

# N.C JINDAL PUBLIC SCHOOL

PUNJABI BAGH, NEW DELHI

Periodic Test / Half - Yearly Marking Scheme: 2018 - 19

<b>CLASS - XII BUSINESS STUDIES</b>		<b>MARKS</b>
<b>SYLLABUS FOR FIRST PERIODIC TEST</b>		<b>Max. Marks</b>
	<b>Chapter/Topic</b>	
1	<b>Nature and significance of management</b>	<b>12</b>
2	<b>Principles of management</b>	<b>18</b>
3	<b>Business Environment</b>	<b>10</b>
	<b>TOTAL</b>	<b>40</b>

<b>SYLLABUS FOR SECOND PERIODIC TEST</b>		<b>MARKS</b>
<b>Chapter/Topic</b>		<b>Max. Marks</b>
1	<b>DIRECTING</b>	<b>25</b>
2	<b>CONTROLLING</b>	<b>15</b>
	<b>TOTAL</b>	<b>40</b>

<b>SYLLABUS FOR HALF - YEARLY</b>		<b>MARKS</b>
1	<b>Nature and significance of management</b>	<b>10</b>
2	<b>Principles of management</b>	<b>15</b>
3	<b>Business Environment</b>	<b>10</b>
4	<b>Marketing Management</b>	<b>25</b>
5	<b>Planning</b>	<b>10</b>
6	<b>Organising</b>	<b>15</b>
7	<b>Staffing</b>	<b>15</b>
	<b>TOTAL</b>	<b>100</b>

Co-ordinator Name: Mrs. Madhu Khirbat

Sign.....

Subject Teacher:

Name: .....

Sign.....

Name: .....

Sign.....

Name: .....

Sign.....

# N.C JINDAL PUBLIC SCHOOL

PUNJABI BAGH, NEW DELHI

Pre Board Marking Scheme: 2018 - 19

TOPIC	
Chapter/Topic	Max. Marks
PART A	
<b>Nature and significance of management</b>	
<b>Principles of management</b>	
<b>Business Environment</b>	<b>16</b>
<b>Planning</b>	
<b>Organising</b>	<b>14</b>
<b>Staffing</b>	
<b>Directing</b>	
<b>Controlling</b>	<b>20</b>
TOTAL	50
PART B	
<b>Financial Management</b>	
<b>Financial Market</b>	<b>15</b>
<b>Marketing Management</b>	
<b>Consumer Protection</b>	<b>15</b>
PROJECT	20
<b>TOTAL</b>	<b>50</b>
TOTAL ( A + B )	100

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Subject Teacher:

## N.C JINDAL PUBLIC SCHOOL

PUNJABI BAGH, NEW DELHI

ANNUAL CURRICULUM

CLASS - XII

Book	NAME OF UNIT	NAME OF CHAPTER	Chapter Topic	PERIODIC TEST/HY/AN	START DATE	END DATE	NO. OF PERIOD
NCERT	MANAGEMENT	Nature and Significance of Management	Management-concept, objectives, and importance (Concept includes meaning and features), Management as Science, Art and Profession, Levels of Management, Management functions- planning, organizing, staffing, directing and controlling, Coordination- concept and importance	I	02/04/18	13/04/2018	11
	Principles of Management	Principles of Management	Principles of Management - concept, nature and significance, Fayol's principles of management, Taylor's Scientific management- principles and techniques	I	16/04/2018	01/05/18	11
	Business Environment	Business Environment	Business Environment- concept and importance, Dimensions of Business Environment- Economic, Social, Technological, Political and Legal Demonetization - concept and features, Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India	I	02/05/18	14/05/18	9
		PROJECT WORK	Principles of Management & Business Environment	I	15/05/2018	18/05/2018	3

	<b>Marketing Management</b>	<b>Marketing Management</b>	Selling and Marketing- Concept, Marketing Management- Concept, Marketing Functions, Marketing management philosophies, Marketing Mix – Concept and elements, Product - branding, labelling and packaging - Concept, Price- Concept, Factors determining price, Physical Distribution - concept and components, channels of distribution: types, choice of channels,	HY	02/07/18	11/07/18	9
			REVISION		12/07/18	13/07/18	2
	<b>Marketing Management</b>	<b>Marketing Management</b>	Promotion – Concept and elements; advertising concept, role, objections		17/07/18	27/07/2018	10
	<b>Planning</b>	<b>Planning</b>	Concept, importance and limitation, Planning process, Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme	HY	30/07/2018	09/08/18	9
	<b>Organising</b>	<b>Organising</b>	Concept and importance, Organising Process, Structure of organisation- functional and divisional concept. Formal and informal organisation- concept, Delegation: concept, elements and importance, Decentralization: concept and importance	HY	10/08/18	29/08/2018	12

	<b>Staffing</b>	<b>Staffing</b>	Concept and importance of staffing, Staffing as a part of Human Resource Management concept, Staffing process, Recruitment process, Selection- process, Training and Development- Concept and importance, Methods of training- on the job and off the job - vestibule training, apprenticeship training and internship	HY	30/08/2018	07/09/18	7
			<b>REVISION</b>		10/09/18	13/09/2018	4
	<b>Directing</b>	<b>Directing</b>	Concept and importance, Organising Process, Structure of organisation- functional and divisional concept. Formal and informal organisation- concept, Delegation: concept, elements and importance, Decentralization: concept and importance, Elements of Directing, Supervision –concept, function of a supervisor, Motivation-concept, Maslow’s hierarchy of needs, Financial and non-financial incentives, Leadership- concept, styles- authoritative, democratic and laissez faire, Communication- concept, formal and informal communication; barriers to effective communication, how to overcome the barriers	PB	01/10/18	16/10/2018	11

	<b>Controlling</b>	<b>Controlling</b>	Concept and importance, Relationship between planning and controlling, Steps in process of control	PB	22/10/2018	01/11/18	7
		<b>PROJECT WORK</b>	MARKETING		02/11/18	05/11/18	3
			<b>REVISION</b>		15/11/2018	16/11/2018	2
	Financial Management	<b>Financial Management</b>	Concept, role and objectives of Financial Management, Financial decisions: investment, financing and dividend- Meaning and factors affecting, Financial Planning- concept and importance, Capital Structure- Concept, Fixed and Working Capital- Concept and factors affecting their requirements.	PB	19/11/2018	05/12/18	11
	Financial Markets	Financial Markets	Financial Markets: Concept, Functions and types, Money market and its instruments, Capital market and its types (primary and secondary), methods of floatation in the primary market, Stock Exchange- Functions and trading procedure, Securities and Exchange Board of India (SEBI) - objectives and functions.		06/12/18	13/12/2018	6

	Consumer Protection	<b>Consumer Protection</b>	Concept and importance of consumer protection, Consumer Protection Act 1986: Meaning of consumer Rights and responsibilities of consumers Who can file a complaint against whom? Redressal machinery Remedies available, Consumer awareness- Role of consumer organizations and Non-Governmental Organizations (NGOs).	PB	13/12/2018	20/12/2018	5
			REVISION FOR PREBOARD		21/12/2018	28/12/2018	5

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