### 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

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S.N O	BOOK NAME	MONTH	CHAPTER NUMBER	CHAPTER NAME	SUB-TOPICS	NO. OF DAYS REQUIRED	ACTIVITY/PROPS	SMART BOARD(PPT /VIDEO)	CHARTS	
					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	
1	RK SINGLA	APRIL	1	NATURE & SIGNIFICANCE OF MANAGEMENT	NATURE OF MANAGEMENT AS A SCIENCE, ART AND PROFESSION.	2	NO	PPT	YES	
1	(VK PUBLICATIONS)	AFMII	1		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	
					IMPORTANCE OF COORDINATION.	1	NO	PPT	NO	
	DIZ CINICII A		2	PRINCIPLES OF MANAGEMENT	PRINCIPLES OF MANAGEMENT- CONCEPT AND SIGNIFICANCE	1	NO	PPT	NO	
2	RK SINGLA	APRIL			FAYOL'S PRINCIPLES OF MANAGEMENT THE LOW S SCIENTIFIC WANAGEMENT PRINCIPLES AND	3	NO	PPT	NO	
4	(VK PUBLICATIONS)				TRILOR S SCIENTIFIC WANAGEWENT PRINCIPLES AND	2	NO	PPT	NO	
					COMPARE THE CONTRIBUTIONS OF FAYOL AND TAYLOR.	1	NO	PPT	NO	
	RK SINGLA (VK PUBLICATIONS)	MAY	3	BUSINESS ENVIRONMENT	CONCEPT OF BUSINESS ENVIRONMENT	1	NO	PPT	NO	
					IMPORTANCE OF BUSINESS ENVIRONMENT	1	NO	PPT	NO	
3					DIMENSIONS OF BUSINESS ENVIRONMENT-ECONOMIC,	2	NO	PPT	NO	
					UNDERSTAND THE CONCEPT & FEATURES OF DEMONETIZATION	1	YES	PPT	NO	
4	RK SINGLA (VK PUBLICATIONS)	MAY			REVISION	9	NO	PPT	NO	
	PRE MID TERM ASSESSMENT									
					UNDERSTAND THE CONCEPT OF PLANNING.	1	NO	PPT	YES	
			LY 4		IMPORTANCE OF PLANNING.	1	NO	PPT	YES	
					UNDERSTAND THE LIMITATIONS OF PLANNING.	1	NO	PPT	YES	
	RK SINGLA (VK PUBLICATIONS)				STEPS IN THE PROCESS OF PLANNING.	1	NO	PPT	YES	
4		JULY			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	

					UNDERSTAND THE CONCEPT OF ORGANIZING AS A				
					STRUCTURE AND AS A PROCESS.	1	NO	PPT	NO
					IMPORTANCE OF ORGANISING.	1	NO	PPT	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	
5	RK SINGLA (VK PUBLICATIONS)	JULY	5	ORGANIZING	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	T NO
					DIFFERENTIATE BETWEEN DELEGATION AND DECENTRALISATION.	1	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF STAFFING.	1	NO	PPT	NO
					IMPORTANCE OF STAFFING	1	NO	PPT	NO
	RK SINGLA (VK PUBLICATIONS)	'			STEPS IN THE PROCESS OF STAFFING	1	NO	PPT	NO
					MEANING AND STEPS IN THE PROCESS OF RECRUITMENT.	1	NO	PPT	NO
	DIZ GINIGI #				SOURCES OF RECRUITMENT.	1	NO	PPT	NO
