	N.C. JI	INDAL PUBLIC SCHOOL				
		PUNJABI BAGH, NEW DELHI				
		t/Half Yearly/Annual Marking Scheme : 2023-24				
Class :						
S.No.	PT/Half Yearly/Pre Board	Chapter / Topic	Max. Marks			
		Nature and significance of Management	10			
1	PT 1 (2023)	Principles of Management	10			
		TOTAL	20			
		Business Environment	5			
2	PT2(2023)	Marketing Management	10			
		Planning	5			
		TOTAL	20			
3	HALF YEARLY (2023)	PART A				
		Nature and significance of management	10			
		Principles of management	10			
		Business Environment	5			
		Planning	10			
		Organising	10			
		Staffing	10			
		Directing	10			
		Controlling	5			
		PART B				
		Marketing Management	10			
		PRACTICAL	20			

		TOTAL	100
		PART A	
		Nature and significance of management	
		Principles of management	
		Business Environment	16
	Planning	Planning	
		Organising	14
		Staffing	
4		Directing	
4	Pre Board I &II (23-24)	Controlling	20
	110 Duaru 1 dii (23-24)	TOTAL	50
		PART B	
		Financial Management	15
		Marketing Management	
	Consumer Protection	15	
		Total	30
		PROJECT	20
	7	TOTAL (A+B)	100

		PUNJABI BAGH, NEW DELHI				
		ANNUAL CURRICULUM 2023-24				
CLASS : XII SUBJECT : BUSINESS STUDIES SUBJECT TEACHER (PREPARED BY: MRS. GURPREET KAUR) DESIGNATION :PGT COMMERCE						
Academic Book	CHAPTER TOPIC	Chapter Topic	PERIODIC TEST/HY/PB1, PB2	START DATE	END DATE	NO. OFPERIODS
ICERT PRINCIPLES AND UNCTIONS OF MANAGEMENT	Nature and Significance of Management	Management -concept ,Objective and Importance	РТ1, НҮ	18/3/2023	20/03/2023	
		Features and Nature of Manangement as Sciebce ,Art and Profession	PT1;HY	21/03/2023	28/03/2023	
		Levels of Management, Management functions- planning, organizing, staffing, directing and controlling, Coordination- concept and importance	РТ1,НҮ	29/03/2023	5/4/2023	
	Principles of Management	Principles of Management - concept, nature and significance, Fayol's principles of management,	PT1;HY	6/4/2023	13/4/2023	
		Taylor's Scientific management- principles and techniques. Compare the contributions of Fayol and Taylors.	PT1,HY	15/04/2023	28/04/2023	
		REVISION OF PERIODIC TEST		1/5/2023	4/5/2023	
	Business Environment	Business Environment- concept and Importance,	PT2;HY	6/5/2023	9/5/2023	
		Dimensions of Business Environment- Economic, Social, Technological, Political and Legal Demonetization - concept and features.	PT2;HY	10/5/2023	15/05/2023	
	PROJECT WORK	Principles of Management & Business Environment		17/05/2023	18/05/2023	
ICERT BUSINESS FINANCE AND MARKETING	Marketing Management	Marketing – Concept, functions and Philosophies, Marketing Mix – Concept and elements Product - branding, labelling and packaging Concept	PT2;HY	1/7/2023	3/7/2023	
		Price - Concept, Factors determining price Physical Distribution – concept, components and channels of distribution	PT2;HY	4/7/2023	7/7/2023	
	Marketing Management	Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations	PT2,HY	10/7/2023	13/7/2023	
	PROJECT WORK	Marketing Management		14/7/2023	15/7/2023	
	Planning	Planning -Concept, importance and limitation, Planning process, Single use and standing plans.	PT2,HY	17/7/2023	19/7/2023	
		Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme	РТ2;НҮ	20/7/2023	21/7/2023	
CERT PRINCIPLES AND UNCTIONS OF IANAGEMENT	Organising	Concept and importance, Organising Process, Structure of organisation- functional and divisional concept.	HY,PB1,PB2	24/7/2023	26/7/2023	
		Formal and informal organisation- concept, Delegation: concept, elements and importance, Decentralization: concept and importance	HY,PB1,PB2	27/7/2023	31/7/2023	
	Staffing	Concept and importance of staffing, Staffing as a part of Human Resource Management concept, Staffing process, Recruitment process,	HY,PB1,PB2	1/8/2023	2/8/2023	
		REVISION FOR PERIODIC TEST II		3/8/2023	4/8/2023	
		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.	HY,PB1,PB2	5/8/2023	11/8/2023	
	Directing	Concept and importance, element of directing, Motivation-concept, Maslow' s hierarchy of needs, Financial and non-financial incentives,	HY,PB1,PB2	14/8/2023	18/8/2023	
		Leadership- concept, styles- authoritative, democratic and laissez faire, Communication- concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.	HY,PB1,PB2	21/8/2023	25/8/2023	
	Controlling	Concept and importance, Relationship between planning and controlling, Steps in process of control	HY,PB1,PB2	28/8/2023	2/9/2023	
CERT BUSINESS FINANCE	Financial Management	Concept, role and objectives of Financial Management,	PB1,PB2	4/9/2023	6/9/2023	

		REVISION FOR HALF YEARLY		11/9/2023	14/9/2023	
		Financial decisions: investment,	PB1,PB2	3/10/2023	4/10/2023	
		financing anddividend- Meaning and factors affecting,				
		Financial Planning- concept and importance, Concept	PB1,PB2	5/10/2023	6/10/2023	
		& factors affecting capital Structure,	,			
		Fixed and Working Capital- Concept and factors	PB1,PB2	9/102023	13/10/2023	
		affecting their requirements.				
	Financial Market	Financial Markets: Concept, Functions and types, Money market and its	PB1,PB2	16/10/2023	20/10/2023	
		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	PB1,PB2	25/10/2023	31/10/2023	
		Board of India (SEBI) - objectives and functions.				
	CONSUMER PROTECTION	Concept and importance of consumer protection, Consumer Protection Act	PB1,PB2	2/11/2023	6/11/2023	
		2019:Meaning of consumer, Right and responsibility of consumers, Who can file a complaint,				
		Redressal machinery, remedies available, Consumer awareness -role of consumer organisation and NGO.	PB1,PB2	7/11/2023	16/11/2023	
		consumer organisation and NGO.				
		REVISION FOR PREBOARD 1		17/11/2023	24/11/2023	
PREPARED BY : Mrs. Gurpreet	aur (PGT COMMERCE )		Sign			
SUBJECT CO-ORDINATOR : Mr.	Amrish Kumar Chauhan (PGT	ECONOMICS )	Sign			
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UDJECT TEACHER : MIS. POOR	, ,					
UDJECT TEACHER : MIS. POOM						
UDJELI TEALMEK : MS. POOM						
SUDJELI TEALMER : IVIS. POOM						
JUDJELI I LALMEK : MIS. POOM						
UDJELT TEALMER : MS. POOR						
SUDJELT TEALMER : IMS. POOR						
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