



# BOKARO PUBLIC SCHOOL

Affiliated to CBSE, New Delhi Upto +2 Level SEC-3/C,  
Bokaro Steel City - 827003

## SYLLABUS 2025-2026

CLASS: XII/C

SUBJECT: Business Studies - (Code No. 054)

SUBJECT TEACHER: ASHISH KUMAR

SL. NO	MONTH	WORKING DAY	LESSON STRUCTURE	STATUS
1	APRIL	22	<b>Ch. 1: Nature and Significance of management.</b> <ul style="list-style-type: none"> <li>Management – concept, objectives, and importance</li> <li>Management as Science, Art and Profession</li> <li>Levels of Management</li> <li>Management functions-planning, organising, staffing, directing and controlling</li> <li>Coordination- concept and importance</li> </ul> <b>Ch-2: Principles of management</b> <ul style="list-style-type: none"> <li>Principles of Management- concept and significance</li> <li>Fayol's principles of management</li> </ul>	
2	MAY	07	<b>Ch-2: Principles of management</b> <ul style="list-style-type: none"> <li>Taylor's Scientific management- principles and techniques</li> </ul>	
3	JUNE	15	<b>Ch-3: Business Environment</b> <ul style="list-style-type: none"> <li>Business Environment- concept and importance</li> <li>Dimensions of Business Environment, Economic, Social, Technological, Political and Legal</li> <li>Demonetization – concept and features</li> </ul> <b>Ch-4: Planning</b> <ul style="list-style-type: none"> <li>Planning: Concept, importance and limitation</li> <li>Planning process</li> <li>Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme</li> </ul>	
4	JULY	23	<b>Ch-5: Organising</b> <ul style="list-style-type: none"> <li>Organising: Concept and importance</li> <li>Organising Process</li> <li>Structure of organisation- functional and divisional concept. Formal and informal organisation- concept</li> <li>Delegation: concept, elements and importance</li> </ul>	

			<ul style="list-style-type: none"> <li>Decentralisation: concept and importance</li> </ul> <b>Ch-6: Staffing</b> <ul style="list-style-type: none"> <li>Staffing: Concept and importance of staffing</li> <li>Staffing as a part of Human Resource Management concept</li> <li>Staffing process</li> <li>Recruitment process</li> <li>Selection – process</li> <li>Training and Development – Concept and importance, Methods of training – on the job and off the job – vestibule training, apprenticeship training and internship training</li> </ul>	
5	AUGUST	22	<b>Ch-7: Directing</b> <ul style="list-style-type: none"> <li>Directing: Concept and importance</li> <li>Elements of Directing</li> <li>Motivation – concept, Maslow’s hierarchy of needs, Financial and non-financial incentives</li> <li>Leadership – concept, styles – authoritative, democratic and laissez faire</li> <li>Communication – concept, formal and informal communication; barriers to effective communication, how to overcome the barriers?</li> </ul> <b>Ch-8 : Controlling</b> <ul style="list-style-type: none"> <li>Controlling – Concept and importance</li> <li>Relationship between planning and controlling</li> <li>Steps in process of control</li> </ul>	
3	SEPTEMBER	09	<b>REVISION</b>	
4	OCTOBER	12	<b>Ch-9: Financial Management</b> <ul style="list-style-type: none"> <li>Financial Management: Concept, role and objectives</li> <li>Financial decisions: investment, financing and dividend- Meaning and factors affecting</li> <li>Financial Planning – concept and importance</li> <li>Capital Structure – concept and factors affecting capital structure</li> <li>Fixed and Working Capital – Concept and factors affecting their requirements</li> </ul> <b>Ch-10: Financial Markets</b> <ul style="list-style-type: none"> <li>Financial Markets: Concept</li> <li>Money market: Concept</li> </ul>	

			<ul style="list-style-type: none"> <li>• Capital market and its types (primary and secondary)</li> <li>• Stock Exchange – Functions and trading procedure</li> <li>• Securities and Exchange Board of India (SEBI) – objectives and functions</li> </ul>	
5	NOVEMBER	20	<p><b>Ch-11: Marketing management</b></p> <ul style="list-style-type: none"> <li>• Marketing – Concept, functions and philosophies</li> <li>• Marketing Mix – Concept and elements</li> <li>• Product – branding, labelling and packaging – Concept</li> <li>• Price – Concept, Factors determining price</li> <li>• Physical Distribution – concept, components and channels of distribution</li> <li>• Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations</li> </ul> <p><b>Ch-12: Consumer Protection</b></p> <ul style="list-style-type: none"> <li>• Consumer Protection: Concept and importance</li> <li>• Consumer Protection Act 2019: Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available</li> <li>• Consumer awareness – Role of consumer organizations and Non-Governmental Organizations (NGOs)</li> </ul>	
6	DECEMBER	19	<p style="text-align: center;"><b>Project Work</b></p> <p style="text-align: center;">+</p> <p style="text-align: center;"><b>REVISION</b></p>	
7	JANUARY	17	<b>PRE-BOARD</b>	
8	FEBRUARY		-----	