

N.C. JINDAL PUBLIC SCHOOL			
PUNJABI BAGH, NEW DELHI			
Periodic Test/Half Yearly/Annual Marking Scheme : 2023-24			
Class :	XII	Subject : BUSINESS STUDIES	
S.No.	PT/Half Yearly/Pre Board	Chapter / Topic	Max. Marks
1	PT 1 (2023)	Nature and significance of Management	10
		Principles of Management	10
		TOTAL	20
2	PT2(2023)	Business Environment	5
		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

4		TOTAL	100
	Pre Board I &II (23-24)	PART A	
		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
		Marketing Management	15
		Consumer Protection	
		Total	30
		PROJECT	20
		TOTAL (A + B)	100

N.C JINDAL PUBLIC SCHOOL						
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. OFFERIODS
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Nature and Significance of Management	Management -concept ,Objective and Importance	PT1, HY	18/3/2023	20/03/2023	2
		Features and Nature of Manangement as Sciebcce ,Art and Profession	PT1;HY	21/03/2023	28/03/2023	5
		Levels of Management, Management functions- planning, organizing, staffing, directing and controlling, Coordination- concept and importance	PT1,HY	29/03/2023	5/4/2023	4
	Principles of Management	Principles of Management - concept, nature and significance, Fayol's principles of management,	PT1;HY	6/4/2023	13/4/2023	5
		Taylor's Scientific management- principles and techniques. Compare the contributions of Fayol and Taylors.	PT1,HY	15/04/2023	28/04/2023	11
		REVISION OF PERIODIC TEST		1/5/2023	4/5/2023	4
	Business Environment	Business Environment- concept and Importance,	PT2;HY	6/5/2023	9/5/2023	3
		Dimensions of Business Environment- Economic, Social, Technological, Political and Legal Demonetization - concept and features.	PT2;HY	10/5/2023	15/05/2023	4
	PROJECT WORK	Principles of Management & Business Environment		17/05/2023	18/05/2023	2
NCERT 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	2
		Price - Concept, Factors determining price Physical Distribution – concept, components and channels of distribution	PT2;HY	4/7/2023	7/7/2023	4
	Marketing Management	Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations	PT2,HY	10/7/2023	13/7/2023	4
	PROJECT WORK	Marketing Management		14/7/2023	15/7/2023	2
	Planning	Planning -Concept, importance and limitation, Planning process, Single use and standing plans.	PT2,HY	17/7/2023	19/7/2023	3
		Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme	PT2;HY	20/7/2023	21/7/2023	2
NCERT PRINCIPLES AND FUNCTIONS OF MANAGEMENT	Organising	Concept and importance, Organising Process, Structure of organisation- functional and divisional concept.	HY,PB1,PB2	24/7/2023	26/7/2023	3
		Formal and informal organisation- concept, Delegation: concept, elements and importance, Decentralization: concept and importance	HY,PB1,PB2	27/7/2023	31/7/2023	3
	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	2
		REVISION FOR PERIODIC TEST II		3/8/2023	4/8/2023	2
		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	6
	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	4
		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	5
	Controlling	Concept and importance, Relationship between planning and controlling, Steps in process of control	HY,PB1,PB2	28/8/2023	2/9/2023	5
NCERT BUSINESS FINANCE AND MARKETING	Financial Management	Concept, role and objectives of Financial Management,	PB1,PB2	4/9/2023	6/9/2023	3

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