Mehr Chand Mahajan DAV College for Women, Sector 36-A, Chandigarh
Monthly Teaching Plan (Odd Semester)
Session: 2026-27

Name of the Teacher: Dr. Kanika Sofat
Department: PG Department of Commerce
Class: BBA BFSI II (3rd Semester)
Subject: NBFSI 301 - Psychology for Managers

Sr. No.	Month		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	18-07-2026	31-07-2026	Introduction to Organizational Behavior: Concepts, Definitions, Need, Importance, Contributing Disciplines, Nature, and Scope.	Lecture Method, Group Discussion
2	01-08-2026	31-08-2026	Individual Behavior: Introduction and Meaning; Factors Affecting Individual Behavior. Personality: Meaning, Characteristics, Determinants, and Theories of Personality. Perception: Nature, Importance, Perception Process, Perceptual Errors, and Distortions	Lecture Method, Group Discussion, Online Sources
3	01-09-2026	30-09-2026	Attitudes and Values: Components, Sources, Measurement, Concept, Sources, and Types of Values. Motivation: Meaning, Importance, Theories of Motivation (Maslow, Herzberg, Expectancy Theory)	Lecture Method, Case studies, Online Sources
4	01-10-2026	31-10-2026	Morale, Interpersonal Behavior and Transactional Analysis: Meaning and Application in Organizational Settings. Leadership: Definition, Importance, Leadership Styles, Models, and Theories of Leadership.	Lecture Method, Group Discussion, Online Sources
5	1-11-2026	17-11-2026	Conflict Management: Types and Causes of Conflict; Conflict Resolution Techniques	Lecture Method, Group Discussion

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Name of Teacher: Dr. Gagandeep Kaur
Department: PG Department of Commerce
Class: BBA BFSI II (Semester-3)
Subject: NBFSI 302- Fundamentals of Banking

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	18th July,2026	31st July,2026	Indian Banking System: Introduction, Concept, Types of Banks and Structure of Banking System- 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, Online Sources
2	1st August. 2026	31st August, 2026	Central bank: Functions of RBI, Techniques of Credit Control. Mechanism of Credit Creation, Clearing house system	Lectures, Power Point Presentations, Group Discussion, Online Sources
3	1st September, 2026	30th September, 2026	Practical Aspect of Banking- Negotiable Instruments— Cheques, bills of exchange and promissory notes, endorsements, difference between cheques and bills of exchange. Systems of Banking- Group and Chain Banking, Unit and Branch Banking	Lectures, Power Point Presentations, Group Discussion, Online Sources
4	1st October, 2026	31st October, 2026	Investment Banking and Mixed Banking. Emerging Trends in Banking: Concept of E-Banking, Mobile Banking, Electronic Fund Transfer (RTGS& NEFT) and Core Banking.	Lectures, Power Point Presentations, Group Discussion, Online Sources
5	1st November, 2026	17th November, 2026	RBI Guidelines on Internet Banking, Challenges faced by Indian Banking, Cheque Truncation System. Revision.	Lectures, Power Point Presentations, Group Discussion, Online Sources

Name of Teacher: Dr. Ritu Rani
Department: PG Department of Commerce
Class: BBA BFSI II (Semester 3rd)
Subject: NBFSI 304 - Goods and Services Act

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	18th July, 2026	31st July, 2026	Tax Structure in India, Direct and Indirect Taxes, Overview of Goods and Services Tax, Implementation of GST	Lectures, PPTs, Newspaper Articles, Group Discussion
2	1st August, 2026	31th August, 2026	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	1st September, 2026	30st September, 2026	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	1st October, 2026	31th October, 2026	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	1st November, 2026	17th November, 2026	GST Portal: GST Eco system, GST Suvidha provider; Classes of officers under GST, their appointment and powers.	Lectures, PPTs, Newspaper Articles, Group Discussion

Name of Teachers: Dr Gunjan, Dr Pallvi, Dr Rupinder Kaur
Department: PG Department of 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	20th July 2026	31st July 2026	Introduction: Characteristics of a Company, Concept of Lifting of Corporate Veil, Emerging Types of Companies under Companies Act, 2013	Lecture method, Group Discussion
2	1st Aug 2026	31st Aug 2026	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	1st Sept 2026	30th Sept 2026	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	1st Oct 2026	31st Oct 2026	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	1st Nov 2026	17thNov 2026	Meetings – Board Meetings, AGM, EGM – process and requisites of holding valid meetings Resolutions-meaning and types	Lecture method, Group Discussion, PPTs

Name of the Teachers: Dr. Kiran Jindal, Dr. Smriti Nayyar
Department: PG Department of Commerce
Class: BBA BFSI II (3rd Semester)
Subject: Foreign Trade Procedure & Documentation (B.COM/BBA/BBA BFSI – MDC 301A)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	July 20th, 2026	July 31, 2026	Classification of Export Documents: Commercial Documents & Regulatory Documents, Differences. Standardization of export documents – History.	Lecture Method
2	August 1st, 2026	August 31st, 2026	Aligned Documentation System (ADS): Advantages, Master Documents I & II. Auxiliary Commercial Documents: Features, Proforma Invoice, Shipping Instruction, Insurance Declaration, Shipping Order, Mate's Receipt, Application for Certificate of Origin, Letter to Bank for Negotiation.	lecture Method
3	September 1st, 2026	September 30th, 2026	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 1st, 2026	October 31st, 2026	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 1st, 2026	November 17th, 2026	Electronic Data Interchange (EDI): Meaning – Advantages – Indian Customs EDI System (ICES) – Indian Customs and Excise Gateway (ICEGATE): features.	Lecture method

Name of Teacher: Dr. Smriti Nayyar
Department: PG Department of Commerce
Class: BBA BFSI 2nd Year (Semester-3)
Subject: International Banking COM/BBA (SEC) – 301 B

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
	From	To		
1	18th July, 2026	31st July, 2026	International Banking: Meaning, Features, Services and Types. 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	Lectures, Power Point Presentations, Group Discussion
2	1st August, 2026	31st August, 2026	Foreign Trade Financing, International Financial Transactions Lending and Borrowing Across Borders. 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	Lectures, Power Point Presentations, Group Discussion
3	1st September, 2026	30th September, 2026	Multinational Banking: Meaning, Activities and Organisational Structures, International Economic Institutions: IMF, World Bank, Asian Development Bank(ADB)-Role and Functions.	Lectures, Power Point Presentations, Group Discussion
4	1st October, 2026	31st October, 2026	World Trade Organisation (WTO): Headquarters, Functions and Objectives, Current Members. Practical Work including Loan Sanctioning Proformas, Pre-Shipment and Post Shipment Forms and Import- Export Proformas.	Lectures, Power Point Presentations, Group Discussion
5	1st November, 2026	17th November, 2026	Revision	Discussion

Name of the Teachers: Dr. Rupinder Kaur, Dr. Meenu Singla
Department: PG Department of Commerce
Class: BBA(BFSI) / BA 2nd year (Sem III)
Subject: COM-SEC - 102 (Personality Development and Professional Skills)

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	18th July 2026	31st July 2026	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	1st August 2026	31st August 2026	Personal skills: Improving reading skills, Problem solving skills, Creativity skills, Listening skills, Management skills	Lecture Method, PPTs, Group Discussion, Online Sources
3	1st September 2026	30th September 2026	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	1st October 2026	31st October 2026	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.	Lecture Method, PPTs, Group Discussion, Online Sources
5	1st November 2026	17th November 2026	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