6	(VK AUC	AUGUST	6	STAFFING	MEANING OF SELECTION.	1	NO	PPT	NO
0		AUGUSI	0	STAFFING	STEPS INVOLVED IN THE PROCESS OF SELECTION.	1	NO	PPT	NO
					CONCEPT OF TRAINING AND DEVELOPMENT.	1	NO	PPT	NO
					MO MILE EMPLOYEES	1	NO	PPT	NO
					ON THE JOB AND OFF THE JOB METHODS OF TRAINING.	1	NO	PPT	PPT         NO           PPT         NO
					DIFFERENTIATE BETWEEN TRAINING AND DEVELOPMENT.	1	NO	PPT	
					CONCEPT OF DIRECTING.	1	NO	PPT	NO
				7 DIRECTING	IMPORTANCE OF DIRECTING	1	NO		
					ELEMENTS OF DIRECTING	1	NO	PPT	NO
			JUGUST 7		CONCEPT OF MOTIVATION.	1	NO		
					DEVELOP AN UNDERSTANDING OF MASLOW'S HIERARCHY OF NEEDS.	1	NO	PPT	NO
7	RK SINGLA (VK	AUGUST			DISCUSS THE VARIOUS FINANCIAL AND NON-FINANCIAL INCENTIVES.	1	NO	PPT	NO N
	PUBLICATIONS)				CONCEPT OF LEADERSHIP.	1	NO	PPT	NO
	[ 1				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				

					UNDERSTAND THE CONCEPT OF CONTROLLING.	2	NO	PPT	NO
8	DIZ CINICI A	SEPTEMBER	8	CONTROLLING	IMPORTANCE OF CONTROLLING.	2	NO	PPT	NO
	RK SINGLA (VK PUBLICATIONS)				RELATIONSHIP BETWEEN PLANNING AND CONTROLLING	2	NO	PPT	NO
	1 obbiomilono)				DISCUSS THE STEPS IN THE PROCESS OF CONTROLLING.	4	NO	PPT	NO
					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
	RK SINGLA				CONCEPTS OF BRANDING, LABELLING AND PACKAGING.	2	YES	PPT	NO
9	(VK PUBLICATIONS)	OCTOBER	11	MARKETING MANAGEMENT	CONCEPT OF PRICE AS AN ELEMENT OF MARKETING MIX.	1	YES	PPT	NO
					FACTORS DETERMINING PRICE OF A PRODUCT.	1	YES	YES         PPT         NO           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
					UNDERSTAND THE CONCEPT OF CONSUMER PROTECTION.	1	YES	PPT	NO
					CONCEPT OF A CONSUMER ACCORDING TO THE CONSUMER PROTECTION ACT1986.	1	YES	PPT	NO
					SCOPE OF CONSUMER PROTECTION ACT, 1986	1	YES	PPT	NO
					CONSUMER RIGHTS	1	YES	PPT	
	PROTECTION.  CONCEPT OF A CONSUMER ACCORDING TO THE CONSUMER PROTECTION ACT1986.  SCOPE OF CONSUMER PROTECTION ACT,1986  CONSUMER RIGHTS 1  RK SINGLA  RESPONSIBILITIES OF CONSUMERS 1	1	YES	PPT	NO				
10	(VK	NOVEMBER	12	CONSUMER PROTECTION	WHO CAN FILE A COMPLAINT AND AGAINST WHOM	1	YES	PPT	NO
	PUBLICATIONS)				LEGAL REDRESSAL MACHINERY UNDER CONSUMER PROTECTION ACT 1986.	1	YES	PPT	PPT         NO           PPT         NO
					REMEDIES AVAILABLE TO THE CONSUMER UNDER CONSUMER PROTECTION ACT	1	YES	PPT	
