

**BAGARIA BAL VIDYA NIKETAN**

**LAXMANGARH-SIKAR**

**SYLLABUS & LESSON PLANNER-2025-26**

<b>Class:-</b>	XII
<b>Subject:-</b>	BUSINESS STUDIES
<b>Teacher Name:-</b>	GANESH SHARMA

**SYLLABUS**

Ch.No	NAME OF BOOKS	Name of Chapter	working day	Period	Topic	Month	Week
PART-1 CH:1 And 2	NCERT	NATURE AND SIGNIFICANCE OF MANAGEMENT & PRINCIPLES OF MANAGEMENT	23	35	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	1,2,3,4
PART-1 CH: 3 And 4	NCERT	BUSINESS ENVIRONMENT & PLANNING	13	20	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	17	CH:05 Concept of Information, Organising 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	27	41	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 Ch.11 Concept, Function & Philosophies, Marketing Mix-Concept & Elements, Product Branding, Labelling & Packaging Concept, Price Concept, Factors	July	1,2,3,4

CH:11		MANAGEMENT			Product- 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	36	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 Hirarchy 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	22	33	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 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 awarness-Role of consumer Organisation & NGO's	September	1,2,3,4
Syllabus Break due to Exam Period and Holidays in the month of october							
BOOK 1 & 2	Revision & Practice Test Series	Revision & Practice Test Series	24		Revision & Practice Test Series	NOVEMBER	1,2,3,4

Practice Test Series & Pre Board	Practice Test Series & Pre Board	Practice Test Series & Pre Board	21		Practice Test Series & Pre Board	DECEMBER	1,2,3,4
Pre Board	Pre Board	Pre Board	26		Pre Board	JANUARY	1,2,3,4
Board Exam	Board Exam	Board Exam	12		Board Exam	FEBRUARY	1,2