

Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh
MONTHLY TEACHING PLAN (Odd Semester)
Session (2025-26)

Name of Teacher/s: New Teacher

Department: Commerce

Class: BBA II (Semester 3rd)

Subject: Psychology for Managers (NBBA 301)

Sr. No.	Date (Monthly)		Topics to be covered	Academic Activity Undertaken
	From	To		
1	14 th July	31 th July	Introduction to Organizational Behavior: Concepts, Definitions, Need, Importance, Contributing Disciplines, Nature, and Scope.	Offline Lecture method
2	1 st August	31 th August	Individual Behavior: Introduction and Meaning; Factors Affecting Individual Behavior. Personality: Meaning, Characteristics, Determinants, and Theories of Personality.	Offline Lecture method, Test Assessment case study
3	1 st September	30 th September	Perception: Nature, Importance, Perception Process, Perceptual Errors, and Distortions. Attitudes and Values: Components, Sources, Measurement, Concept, Sources, and Types of Values.	Offline Lecture method, assessment Assignments Allotted
4	1 st October	31 th October	Motivation: Meaning, Importance, Theories of Motivation (Maslow, Herzberg, Expectancy Theory), and Morale. Interpersonal Behavior and Transactional Analysis: Meaning and Application in Organizational Settings.	Offline Lecture method
5	1 st November	13 th November	Leadership: Definition, Importance, Leadership Styles, Models, and Theories of Leadership. Conflict Management: Types and Causes of Conflict; Conflict Resolution Techniques.	Offline Lecture method, Tests

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MONTHLY TEACHING PLAN (Odd Semester)
Session (2025-26)

Name of Teacher/s: Ms. Shelly Nanda

Department: Commerce

Class: BBA II (Semester 3rd)

Subject: Marketing Management (NBBA 302)

Sr. No.	Date (Monthly)		Topics to be covered	Academic Activity Undertaken
	From	To		
1	14 th July	31 th July	Introduction to Marketing: Meaning, Nature, and Scope of Marketing; Marketing Concepts and Philosophies (Production Concept, Product Concept, Selling Concept, Marketing Concept, Holistic Marketing Concept); Marketing Process. Marketing Mix: 4Ps of Marketing (Product, Price, Place, Promotion). Marketing Environment: Overview of the Marketing Environment; Key Environmental Factors (Demographic, Economic, Political, Legal, Socio-Cultural, Technological Environment) with a focus on the Indian Context.	Offline Lecture method Case study
2	1 st August	31 th August	Portfolio Approach: The Boston Consulting Group (BCG) Matrix. Market Segmentation, Targeting, and Positioning (STP): Basis for Segmenting Consumer Markets; Targeting Strategies; Positioning Concepts. Consumer Buying Behaviour: Factors Influencing Consumer Behaviour; Buying Decision Process.	Offline Lecture method, Group Discussion, Case study
3	1 st September	30 th September	Product Decisions: Concept of Product Life Cycle (PLC); PLC Marketing Strategies; Product Classification; Product Line and Product Mix Decisions; Branding Decisions; Packaging and Labelling Decisions. Pricing Decisions: Determinants of Price; Pricing Methods and Strategies. Promotion Decisions: Factors Determining the Promotion Mix; Promotional Tools (Advertising, Sales Promotion, Public Relations, Personal Selling).	Offline Lecture method, Assignments Group Discussion, Case study
4	1 st October	31 th October	Marketing Channel Decisions: Channel Functions; Channel Levels; Types of Intermediaries (Wholesalers and Retailers); Channel Management and Conflict Resolution; Physical Distribution.	Offline Lecture method case study assignments
5	1 st November	13 th November	Marketing of Services: Unique Characteristics of Services; Marketing Strategies for Service Firms; 7Ps of Services Marketing (Product, Price, Place, Promotion, People, Process, Physical Evidence). Emerging Trends in Marketing: Concepts of Digital Marketing, Green Marketing, Customer Relationship Marketing (CRM), Direct Marketing, and Retail Marketing.	Offline Lecture method, Tests Group Discussion, Case study

Mehr Chand Mahajan DAV College for Women, Sector – 36A, Chandigarh

MONTHLY TEACHING PLAN (Odd Semester)

Session (2025-26)

Name of Teacher/s: Dr. Ritu Rani

Department: Commerce

Class: BBA II (Semester 3rd)