					CONSUMER AWARENESS - ROLE OF CONSUMER ORGANIZATIONS AND NON-GOVERNMENTAL ORGANIZATIONS (NGOS)	1	YES	PPT	NO
					UNDERSTAND THE CONCEPT OF FINANCIAL MANAGEMENT.	1	NO	PPT	NO
			VEMBER 9	FINANCIAL MANAGEMENT	ROLE OF FINANCIAL MANAGEMENT IN AN ORGANISATION.	1	NO	PPT	NO
					OBJECTIVES OF FINANCIAL MANAGEMENT	1	NO	PPT	NO
	DIZ GINTOT T				PACHODO THE THREE FINANCIAL DECISIONS AND THE	1	NO	PPT	NO
11	RK SINGLA	MOMENTER			CONCEPT OF FINANCIAL PLANNING.	1	NO	PPT	NO
11	(VK PUBLICATIONS)	_			IMPORTANCE OF FINANCIAL PLANNING.	1	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF CAPITAL STRUCTURE.	1	NO	PPT	NO

APPROPRIATE CAPITAL STRUCTURE OF A COMPANY	1					FACTORS DETERMINING THE CHOICE OF AN				
FACTORS DETERMINING THE REQUIREMENTS OF FIXED   1	ן יויסער אור אור אור אור אור אור אור אור אור או									NO
AND WORKING CAPITAL.   1 NO PPT NO   12 NO							1	NO	PPT	NO
RK SINGLA (VK   PUBLICATIONS)   NOVEMBER   10   FINANCIAL MARKET   EXPLAIN THE FUNCTIONS OF THE FINANCIAL MARKET.   1   NO   PPT   NO						~	1	NO	PPT	NO
RESINGLA (VK   PUBLICATIONS)   NOVEMBER   10   FINANCIAL MARKET   MODESTAND CAPITAL MARKET AND MONEY MARKET.   1   NO   PPT   NO							1	NO	PPT	NO
12						EXPLAIN THE FUNCTIONS OF THE FINANCIAL MARKET.	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 DISCUSS THE CONCEPT OF CAPITAL MARKET: 1 NO PPT NO ACL CARMINAL MARKET AND MONEY IN NO PPT N	12	(VK	NOVEMBER	10	FINANCIAL MARKET		1	NO	PPT	NO
DISCUSS THE CONCEPT OF CAPITAL MARKET.  I NO PPT NO CAPITAL MARKET PRIME THREAD SHAPE TO THE PART OF T		PUBLICATIONS)				UNDERSTAND THE CONCEPT OF THE MONEY MARKET.	1	NO	PPT	NO
EAPPRINK PRINCE OF SERIOR   1						VARIOUS MONEY MARKET INSTRUMENTS.	1			NO N
THE PRIMARY MARKET.  13 PARK SINGLA (VK PUBLICATIONS)  14 RK SINGLA (VK PUBLICATIONS)  15 RK SINGLA (VK PUBLICATIONS)  16 RK SINGLA (VK PUBLICATIONS)  17 RK SINGLA (VK PUBLICATIONS)  18 RK SINGLA (VK PUBLICATIONS)  19 NO PPT NO  10 PPT NO  11 NO PPT NO  11 NO PPT NO  12 NO PPT NO  13 NO PPT NO  14 RK SINGLA (VK PUBLICATIONS)  15 RK SINGLA (VK PUBLICATIONS)  16 RK SINGLA (VK PUBLICATIONS)  17 RK SINGLA (VK PUBLICATIONS)  18 RK SINGLA (VK PUBLICATIONS)  19 NO PPT NO  10 NO PPT NO  11 NO PPT NO  12 RK SINGLA (VK PUBLICATIONS)  14 RK SINGLA (VK PUBLICATIONS)  15 RK SINGLA (VK PUBLICATIONS)  16 RK SINGLA (VK PUBLICATIONS)  17 PUBLICATIONS)  18 PERUARY  19 PUBLICATIONS)  