

N.C JINDAL PUBLIC SCHOOL

PUNJABI BAGH, NEW DELHI

ANNUAL CURRICULUM 2024-25

CLASS : XII Prepared By: Ms. Gurpreet Kaur, Ms. Poornima Tomar. Ms. Tamanpreet Kaur			SUBJECT : BUSINESS STUDIES DESIGNATION :PGT COMMERCE			
Academic Book	CHAPTER TOPIC	Chapter Topic	PERIODIC TEST/ PRE BOARDS	START DATE	END DATE	NO. OF PERIODS
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Nature and Significance of Management	MANAGEMENT -CONCEPT OBJECTIVES AND IMPORTANCE	PT1, Preboard I , Preboard II	1-Apr-24	2-Apr-24	2
		CONCEPT INCLUDES MEANING AND FEATURES MANAGEMENT AS SCIENCE ART AND PROFESSION	PT1, Preboard I , Preboard II	3-Apr-24	8-Apr-24	5
		Levels of Management, Management functions- planning, organizing, staffing, directing and controlling, Coordination- concept and importance	PT1, Preboard I , Preboard II	9-Apr-24	15-Apr-24	4
	Principles of Management	Principles of Management - concept, nature and significance, Fayol's principles of management,	PT1, Preboard I , Preboard II	16-Apr-24	23-Apr-24	5
		Taylor's Scientific management- principles and techniques. Compare the contributions of Fayol and taylors.	PT1, Preboard I , Preboard II	24-Apr-24	3-May-24	8
	Business Environment	Business Environment- concept and importance,	PTIII, Preboard I , Preboard II	6-May-24	8-May-24	3
		Dimensions of Business Environment- Economic, Social, Technological, Political and Legal Demonetization - concept and features.	PTIII, Preboard I , Preboard II	9-May-24	13-May-24	3
	PROJECT WORK	Principles of Management & Business Environment		14-May-24	15-May-24	2
NCERT BUSINESS FINANCE AND MARKETING	Marketing Management	Marketing – Concept, functions and Philosophies, Marketing Mix – Concept and elements Product - branding, labelling and packaging	PTII, Preboard I , Preboard II	16-May-24	17-May-24	2
		Concept Price - Concept, Factors determining price.Physical Distribution: concept, components and channels of Distribution	PTII, Preboard I , Preboard II	1-Jul-24	6-Jul-24	6
	Marketing Management	Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations	PTII, Preboard I , Preboard II	8-Jul-24	11-Jul-24	4
	PROJECT WORK	Marketing Management		12-Jul-24	12-Jul-24	1
	Planning	Concept, importance and limitation, Planning process, Single use and standing plans.	PTII, PTIII PreBoards-1 & 2	15-7-2024	20-7-2024	6

		Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme	PTII,PTIII PreBoards-1 & 2	22-7-2024	23-7-2024	2
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT		REVISION FOR PERIODIC TEST		24-7-2024	25-7-2024	2
	Organising	Concept and importance, Organising Process, Structure of organisation- functional and divisional concept.	PTIII, Preboard I , Preboard II	26-7-2024	29-7-2024	2
		Formal and informal organisation- concept, Delegation: concept, elements and importance, Decentralization: concept and importance	PTIII, Preboard I , Preboard II	30-7-2024	02-8-2024	4
	Staffing	Concept and importance of staffing, Staffing as a part of Human Resource Management concept, Staffing process, Recruitment process,	PTIII, Preboard I , Preboard II	03-8-2024	07-8-2024	5
		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.	PTIII, Preboard I , Preboard II	08-8-2024	14-8-2024	5
	Directing	Concept and importance,element of directing, Motivation-concept, Maslow's hierarchy of needs, Financial and non-financial incentives,	Preboard I , Preboard II	16-8-2024	22-8-2024	5
		Leadership- concept, styles- authoritative, democratic and laissez faire, Communication- concept, formal and informal communication; barriers to effective communication, how to overcome the barriers	Preboard I , Preboard II	23-8-2024	31-8-2024	7
		REVISION FOR HALF YEARLY		02-9-2024	06-9-2024	5
	Controlling	Concept and importance, Relationship between planning and controlling, Steps in process of control	Preboard I , Preboard II	09-9-2024	13-9-2024	4
	Financial Management	Financial Management: Concept, role and objective, Financial decisions: investment, financing- meaning and factors affecting	Preboard I , Preboard II	17-9-2024	21-9-2024	5
		Dividend Decision- Meaning and factors affecting,	Preboard I , Preboard II	23-9-2024	24-4-2024	2
		Financial Planning- concept and importance, Capital Structure: Concept & factors affecting	Preboard I , Preboard II	25-9-2024	27-9-2024	3
		Fixed and Working Capital- Concept and factors affecting their requirements.	Preboard I , Preboard II	30-9-2024	03-10-2024	3
NCERT BUSINESS FINANCE AND MARKETING	Financial Market	Financial Markets: Concept Money ,Market: Concept	Preboard I , Preboard II	04-10-2024	05-10-2024	2
		Capital market and its types (primary and secondary)	Preboard I , Preboard II	07-10-2024	09-10-2024	3

		Stock Exchange- Functions and trading procedure, Securities and Exchange Board of India (SEBI) - objectives and functions.	Preboard I , Preboard II	14-10-2024	16-10-2024	3
	CONSUMER PROTECTION	Concept and importance of consumer protection, Consumer Protection Act 2019:Meaning of consumer, Right and responsibility of consumers, Who can file a complaint,	Preboard I , Preboard II	18-10-2024	22-10-2024	4
		Redressal machinery,remedies available , Consumer awareness -role of consumer organisation and NGO.	Preboard I , Preboard II	23-10-2024	25-10-2024	3
		REVISION FOR PREBOARD I		04-11-2024	16-11-2024	8
		REVISION FOR PREBOARD II		03-12-2024	12-12-2024	9
Prepared By : Mrs. Gurpreet kaur (PGT COMMERCE) Prepared By : Ms. Poornima Tomar (PGT COMMERCE) Prepared By : Ms. Tamanpreet Kaur (PGT COMMERCE)			Sign			
SUBJECT CO-ORDINATOR : Mr. Amrish Kumar Chauhan (PGT ECONOMICS)			Sign			

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Periodic Test/ PreBoards Marking Scheme : 2024-25			
Class :	XII	Subject : BUSINESS STUDIES	
S.No.	PT/Pre Boards	Chapter / Topic	Max. Marks
1	PT 1 (2024)	Nature and significance of Management	10
		Principles of Management	10
		TOTAL	20
2	PT 2 (2024)	Marketing Management	10
		Planning	10
		TOTAL	20
3	PT 3 (2024)	Business Environment	10
		Planning	10
		Organising	10
		Staffing	10
		TOTAL	40
4	Pre Board - I & II (24-25)	PART A	
		Nature and significance of management	16
		Principles of management	
		Business Environment	
		Planning	14
		Organising	
		Staffing	
		Directing	20
		Controlling	
		TOTAL	50
		PART B	
		Financial Management	15
		Marketing Management	15
		Consumer Protection	
		Total	30
PROJECT	20		
TOTAL (A + B)	100		
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