

साप्ताहिक विच्छेदित पाठ्यक्रम 2023-24

CLASS - 12 SUBJECT -BST

Month	Week	Name of Chapter	Subtopic of Chapter	Period	Learning Outcomes
June	2nd, 3rd, 4th & 5th	Part A Principle And Function of Management Chapter -1 Nature and Significance of Management	Management - concept, characteristics, objectives, and importance Effectiveness and Efficiency. Nature of Management Management as Science, Art and Profession Levels of Managements of management Management functions-planning, organizing, staffing, directing and controlling Coordination- concept and importance	19	After studying this chapter, learners should be able to: Describe the characteristics of management and its importance in an organisation; Explain the nature of management as an art, science and profession; Explain the functions of management; and Appreciate the nature and importance of coordination.
July	1st, 2nd, 3rd, 4th	<u>Chapter - 2</u> <u>Principles of Management</u>	Principles of Management: The Concept Nature of Principles of Management Significance of Principles of Management Taylor's Scientific Management Techniques of Scientific Management Principles of Scientific Management Fayol's Principles of Management Fayol Versus Taylor — A Comparison	18	After studying this chapter, learners would be able to: State the meaning, nature and significance of principles of management; Explain Taylor's principles and techniques of Scientific Management; and Explain Fayol's principles of management.

	5th & 6th	<u>Chapter - 3</u> <u>Business Environment</u>	Business Environment - Concept, Features Importance of Business Environment Dimensions of Business Environment	6	After studying this chapter learners will be able to: Explain the meaning of business environment; Discuss the importance of business environment; Describe the various elements of business environment; and
August	1st, 2nd, 3rd	Chapter - 4 Planning	Planning- concept features of planning importance of planning limitations of planning Planning process Types of Plans	14	After studying this chapter, learners will be able to: State the meaning of planning; Describe the features and importance of planning; Explain the limitations of planning; Analyse the steps in the planning process; and Identity the different types of plans.
	4th, 5th	Chapter - 5 Organising	Meaning and Importance. Steps in the Process of Organising. Structure of Organisation- Functional and Divisional Formal and Informal Organisation- concept, merits, demerits Delegation: Concept, elements and importance Decentralisation - Concept and Importance. Difference between Delegation and Decentralization.	13	After going through this Chapter, the student/ learner would be able to: Understand the concept of organising as a structure and as a process. Explain the importance of organising. Describe the steps in the process of organising. Describe functional and divisional structures of organisation. Explain the advantages, disadvantages and suitability of functional and divisional structure. Understand the concept of formal and informal organization.
	1st, 2nd				

September	3rd, 4th, 5th	Chapter - 6 Staffing	<p>Meaning, Need and Importance of Staffing.</p> <p>Staffing as a part of Human Resource Management.</p> <p>Steps in Staffing Process.</p> <p>Recruitment- Meaning and Sources.</p> <p>Selection- Meaning and Process.</p> <p>Training and Development- Meaning and Need.</p> <p>Methods of Training- On the Job Training and Off the Job Training</p> <p>Distinction between On the Job Training and Off the Job Training</p>	17	<p>After going through this Chapter, the student/ learner would be able to:</p> <p>Understand the concept of organising as a structure and as a process.</p> <p>Understand the concept of staffing.</p> <p>Explain the importance of staffing.</p> <p>Understand the specialised duties and activities performed by Human Resource Management.</p> <p>Describe the steps in the process of staffing.</p> <p>Understand the meaning of recruitment.</p> <p>Discuss the sources of recruitment.</p> <p>Explain the merits and demerits of internal and external sources of recruitment.</p> <p>Understand the meaning of selection.</p> <p>Describe the steps involved in the process of selection.</p>
October	1st				<p>Understand the concept of training and development.</p> <p>Appreciate the importance of training to the Organization and to the employees.</p> <p>Discuss the meaning of induction training, vestibule training, apprenticeship training and internship training.</p> <p>Differentiate between training and development.</p> <p>Differentiate between on the job and off the job methods of training</p>