Subject: Goods & Services Tax (NBBA 304)

Sr. No.	Date (Monthly)		Topics to be covered	Academic Activity Undertaken
	From	To		
1	14 th July	31 th July	Tax structure in India: Direct and Indirect taxes Overview of Goods and services tax: Implementation of GST	Offline Lecture method
2	1 st August	31 th August	Reasons for GST introduction. Pros & Cons of GST Registration: Registration procedure, Persons liable for Registration, Exemption from Registration. Administration: Officers under GST- their appointment and powers. Levy and collection of CGST/ SGST,	Offline Lecture method, Test Assessment
3	1 st September	30 th September	Composition levy scheme, Input tax credit (Simple problems). Time of supply, Tax invoice, Credit and Debit Notes. Valuation under GST (basics) IGST Act, 2017: Definitions, Supplies in the course of inter-state trade or commerce, Supplies in the course of intra state trade.	Offline Lecture method, Numerical assessment Assignments Allotted
4	1 st October	31 th October	Exemption from GST, Place of supply under GST, Returns under GST, Payment under GST.	Offline Lecture method
5	1 st November	13 th November	Refund of taxes, Offences, and penalties GST portal: GST Eco system, GST Suvidha provider	Offline Lecture method, Numerical Tests

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session – (2025-26)

Name of Teacher: Dr Gunjan

Department: Commerce

Class: BBA II, (Semester 3)

Subject: Company Law (MDC 301)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	14 th July 2025	31 st July 2025	Introduction: Characteristics of a Company, Concept of Lifting of Corporate Veil, Emerging Types of Companies under Companies Act, 2013	Lecture method, Group Discussion
2	1 st Aug 2025	31 st Aug 2025	Formation of Company – Promotion & Registration, Pre-incorporation Contract and Provisional Contracts Memorandum of Association, Articles of Association, Doctrine of Constructive Notice, Doctrine of Ultra-Vires, Doctrine of Indoor Management, Prospectus and Statement in Lieu of Prospectus, Red-Herring Prospectus, shelf prospectus, offer for sale, private placement	Lecture method, Group Discussion
3	1 st Sept 2025	30 th Sept 2025	Share Capital – Kinds of Shares, Book Building Process, Block deals of shares by large investors in a company, reverse book building process, Information Memorandum, Dematerialization of Shares, ASBA System, Transfer & Transmission of Shares.	Lecture method, Group Discussion
4	1 st Oct 2025	31 st Oct 2025	Members and Shareholders – Their Rights and Duties, Management – Directors, Classification of Directors, Disqualification, Appointment, Legal Position, Powers and Duties, Removal of Directors, Other Managerial Personnel and Remuneration, role of independent directors	Lecture method, Group Discussion, PPTs
5	1 st Nov 2025	13 th Nov 2025	Meetings – Board Meetings, AGM, EGM – process and requisites of holding valid meetings Resolutions- meaning and types	Lecture method, Group Discussion, PPTs

Lesson Plan

MCM DAV College for Women, Sector – 36A, Chandigarh Monthly Teaching Plans (Odd Semester) Session – (2025-26)

Name of the Teachers: Dr. Kiran Jindal

Department: Commerce

Class: BBA II (3rd Semester)

Subject: Foreign Trade Procedure and Documentation (BBA – MDC 301A)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	July 14 th 2025	July 31, 2025	Classification of Export Documents: Commercial Documents & Regulatory Documents, Differences. Standardization of export documents – History.	Lecture Method
2	August 1 st , 2025	August 31 st , 2025	Aligned Documentation System (ADS): Advantages, Master Documents I & II . Auxiliary Commercial Documents: Features, Preforma Invoice, Shipping Instruction, Insurance Declaration, Shipping Order, Mate's Receipt, Application for Certificate of Origin, Letter to Bank for Negotiation.	lecture Method
3	September 1 st , 2025	September 30 th , 2025	Principal Commercial Documents: Characteristics, Commercial Invoice, Packing List, Certificate of Inspection, Insurance Policy. Bill of Lading: Types, Air Way Bill. Certificate of Origin, Bill of Exchange, Shipment Advice. L/C: Importance, Parties to L/C, Contents of L/C, Types of L/C. Regulatory Documents: Features. GR form, ARE form, Shipping Bill / Bill of Export, Dock Challan.	lecture Method
4	October 1 st , 2025	October 31 st , 2025	Freight Payment Certificate. Insurance Premium Payment Certificate. Receipt for Payment of Port Charges: Vehicle Ticket. Other Certificates. Export Procedure: Steps. Import Procedure: Documents used for Imports, Bill of Entry –Electronic Processing of Export Documentation.	lecture Method
5	November 1 st , 2025	November 13 th , 2025	Electronic Data Interchange (EDI): Meaning – Advantages – Indian Customs EDI System (ICES) – Indian Customs and Excise Gateway (ICEGATE): features.	Lecture method

