BUSINESS STUDIES (054) Annual & Weekly Syllabus Split-Up - 2025-26 Grade 12

| | | | | | | | Grade 12 | | | | | | | | | | ! |
|-----|----|-----------|------------------------|--------|-------------|--|--|--|--|-------------------|--------------------|---|---|----------------|-----------------|------------------|--------|
| S.I | No | Month | No. of Working Days | | No. of Days | Торіс | Sub Topic | Resources | Activity | Mid April Test | Periodic Test 1 | | | Pre Board I | Pre Soard II | Pre Board III | Annual |
| 1 | | APRIL | 23 | Week 1 | 5 | Part A: Principles and Functions of Management (50 Marks) UNIT 1: Nature and Significance of Management UNIT 1, 2 &3 = 16 Marks] | Management-concept, objectives, and importance, Management as Science, Art and Profession Concept includes meaning and features Levels of Management, Management functions-planning, organizing, staffing, directing and controlling, Coordination-concept and importance | n NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP | Compentency based Question answer session : By Introducing real life examples | ٧ | | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | 1 | | | Week 2 | 5 | Unit 2: Principles of Management | Principles of Management - concept and significance, Fayol's principles of management Taylor's Scientific management - principles and techniques | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Role playing on the principles A Fayol's principles B Taylors principles C Drama on scientific | ~ | | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 3 | 4 | Unit 3: Business Environment | Business Environment- concept and importance, Dimensions of Business Environment - Economic, Social, Technological, Political and Legal Demonetization - concept and features. | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | 1.Newspaper reading | | ٧ | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 4 | 6 | Unit 4: Planning [Unit 4& 5 = 14 Marks] [MID APRIL TEST] [15 APRIL - 22 APRIL] | Planning: Concept, importance and limitation, Planning process Single use and Standing Plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Case studies compentncy based Q&A | | ٧ | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 5 | 3 | Unit 5: Organising | Organising: Concept and importance,Organising Process Structure of organisation - functional and divisional concept; Formal and informal organization - concept | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Case studies Introducing real life examples | | | ٧ | ٧ | ٧ | ٧ | ٧ | ٧ |
| 2 | | | | Week 1 | 0 | [sum | MER VACATION] [3 MAY-8 JUNE] | | | | | | | | | | i |
| | | JUNE | | Week 2 | 6 | Unit 5: Organising | Delegation: concept, elements and importance, Decentralization: concept and importance | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND | Introducing real life examples | | | ٧ | ٧ | ٧ | ٧ | ٧ | ٧ |
| | 2 | | 19 | Week 3 | 6 | Unit 6: Staffing [Unit 6,7 & 8 = 20 Marks] | Staffing: Concept and importance of staffing, Staffing as a part of Human Resource Management concept; Staffing process, Recruitment process | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | Case studies | | | ٧ | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 4 | 6 | Unit 6: Staffing | Selection – process; Training and Development - Concept and importance, Methods of training on the job and off the job - vestibule training, apprenticeship training and internship training. | | Case studies | | | ٧ | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 5 | 1 | | · | JOST MATERIAL, WORLDHEET, STROT SIS, MINO | | | | | | | | | |
| 3 | | | | Week 1 | 5 | (PERI | IODICTEST 1] [30 JUNE-7 JULY] | | | | | | | | | | |
| | | | | Week 2 | 6 | Unit 7: Directing | Directing: Concept and importance, Elements of Directing, Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | Case studies | | | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | JULY | | Week 3 | 6 | Unit 7: Directing | Leadership - concept, styles - authoritative, democratic and laissez faire, Communication - concept, formal and informal communication | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | Case studies | | | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | 3 | | 27 | Week 4 | 6 | Unit 7: Directing Unit 8: Controlling | Communication - barriers to effective communication, how to overcome the barriers? Controlling - Concept and importance | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP | Case studies Introducing real life examples | | | | ٧ | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 5 | 4 | Unit 8: Controlling | Relationship between planning and controlling, Steps in process of control | NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Role play based on the steps of controlling. | | | | ٧ | ٧ | ٧ | ٧ | ٧ |
| 4 | | AUGUST | | Week 1 | 2 | [PRF N | (IID TERM EXAM) [1 AUG-8 AUG] | | | | | | | | | | 1 |
