

**कक्षा बारहवी**  
**विषय : Business Studies.**  
**पाठ्यक्रम**

मास	पुस्तक का नाम	विषय वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
April	Unit-1	Nature and significance of management Management –Concepts, objects, Importance Nature of Management Levels of management	8	4	
	Unit-II	Management functions co ordinations Principles of management Faye's Principles management Taylor's scientific management	8	4	
May	Unit-IV	Planning-meaning, features, importance, limitations Planning process, type of plans	8	4	
			10	4	
June	Summer Vacation 1 <sup>st</sup> june to 30 june.				
July	Unit-V	Organizing-meaning and importance steps in the process of the organizing structure of organization Delegation, Decentralization difference between delegation and decentralization	20	06	
August	Unit-VI	Staffing- meaning need and importance As a part of human resource management step in staffing process. Recruitment –meaning and sources, Selection , Training and Development	20	06	
	Unit-VII	Directing-meaning importance and principles	02		
September	Unit-VII	Elements of Direction Supervision, Motivation, Leadership, Communication, Incentives Financial and Non financial	12	06	
	Unit-VIII	Controlling- meaning and importance, relationship between planning and controlling, steps in the process on control, techniques of controlling.	6	2	
October	Unit-IX	Business finance-meaning, role, objective of financial management, financial planning, capital structure , fixed and working capital	12	04	

			08	04	
November	Unit- XI	Marketing-meaning , Function, role, Distinction between Market and Selling, Marketing Mix- Concepts and Elements	20	06	
December			16	06	
December	Winter Vacation				
January			20	06	
February		Difficulties Removal & Revision, Submission of Project, Preparation for exam- Mock Class Tests			
March		Exam			