October	2nd, 3rd, 4th, 5th	<u>Chapter - 7</u> <u>Directing</u>	<p>Concept and importance</p> <p>Principles of Directing</p> <p>Elements of Directing</p> <p>Supervision - concept, importance</p> <p>Motivation - concept, importance, Maslow's need hierarchy theory, Financial and non-financial incentives</p> <p>Leadership - concept, styles - authoritative, democratic and laissez faire</p> <p>Communication - concept, formal and informal communication; barriers to effective communication, Improving</p>	15	<p>After going through this chapter, the student/ learner would be able to:</p> <p>Describe the concept of directing.</p> <p>Discuss the importance of directing</p> <p>Describe the various elements of directing</p> <p>Understand the concept of motivation.</p> <p>Develop an understanding of Maslow's Hierarchy of needs.</p> <p>Discuss the various financial and non-financial incentives.</p> <p>Understand the concept of leadership.</p> <p>Understand the various styles of</p>
November	1st & 2nd	Chapter - 8 controlling	<p>Controlling-Meaning and Importance.</p> <p>Relationship between Planning and Controlling.</p> <p>Steps in the Process of Control.</p>	10	<p>Going through this chapter the student/ learner would be able to:</p> <p>Understand the concept of controlling.</p> <p>After Explain the importance of controlling.</p> <p>Describe the relationship between planning and controlling.</p>
	3rd, 4th	PART-B Business	<p>Meaning of Business Finance</p> <p>Financial Management - concept & objectives</p> <p>Financial decisions</p> <p>Investment decisions</p> <p>Factors affecting Capital</p> <p>Budgeting Decision</p> <p>Financing Decision</p>		<p>After studying this chapter, learners will be able to:</p> <p>explain the meaning of business finance;</p> <p>describe financial management;</p> <p>explain the role of financial management in our enterprise;</p> <p>discuss objectives of financial</p>

	1st, 2nd	Finance & Marketing Chapter-9 Financial Management	<div>Factors Affecting Financing Decisions</div> <div>Dividend decisions</div> <div>Factors Affecting Dividend Decision</div> <div>Financial Planning- Concept , Importance,</div> <div>Capital Structure- Factors affecting the Choice of Capital Structure</div> <div>Fixed and Working Capital</div> <div>Factors affecting the Requirement of Fixed Capital & Working Capital</div>	15	<div>management and how they could be achieved;</div> <div>explain the meaning and importance of financial planning; state the meaning of capital structure;</div> <div>analyse the factors affecting the choice of an appropriate capital structure;</div> <div>state meaning of fixed capital and working capital; and</div> <div>analyse the factors affecting the requirement of fixed and working capital.</div>
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December	3rd, 4th	Chapter-10 Marketing	Marketing - concept, Features Marketing Management- concept Marketing Management Philosophies Functions Of Marketing Marketing Mix	16	After studying this chapter, Learner should be able to: explain the meaning of 'marketing'; distinguish between 'marketing' and 'selling'; list out important functions of marketing; examine the role of marketing in the development of an economy in a firm, to the society and to consumers; explain the elements of marketing-mix; classify products into different categories; analyse the factors affecting price of a product; list out the types of channels of distribution; and explain the major tools of promotion, viz. advertising, personal selling, sales promotion and publicit
	1st				

January	2nd, 3rd	Chapter-11 Consumer Protection	Consumer Protection- concept Importance of Consumer Protection Need for Consumer Protection The Consumer Protection Act, 2019 Who is A Consumer? Consumer Rights Consumer Responsibilities Ways and Means of Consumer Protection Redressal Agencies Under The Consumer Protection Act Role of Consumer Organisations And NGOs	11	After studying this chapter, Learners will be able to: state the importance of consumer protection; briefly explain legal framework for consumer protection in India; describe consumer rights in India; briefly describe the ways and means of consumer protection
	<u>4th, 5th</u>	<u>Project work,</u> <u>Revision & Tests</u>			