

BAGARIA BAL VIDYA NIKETAN

LAXMANGARH-SIKAR

SYLLABUS & LESSON PLANNER-2023-24

Class:-	XII Com
Subject:-	BUSINESS STUDIES
Teacher Name:-	VIPIN SHARMA

SYLLABUS

Ch.No	Name of Chapter	workin g day	Period	Topic	Month	Week
PART-1 CH:1	NATURE AND SIGNIFICANCE OF MANAGEMENT	22	33	Meaning, concept, objectives and importance Nature of management Levels of management Management Functions Coordination: Concept and importance	April	1
						2
						3
PART-1 CH:2 and 3	PRINCIPLES OF MANAGEMENT & BUSINESS ENVIRONMENT	11	16	Ch: 2 Meaning, concept, significance Fayol's Principles of management Taylor's Scientific management: Principles and Techniques Ch: 3 Concept and Importance Dimensions of Business Environment	May	1
						2
						3
PART-1 CH:4	BUSINESS ENVIRONMENT & PLANNING	13	19	CH:3 New Economic Policy Measures: Liberalisation, Privatisation and Globalisation,GST CH:4 Concept , Importance and limitation of Planning, Types of plan	June	1
						2
PART-1 CH:5 and PART-2 CH:11	ORGANISING & MARKETING MANAGEMENT	25	37	CH:05 Concept of Information, Organising Process, Structure of Organisation management-Functional & Divisional concept, Formal and Informal Organisational Structure Concept, Delegation Concept, Elements & Importance, Decentralisation-Concept & Importance Ch.11 Concept, Function & Philosophies, Marketing Mix-Concept & Elements, Product- Branding, Labelling & Packaging Concept, Price-Concept, Factors determining price- Physical Distribution-Concept- Components of Physical	July	1

				determining price, Physical Distribution-Concept, Components of Physical distribution, Promotion-Concept & Elements, Advertising, Personal Selling, Sales Promotion & Public Relations		2
PART-2 CH:11 and PART-1 CH:6	MARKETING MANAGEMENT & STAFFING	26	38	Ch.11 Physical Distribution-Concept, Promotion-Concept & Elements, Advertising, Personal Selling, Sales Promotion & Public Relations Ch: 06 Concept & Importance, Staffing Process, Recruitment process, Selection Process, Training & Delegation-Concept & Importance, Method of Training-on the job training & off the job training, Staffing as a part of HRM	August	1
						2
						3
						4
PART-1 CH: 7, 8 & PART- 2 CH: 9	DIRECTING CONTROLLING & FINANCIAL MANAGEMENT	24	36	Ch: 07 Concept & Importance, elements of Directing, Supervision- Concept, Motivation-Concept, Maslow Hierarchy of needs, Financial & Non-financial incentives, Leadership-Concept & Steps, Communication- Concept, Formal & Informal Communication, Communication barriers and ways to overcome from such barriers Ch.: 08 Concepts & Importance, Steps in process of control, Relationship between Planning and Controlling Ch.: 09 Concept, Role & Objectives, Financialdecisions-Meaning & factors affecting, Financial Planning-Concept & Importance, Capital Structure- Concept & factor affecting capital structure, Fixed & Working capital- Concept & Factors affecting their requirements	September	1
						2
						3
						4
Syllabus Break due to Exam Period and Holidays in the month of October						
PART- 2 CH: 10 & 12	FINANCIAL MARKET & CONSUMER PROTECTION ACT	22	33	Ch. : 10 Concept, Function & types, Money Market & its Instruments, Capital Market- Concepts, types (primary & Secondary), Methods of flotation in the primary market, Stock exchange-Meaning & Function & Trading procedure, SEBI: Objective & Functions Ch.: 12 Concept & Importance of consumer protection, Consumer protection Act-2019, Meaning of consumer rights & Responsibilities of consumers, Who can file a complaint, Redressal machinery, Remedies available, Consumer awareness- Role	November	1
						2
						3

