

Class – XII

Sub: BUSINESS STUDIES

Weekly Syllabus (Tentative)

Academic Session 2024-25

Month	Week	Dates		Days	No of Periods	Chapter	Contents	Syllabus
Mar 24	Block Teaching					Nature and significance of management	Concept, Functions of Management, Meaning of 'Effectiveness and Efficiency' Characteristics, Importance, Objectives of Management, Levels of Management— Top, Middle and Operational (Role) Nature of Management as a Science, as an Art.	
Apr-24	I	01-06	06-Working Saturday (Staff)	05		Principles of management	Principles of management— concept and significance of management principles	
	II	08-12	11 – Id-ul-Fitr	04		Principles of management	Fayol's Principles of Management, Scientific Management—Meaning and Principles	
	III	15-19	14 - Ambedakar Jayanti 17 – Ram Navami 21 - Mahavir Jayanti	04		Principles of management Business environment	Techniques of Scientific Management Taylor vs. Fayol Business Environment— concept and Importance, dimensions/components	

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	IV	22-27	27-Working Saturday (Student)	06		Business Environment	economic environment in India Demonetization – concept and features	
	V	29-30		02		Planning	Planning concepts, importance and limitation Planning process -Steps involved in planning process	
May-24	I	01-03	01-03 : ES-1 (XII)/ CT-1 (X)	03		Planning	Types of plans. Objectives, policy, strategy, procedure, rules, methods, programme, budget	ES-1 (XII)/ CT-1 (X) Date: 01-07 May
	II	06-10	06-07 : ES-1 (XII)/ CT-1 (X) 09,10 – The Quest	05		planning	Types of plans. Objectives, policy, strategy, procedure, rules, methods, programme, budget	
	III	13-18	18- Working Saturday (Open House X & XII)	06		Organising	Organizing- concept and importance Organizing process Organization structure— functional and divisional concept Formal and Informal Organization- concept	
***** SUMMER BREAK 20 MAY -30 JUN 2024 *****								
Jul-24	I	01-06	01- School reopens for staff 06-Working Saturday (Student)	05		Organising	Delegation of Authority- concept, elements and importance Decentralisation- concept and importance	PT-I Class VI-X Date: 05 Jul – 12Jul ES-2 (XII): 05 Jul – 12Jul
	II	08-12		05		Staffing	Staffing- concept and importance of staffing. Staffing as a part of HRM-concept	

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							Steps in Staffing process Recruitment process Selection Process	
	III	15-19	17-Muharram	04		Staffing	Training and Development- concept and importance, Methods of Training- on the job and off the job- vestibule training, apprenticeship training and internship training	
	IV	22-27	27 – Working Saturday (Students)	06		Directing	Directing-Concept and importance Elements of Directing	
	V	29-31		03		Directing	Motivation—concept, Financial and Non-Financial Incentives, Maslow's need Hierarchy, Leadership – concept, styles –authoritative, democratic and laissez faire,	
Aug-24	I	01-03	03 – Working Saturday (Open House (VI-X), XII)	03		Directing	Communication—concept, Formal and Informal Communication, Barriers to Effective Communication, how to overcome the barriers	
	II	05-09		05		Controlling	Controlling- Meaning and importance Relationship between Planning and Controlling Process of Controlling	
	III	12-16	15 – Independence Day	04		CONTROLLING		

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	IV	19-23	19-Raksha Bandhan	04		CONTROLLING		ES-1 (XI):
	V	26-31	26-Janmashtami 31-Working Saturday (Students) 31-Annual Prize Distribution	05		REVISION		
Sep-24	I	02-06		05		REVISION		
	II	09-14	14 – Working Saturday (Students)	06		MID TERM EXAMS Financial Management	Concepts, role and objectives of financial management. Financial Decisions- investment, financing and dividend- meaning and factors affecting financial decision. Financial planning – concept and importance.	
	III	16-21	16-Milad-un-Nabi 21 – Working Saturday (Students)	05				
	IV	23-27		05				
	V	30		01				
Oct-24Ma	II	01-05	02-Mahatma Gandhi's Birthday 05-Annual Prize Distribution	04		Financial Market	Financial market- concept Money Market – concept Market and its types. PrimaryMarket vs. Secondary Market Money Market vs. Capital MarketStock Exchange — functions and trading procedure, meaning of	

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							depository services Demataccount. SEBI -objectives and functions.	
	III	07-12	09-13– Autumn Break 12- Dussehra	02		Marketing Management	Marketing; Concept, Functions,Philosophies of Marketing Marketing Mix - concepts and elements Product as an element ofmarketing mix, Main Components of Product Mix. Branding, Packaging, Labelling (concept)	
	IV	14-19	17-Maharishi Valmiki's Birthday 19 – Working Saturday (Open House VI-XII)	05		Marketing Management	Price Mix- concepts and factorsdetermining price Physical Distribution- concept, components and channels of distribution	
	V	21-25	20– Karwa Chouth	05		Marketing Management	Promotion Mix-concept and elements, Advertising, PersonalSelling, Sales Promotion and Public Relations	
	VI	28-31	30-03 Nov – Diwali Break	02		Consumer Protection	Consumer Protection- conceptand importance The Consumer Protection Act, 2019- Meaning of consumer-rights and responsibilities	
*** Autumn Break 09-13 Oct 2024 ***								
Nov-24	I	04-09	09 – Working Saturday (Students)	06		Consumer Protection	Redressal machinery	

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							Remedies available, Role of Consumer Organisations & NGOs	
	II	11-15	12 – Annual Day 15 – Guru Nank's Birthday	04				
	III	18-22		05				PT-II (VI-VIII): 19 Nov-10 Dec PT-III (IX): 19 Nov-10 Dec PT-III (X): 14 Nov-25 Nov MPB (XII): 14 Nov-25 Nov
	IV	25-30	29,30 – Annual Athletic Meet	06				
Dec-24	I	02-07	07 – Sports Day	06				
	II	09-13		05				
	III	16-21	21-Working Saturday, Open House (X & XII)	06				
	IV	23	24,25 – Christmas Holidays	01				

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*** Winter Break from 26 Dec to 04 Jan 2025 ***								
Jan-25	I	06-10		05				
	II	13-18	18-Working Saturday, Open House (VI-IX, XI)	06				
	III	20-25	25-Citation Ceremony 25-Open House XII 26-Republic Day	06				
	IV	27-31		05				
Feb-25	I	01	01 – Farewell XII 01- Open House X	01				
	II	03-07		05				Annual Exam Class IX & XI – 05 Feb-19 Feb 2025
	III	10-14		05				
	IV	17-22	22-Working Saturday (students)	06				
	V	24-28	26-Maha Shivratri	04				
Mar-25	Annual Exam Classes VI-VIII – 25 Feb-10 Mar 2025							

Note: The examination syllabus as mentioned above is to be considered Tentative. The final syllabus for each exam will be uploaded on the website along with the Date Sheet at the time of the examination.