19 NO PPT NO  10 PPT NO  11 NO PPT NO  12 PPT NO  14 RK SINGLA (VK PUBLICATIONS)  15 PUBLICATIONS)  16 RK SINGLA (VK PUBLICATIONS)  17 PUBLICATIONS)  18 PERUARY  19 PUBLICATIONS)  19 NO PPT NO  10 PPT NO  11 NO  11 NO  12 PPT NO  13 NO  14 PPT NO  15 PPT NO  16 RK SINGLA (VK PUBLICATIONS)  16 PPT NO  17 NO  18 PPT NO  19 NO  19 NO  10 PPT NO  11 NO  11 NO  11 NO  12 PPT NO  13 NO  14 NO  15 PPT NO  16 RK SINGLA (VK PUBLICATIONS)  16 PPT NO  17 NO  18 PPT NO  18 PPT NO  19 PPT NO  19 NO  10 PPT NO  10 PPT NO  11 NO  11 NO  12 PPT NO  14 NO  15 PPT NO  16 PPT NO  17 NO  17 NO  18 PPT NO  18 PPT NO  18 PPT NO  19 PPT NO  10 PPT NO  10 PPT NO  11 NO  11 NO  12 PPT NO  13 PPT NO  14 NO  15 PPT NO  16 PPT NO  17 NO  18 PPT NO  18 PPT NO  18 PPT NO  19 PPT NO  19 PPT NO  10 PPT NO  10 PPT NO  10 PPT NO  11 NO  11 NO  12 PPT NO  13 PPT NO  14 PPT NO  15 PPT NO  16 PPT NO  17 NO  18 PPT NO  18 PPT NO  18 PPT NO  18 PPT NO  19 PPT NO  19 PPT NO  10 PPT NO  10 PPT NO  10 PPT NO  11 NO  11 NO  12 PPT NO  13 PPT NO  14 PPT NO  15 PPT NO  16 PPT NO  17 NO  18 PPT NO  18 PP						DISCUSS THE CONCEPT OF CAPITAL MARKET.	1	_		
HARRET.  13 PARABAPA PUBLICATIONS)  14 RK SINGLA (VK PUBLICATIONS)  15 RK SINGLA (VK PUBLICATIONS)  16 RK SINGLA (VK PUBLICATIONS)  17 PEBRUARY  18 PEBRUARY  19 PARABAPA PUBLICATIONS)  10 PT NO PPT							1	NO	PPT	NO
THE PRIMARY MARKET.  IT NO PPT NO MARKETS.  IT NO PPT NO P						MARKET.	1	NO	PPT	NO
RK SINGLA (VK PUBLICATIONS)  REVISION			DECEMBER	10	FINANCIAL MARKET		1	NO	PPT	NO
13 (VK PUBLICATIONS)  RESIDENCE TO THE PROPERTION OF A STOCK EXCHANGE.  10 PINANCIAL MARKET SEVICIN THE PUNCTIONS OF A STOCK EXCHANGE.  DISCUSS THE TRADING PROCEDURE IN A STOCK EXCHANGE.  DISCUSS THE TRADING PROCEDURE IN A STOCK EXCHANGE.  1 NO PPT NO  DISCUSS THE TRADING PROCEDURE IN A STOCK EXCHANGE.  1 NO PPT NO  PDEPOSITORY SERVICES AND DEMAT ACCOUNT AS USED IN THE TRADING PROCEDURE OF SECURITIES.  STATE THE OBJECTIVES OF SEBI.  1 NO PPT NO  EXPLAIN THE FUNCTIONS OF SEBI.  1 NO PPT NO  PUBLICATIONS)  REVISION  9 NO PPT NO  TREVISION  17 NO  PT NO  PT NO  REVISION  18 RK SINGLA (VK PUBLICATIONS)  REVISION  19 NO PPT NO  REVISION  10 PPT NO  PUBLICATIONS  REVISION  11 NO PPT NO  PDST MID TERM  REVISION  12 NO  PPT		(VK					1	NO	PPT	NO
PUBLICATIONS)  PUBLICATIONS  PUBLICATIONS)  PUBLICATIONS)  PUBLICATIONS  PUBLICATIO	10					GIVE THE MEANING OF A STOCK EXCHANGE.	1	NO	PPT	NO
EXCHANGE.  DEPOSITORY SERVICES AND DEMAT ACCOUNT AS USED IN NO PPT NO IN THE TRADING PROCEDURE OF SECURITIES.  1 NO PPT NO EXPLAIN THE FUNCTIONS OF SEBI.  1 NO PPT NO PPT NO EXPLAIN THE FUNCTIONS OF SEBI.  1 NO PPT NO P	13					EXPLAIN THE FUNCTIONS OF A STOCK EXCHANGE.	1	NO	PPT	NO
IN THE TRADING PROCEDURE OF SECURITIES.  INO PPT NO STATE THE OBJECTIVES OF SEBI.  I NO PPT NO EXPLAIN THE FUNCTIONS OF SEBI.  I NO PPT NO EXPLAIN THE FUNCTIONS OF SEBI.  I NO PPT NO EXPLAIN THE FUNCTIONS OF SEBI.  I NO PPT NO EXPLAIN THE FUNCTIONS OF SEBI.  I NO PPT NO  RK SINGLA (VK PUBLICATIONS)  POST MID TERM  IT  RK SINGLA (VK PUBLICATIONS)  RK SINGLA (VK PUBLICATIONS)  RK SINGLA (VK PUBLICATIONS)  FEBRUARY  REVISION  REVISION  IT NO PPT NO							1	NO	PPT	NO
EXPLAIN THE FUNCTIONS OF SEBI.  1 NO PPT NO  RK SINGLA (VK PUBLICATIONS)  REVISION  POST MID TERM  RK SINGLA (VK PUBLICATIONS)  RK SINGLA (VK PUBLICATIONS)  FEBRUARY  REVISION  REVISION  11 NO PPT NO  POST MID TERM  12 NO  PPT NO  POST MID TERM  13 NO  PPT NO  POST MID TERM  14 NO  PPT NO  POST MID TERM  15 PUBLICATIONS)  PUBLICATIONS)  PUBLICATIONS)  PUBLICATIONS)  PUBLICATIONS)  PUBLICATIONS)							1	NO	PPT	NO
RK SINGLA (VK PUBLICATIONS)  BECEMBER  REVISION  REVISION  POST MID TERM  RK SINGLA (VK PUBLICATIONS)  RK SINGLA (VK PUBLICATIONS)  RK SINGLA (VK PUBLICATIONS)  FEBRUARY  REVISION  REVISION  PPT NO						STATE THE OBJECTIVES OF SEBI.	1	NO	PPT	NO
14 (VK PUBLICATIONS) DECEMBER REVISION 9 NO PPT NO PDT NO PUBLICATIONS)  RK SINGLA (VK PUBLICATIONS) JANUARY VIVA/PRACTICALS/PRE-BOARD ASSESSMENT 17  RK SINGLA (VK PUBLICATIONS) FEBRUARY REVISION 17 NO PPT NO PDT					EXPLAIN THE FUN	EXPLAIN THE FUNCTIONS OF SEBI.	1	NO	PPT	NO
15 RK SINGLA (VK PUBLICATIONS) JANUARY VIVA/PRACTICALS/PRE-BOARD ASSESSMENT 17  16 RK SINGLA (VK PUBLICATIONS) FEBRUARY REVISION 17 NO PPT NO	14	(VK	DECEMBER			NO	PPT	NO		
15 (VK PUBLICATIONS) JANUARY VIVA/PRACTICALS/PRE-BOARD ASSESSMENT 17  RK SINGLA (VK PUBLICATIONS) FEBRUARY REVISION 17 NO PPT NO						POST MID TERM				
16 (VK PUBLICATIONS) FEBRUARY REVISION 17 NO PPT NO	15	(VK	JANUARY	VIVA/PRACTICALS/PRE-BOARD ASSESSMENT 17						
FINAL/BOARD ASSESSMENT	16	(VK	FEBRUARY	REVISION 17 NO PPT NO						NO
						FINAL/BOARD ASSESSMENT				