

BAGARIA BAL VIDYA NIKETAN

LAXMANGARH-SIKAR

SYLLABUS & LESSON PLANNER-2024-25

Class:-	XII
Subject:-	BUSINESS STUDIES
Teacher Name:-	GANESH SHARMA

SYLLABUS

Ch.No	NAME OF BOOKS	Name of Chapter	working day	Period	Topic	Month	Weak
PART-1 CH:1 And 2	NCERT	NATURE AND SIGNIFICANCE OF MANAGEMENT & PRINCIPALES OF MANAGEMENT	23	31	Ch: 1 Meaning, concept, objectives and importance Nature of management Levels of management Management Functions Coordination: Concept and importance Ch: 2 Meaning, concept, significance Fayol's Principles of management Taylor's Scientific management: Principles and Techniques	April	1,2,3
PART-1 CH: 3 And 4	NCERT	BUSINESS ENVIRONMENT & PLANNING	13	17	Ch: 3 Concept and Importance Dimensions of Business Environment Ch: 4 Concept, importance and limitation Dimensions of Business Environment New Economic Policy Measures: Liberalisation, Privatisation and Globalisation	May	1,2,3
PART-1 CH:5	NCERT	ORGANISING	11	15	CH:05 Concept of Information, Organiseing Process, Structure of Organisation management-Functional & Divisional concept, Delegation Concept, Elements & Importance, Decentralisation-Concept & Importance	June	1,2
PART-1 CH:6 and PART-2 CH:11	NCERT	STAFFING & MARKETING	26	35	Ch: 06 Concept & Importance, Staffing Process, Recuritment process, Selection Process, Training & Delegation-Concept & Importance, Method of Training-on the job training & off the job training Ch.11 Concept, Function & Philosophies, Marketing Mix-Concept & Elements, Product-Branding, Labelling & Packaging Concept, Price Concept, Factors determining	July	1,2,3,4

CH.11		MANAGEMENT			Branding, Labeling & Packaging Concept, Price-Concept, Factors determining price, Physical Distribution-Concept, Promotion-Concept & Elements, Advertising, Personal Selling, Sales Promotion & Public Relations		
PART-2 CH:11 and PART-1 CH:7 and 8	NCERT	MARKETING MANAGEMENT & DIRECTING CONTROLLING	24	32	Ch.11 Physical Distribution-Concept, Promotion-Concept & Elements, Advertising, Personal Selling, Sales Promotion & Public Relations Ch: 07 Concept & Importance, elements of Directing, Motivation-Concept, Maslow Hirerachy of needs, Financial & Non-financial incentives, Leadership-Concept & Steps, Communication- Concept, Formal & Informal Communication Ch.: 08 Concepts & Importance, Steps in process of control	August	1,2,3,4
PART- 2 CH: 9,10 and 12	NCERT	FINANCIAL MANAGEMENT FINANCIAL MARKET CONSUMER PROTECTION ACT	23	31	Ch.: 09 Concept, Role & Objectives, Financialdecisions-Meaning & factors affecting, Financial Planning-Concept & Importance, Capital Strcuture- Concept & factor affecting capital structure, Fixed & Working capital- Concept & Factors affecting their requirments 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	September	1,2,3,4
Syllabus Break due to Exam Period and Holidays in the month of october							
PART-2 CH.12	NCERT	CONSUMER PROTECTION ACT	23	31	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 awarress-Role of consumer Organisation & NGO's	NOVEMBER	1,2,3,4

PART-1	NCERT	NATURE AND SIGNIFICANCE OF MANAGEMENT PRINCIPLES OF MANAGEMENT BUSINESS ENVIRONMENT PLANNING ORGANISING STAFFING DIRECTING CONTROLLING	23	31	REVISION	DECEMBER	1,2,3,4
PART-2	NCERT	FINANCIAL MANAGEMENT FINANCIAL MARKET MARKETING MANAGEMENT CONSUMER PROTECTION ACT	27	36	REVISION	JANUARY	1,2,3,4
PART 1 & 2	NCERT	COMPLETE SYLLABUS	12	16	REVISION	FEBRUARY	1,2