

### PLANNER OF BUSINESS STUDIES-XII(2023-24)

Working days	Content	Teaching Pedagogy	Homework/Assignment	INTERDISCIPLINARY
April (days-20) 1-15(9)	<b>CH-1 NATURE AND SIGNIFICANCE OF MANAGEMENT</b> Concept, Feature and Functions of Management Importance, objectives of Management, Levels of Management	Case study Group Discussion Key words	<b>Assignment of questions</b>	Business Management
16-30 (11)	<b>Coordination- Concept, characteristics and Importance</b> <b>CH-2 PRINCIPLES OF MANAGEMENT</b> Meaning, Nature and Significance of Management Principles Fayol's Principles and Techniques of Scientific Management	Situational Analysis Value Based Analysis Class Test	1 mark Qs Assignment at the end of Chapter in class Room (10 Min)	
	<b>Revision/Practice</b>			
May (days-11) 1-15(11)	<b>CH-3 BUSINESS ENVIRONMENT</b> Meaning, Dimensions of Business environment  <b>CH-4 PLANNING</b> Concept of Planning Importance & Limitations Process of Planning Single use and Standing Plans	Class Test Group Discussion Key words  Situational Analysis Value Based Analysis Class Test	<b>Assignment of short Questions</b>	
	<b>Revision/Practice</b>			
July (days-24) 1-15 (12)	<b>CH-5 ORGANISING</b> 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	<b>Assignment of 1 mark Questions</b>	Human resource Management
16-31( 12)	<b>CH-6 STAFFING</b> Meaning, Importance, Need, Process of staffing Recruitment and its sources Selection- Meaning, Process Training and Development Methods of Training	Ask Why technique		
	<b>Revision/Practice</b>			
August (days-24) 1-15 (11)	<b>CH-7 DIRECTING</b> Meaning , Elements of Directing, Importance of Directing Meaning of Supervision Meaning, Importance of Motivation; maslow's Hierarchy of Needs	Case study Case Study Class Test	Textbook Questions	Psychology

16-31 (13)	Leadership- Concept and Styles of Leadership Communication-Concept, Barriers to communication & How to overcome.			
	<b>Ch-8 CONTROLLING-Meaning,Process of Controlling</b>			
<b>September(days -23)</b>		Key words Assignment of 1 Mark Question Class Test		
1-15 (11)	<b>CH-9 BUSINESS FINANCE</b> Concept ,Importance of Financial Management, Decisions Factors affecting Capital Structure, working capital, Dividend Decision		Assignment of Q/A (1 Mark 10 Qs in 10 Min)	Financial Literacy
16-30 (12)	concept of financial Planning and Importance <b>HALF YEARLY EXAMINATION</b>			
<b>October(days-1-15 (10)</b>		Four corners strategy	Assignment of short Questions	
	<b>CH-10 FINANCIAL MARKET</b> 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 (9)	<b>CH-11 MARKETING MANAGEMENT</b> <b>Concept of Marketing , Marketing Mannagement Philosophies</b> 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			Sales and Marketing
<b>November(day</b>		Group Discussion	Real Life case study	Public relations
1-15(9)	Physical distribution-Concept and factors affecting Channels of distr Concept of Personal Selling Public Relations- Concept and Role <b>CH-12 CONSUMER PROTECTION ACT</b> Concept and Imortance of consumer protection Act Meaning of Consumer, Rights and Responsibilities and Reliefs Who can file a complaint and against whom? Redressal machinery	Case Study  Key words	Assignment On Value Based <b>Q's</b>	
16-30(12)	Role of Consumer Organisations and NGO's <b>Revision/Practice</b>	Assignment of 1 Mark Question	Assignment of Q/A (1 Mark 10 Qs in 10 Min)	Business laws
<b>December(days-25)</b>				
1-15(12)				

16-29(13)	PRE BOARD EXAMINATION			
Jan(13)	PRE BOARD EXAMINATION			
















































