

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

MONTHLY TEACHING PLAN (Even Semester)

Session (2022-23)

Name of Teacher: Dr. Manika Kohli

Department: Commerce

Class: BBA -2nd Year (Semester- 4th)

Subject: Financial management (BBA-222)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	16 th January 2023	31 st January 2023	Financial management: Meaning, scope, objectives. Time value of money: Compounding and discounting techniques	Lecture Method, Class Discussion, Online sources
2	1 st February 2023	28 th February 2023	Capital budgeting- Meaning, types, process, Techniques including Payback period method, NPV method, IRR method, Profitability method. Risk and Return Leverages and its types, EBIT-EPS analysis	Lecture Method, Discussion. Online sources Assignments
3	1 st March 2023	31 st March 2023	Cost of capital- Components, Determination, Computation of Weighted average cost of capital (WACC) Marginal cost of capital and specific sources. Dividend policies- Relevance and Irrelevance theories	Lecture Method, Discussion. Practical examples Assignments

4	1 st April 2023	29 th April 2023	<p>Capital structure- Meaning, Determinants</p> <p>Working capital management- Meaning, types, factors affecting working capital, Working capital forecasting, Methods of Estimation.</p>	<p>Lecture Method, Discussion,</p> <p>Assignments</p>

Name of the Teacher: Ms. Raman Ghuman
Department: Commerce
Class: BBA-II Semester: IV
Subject: Research Methodology (BBA- 223)

S.No	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	16 th Jan 2023	31 st Jan 2023	Research-Meaning, Characteristics, Types, Process and Utility. Research Design-Meaning, Types and Features of Good Research Design. Qualitative and Quantitative Research.	Lecture Method, PPT, Discussion Method, online sources, Activity based learning.
2	1 st Feb 2023	28 th Feb 2023	Importance of Review of Literature. The Research Proposal. Primary and Secondary Data. Methods of Data Collection. Measurement and Scaling, Designing of Questionnaire and Schedule.	Lecture Method, PPT, Discussion Method, online sources, Activity based learning.
3	1 st March 2023	31 st March 2023	Formulating Hypothesis. Sampling Design and Sampling Procedure. Sampling and Non-Sampling Errors. Data Analysis and Interpretation.	Lecture method, Group Discussion, Case Study method. Mid semester tests.
4	1 st April 2023	29 th April 2023	Hypothesis Testing: t-test, Chi-Square test, test of Mean and Proportion, Report Writing. Ethics in Business Research. Role of Computers in Research.	Lecture method, Group Discussion, Activity based learning, Case Study method, Revision tests.

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Monthly Teaching Plans (Even Semester)

Session – (2022-23)

Name of the Teacher/s: Dr. Kanika Sofat

Department: Commerce

Class: BBA-II Semester (4th Semester)

Subject: Human Resource Management (BBA-224)

S.no	From	To	Topics to be covered	Academic Activity undertaken
1	15 th Jan 2023	31 st Jan 2023	Human resource management- Introduction, meaning, definitions, brief history, nature, functions, importance and limitations of HRM. Challenges faced by HR Managers Human resource Planning- Introduction, definitions, features, need, objectives, process, factors affecting HR Planning Types, benefits, problems, and suggestions to make HR Planning effective	Lectures, Power Point Presentations, Group Discussion
2	1 st Feb 2023	28 st Feb 2023	Succession Planning Recruitment Selection Training & Development	Lectures, Power Point Presentations, Group Discussion
3	1 st March	31 th March	Placement & Induction Transfers and Promotions	Lectures, Power Point

	2023	2023	<p>HR Department & Policies- Organizational design of HR department, HR Composition, functions, HR Environment</p> <p>HR Information system- Meaning, need, objectives, process, designing of HRIS, Computerized HRIS, Personnel inventory</p>	<p>Presentations, Group Discussion</p>
4	1st April 2023	29 th April 2023	<p>HR Records- Meaning, purpose, essentials of good record keeping, significance, description</p> <p>HR Research- objectives, kinds and techniques</p> <p>HR Audit- objectives, need, process, types & approaches</p> <p>Case studies on the relevant topics</p>	<p>Lectures, Power Point Presentations, Group Discussion</p>

Monthly Teaching Plan (Even Semester)
Session – (2022-23)

Name of the Teacher/s: Ms. Smriti Nayyar

Department: Commerce

Class: B.B.A (4th Semester) Subject: Tax Laws II (BBA-225)

Sr.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	16 January	28 January	Overview of Goods and Services Tax, Implementation of GST, Reasons for GST introduction, Pros and cons of GST, Registration procedure under GST, CGST/ SGST Act, 2017	Lectures, Power Point Presentations, Group Discussion
2.	30 January	21 February	Classes of officers under GST, their appointment and powers; Levy and collection of CGST/ SGST; Composition Levy scheme; Time and value of supply.	Lectures, Power Point Presentations, Group Discussion
3.	22 February	24 March	IGST Act, 2017: Definitions, Supplies in the course of inter-State trade or commerce, Supplies in the course of intra-State trade or commerce, Levy and collection of IGST	Lectures, Power Point Presentations, Group Discussion
4.	25 March	29 April	Power to grant exemption from tax, place of supply under IGST; Input tax credit; Returns under GST; Refund of tax; offences and penalties.	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 2 (4th Semester)
Subject: BBA 226: Fundamentals of E-commerce

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	16 th Jan,2023	31 st Jan,2023	Electronic Commerce Framework, History, Basics and Tools of E-Commerce, Comparison of Web-based with Traditional Business; Growth of E-Commerce – Present and potential.	Lecture Method, Group discussion, Online Sources
2	1 st Feb,2023	28 th Feb,2023	E Business: Meaning, Importance, Models Based on the Relationships of Transacting Parties (B2B, B2C, C2C and C2B), Present Status of E-Commerce in India, Regulatory Aspects of ECommerce.	Lecture Method, PPT, Group discussion, Online Sources, Case Studies
3	1 st March,2023	31 st March,2023	Electronic Payment System: Types of Payment System — E-Cash and Currency Servers, Echeques, Credit Cards, Smart Cards, Electronic Purses and Debit Cards. Electronic Data Interchange, Digital Signatures, Cryptography, Interoperability and Intercompatibility	Lecture Method, PPT, Group discussion, Online Sources, Case Studies, Assignments
4	1 st April,2023	29 th April,2023	Changing Structure of Organization – The Impact of E-Commerce on Various Business Sectors such as Entertainment, Education, Health Services, Publishing	Lecture Method, Class Presentations, Group discussion, Revision Test and Doubt Clearing Session

			and Financial Services. Socioeconomic Impacts of E-Commerce. Revision for the final exams.	
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