

**कक्षा बारहवी**  
**विषय : Business Studies.**  
**पाठ्यक्रम 2022-23**

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: Fayol's Principles of management Taylor's scientific management	8	2	
May	Unit-IV	Planning-meaning, features, importance, limitations Planning process, type of plans	8	2	
June Summer Vacation 1 <sup>st</sup> june to 30 june.					
July	Unit-V	Organizing-meaning and importance steps in the process of organizing, structure of organization. Delegation, Decentralization, difference between delegation and decentralization	20	04	
August	Unit-VI	Staffing- meaning need and importance Staffing process.	10	04	
		Recruitment –meaning and sources selection , training and development	10	02	
September	Unit-VII	Directing-meaning importance and principles Elements of Directions Supervision, Motivation, incentives Financial and Non financial leadership, communication, leadership and communication	10 6	02 2	
	Unit-VIII	Controlling- meaning and importance , relationship between planning and controlling, steps in the process of control			
October	Unit-IX	Business finance-meaning, role, objective of financial management, financial planning, capital structure , fixed and working capital	12	04	
	Unit-X	Financial markets- Concepts of financial market, capital market, & money market, stock exchange & SEBI	08	04	
November	Unit-XI	Marketing-meaning , Function, role, Distinction between Marketing and Selling, Marketing Mix- Concepts and Elements	20	06	

December	Unit-XII	Consumer Protection- Importance of Consumer Protection , rights of Consumer, Responsibility of consumer, Ways & Means of consumer Protection- Act, Role of Consumer Organisation and NGO's	16	06	
December	Winter Vacation				
January	Unit-XIII	Entrepreneurship Development- Concept need, function, Role of Entrepreneur & competencies, Process of Entrepreneurship Development, Entrepreneurship Values, Attitudes, Motivation.	20	06	
February		Difficulties Removal & Revision, Submission of Project, Preparation for exam- Mock Class Tests			
March		Exam			