

MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN, SECTOR – 36A, CHANDIGARH
MONTHLY TEACHING PLAN (Odd Semester)
Session (2025-26)

Name of the Teacher: Ms. Neha Goyal
Department: Commerce
Class: B. Voc. I (Sem-I) Retail Management
Subject: BRM 101- Core Discipline- Introduction to Retailing

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	14 th July, 2025	31 st July, 2025	Retailing- Meaning, Nature, Classification, Scope and Importance Factors influencing Retailing.	Lecture Method, Group Discussion, Notes
2.	1 st Aug, 2025	31 st Aug, 2025	Functions under Retailing, Retailing as a career. Developing and applying Retail Strategy, Strategic Retail Planning Process, Retail Organization, The changing structure of retail, Classification of Retail Units, Retail Formats: Corporate chains, Retailer Corporate and Voluntary system.	Lecture Method, PPTs, Group Discussion, Notes
3.	1 st Sep, 2025	30 th Sep, 2025	Retail Formats: Departmental Stores, Discount Stores, Super Markets, Warehouse Clubs. Merchandising Mix, Retail Models and Theory of Retail Development, Business Models in Retail, Concept of Life cycle Retail.	Lecture Method, Group Discussion, PPTs
4.	1 st Oct, 2025	31 st Oct, 2025	Emergence of Organized Retailing, Traditional and Modern Retail Formats in India, Retailing in Rural India, Environment and Legislation for Retailing, FDI in Retailing.	Lecture Method, Group Discussion, PPTs
5.	1 st Nov, 2025	13 th Nov, 2025	Discussion of Case Study on Retail Industry and Revision	Discussion

Name of Teacher: Ms. Jasjeev Pal Kaur
Department: Commerce
Class: B. Voc. I (Sem-I) Retail Management
Subject: BRM 102- Core Discipline- Principles of management

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	14 th July, 2025	31 st July, 2025	Basic concepts of management (levels, importance, functions), Theories of management (Neo-classical, classical and modern), Planning- Concept, types, importance, process.	Lectures, Power Point Presentations, Group Discussion
2	1 st Aug, 2025	31 st Aug, 2025	Relationship of planning with controlling Decision making, Management by objectives (MBO). Organisation- Concept, process, significance, principles and organisation design, span of control, departmentation Delegation of authority-principles, Centralisation and decentralization.	Lectures, Power Point Presentations, Group Discussion
3	1 st Sep, 2025	30 th Sep, 2025	Staffing – concept, manpower planning, recruitment, selection, tests of selection and placement, induction Directing and Motivation- concept, importance, principles, techniques, theories of motivation and issues faced.	Lectures, Power Point Presentations, Group Discussion
4	1 st Oct, 2025	31 st Oct, 2025	Leadership- Concept, difference with management, theories, contemporary issues, types of leadership (transformational, transactional, charismatic, visionary), Coordination- Concept, importance, internal and external, steps, types, techniques Management in perspective, management of strategic change, knowledge management, learning organisation.	Lectures, Power Point Presentations, Group Discussion
5	1 st Nov, 2025	13 th Nov, 2025	Managing diversity. Revision	Lecture method, Discussion

Name of the Teacher: Ms. Anisha Chandok

Department: Commerce

Class: Class: B. Voc. I (Sem-I) Retail Management

Subject: BRM-103- Core Discipline- Computerised Accounting and Enterprise Resource Planning

