

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans of
BBA 1ST YEAR
(Even Semester)
Session – (2022-23)

Name of the Teacher/s: Dr. Kanika Sofat

Department: Commerce

Class: BBA I Semester : 2

Subject: Legal Aspects of Business BBA 124

S.no	From	To	Topics to be covered	Academic Activity undertaken
1	16 th Jan 2023	15 th Feb 2023	The Indian Contract Act, 1972: Contract- Meaning, Characteristics and Kinds, Essentials of a Valid Contract- Offer and Acceptance, Consideration, Contractual Capacity, Free Consent,	Lectures, Power Point Presentations, Group Discussion
2	16 th Feb 2023	1 st March 2023	Legality of Objectives. Void Agreements, Discharge of Contract Modes of Discharge including Breach and its Remedies. Special Contracts: Contingent Contracts, Quasi Contracts, Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency	Lectures, Power Point Presentations, Group Discussion
3	2 nd March 2023	30 th March 2023	The Indian Sale of Goods Act, 1930: Contract of Sale, Meaning and difference between Sale and Agreement to Sell, Conditions and Warranties, Transfer of Ownership in Goods including Sale by Non- Owners, Performance of Contract of Sale, Unpaid Seller- Meaning and Rights of An Unpaid Seller against the Goods and the Buyer	Lectures, Power Point Presentations, Group Discussion
4	1 st April 2023	20 th April 2023	The Consumer Protection Act, 2019: Introduction, Objectives Commencement & Application, Definitions, Salient Features,	Lectures, Power Point Presentations, Group Discussion

5.	21 st April 2023	29 th April 2023	Grievance Redressal Machinery. Revision for the exams	Lectures, Power Point Presentations, Group Discussion
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Name of the Teacher/s: Ms Sahiba Sharma

Department: PG Department of Commerce

Class: BBA I (2nd Semester)

Subject: Personality Development & Professional Skills (BBA 125)

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	16 th Jan,2023	31 st Jan,2023	Components of self-concept, factors affecting self-concept, self-management techniques, forms of interpersonal relationships, competencies and enhancing interpersonal skills. Improving Personal Skills: improving reading skills, problem solving skills, creativity skills, listening skills, time management skills.	Lecture Method, Group discussion, Online Sources
2	1 st Feb,2023	28 th Feb,2023	Public speaking and presentation skills, group discussion, types of group discussions, tips for successful participation in GD, job interviews and it's types, preparation and do's and don'ts for an interview, Resume writing and job application.	Lecture Method, PPT, Group discussion, Online Sources, Case Studies
3	1 st March,2023	31 st March,2023	Team development, conflict resolution and team behaviors, concepts and guidelines for successful negotiation, leadership skills, trends in	Lecture Method, PPT, Group discussion, Online Sources, Case Studies, Assignments

			leadership style. Work Culture, Ethics and Stress Management: Meaning and learning organizational culture, work environment and ethics, sources of stress and ways to cope up with stress.	
4	1 st April,2023	29 th April,2023	Need and importance of capacity building, zones of learning and strategies for capacity building, Non-Verbal Communication. Work Place Etiquettes: Personal appearance, posture and gestures, facial expressions, conduct at the work place, telephone, and email etiquettes. Revision for the final exams	Lecture Method, Class Presentations, Group discussion, Revision Test and Doubt Clearing Session

Name of the Teacher: Dr. Vandita Kapoor

Department: Commerce

Class: BBA 2nd Sem Subject: BBA 126: MANAGERIAL ACCOUNTING

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	16 th Jan 2023	31 st Jan 2023	Objectives, Nature and scope of Management Accounting, Relationship and comparison with Cost Accounting and Financial Accounting, Limitations of Management Accounting.	Discussion, Explanation, Notes, Tapping of online sources/References
2	1 st Feb 2023	4 th Feb 2023	Nature, Importance and Limitations of Financial Accounting	Discussion, Explanation, Notes, Tapping of online sources/References
3	5 th Feb 2023	15 th Feb 2023	Tools of Financial Analysis: Trend Analysis, Common Size and Comparative Statements.	Discussion, Explanation, Numericals, online sources/questions/Numericals.

4.	16 th Feb 2023	28 th Feb 2023	Ratio Analysis: Meaning, objectives, uses. Types of Ratios: Liquidity, Activity, Profitability, Solvency, Turnover.	Discussion, Explanation, Numericals, online sources/questions/Numericals.
5.	1 st March 2023	20 th March 2023	Fund Flow Statement- Meaning, purpose, format, Importance, Funds from Operations. Cash Flow Statement: Meaning, purpose, format, Methods. Cost Concepts and Classification.	Discussion, Explanation, Numericals, online sources/questions/Numericals. Revision for MSTs
6.	21 st March 2023	15 th April 2023	Absorption and Marginal Costing. Cost Volume Profit and Break-Even Analysis. Decision Making to key factor, Price fixation, Export Order, Make or Buy decisions.	Discussion, Explanation, Numericals , online sources/questions/Numericals.
7.	16 th April 2023	30 th April 2023	Revision Exercises, Assignments, Presentations.	Numericals, online sources/questions/Numericals.