**Syllabus Details(2015-16)**

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

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

**Poonam Gandhi**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  |