*Any of these – (i) Lecture Method; (ii) PPT; (iii) Online Sources; (iv) Group Discussion; (v) Case Studies etc.
Other Methods adopted by the teacher – Please write the specific teaching method

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session 2025-26

Name of the Teacher/s: Dr. Rupinder Kaur

Department: PG Department of Commerce

Class: BBA 2nd year (Sem III)

Section: A, B, C, D

Subject: COM-SEC - (Personality Development and Professional Skills)

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	14 th July 2025	31 st July 2025	Interpersonal skills: Components of Self-concept, Factors affecting self-concept, Self Management Techniques, Forms of Interpersonal Relationships, Competencies and enhancing interpersonal skills.	Lecture Method, PPTs, Group Discussion, Online Sources
2	1 st August 2025	31 st August 2025	Personal skills: Improving reading skills, Problem solving skills, Creativity skills, Listening skills, Management skills	Lecture Method, PPTs, Group Discussion, Online Sources
3	1 st September 2025	30 th September 2025	Career Development: Public Speaking and Presentation skills, Group Discussion, Types of group discussion, Tips for successful participation in GD, Job interviews and its types, preparation and do's and don'ts for an interview, Resume writing and job application.	Lecture Method, PPTs, Group Discussion, Online Sources
4	1 st October 2025	31 st October 2025	Work culture, Ethics and Stress management: Meaning and Learning Organisational Culture, Work Environment and Ethics, Sources of Stress and ways to cope up with stress.	Lecture Method, PPTs, Group Discussion, Online Sources
5	1 st November 2025	13 th November 2025	Non-verbal communication: workplace etiquettes, personal appearance, posture, and gestures, facial expressions, conduct at the workplace, telephone and email etiquettes.	Lecture Method, PPTs, Group Discussion, Online Sources

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session – (2025-26)

Name of Teacher: Dr. Mamta Ratti

Department: Commerce

Class: B.Com II (Semester 3)

Subject: INTERNATIONAL BANKING (COM/BBA (SEC) – 301 B)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	14 th July 2025	31 st July 2025	Meaning, Features, Services and Types.	Class Room Lecture, Interactive sessions, and Group Discussions, Case Studies
2	1 st Aug 2025	31 st Aug 2025	• Letter of Credit, Sanctioning Credit Limit for Discounting of Bills, Types of Credit, Bank Guarantees. • Format of Foreign Transactions, International Banking Vis-A-Vis Domestic Banking, Foreign Trade Financing, International Financial Transactions: Lending and Borrowing Across Borders.	Class Room Lecture, Interactive sessions, PPT, and Group Discussions, Case Studies
3	1 st Sept 2025	30 th Sept 2025	• Loans: Introduction, Types of Loans, Loan Procedure Processing, Sanctioning, Monitoring and Recovering Commercial Loans, Credit Information Bureau of India Ltd. (CIBIL) Score, Prime Lending Rate, Ir4CLR, RBI Base Rate and Its Impact on Loans	Class Room Lecture, Interactive sessions, PPT, and Group Discussions,
4	1 st Oct 2025	31 st Oct 2025	Multinational Banking: Meaning, Activities and Organizational Structures, International Economic Institutions: IMF, World Bank, Asian Development Bank(ADB)- Role and Functions. • World Trade Organization (WTO): Headquarters, Functions and Objectives, Current Members.	Class Room Lecture, Interactive sessions, PPT, and Group Discussions, Case Studies
5	1 st Nov 2025	13 th Nov 2025	Practical Work 1. Loan Sanctioning Proformas 2. Pre-Shipment and Post Shipment Forms 3. o Import- Export Proformas	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies