

THE WISDOM GLOBAL SCHOOL									
SYLLABUS BIFURCATION									
GRADE 12									
SUBJECT:- BUSINESS STUDIES									
NAME OF BOOKS: RK SINGLA (VK PUBLICATIONS)									
YEAR 2022-23									
NAME OF THE TEACHER:- MR. VIDHAN KHANEJA									
S.NO	BOOK NAME	MONTH	CHAPTER NUMBER	CHAPTER NAME	SUB-TOPICS	NO. OF DAYS REQUIRED	ACTIVITY/PROPS	SMART BOARD(PPT /VIDEO)	CHARTS
1	RK SINGLA (VK PUBLICATIONS)	APRIL	1	NATURE & SIGNIFICANCE OF MANAGEMENT	UNDERSTAND THE CONCEPT OF MANAGEMENT.	1	NO	PPT	NO
					MEANING OF 'EFFECTIVENESS AND EFFICIENCY.	1	NO	PPT	NO
					OBJECTIVES OF MANAGEMENT.	2	NO	PPT	YES
					IMPORTANCE OF MANAGEMENT.	2	NO	PPT	YES
					NATURE OF MANAGEMENT AS A SCIENCE, ART AND PROFESSION.	2	NO	PPT	YES
					UNDERSTAND THE ROLE OF TOP, MIDDLE AND LOWER LEVELS OF MANAGEMENT	2	NO	PPT	YES
					FUNCTIONS OF MANAGEMENT	1	NO	PPT	YES
					CONCEPT AND CHARACTERISTICS OF COORDINATION.	2	NO	PPT	YES
2	RK SINGLA (VK PUBLICATIONS)	APRIL	2	PRINCIPLES OF MANAGEMENT	IMPORTANCE OF COORDINATION.	1	NO	PPT	NO
					PRINCIPLES OF MANAGEMENT- CONCEPT AND SIGNIFICANCE	1	NO	PPT	NO
					FAYOL'S PRINCIPLES OF MANAGEMENT	3	NO	PPT	NO
					TAYLOR'S SCIENTIFIC MANAGEMENT PRINCIPLES AND TECHNIQUES	2	NO	PPT	NO
3	RK SINGLA (VK PUBLICATIONS)	MAY	3	BUSINESS ENVIRONMENT	COMPARE THE CONTRIBUTIONS OF FAYOL AND TAYLOR.	1	NO	PPT	NO
					CONCEPT OF BUSINESS ENVIRONMENT	1	NO	PPT	NO
					IMPORTANCE OF BUSINESS ENVIRONMENT	1	NO	PPT	NO
					DIVENSIONS OF BUSINESS ENVIRONMENT- ECONOMIC, SOCIAL, TECHNOLOGICAL, POLITICAL AND LEGAL	2	NO	PPT	NO
4	RK SINGLA (VK PUBLICATIONS)	MAY		REVISION	UNDERSTAND THE CONCEPT & FEATURES OF DEMONETIZATION	1	YES	PPT	NO
					9	NO	PPT	NO	
PRE MID TERM ASSESSMENT									
4	RK SINGLA (VK PUBLICATIONS)	JULY	4	PLANNING	UNDERSTAND THE CONCEPT OF PLANNING.	1	NO	PPT	YES
					IMPORTANCE OF PLANNING.	1	NO	PPT	YES
					UNDERSTAND THE LIMITATIONS OF PLANNING.	1	NO	PPT	YES
					STEPS IN THE PROCESS OF PLANNING.	1	NO	PPT	YES
					DEVELOP AN UNDERSTANDING OF SINGLE USE AND STANDING PLANS	1	NO	PPT	YES
					DESCRIBE OBJECTIVES, POLICIES, STRATEGY, PROCEDURE, METHOD, RULE, BUDGET AND PROGRAMME AS TYPES OF PLANS.	3	NO	PPT	YES

5	RK SINGLA (VK PUBLICATIONS)	JULY	5	ORGANIZING	UNDERSTAND THE CONCEPT OF ORGANIZING AS A STRUCTURE AND AS A PROCESS.	1	NO	PPT	NO
					IMPORTANCE OF ORGANISING.	1	NO	PPT	NO
					STEPS IN THE PROCESS OF ORGANIZING	1	NO	PPT	NO
					FUNCTIONAL AND DIVISIONAL STRUCTURES OF ORGANISATION.	2	NO	PPT	NO
					ADVANTAGES, DISADVANTAGES AND SUITABILITY OF FUNCTIONAL AND DIVISIONAL STRUCTURE.	2	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF FORMAL AND INFORMAL ORGANISATION.	2	NO	PPT	NO
					DISCUSS THE ADVANTAGES, DISADVANTAGES OF FORMAL AND INFORMAL ORGANISATION.	2	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF DELEGATION.	1	NO	PPT	NO
					DESCRIBE THE ELEMENTS OF DELEGATION.	2	NO	PPT	NO
