**INDIAN SCHOOL AL WADI AL KABIR**

 DEATAILED MONTHLY PLAN 2017-18

Name of the department: Commerce Subject: Business studies-XII

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| Month | No. of weeks(teaching) | Topic /Lesson discussed in each week |
| 1-week | 2-week | 3-week | 4-week |
| March | 2 Weeks 2 Days |  |  Chapter-1 Nature and Significance of management* Management – Concept, Objectives and Importance
* Management as a Science, Art and Profession
* Levels of Management
* Management functions – Planning, Organizing, Staffing, Directing and Controlling
 | * Coordination – Concept, Characteristics and Importance
* Chapter -2 Principles of Management
* Concept, Nature and Significance of Principles of Management
* Fayol’s Principles of management
 | * Fayol’s Principles of management (Contd.,)
* Taylor’s Scientific Management, Principles and techniques
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| **April** | 3 Weeks 3 Days | Chapter -3 Management and Business Environment* Business Environment – Concept and Importance
* Dimensions of Business Environment
* Impact of Government policy
 | Chapter -4 Planning* Concept, Importance and Limitations
* Planning process
 | Contd..chapter-4* Types of Plan
* Single use and standing plans

Chapter – 5 Organizing* Concept and Importance
 | * Organising concept and importance continued
* Organising process
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| May | 3 Weeks+ 4 Days | * Structure of organization
* Formal and informal organisation
 | * Functional and Divisional Structure
* Formal and Informal Organisation
 | * Delegation and its elements Decentralisation
* UNIT 6 STAFFING
* Concept and importance of staffing
* Staffing as a part of HRM
 | * Staffing process
* Process of recruitment
* Selection process
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