**Syllabus Details(2015-16)**

**Class: - XII Subject: - Business- Studies Teacher Name:-Ms. Balwinder Kaur**

**Book Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ref. Book- Business Studies**

 **Poonam Gandhi**

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| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter****PART-A** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **April** |  | **Unit-1****Nature and significance of Management**  |  |  |
| **1 week** |  | **Concept of Management****Characteristics or Features of Management****Objectives of Management****Importance of Management**  |  |  |
| **2 week** |  | **Nature of Management****Levels Of Management****Functions of management****Co-ordination** |  |  |
| **3 week** |  | **UNIT-2****Principals Of Management****Meaning, Nature, Features and characteristics of management principles.****Importance of Management Principles**  |  |  |
| **4 week** |  | **Fayols Principles of Management****Scientific Management****Comparison Between Taylor & Fayol** |  |  |
| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **May** |  | **Unit-3** |  |  |
| **1 week** |  | **Business Environment****Meaning Categories of Business Environment****Features/ characteristics/ Nature of B.E****Importance of Business Environment**  |  |  |
| **2 week** |  | **Dimensions of Business Environment****Features of New Economic policy 1991** |  |  |
| **3 week** |  | **UNIT-4****Planning** **Meaning, Features/ Nature/ Characteristics** |  |  |
| **4 week** |  | **Importance of planning****Limitations of planning****Planning process, plan &****Types of plans** |  |  |
|  | **July** |  | **UNIT-5** |  |  |
| **1 week** |  | **Organising****Meaning, Organising Process****Importance of Orgening** |  |  |
| **2 week** |  | **Orgenistional structure types of organistanal structure****Functional structure**  |  |  |
| **3 week** |  | **Advantages, Disadvantages, Suitability)****Divisional Structure****(Advantages, Disadvantages & suitability)****Comparison/w functional & Divisional**  |  |  |
| **4 week** |  | **Delegation of Authority****Centralisation &Decentralisation****Difference between Delegation & Decentralisation****Unit-6****Staffing :- Meaning &Importance** |  |  |
| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **August** |  |  |  |  |
| **1 week** |  | **Staffing Process****Components of staffing****Recruitment- Meaning & Sources****Advantages & Disadvantages of internal & external source** |  |  |
| **2 week** |  | **Selection:- Meaning & Process****Training and Development****UNIT-7****Directing****Meaning and features of Directing Function** |  |  |
| **3 week** |  | **Importance of Directing function****Elements of Directing****Supervision & Motivation**  |  |  |
| **4 week** |  | **Leadership****Communication** |  |  |
|  | **Sept.** |  | **Unit-8****Meaning, Nature & Importance of controlling**  |  |  |
| **1 week** |  | **Relationship Between planning & controlling****Controlling – Process** |  |  |
| **2 week** |  |  |  |  |
| **3 week** |  |  |  |  |
| **4 week** |  |  |  |  |
| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter****PART-B** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **October** |  | **UNIT-9** |  |  |
| **1 week** |  | **Meaning****Financial Management****Objectives of financial Management** |  |  |
| **2 week** |  | **Financial Decisions****Financial Planning****Capital structure**  |  |  |
| **3 week** |  | **Fixed and working capital****UNIT-10****Financial Market****Concept & Nature & Money Market** |  |  |
| **4 week** |  | **Capital Market (Meaning & factures)****Stock- Exchange** |  |  |
|  | **November** |  | **UNIT-II** |  |  |
| **1 week** |  | **Marketing Management****Definition, concept & Terms related with market & what can be marketed** **Marketing Management** |  |  |
| **2 week** |  | **Marketing & selling****Marketing Management Philosophies****Functions of Marketing****The Marketing Mix (contd)** |  |  |
| **3 week** |  | **The Marketing Mix** |  |  |
| **4 week** |  | **UNIT-12****Consumer Protection****Importance of consumer Protection****Legal Protection to consumer****Consumer rights & responsibilities****Means of consumer Pretention & Redresses Agencies****Role of consume organisation NGOS**  |  |  |