour; Situational Influences; Cognitive Dissonance	Lectures, Power Point Presentations, Group Discussion
3.	1 October	31 October	Diffusion of Innovation: Definition of innovation, product characteristics influencing diffusion, resistance to innovation, adoption process Consumer Involvement: Role of Consumer Involvement; Customer Satisfaction; Consumer behaviour- interdisciplinary approach	Lectures, Power Point Presentations, Group Discussion
4.	1 November	25 November	Researching Consumer Behaviour: Online Customer Behaviour; Diversity of Consumer Behaviour; Role of Consumer Behaviour in Marketing Strategy	Lectures, Power Point Presentations, Group Discussion

Name of Teacher: Ms. Ruhani Mahajan

Department: Commerce

Class: B.B.A, Semester 5

Subject: Sales and Logistics Management-BBA-306

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	13 August	31 st August	Introduction to Sales Management & Importance of Sales Force, Functions of sales manager	lecture method with Live examples
2	1 st September	30 th September	Nature and importance of Personal Selling and Salesmanship, objectives and theories of personal selling. Sales forecasting Methods, Sales Budget - Importance, Process of Sales Budget, Uses of sales budget, Sales territory considerations in allocation of sales territory	Interactive lecture method with group discussion, Assignments allotted
3	1 st October	31 st October	Sales Quota, Objectives, Principles of Ceiling Sales Quota, Administration of Sales Quota, Uses of Sales Quota. Introduction to Logistic Management- concept, Transportations, Inventory, Warehousing, Managing logistics. Concepts and importance of a Supply Chain (SC), Key issues of Supply Chain Management	Lecture method with cases
4	1 st November	25 November	Competitive and SC strategies, achieving strategic fit, Strategic Alliances, Third party and fourth party logistics, Reverse Logistics, Retailer- Supplier partnerships (RSP), Contract Sharing, Supplier evaluation and selection, Use of best practices and Information Technology (IT) in Supply Chain Management	Lecture method, Group Discussion and elicitation

Name of Teacher: Dr. Ritu Rani

Department: Commerce

Class: BBA Semester 5th

Subject: Organizational Development (BBA 309)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	13 th August	31 th August	Organizational Development, Evolution, Process, Benefits and Limitations, Values, Assumptions and Beliefs in OD, OD Models	Offline Lecture method, Case Studies Discussion
2	1 st September	30 st September	OD PROCESS: The Six Box Model, Third wave consulting, Phases of OD Programs, Change Management Models, The Generic Parallel Learning Structure Intervention Process, Steps to Transforming an Organization.	Offline Lecture method, Assignments Alloted
3	1 st October	31 th October	OD Interventions: Factors to Plan and Implement OD, Results of OD Interventions, Classification of OD Interventions. OD Consultation: Process Consultation, Coaching and Counseling Interventions. Team Building: Gestalt Approach to Team Building, Techniques in Team Building.	Offline Lecture method,
4	1 st November	25 th November	Applications of OD: Socio-Technical Systems, Self-Managed Teams, MBO and Appraisal, Quality Circles, Quality of Work Life, Total Quality Management, Self-Design 59 Systems, High Performance work systems.	Offline Lecture method

Name of Teacher: Dr. Manika Kohli

Department: Commerce

Class: BBA -3rd Year (Semester- 5th)

Subject: Industrial Relations and Labour Legislation (BBA 310)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	13 th August 2022	31 st August 2022	Industrial Relations: Concepts, Objectives, Scope, Importance, Participants, Essentials of effective Industrial Relations, Factors affecting Industrial Relations, Constraints of IR Approaches of IR: Systems Approach, Oxford Approach, Industrial Sociology Approach, Action Theory Approach, Marxist Approach, Pluralist Approach, Human Relations Approach, Gandhian Approach, Psychological Approach, Sociological Approach, Socio-ethical Approach	Lecture Method, Class Discussion, Online sources
2	1 st September 2022	30 th September 2022	Industrial Conflicts: Nature, Form, Causes, Effects Collective bargaining: Nature and functions; Types of bargaining; Collective bargaining in the Indian context; Negotiating a collective bargaining agreement. Grievance administration: Concept, Procedure, Guidelines, Discipline	Lecture Method, Discussion. Online sources
3	1 st October 2022	31 st October 2022	Industrial Disputes Act, 1947: Introduction, Scope, Objectives, Definitions, Modes of settlement of Industrial Disputes (Conciliation, Adjudication, Arbitration), Provisions regarding Strikes, Lock-outs, Layoff and Retrenchment. Factories Act: Objectives, Definitions, Health, Safety, Welfare, Working hours of adults, Employment of women, child labour, leave with wages Trade Unions Act, 1926: Introduction, Objectives, Provisions regarding Registration of Trade Union, Cancellation of Trade Union, Duties, Liabilities, Rights & Privileges of a Registered Trade Union.	Lecture Method, Discussion. Practical examples
4	1 st November 2022	25 th November 2022	Payment of Wages Act, 1936: Introduction, Scope, Objectives, Definitions, Rules of payment of wages and deductions from wage. Minimum Wages Act, 1948: Meaning of 'wage' under the Act, Procedure for fixing Minimum Wage, Obligation of employer to pay Minimum Wage, Authorities and Remedies under the Act.	Lecture Method, Discussion, Assignments