					APPRECIATE THE IMPORTANCE OF DELEGATION.	1	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF DECENTRALISATION.	1	NO	PPT	NO
					IMPORTANCE OF DECENTRALISATION.	1	NO	PPT	NO
					DIFFERENTIATE BETWEEN DELEGATION AND DECENTRALISATION.	1	NO	PPT	NO
					6	RK SINGLA (VK PUBLICATIONS)	AUGUST	6	STAFFING
IMPORTANCE OF STAFFING	1	NO	PPT	NO					
STEPS IN THE PROCESS OF STAFFING	1	NO	PPT	NO					
MEANING AND STEPS IN THE PROCESS OF RECRUITMENT.	1	NO	PPT	NO					
SOURCES OF RECRUITMENT.	1	NO	PPT	NO					
MEANING OF SELECTION.	1	NO	PPT	NO					
STEPS INVOLVED IN THE PROCESS OF SELECTION.	1	NO	PPT	NO					
CONCEPT OF TRAINING AND DEVELOPMENT.	1	NO	PPT	NO					
IMPORTANCE OF TRAINING TO THE ORGANISATION AND TO THE EMPLOYEES	1	NO	PPT	NO					
ON THE JOB AND OFF THE JOB METHODS OF TRAINING.	1	NO	PPT	NO					
DIFFERENTIATE BETWEEN TRAINING AND DEVELOPMENT.	1	NO	PPT	NO					
7	RK SINGLA (VK PUBLICATIONS)	AUGUST	7	DIRECTING	CONCEPT OF DIRECTING.	1	NO	PPT	NO
					IMPORTANCE OF DIRECTING	1	NO	PPT	NO
					ELEMENTS OF DIRECTING	1	NO	PPT	NO
					CONCEPT OF MOTIVATION.	1	NO	PPT	NO
					DEVELOP AN UNDERSTANDING OF MASLOW'S HIERARCHY OF NEEDS.	1	NO	PPT	NO
					DISCUSS THE VARIOUS FINANCIAL AND NON-FINANCIAL INCENTIVES.	1	NO	PPT	NO
					CONCEPT OF LEADERSHIP.	1	NO	PPT	NO
					VARIOUS STYLES OF LEADERSHIP.	1	NO	PPT	NO
					CONCEPT OF COMMUNICATION	1	NO	PPT	NO
					CONCEPT OF FORMAL AND INFORMAL COMMUNICATION.	1			
					BARRIERS TO EFFECTIVE COMMUNICATION	1			
					HOW TO OVERCOME THE BARRIERS	1	NO	PPT	NO
MID TERM ASSESSMENT									

8	RK SINGLA (VK PUBLICATIONS)	SEPTEMBER	8	CONTROLLING	UNDERSTAND THE CONCEPT OF CONTROLLING.	2	NO	PPT	NO
					IMPORTANCE OF CONTROLLING.	2	NO	PPT	NO
					RELATIONSHIP BETWEEN PLANNING AND CONTROLLING	2	NO	PPT	NO
					DISCUSS THE STEPS IN THE PROCESS OF CONTROLLING.	4	NO	PPT	NO
9	RK SINGLA (VK PUBLICATIONS)	OCTOBER	11	MARKETING MANAGEMENT	UNDERSTAND THE CONCEPT OF MARKETING.	1	YES	PPT	NO
					FUNCTIONS OF MARKETING.	2	YES	PPT	NO
					MARKETING PHILOSOPHIES.	1	YES	PPT	NO
					UNDERSTAND THE CONCEPT OF MARKETING MIX.	1	YES	PPT	NO
					ELEMENTS OF THE MARKETING MIX.	1	YES	PPT	NO
					CONCEPT OF PRODUCT AS AN ELEMENT OF MARKETING MIX.	1	YES	PPT	NO
					CONCEPTS OF BRANDING, LABELLING AND PACKAGING.	2	YES	PPT	NO
					CONCEPT OF PRICE AS AN ELEMENT OF MARKETING MIX.	1	YES	PPT	NO
					FACTORS DETERMINING PRICE OF A PRODUCT.	1	YES	PPT	NO
					CONCEPT OF PHYSICAL DISTRIBUTION.	2	YES	PPT	NO
					CONCEPT OF PROMOTION AS AN ELEMENT OF MARKETING MIX.	1	YES	PPT	NO
					ELEMENTS OF THE PROMOTION MIX.	1	YES	PPT	NO
					CONCEPT OF ADVERTISING AND PERSONAL SELLING	1	YES	PPT	NO
					CONCEPT OF SALES PROMOTION.	1	YES	PPT	NO
CONCEPT OF PUBLIC RELATIONS.	1	YES	PPT	NO					
10	RK SINGLA (VK PUBLICATIONS)	NOVEMBER	12	CONSUMER PROTECTION	UNDERSTAND THE CONCEPT OF CONSUMER PROTECTION.	1	YES	PPT	NO
