



BLOOM PUBLIC SCHOOL

C-8 Vasant Kunj, New Delhi
Syllabus for the Session 2026-27

Class: XII

Subject: Business Studies

<i>MONTH</i>	<i>CHAPTER (NCERT Text book)</i>	<i>CONTENT</i>	<i>ACTIVITIES/ PRACTICALS</i>
PART I – PRINCIPLES AND FUNCTIONS OF MANAGEMENT			
April	Chapter 1 Nature & Significance of management	<ul style="list-style-type: none"> ✓ Management - concept, objectives & importance. ✓ Levels of Management. ✓ Management as Science, Art & Profession ✓ Management functions - planning, organizing, staffing, directing & controlling. ✓ Coordination - concept & importance. 	<ul style="list-style-type: none"> ✓ Role Play: Students enact a "Board Meeting" featuring Top, Middle, and Supervisory managers to resolve an organizational crisis, demonstrating their unique functions
	Chapter 2 Principles of Management	<ul style="list-style-type: none"> ✓ Principles of Management - concept & significance. ✓ Fayol's principles of management. ✓ Taylor's Scientific management principles & techniques. 	<ul style="list-style-type: none"> ✓ Debate: "Scientific Management (Taylor) vs. Administrative Management (Fayol): Which is more relevant in the modern tech-driven era?".
	Chapter 3 Business Environment	<ul style="list-style-type: none"> ✓ Business Environment - concept & importance ✓ Dimensions of Business Environment - Economic, Social, Technological, Political & Legal ✓ Demonetization - concept & features. 	<ul style="list-style-type: none"> ✓ Presentation: -A presentation on how a change in the Legal or Technological environment (e.g., E-ticketing) impacts a specific industry.
	Chapter 11 Marketing	<ul style="list-style-type: none"> ✓ Marketing - Concept, functions & philosophies ✓ Marketing Mix – Concept & elements 	<ul style="list-style-type: none"> ✓ Presentation: Compare two global brands (like P&G or Infosys) regarding their "Societal Marketing" initiatives versus traditional production concepts

PART II - BUSINESS FINANCE AND MARKETING			
May	Chapter 11 Marketing	<ul style="list-style-type: none"> ✓ Product - branding, labelling & packaging ✓ Price - Concept, Factors determining price ✓ Physical Distribution – concept, components & channels of distribution ✓ Promotion – Concept & elements; Advertising, Personal Selling, Sales Promotion & Public Relations. 	<ul style="list-style-type: none"> ✓ Role Play: A "Sales Pitch" where students use different promotion mix elements (Personal Selling vs. Sales Promotion) to sell a new gadget.
	Chapter 12 Consumer Protection	<ul style="list-style-type: none"> ✓ Concept & importance of consumer Protection ✓ The Consumer Protection Act, 2019 - Meaning of consumer Rights & responsibilities of consumers, Redressal machinery & Remedies available. Consumer awareness - Role of consumer organizations & Non-Governmental Organizations (NGOs). 	<ul style="list-style-type: none"> Role Play: "Consumer Court Simulation" — Students enact a case involving a defective product, representing the Complainant, the Opposing Party, and the District Commission judge.
	Practical File	Projects assigned.	
PART I-PRINCIPLES AND FUNCTIONS OF MANAGEMENT			
July	Chapter 4 Planning	<ul style="list-style-type: none"> ✓ Planning - Concept, importance & limitation Planning process. Single use & standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget & Programme. 	<ul style="list-style-type: none"> ✓ Role Play: A planning session for a school fete where students must identify alternative courses of action and select the best one based on feasibility.
	Chapter 5 Organising	<ul style="list-style-type: none"> ✓ Organising - Concept & importance, Organising Process ✓ Structure of organisation - functional & divisional concept. Formal & informal organisation-concept ✓ Delegation - concept, elements & importance ✓ Decentralization - concept & importance. 	<ul style="list-style-type: none"> ✓ Art Integration: Draw a detailed "Organizational Tree" for a hypothetical multi-product company ' showing its divisional structure.
PART I-PRINCIPLES AND FUNCTIONS OF MANAGEMENT			
August	Chapter 6 Staffing	<ul style="list-style-type: none"> ✓ Staffing: Concept & importance ✓ Staffing as a part of Human Resource Management concept 	<ul style="list-style-type: none"> ✓ Role Play: "The Selection Interview" — A mock interview session where students practice

		<ul style="list-style-type: none"> ✓ 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. 	preliminary screening and various selection tests (Intelligence, Aptitude, etc.).
	Chapter 7 Directing	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ Game The "Grapevine" Chain. - Arrange students in a line. The first student is given a specific, slightly complex business scenario (e.g., "The CEO is considering a 10% bonus for the production team if they reduce waste by 5% this quarter"). They must whisper it to the next person, and so on, until the end of the line.
	Practical File	Project work- rough draft completed.	
September	Chapter 8 Controlling	<ul style="list-style-type: none"> ✓ Controlling - Concept & importance, Relationship between planning & controlling. Steps in the process of control. 	<ul style="list-style-type: none"> ✓ Debate: "Management by Exception: Does it empower subordinates or lead to managerial negligence?".
	PART II - BUSINESS FINANCE AND MARKETING		
	Chapter 9 Financial Management	<ul style="list-style-type: none"> ✓ Financial Management: Concept, role & objectives ✓ Financial decisions: investment, financing & dividend- Meaning & factors affecting ✓ Financial Planning - concept & importance ✓ Capital Structure – concept & factors affecting capital structure ✓ Fixed & Working Capital - Concept & factors affecting their requirements. 	<ul style="list-style-type: none"> ✓ Presentation: "The EBIT-EPS Analysis" — A data-driven presentation using numeric examples to show the benefits and risks of "Trading on Equity.
October	Chapter 10 Financial Markets	<ul style="list-style-type: none"> ✓ Financial Markets: Concept, ✓ Money market: Concept & its instruments ✓ Capital market: Concept & its types (primary & secondary) 	<ul style="list-style-type: none"> ✓ Role Play: "From PAN to Payout" — A step-by-step role play of the online trading procedure involving an Investor, a

		<ul style="list-style-type: none"> ✓ Stock Exchange – Meaning, Functions & trading procedure ✓ Securities & Exchange Board of India ✓ (SEBI) - objectives & functions. 	Broker, and a Depository Participant.
November	✓ Revision		
December	<ul style="list-style-type: none"> ✓ Revision, Pre board I Exam ✓ Pre-Board practical. 		
January	<ul style="list-style-type: none"> ✓ Board Practical Exam ✓ Pre-Board II Exam 		
February	✓ Revision, Board Exams.		
March	✓ Board Exams		

ASSESSMENT SYLLABUS

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

BOARD EXAM

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