

PLANNER OF BUSINESS STUDIES-XII(2022-23)

Working days	Content	Teaching Pedagogy	Homework/Assignment	INTERDISCIPLINARY
April (days-23) 1-15(10)	CH-1 NATURE AND SIGNIFICANCE OF MANAGEMENT Concept, Feature and Functions of Management Importance, objectives of Management, Levels of Management	Case study Group Discussion Key words	Assignment of questions 1 mark Qs Assignment at the end of Chapter in class Room (10 Min)	Business Management
	16-30 (13) Coordination- Concept, characteristics and Importance CH-2 PRINCIPLES OF MANAGEMENT Meaning, Nature and Significance of Management Principles Fayol's Principles and Techniques of Scientific Management	Situational Analysis Value Based Analysis Class Test		
	Revision/Practice			
May (days-10) 1-15(10)	CH-3 BUSINESS ENVIRONMENT Meaning, Dimensions of Business environment	Class Test Group Discussion Key words	Assignment of short Questions	
	CH-4 PLANNING Concept of Planning Importance & Limitations Process of Planning Single use and Standing Plans	Situational Analysis Value Based Analysis Class Test		
	Revision/Practice			
July (days-25) 1-15 (12)	CH-5 ORGANISING Concept, Importance,Process Types of Organisational Structure-Functional, Divisional Delegation of Authority, Concept, elements and Importance Decentralisation of Authority-concept and Importance	Unit Test Key words	Assignment of 1 mark Questions Assignment On Value Based Q's (Discussion on values derived with students)	Human resource Management
	16-31(13) CH-6 STAFFING Meaning, Importance, Need,Process of staffing Recruitment and its sources Selection- Meaning, Process Training and Development Methods of Training	Ask Why technique		
	Revision/Practice			
August (days-22) 1-15 (9)	CH-7 DIRECTING Meaning , Elements of Directing, Importance of Directing Meaning,Role of Supervisor Meaning, Importance of Motivation;maslow's Hierarchy of Needs	Case study Case Study Value Based Analysis Class Test	Textbook Questions Assignment On Value Based Q's	Psychology
	16-31 (13) Leadership- Concept and Styles of Leadership Communication-Concept, Barriers to communication & How to overcome. Ch-8 CONTROLLING-Meaning,Process of Controlling			
	Revision/Practice			
September(days -25) 1-15 (12)	HALF YEARLY EXAMINATION CH-9 BUSINESS FINANCE Concept ,Importance of Financial Management, Decisions Factors affecting Capital Structure, working capital, Dividend Decision concept of financial Planning and Importance	Key words Assignment of 1 Mark Question Class Test	Assignment of Q/A (1 Mark 10 Qs in 10 Min)	Financial Literacy
	16-30 (13)			
	Revision/Practice			
October(days- 1-15 (8)	CH-10 FINANCIAL MARKET 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	Four corners strategy	Assignment of short Questions	
	16-31 (10) CH-11 MARKETING MANAGEMENT Concept of Marketing , Marketing Mangement Philosophies Meaning, Fuctions of Marketing,Meaning and funtions of Branding, Packaging, Labelling, Factors affecting Channels of Distribution, Techniques of Sales promotion Product, Price-Factors, Advertising- Role and objections			
	Revision/Practice			
November(day 1-15(11)	Physical distribution-Concept and factors affecting Channels of dis Concept of Personal Selling Public Relations- Concept and Role	Group Discussion	Real Life case study Assignment On Value Based Q's	Public relations
	CH-12 CONSUMER PROTECTION ACT Concept and Imortance of consumer protection Act	Case Study Key words		

16-30(13)	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 Revision/Practice	Assignment of 1 Mark Question	Assignment of Q/A (1 Mark 10 Qs in 10 Min)	Business laws
December(days-26) 1-15(12) 16-29(14)	PRE BOARD EXAMINATION			
Jan(13)	PRE BOARD EXAMINATION			

