



# BLOOM PUBLIC SCHOOL

C-8 Vasant Kunj, New Delhi

Syllabus for the Session 2025-26

Class: XII

Subject: Business Studies

SYLLABUS		
MONTH	CHAPTER (NCERT Text book)	CONTENT
April	<b>PART I – PRINCIPLES AND FUNCTIONS OF MANAGEMENT</b>	
	<b>Chapter 1</b> Nature & Significance of management	<ul style="list-style-type: none"> <li>✓ Management - concept, objectives &amp; importance.</li> <li>✓ Levels of Management.</li> <li>✓ Management as Science, Art &amp; Profession</li> <li>✓ Management functions - planning, organizing, staffing, directing &amp; controlling.</li> <li>✓ Coordination - concept &amp; importance.</li> </ul>
	<b>Chapter 2</b> Principles of Management	<ul style="list-style-type: none"> <li>✓ Principles of Management - concept &amp; significance.</li> <li>✓ Fayol's principles of management.</li> <li>✓ Taylor's Scientific management principles &amp; techniques.</li> </ul>
	<b>Chapter 3</b> Business Environment	<ul style="list-style-type: none"> <li>✓ Business Environment - concept &amp; importance</li> <li>✓ Dimensions of Business Environment - Economic, Social, Technological, Political &amp; Legal</li> <li>✓ Demonetization - concept &amp; features.</li> </ul>
	<b>Chapter 12</b> Consumer Protection	<ul style="list-style-type: none"> <li>✓ Concept &amp; importance of consumer Protection</li> <li>✓ The Consumer Protection Act, 2019 - Meaning of consumer Rights &amp; responsibilities of consumers, Redressal machinery &amp; Remedies available.</li> <li>✓ Consumer awareness - Role of consumer organizations &amp; Non-Governmental Organizations (NGOs).</li> </ul>
May	<b>PART II - BUSINESS FINANCE AND MARKETING</b>	
	<b>Chapter 11</b> Marketing	<ul style="list-style-type: none"> <li>✓ Marketing - Concept, functions &amp; philosophies</li> <li>✓ Marketing Mix – Concept &amp; elements</li> <li>✓ Product - branding, labelling &amp; packaging</li> <li>✓ Price - Concept, Factors determining price</li> <li>✓ Physical Distribution – concept, components &amp; channels of distribution</li> <li>✓ Promotion – Concept &amp; elements; Advertising, Personal Selling, Sales Promotion &amp; Public Relations.</li> </ul>

	Practical File	Projects assigned.
	PA 1 Examination	
<b>July</b>	<b>PART I-PRINCIPLES AND FUNCTIONS OF MANAGEMENT</b>	
	<b>Chapter 4</b> Planning	✓ Planning - Concept, importance & limitation Planning process. Single use & standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget & Programme.
	<b>Chapter 5</b> Organising	✓ Organising - Concept & importance, Organising Process ✓ Structure of organisation - functional & divisional concept. Formal & informal organisation- concept ✓ Delegation - concept, elements & importance ✓ Decentralization - concept & importance.
<b>August</b>	<b>PART I-PRINCIPLES AND FUNCTIONS OF MANAGEMENT</b>	
	<b>Chapter 6</b> Staffing	✓ Staffing: Concept & importance ✓ Staffing as a part of Human Resource Management concept ✓ Staffing process, Recruitment process, Selection – process ✓ Training & Development - Concept & importance, Methods of training - on the job & off the job - vestibule training, apprenticeship training & internship training.
	<b>Chapter 7</b> Directing	✓ Directing: Concept & importance, Elements of Directing ✓ Motivation - concept, Maslow's hierarchy of needs, Financial & non-financial incentives ✓ Leadership - concept, styles - authoritative, democratic & laissez faire Communication - concept, formal & informal communication; barriers to effective communication, how to overcome the barriers.
	PA 2 Examination	
	Practical File	Project work- rough draft completed.
<b>September</b>	<b>Chapter 8</b> Controlling	✓ Controlling - Concept & importance, Relationship between planning & controlling. Steps in the process of control.
	<b>TERM 1 EXAMINATION</b>	✓

<b>October</b>	<b>PART II - BUSINESS FINANCE AND MARKETING</b>	
	<b>Chapter 9</b> Financial Management	<ul style="list-style-type: none"> <li>✓ Financial Management: Concept, role &amp; objectives</li> <li>✓ Financial decisions: investment, financing &amp; dividend- Meaning &amp; factors affecting</li> <li>✓ Financial Planning - concept &amp; importance</li> <li>✓ Capital Structure – concept &amp; factors affecting capital structure</li> <li>✓ Fixed &amp; Working Capital - Concept &amp; factors affecting their requirements.</li> </ul>
	<b>Chapter 10</b> Financial Markets	<ul style="list-style-type: none"> <li>✓ Financial Markets: Concept,</li> <li>✓ Money market: Concept &amp; its instruments</li> <li>✓ Capital market: Concept &amp; its types (primary &amp; secondary)</li> <li>✓ Stock Exchange – Meaning, Functions &amp; trading procedure</li> <li>✓ Securities &amp; Exchange Board of India</li> <li>✓ (SEBI) - objectives &amp; functions.</li> </ul>
<b>November</b>	Revision Pre-Board I Exam	
<b>December</b>	Revision, Pre board II Exam Pre-Board practical.	
<b>January</b>	Board Practical Exam Practice Exam.	
<b>February</b>	Revision, Board Exams.	
<b>March</b>	Board Exams	
<b>ASSESSMENT SYLLABUS</b>		
<b>PERIODIC ASSESSMENT -1</b>		Chapter 1- Nature & significance of management Chapter 2- Principles of Management
<b>PERIODIC ASSESSMENT -2</b>		Chapter 3- Business Environment Chapter 4 - Planning Chapter 11 – Marketing

<b>MID TERM EXAM</b>	Chapter 1- Nature & significance of management Chapter 2- Principles of Management Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising Chapter 6- Staffing Chapter 7- Directing Chapter 8- Controlling Chapter 11 Marketing
<b>PRE-BOARD EXAM I&amp;II PRACTICE EXAM</b>	Chapter 1- Nature & significance of management Chapter 2- Principles of Management Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising Chapter 6- Staffing Chapter 7 – Directing Chapter 8- Controlling Chapter 9- Financial Management Chapter 10 Financial Markets Chapter 11 Marketing Chapter 12 Consumer Protection
<b>BOARD EXAM</b>	Chapter 1- Nature & Significance of management Chapter 2- Principles of Management Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising Chapter 6- Staffing Chapter 7 – Directing Chapter 8- Controlling Chapter 9- Financial Management Chapter 10 Financial Markets Chapter 11 Marketing Chapter 12 Consumer Protection