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	14 th July, 2025	31 st July, 2025	Introduction of Computerised Accounting: Basic of Computerized Accounting: Meaning, Importance, Difference of Computerized and traditional accounting; Origin, Meaning, Definition, Need, Importance, Functions, Limitations, Accounting principles, generally accepted accounting principles, Accounting equation, Double entry system. Recording Transactions: Journal, Ledger and Trial Balance	Lectures, Power Point Presentations, Group Discussion
2.	1 st Aug, 2025	31 st Aug, 2025	Cash Book and Bank Reconciliation Statement. Accounting for Depreciation: Meaning, Importance, Methods of providing depreciation (straight line, diminishing, annuity), Reserves and Provisions Final Accounts: Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern. Accounting Database Management MS excel and its applications in Accounts and Statistics. Brief Introduction of different software available Tally 6.3 Busy Wings SAP etc	Lectures, Power Point Presentations, Group Discussion
3.	1 st Sep, 2025	30 th Sep, 2025	Introduction to ERP: Overview, Typical Business Process Workflow in ERP, Fundamentals, Functionalities, Benefits, Modern Business Concepts, E-Commerce, Advance Planning and Scheduling, Business Analytics, Service oriented architecture.	Lectures, Power Point Presentations, Group Discussion
4.	1 st Oct, 2025	31 st Oct, 2025	Issues, Concerns and Purchasing: Disadvantages of ERP Solutions, Users, Developers, Customers of ERP, Purchasing or Outsourcing, Planning, Purchasing and Selection of ERP, Managing implementation partners.	Lectures, Power Point Presentations, Group Discussion
5.	1st Nov, 2025	13th Nov, 2025	ERP strategy options and risk mitigation. Revision.	Lectures

Name of the Teacher: Ms. Neha Goyal and Ms. Anisha Chandok
Department: Commerce
Class: Class: B. Voc. I (Sem-I) Retail Management
Subject: MDSC- 101- Fundamentals of Information Technology

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1.	14 th July, 2025	31 st July, 2025	Introduction to Computers: Definition and concept of computers, Characteristics of Computers. Advantages and Disadvantages of Computers. Components of a Computer System. Block Diagram of a Computer: Input Unit, Central Processing Unit, Memory Unit, Output Unit, Storage Unit.	Lecture Method, Group Discussion, Notes
2.	1 st Aug, 2025	31 st Aug, 2025	Types of Computers: Classification based on Purpose (Digital computers, Analog Computers, Hybrid Computers), Classification based on Size (Microcomputers, Mini Computers, Mainframe Computers, Supercomputers, Specific Types of Computers (Personal Computers (PCs), Laptops, Workstations, Personal Digital Assistants (PDAs)). Introduction to Input Devices: Keyboard, Mouse, Trackball, Touchpad, Pointing Stick, Light Pen, Touch Screen, Gamepads, Joysticks, Microphone, Digital Camera, Web Cams, Scanners and its Types, Optical Readers (OCR, OMR, Bar Code, RFID Reader, MICR).	Lecture Method, Group Discussion, Notes
3.	1 st Sep, 2025	30 th Sep, 2025	Introduction to Output Devices: Visual Display Devices, Speakers, Headphones, Fax Machines, Projectors, Printers: Non- Impact Printers (Ink- Jet, Laser), Impact Printers (Dot- matrix, Line), Plotters. Introduction to Computer Memory: BIT, BYTE, Types of Memory: Primary Memories and their functionality (RAM-Static RAM, Dynamic RAM, ROM- EROM, EPROM, EEPROM), Secondary Memories and their functionality (Magnetic disk, Hard disk, Floppy disk, Optical disk, Compact disk (CD-ROM), Digital Versatile Disc (DVD) and Solid-State Storage Devices).	Lecture Method, Group Discussion, PPTs
4.	1 st Oct, 2025	31 st Oct, 2025	Introduction to Software: Types of Software (Application Software, System Software). Operating system: Functions of Operating System, Types of Operating System. Data Processing Systems: Batch Processing, Online Processing, Time Sharing, Real-Time Applications, Single-User, Multi-User and Client-Server Systems, Distributed and Parallel Processing Systems.	Lecture Method, Group Discussion, PPTs
5.	1 st Nov, 2025	13 th Nov, 2025	Translators: Compilers, Interpreters and Assemblers. Revision	Lecture method. Discussion