**INDIAN SCHOOL AL WADI AL KABIR**

DEATAILED MONTHLY PLAN 2018-19

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 | * Taylor’s Scientific Management, Principles and techniques * Fayol’s Principles of management.   Fayolv/s taylor  (Comparison) |
| **April** | 4Weeks | 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 * Types of Plan * Single use and standing plans | Chapter – 5 Organizing   * Concept and Importance * Organising concept and importance continued * Organising process * Structure of organization * Formal and informal organisation | * Functional and Divisional Structure * Formal and Informal Organisation * Delegation and its elements Decentralization |
| May | 4Weeks+ 3 Days | * CHAPTER- 6 STAFFING * Concept and importance of staffing   Staffing as a part of HRM | * Staffing process * Process of recruitment   Selection process   * Importance of training * Training methods | Difference between training and development  On the job and off the job methods of training. | Chapter : 7: Directing   * concept, importance and four elements of directing |
| June |  | VACATION | VACATION | VACATION | VACATION |
| July |  | VACATION | VACATION | VACATION | VACATION |
| August | 3 weeks 4Day | * Meaning of supervision and functions of a supervisor. * Meaning of motivation and its importance * Maslow’s theory and its application * Financial and non-financial incentives * Financial and non-financial incentives * concept of leadership and its importance * Qualities of a good leader * Leadership styles. * Formal and informal communication | * Leadership styles. * Formal and informal communication   Barriers to effective communication and measures to overcome these barriers  Chapter: 8: Controlling   * Meaning, importance and demerits of controlling | Meaning, importance and demerits of controlling   * Relationship between planning and controlling * Steps involved in the process of Controlling   Chapter: 9: Financial Management  Concepts and objectives of financial | * management   Financial decisions   * Financial planning * Capital structure * Factors affecting capital structure * Fixed and working capital |
| September | 1 week | Chapter : 10 Financial Markets   * Meaning and functions of financial market * Concept of money market * Various instruments in money market. * Differentiate between capital and money market. * Explain primary and secondary market as a type of capital market. | ASSESSMENT 1 | ASSESSMENT 1 | ASSESSMENT 1 |
| October | 4 weeks 2 Day | Chapter: 10 Financial Markets contd…   * Depository services * Objectives and functions of SEBI   Chapter : 11 Marketing Management   * Concept of selling, marketing features of selling * Marketing and selling | * Marketing philosophies * Functions of marketing * Marketing mix and elements of marketing mix * Classification of products * Branding, labelling and packing. * Price, factors determining price of a product. * Physical distribution * Components of physical distribution | * Various channels of distribution and factors determining channels of distribution. * Elements of promotion mix * Concept and features and objections of advertising | * Concept of personal selling * Qualities of a good sales man * Concept and techniques of Sales promotion   Concept and role of public relations |
| November | 2 weeks | Chapter-12-Consumer protection   * Concept and importance of consumer protection. * Concept of consumer and their rights | Chapter 12: Consumer protection(contd)   * Legal redressal machinery * Remedies available to the consumer.   Role of consumer organisation | REVISION | PRELIM 1 |
| December | 2 Weeks 4 Days | Revision  PRELIM 1 |  | - | - |