

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

S.No	Month	No. of Working Days		No. of Days	Topic	Sub Topic	Resources	Activity	Mid April Test	Periodic Test 1	Pre Mid Term	Mid Term	Pre Board I	Pre Board 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	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Competency based Question answer session : By Introducing real life examples	✓			✓	✓	✓	✓	✓
			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	✓			✓	✓	✓	✓	✓
			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 MAP	1.Newspaper reading		✓		✓	✓	✓	✓	✓
			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 competency based Q&A		✓		✓	✓	✓	✓	✓
			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			✓	✓	✓	✓	✓	✓
2	JUNE	19	Week 1	0	[SUMMER VACATION] [3 MAY-8 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 MAP	Introducing real life examples			✓	✓	✓	✓	✓	✓
			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 MAP	Case studies			✓	✓	✓	✓	✓	✓
			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.	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies			✓	✓	✓	✓	✓	✓
			Week 5	1	[PERIODIC TEST 1] [30 JUNE-7 JULY]											
3	JULY	27	Week 1	5												
			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 MAP	Case studies				✓	✓	✓	✓	✓
			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 MAP	Case studies				✓	✓	✓	✓	✓
			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				✓	✓	✓	✓	✓
			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.				✓	✓	✓	✓	✓
4	AUGUST	23	Week 1	2												
			Week 2	5	[PRE MID TERM EXAM] [1 AUG-8 AUG]											
			Week 3	5	Part B: Business Finance and Marketing (30 Marks) Unit 9: Financial Management [Unit 9&10=15]	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 MAP	Case studies					✓	✓	✓	✓
			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 MAP	Case studies					✓	✓	✓	✓
			Week 5	5	Unit 9: Financial Management	Capital Structure – factors affecting capital structure , Fixed and Working Capital - Concept and factors affecting their requirements	NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies					✓	✓	✓	✓
5	SEPTEMBER	25 (13)	Week 1	5												
			Week 2	6	[MID TERM EXAM] TERM 1 [4 SEPT-18 SEPT]											
			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					✓	✓	✓	✓
			Week 4	6	Unit 11: Marketing 12 = 5 Marks] [Unit 11 &	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 Demonstration Method					✓	✓	✓	✓

[illegible]