

N.C JINDAL PUBLIC SCHOOL						
PUNJABI BAGH, NEW DELHI						
ANNUAL CURRICULUM 2025-26						
CLASS : XII Prepared By: Ms. Gurpreet Kaur, Ms. Poornima Tomar			SUBJECT : BUSINESS STUDIES DESIGNATION :PGT COMMERCE			
Academic Book	Chapter/Topic	Chapter Topic	PT/ HYE/PB	Start Date	End Date	No. of Periods
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Nature and Significance of Management	MANAGEMENT -CONCEPT OBJECTIVES AND IMPORTANCE	PTI, HY, Preboard I	1-Apr-2025	5-Apr-2025	5
		CONCEPT INCLUDES MEANING AND FEATURES OF MANAGEMENT AS SCIENCE ART AND PROFESSION	PTI,HY, Preboard I	7-Apr-2025	14-Apr-2025	5
		Levels of Management, Management functions- planning, organizing, staffing, directing and controlling, Coordination- concept and importance	PTI,HY, Preboard I	15-Apr-2025	24-Apr-2025	8
	REVISION FOR PT I			25-Apr-2025	25-Apr-2025	1
	Principles of Management	Principles of Management - concept and significance, Fayol's principles of management,	PTII, HY, Preboard	28-Apr-2025	3-May-2025	5
		Taylor's Scientific management- principles and techniques. Compare the contributions of Fayol and Taylors.	PT II,HY, Preboard	5-May-2025	8-May-2025	4
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT & BUSINESS FINANCE AND MARKETING	PROJECT OPTIONS	Project on Henry Fayol 14's Principles		13-Apr-2025	13-Apr-2025	1
		Project on F.W Taylor		14-Apr-2025	14-Apr-2025	1
		Project on Marketing		15-May-2025	15-May-2025	1
		Project on Business Environment		16-May-2025	16-May-2025	1
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Business Environment	Business Environment- concept and importance	PTII, HY, Preboard	1-Jul-2025	3-Jul-2025	3
		Dimensions of Business Environment- Economic, Social, Technological, Political and Legal, Demonetization - concept and features.	PTII, HY, Preboard	4-Jul-2025	7-Jul-2025	3

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NCERT BUSINESS FINANCE AND MARKETING		Marketing — Concept, functions and Philosophies, Marketing Mix — Concept and elements Product - branding, labelling and packaging- Concept	PTII, HYE, Preboard	8-Jul-2025	11-Jul-2025	4
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	Marketing Management	Concept Price - Concept, Factors determining price.Physical Distribution: concept, components and channels of Distribution	PTII, HYE, Preboard	14-Jul-2025	21-Jul-2025	5
		Promotion — Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations	PTII, HYE, Preboard	22-Jul-2025	24-Jul-2025	1
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Planning	Concept, importance and limitation, Planning process Single use and standing plans.	HYE PreBoard	25-Jul-2025	30-Jul-2025	4
		Objectives, Strategy, Policy, Procedure, Method, Rule, budget and Programme	HYE, Preboard	31-Jul-2025	1-Aug-2025	2
	Organising	Concept and importance, Organising Process, Structure of organisation- functional and divisional concept.	HYE, Preboard	2-Aug-2025	6-Aug-2025	3
		Formal and informal organisation- concept, Delegation: concept, elements and importance, Decentralization: concept and importance	HYE, Preboard	6-Aug-2025	13-Aug-2025	5
	Staffing	Concept and importance of staffing, Staffing as a part of Human Resource Management concept, Staffing process, Recruitment process,	HYE, Preboard	14-Aug-2025	20-Aug-2025	4
		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.	HYE, Preboard	21-Aug-2025	27-Aug-2025	5
	Directing	Concept and importance,element of directing, Motivation-concept, Maslow's hierarchy of needs, Financial and non-financial incentives,	PT III, Preboard	28-Aug-2025	4-Sep-2025	6 7
		Leadership- concept, styles- authoritative, democratic and laissez faire, Communication- concept, formal and informal communication; barriers to effective communication, how to overcome the barriers	PT III, Preboard	6-Sep-2025	9-Sep-2025	3
	REVISION FOR HALF YEARLY			10-Sep-2025	11-Sep-2025	2
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Controlling	Concept and importance, Relationship between planning and controlling, Steps in process of controlling	PT III, Preboard	3-Oct-2025	8-Oct-2025	3

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NCERT BUSINESS FINANCE AND MARKETING	Financial Market	Financial Markets: Concept and Money Market: Concept	PreBoard	9-Oct-2025	13-Oct-2025	3 ²
		Capital Market and its types (primary and secondary)		14-Oct-2025	17-Oct-2025	4
		Stock Exchange- Functions and trading procedure, Securities and Exchange Board of India (SEBI) - objectives and functions.				
	Consumer Protection	Concept and importance of consumer protection. Consumer Protection Act 2019:Meaning of consumer, Rights and responsibilities of consumers, Who can file a complaint,	PreBoard	24-Oct-2025	29-Oct-2025	3
		Redressal machinery,remedies available , Consumer awareness -role of consumer organisation and NGO.		30-Oct-2025	31-Oct-2025	2
	Financial Management	Financial Management: Concept, role and objective Financial decisions: investment, financing- meaning and factors affecting	PreBoard	3-Nov-2025	4-Nov-2025	3
	Revision for PT III			6-Nov-2025	6-Nov-2025	1
NCERT BUSINESS FINANCE AND MARKETING	Financial Management	Dividend Decision- Meaning and factors affecting,	PreBoard	10-Nov-2025	12-Nov-2025	3
		Financial Planning- concept and importance, Capital Structure: Concept & factors affecting		13-Nov-2025	18-Nov-2025	5
		Fixed and Working Capital- Concept and factors affecting their requirements.		11/19/2025	11/21/2025	3
	REVISION FOR PREBOARD			24-Nov-2025	5-Dec-2025	10
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Class	XII	SUBJECT : BUSINESS STUDIES	
S.No.	PT/HYE/Pre Boards	Chapter / Topic	Max. Marks
1	PT 1	Nature and significance of Management	20
		TOTAL	20
2	PT 2	Marketing Management	8
		Principles of Management	6
		Business Environment	6
		TOTAL	20
3	HYE	Nature and significance of management	10
		Principles of management	10
		Business Environment	10
		Planning	10
		Organising	10
		Staffing	10
		Marketing Management	20
		Total	80
		PROJECT	20
		TOTAL (A + B)	100
4	PT 3	Controlling	10
		Directing	10
		TOTAL	20
5	PreBoards	Nature and significance of management	16
		Principles of management	
		Business Environment	
		Planning	14
		Organising	
		Staffing	20
		Directing	
		Controlling	
		TOTAL	50
		PART B	
		Financial Management	15
		Financial Markets	
		Marketing Management	15
		Consumer Protection	
		Total	30
TOTAL (A + B)	80		
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