| | | | | Week 2 | 5 | Į. ii. i | The state of the s | | | | | | | | | | l |
| | 4 | | 23 | Week 3 | 5 | | Financial Management: Concept, role and objectives; Financial decisions: investment, financing and dividend - Meaning and factors affecting | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | Case studies | | | | | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 4 | 6 | Unit 9: Financial Management | financing and dividend - Meaning and factors affecting; Financial Planning - concept and importance, Capital Structure – concept | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | Case studies | | | | | ٧ | ٧ | ٧ | ٧ |
| | | | | Week 5 | 5 | Unit 9: Financial Management | Capital Structure – factors affecting capital structure , Fixed and Working Capital - Concept and factors affecting their requirements | | Case studies | | | | | ٧ | ٧ | ٧ | ٧ |
| 5 | | | | Week 1 | 5 | | - | , and the state of | | | | | | | | | |
| | | | | Week 2 | 6 | (MID TERM | EXAM] TERM 1 [4 SEPT-18 SEPT] | | | | | | | | | | İ |
| | | | | Week 3 | 6 | Unit 10: Financial Markets | Financial Markets: Concept, Money Market: Concept, Capital market and its types (primary and secondary); Stock Exchange - Functions and trading procedure; Securities and Exchange Board of India (SEBI) - objectives and functions | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Case studies Introducing real life examples; Group | | | | | ٧ | ٧ | ٧ | ٧ |
| | 5 | SEPTEMBER | 25 (13) | Week 4 | 6 | Unit 11: Marketing [Unit 11 & 12 = 5 Marks] | Marketing – Concept, functions and philosophies, Marketing Mix – Concept and elements; Product – branding, labelling and packaging – Concept | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Case studies Introducing real life examples Group Discussion Demostration Method | | | | | ٧ | ٧ | ٧ | ٧ |

| | | | Week 5 | 2 | Unit 11: Marketing | Price - Concept, Factors determining price | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND | Case studies | | ٧ | ٧ | ٧ | ٧ |
|----|-----------------|----|--------|---------|--|--|--|---|--|---|---|---|---|
| 6 | | 13 | Week 1 | 3 | Unit 11: Marketing | Physical Distribution – concept, components and channels of distribution; Promotion – Concept | NCERT TEXT ROOK (DARTE), REFERENCE ROOK. | Lecture method Case studies | | ٧ | ٧ | ٧ | ٧ |
| | | | Week 2 | 6 | Unit 11: Marketing Unit 12: Consumer Protection | Promotion — elements; Advertising, Personal Selling, Sales Promotion and Public Relations. Consumer Protection: Concept and importance; The Consumer Protection Act, 2019: Meaning of consumer | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND MAP | Case studies Introducing real life examples Group Discussion Demostration | | ٧ | ٧ | ٧ | ٧ |
| | OCTOBER | | Week 3 | 4 | Unit 12: Consumer Protection [CBSE CLASS XII COURSE COMPLETION - 2026] | Nicht and an addition of a second state of the second state of | NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET, SYNOPSIS, MIND | | | ٧ | ٧ | ٧ | ٧ |
| | | | Week 4 | 0 | CLASS XII COURSE COMPLETION - 2026] | Rights and responsibilities of consumers Who can file a complaint? | STOUT MATERIAL; WORKSHEET, STNOPSIS, MINU | Case studies | | | | | |
| | | | Week 5 | 0 | [DIWALI V. | VACATION] [17 OCT - 2 NOV] | | | | | | | |
| | | | Week 1 | 0 | | | | | | | | | |
| | | 23 | Week 2 | 5 | | | | | | | | | |
| 7 | NOVEMBER | | Week 3 | 6 | [PRE BOA | ARD 1] [4 NOV- 17 NOV] | | | | | | | |
| | | | Week 4 | 6 | | | | | | | | | |
| | | | Week 5 | 6 | | | CBSE SAMPLE PAPER -2026 | | | | | | |
| | | 20 | Week 1 | 6 | ' | REVISION FOR PRE BOARD 2 | CBSE PAST YEARS QUESTION PAPER | | | | | | |
| | | | Week 2 | 6 | | | CBSE SAMPLE PAPER -2027 | | | | | | |
| 8 | DECEMBER | | Week 3 | 6 | [PRE BO | CBSE PAST YEARS QUESTION PAPER | | | | | | | |
| | | | Week 4 | 2 | | | | | | | | | |
| | | | Week 5 | 0 | [PRACTICE TEST in \ | | Worksheets | | | | | | |
| | | | Week 1 | 0 | [PRACTICE TEST in | WINTER VACATION] [25 DEC- 31 DEC] | Worksheets | | | | | | |
| | | | Week 2 | 6 | PRE BOARD 3] [6 JAN- 2 | | CBSE SAMPLE PAPER -2027 | | | | | | |
| 9 | 2026 JANUARY | 22 | Week 3 | 5 | | | CBSE PAST YEARS QUESTION PAPER | | | | | | |
| | | | Week 4 | 6 | | AN- 27 JAN] AISSCE PRACTICAL EXAM 2026 - (MAIN) | | | | | | | |
| | | | Week 5 | 5 | | | | | | | | | |
| | | | Week 1 | 6 | | | AS PER CBSE GUIDELINES | | | | | | |
| | | | Week 2 | 6 | AISSC | E PRACTICAL EXAM 2026 -(MAIN) | | | | | | | |
| 10 | FEBRUARY | 23 | Week 3 | 5 | | | | | | | | | |
| | | | Week 4 | 6 | | | | | | | | | |
| | | | Week 5 | 0 | | | | | | | | | |
| | | | Week 1 | 5 | CDSS | AISSCE CLASS XII 2026 - (MAIN) | | | | | | | |
| | | | Week 2 | 6 | CBSE | MISSEE CEMSS ATT 2020 - [WIATIV] | | | | | | | |
| 11 | MARCH | 22 | Week 3 | Veek3 5 | | | | | | | | | |
| | | | Week 4 | 5 | | | | | | | | | |
| | | | Week 5 | 1 | | | | | | | | | |