

**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 BFSI II (Semester 3<sup>rd</sup>)

**Subject:** Psychology for Managers (NBFSI 301)

Sr. No.	Date (Monthly)		Topics to be covered	Academic Activity Undertaken
	From	To		
1	14 <sup>th</sup> July	31 <sup>th</sup> July	Introduction to Organizational Behavior: Concepts, Definitions, Need, Importance, Contributing Disciplines, Nature, and Scope.	Offline Lecture method
2	1 <sup>st</sup> August	31 <sup>th</sup> 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 <sup>st</sup> September	30 <sup>th</sup> 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 <sup>st</sup> October	31 <sup>th</sup> 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 <sup>st</sup> November	13 <sup>th</sup> 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

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

**MONTHLY TEACHING PLAN (Odd Semester)**

**Session (2025-26)**

**Name of Teacher: Ms. Amanjot Kaur Hira**

**Department: Commerce**

**Class: BBA (BFSI)- 2<sup>nd</sup> Year (Semester-3<sup>rd</sup>)**

**Subject: Fundamentals of Banking (NBFSI 302)**

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	14 <sup>th</sup> July, 2025	31 <sup>st</sup> July, 2025	Indian Banking System: Introduction, Concept, Types of Banks and Structure of Banking System	Lectures, Power Point Presentations, Group Discussion
2	1 <sup>st</sup> Aug, 2025	31 <sup>st</sup> Aug, 2025	Commercial Banks, Regional Rural Banks, Foreign Banks, Cooperative Banks, Public bank and Private bank, difference between public and private banks. Functions of Commercial Banks,	Lectures, Power Point Presentations, Group Discussion
3	1 <sup>st</sup> September, 2025	30 <sup>st</sup> September, 2025	Central bank: Functions of RBI, Techniques of Credit Control. Mechanism of Credit Creation, Clearing house system Practical Aspect of Banking- Negotiable Instruments Cheques, bills of exchange and promissory notes, endorsements, difference between cheques and bills of exchange.	Lectures, Power Point Presentations, Group Discussion
4	1 <sup>st</sup> October, 2025	31 <sup>st</sup> October, 2025	Systems of Banking- Group and Chain Banking, Unit and Branch Banking, Investment Banking and Mixed Banking Emerging Trends in Banking: Concept of E-Banking, Mobile Banking, Electronic Fund Transfer- (RTGS& NET) and Core Banking.	Lectures, Power Point Presentations, Group Discussion
5	1 <sup>st</sup> November 2025	13 <sup>th</sup> November 2025	RBI Guidelines on Internet Banking, Challenges faced by Indian Banking, Cheque Truncation System	Lectures, Power Point Presentations, Group Discussion

**\*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. Disha Sharma, Ms Amanjot Kaur Hira**

**Department : Commerce**

**Class: BBA BFSI II (3<sup>rd</sup> Semester)**

**Subject: Goods and Services Tax (NBFSI 304)**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	14 <sup>th</sup> July 2025	31 <sup>st</sup> July 2025	Tax Structure in India, Direct and Indirect Taxes, Overview of Goods and Services Tax, Implementation of GST	Lectures, PPTs, Newspaper Articles, Group Discussion
2	1 <sup>st</sup> Aug 2025	31 <sup>st</sup> Aug 2025	Reasons for GST introduction, Pros and cons of GST, Registration procedure under GST, Taxable event and supply, CGST/ SGST Act, 2017, Levy and collection of CGST/ SGST, Composition Levy scheme	Lectures, PPTs, Newspaper Articles, Group Discussion
3	1 <sup>st</sup> Sept 2025	30 <sup>th</sup> Sept 2025	Time and Value of supply, 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, Power to grant exemption from tax, place of supply under IGST, Input tax credit	Lectures, PPTs, Newspaper Articles, Group Discussion
4	1 <sup>st</sup> Oct 2025	31 <sup>st</sup> Oct 2025	Valuation in GST (basics), Tax invoice, credit and debit notes, Returns under GST, Refund of tax; offences and penalties, Prosecution and Appeals under GST	Lectures, PPTs, Newspaper Articles, Group Discussion
5	1 <sup>st</sup> Nov 2025	13 <sup>th</sup> Nov 2025	GST Portal: GST Eco system, GST suvidha provider; Classes of officers under GST, their appointment and powers.	Lectures, PPTs, Newspaper Articles, Group Discussion

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

**Name of Teacher: Dr. Nidhi Sharma, Dr. Disha Sharma,**

**Department: Commerce**

**Class: BBA BFSI II (Semester 3)**

**Subject: Company Law (MDC 301)**

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	14 <sup>th</sup> July 2025	31 <sup>st</sup> 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 <sup>st</sup> Aug 2025	31 <sup>st</sup> 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 <sup>st</sup> Sept 2025	30 <sup>th</sup> 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 <sup>st</sup> Oct 2025	31 <sup>st</sup> 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 <sup>st</sup> Nov 2025	13 <sup>th</sup> 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 BFSI II ( 3<sup>rd</sup> 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 <sup>th</sup> 2025	July 31, 2025	Classification of Export Documents: Commercial Documents & Regulatory Documents, Differences. Standardization of export documents – History.	Lecture Method
2	August 1 <sup>st</sup> , 2025	August 31 <sup>st</sup> , 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 <sup>st</sup> , 2025	September 30 <sup>th</sup> , 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 <sup>st</sup> , 2025	October 31 <sup>st</sup> , 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 <sup>st</sup> , 2025	November 13 <sup>th</sup> , 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. Meenu Singla**

**Department: PG Department of Commerce**

**Class: BBA(BFSI) 2<sup>nd</sup> 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 <sup>th</sup> July 2025	31 <sup>st</sup> 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 <sup>st</sup> August 2025	31 <sup>st</sup> 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 <sup>st</sup> September 2025	30 <sup>th</sup> 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 <sup>st</sup> October 2025	31 <sup>st</sup> 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 <sup>st</sup> November 2025	13 <sup>th</sup> 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 <sup>th</sup> July 2025	31 <sup>st</sup> July 2025	Meaning, Features, Services and Types.	Class Room Lecture, Interactive sessions, and Group Discussions, Case Studies
2	1 <sup>st</sup> Aug 2025	31 <sup>st</sup> 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 <sup>st</sup> Sept 2025	30 <sup>th</sup> 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 <sup>st</sup> Oct 2025	31 <sup>st</sup> 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 <sup>st</sup> Nov 2025	13 <sup>th</sup> 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