

PLANNER OF BUSINESS STUDIES-XII(2024-25)			
Month/W	Content	Teaching Peda	Homework/Assignment
April	CH-1 NATURE AND SIGNIFICANCE OF MANAGEMENT	Case study	Assignment of questions
1-15(11)	Concept, Feature and Functions of Management Importance, objectives of Management, Levels of Management	Group Discussion Key words	
16-30 (1)	Coordination- Concept, characteristics and Importance	Situational Analy	1 mark Qs Assignment at the end of Chapter
	CH-2 PRINCIPLES OF MANAGEMENT		in class Room (10 Min)
	Meaning, Nature and Significance of Management Principles Fayol's Principles and Techniques of Scientific Management	Value Based Ana Class Test	
	Revision/Practice		
May (days)	CH-3 BUSINESS ENVIRONMENT	Class Test	Assignment of short Question
	Meaning, Dimensions of Business environment	Group Discussion Key words	
	CH-4 PLANNING		
1-22(18)	Concept of Planning Importance & Limitations Process of Planning Single use and Standing Plans	Situational Analysis Value Based Analysis Class Test	
	Revision/Practice		
July (days)	CH-5 ORGANISING	Unit Test	Assignment of 1 mark Questic
1-15 (12)	Concept, Importance,Process Types of Organisational Structure-Functional, Divisional Delegation of Authority, Concept, elements and Importance Decentralisation of Authority-concept and Importance	Key words	
16-31(1)	CH-6 STAFFING	Ask Why technique	
	Meaning, Importance, Need,Process of staffing Recruitment and its sources Selection- Meaning, Process Training and Development Methods of Training		
	Revision/Practice		
August (d)	CH-7 DIRECTING	Case study	Textbook Questions
1-15 (11)	Meaning , Elements of Directing, Importance of Directing Meaning of Supervision Meaning, Importance of Motivation;maslow's Hierarchy of Needs	Case Study Class Test	

16-31	Leadership- Concept and Styles of Leadership		
	Communication-Concept, Barriers to communication & How to overcome.		
	Ch-8 CONTROLLING-Meaning,Process of Controlling		
September(days -23)			
1-15 (11)	CH-9 BUSINESS FINANCE	Key words	
	Concept ,Importance of Financial Management, Decisions	Assignment of 1	
	Factors affecting Capital Structure, working capital, Dividend Decision	Class Test	
16-30 (1)	concept of financial Planning and Importance		Assignment of Q/A (1 Mark 10 Qs in 10 Min)
	HALF YEARLY EXAMINATION		
October	CH-10 FINANCIAL MARKET	Four corners str	Assignment of short Questions
1-15 (8)	Concept of Financial market Types of Market,Functions of SEBI		
	Capital market and its Types		
	Trading Procedure of Stock Exchange,Depository Services & D' mat A/c		
16-31 (1)	CH-11 MARKETING MANAGEMENT		
	Concept of Marketing , Marketing Manangement Philosophies		
	Meaning, Fuctions of Marketing,Meaning and funtions of Branding, Packaging,		
	Labelling, Price Mix, Factors deciding the price of the product		
Novemb	Physical distribution-Concept, levels of Channels of Distribution	Group Discussion	Real Life case study
	Concept of Personal Selling, Meaning and role of Public Relations		
1-15(10)	Public Relations- Concept and Role	Case Study	Assignment On Value Based Q's
	CH-12 CONSUMER PROTECTION ACT		
	Concept and Imortance of consumer protection Act	Key words	
	Meaning of Consumer, Rights and Responsibilities and Reliefs		
	Who can file a complaint and against whom?		
	Redressal machinery		
	Role of Consumer Organisations and NGO's	Assignment of 1	
16-30(13)	Revision/Practice		Assignment of Q/A (1 Mark 10 Qs in 10 Min)
December(days-24)			
1-15(11)			
	PRE BOARD EXAMINATION		

INTERDISCIPLINARY	
Business Management	
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Human resource Management	
Psychology	