					CONCEPT OF A CONSUMER ACCORDING TO THE CONSUMER PROTECTION ACT 1986.	1	YES	PPT	NO
					SCOPE OF CONSUMER PROTECTION ACT, 1986	1	YES	PPT	NO
					CONSUMER RIGHTS	1	YES	PPT	NO
					RESPONSIBILITIES OF CONSUMERS	1	YES	PPT	NO
					WHO CAN FILE A COMPLAINT AND AGAINST WHOM	1	YES	PPT	NO
					LEGAL REDRESSAL MACHINERY UNDER CONSUMER PROTECTION ACT 1986.	1	YES	PPT	NO
					REMEDIES AVAILABLE TO THE CONSUMER UNDER CONSUMER PROTECTION ACT	1	YES	PPT	NO
					CONSUMER AWARENESS - ROLE OF CONSUMER ORGANIZATIONS AND NON-GOVERNMENTAL ORGANIZATIONS (NGOS)	1	YES	PPT	NO
11	RK SINGLA (VK PUBLICATIONS)	NOVEMBER	9	FINANCIAL MANAGEMENT	UNDERSTAND THE CONCEPT OF FINANCIAL MANAGEMENT.	1	NO	PPT	NO
					ROLE OF FINANCIAL MANAGEMENT IN AN ORGANISATION.	1	NO	PPT	NO
					OBJECTIVES OF FINANCIAL MANAGEMENT	1	NO	PPT	NO
					DISCUSS THE THREE FINANCIAL DECISIONS AND THE FACTORS AFFECTING THEM.	1	NO	PPT	NO
					CONCEPT OF FINANCIAL PLANNING.	1	NO	PPT	NO
					IMPORTANCE OF FINANCIAL PLANNING.	1	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF CAPITAL STRUCTURE.	1	NO	PPT	NO

					FACTORS DETERMINING THE CHOICE OF AN APPROPRIATE CAPITAL STRUCTURE OF A COMPANY.	1	NO	PPT	NO
					CONCEPT OF FIXED AND WORKING CAPITAL.	1	NO	PPT	NO
					FACTORS DETERMINING THE REQUIREMENTS OF FIXED AND WORKING CAPITAL.	1	NO	PPT	NO
12	RK SINGLA (VK PUBLICATIONS)	NOVEMBER	10	FINANCIAL MARKET	UNDERSTAND THE CONCEPT OF THE FINANCIAL MARKET.	1	NO	PPT	NO
					EXPLAIN THE FUNCTIONS OF THE FINANCIAL MARKET.	1	NO	PPT	NO
					UNDERSTAND CAPITAL MARKET AND MONEY MARKET AS TYPES OF FINANCIAL MARKETS.	1	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF THE MONEY MARKET.	1	NO	PPT	NO
					VARIOUS MONEY MARKET INSTRUMENTS.	1	NO	PPT	NO
					DISCUSS THE CONCEPT OF CAPITAL MARKET.	1	NO	PPT	NO
					EXPLAIN PRIMARY AND SECONDARY MARKETS AS TYPES OF CAPITAL MARKET.	1	NO	PPT	NO
13	RK SINGLA (VK PUBLICATIONS)	DECEMBER	10	FINANCIAL MARKET	DIFFERENTIATE BETWEEN CAPITAL MARKET AND MONEY MARKET.	1	NO	PPT	NO
					DISCUSS THE METHODS OF FLOATING NEW ISSUES IN THE PRIMARY MARKET.	1	NO	PPT	NO
					DISTINGUISH BETWEEN PRIMARY AND SECONDARY MARKETS.	1	NO	PPT	NO
					GIVE THE MEANING OF A STOCK EXCHANGE.	1	NO	PPT	NO
					EXPLAIN THE FUNCTIONS OF A STOCK EXCHANGE.	1	NO	PPT	NO
					DISCUSS THE TRADING PROCEDURE IN A STOCK EXCHANGE.	1	NO	PPT	NO
					DEPOSITORY SERVICES AND DEMAT ACCOUNT AS USED IN THE TRADING PROCEDURE OF SECURITIES.	1	NO	PPT	NO
					STATE THE OBJECTIVES OF SEBI.	1	NO	PPT	NO
					EXPLAIN THE FUNCTIONS OF SEBI.	1	NO	PPT	NO
14	RK SINGLA (VK PUBLICATIONS)	DECEMBER	REVISION			9	NO	PPT	NO
POST MID TERM									
15	RK SINGLA (VK PUBLICATIONS)	JANUARY	VIVA/PRACTICALS/PRE-BOARD ASSESSMENT			17			
16	RK SINGLA (VK PUBLICATIONS)	FEBRUARY	REVISION			17	NO	PPT	NO
FINAL/BOARD ASSESSMENT									