

DELHI PUBLIC SCHOOL KAMRUP ANNUAL SCHEME

CLASS: XII

SUBJECT: PHYSICAL EDUCATION (048)

SESSION: 2024-25

PERIODIC	PERIODIC	MOCK TEST I	MOCK TEST II
ASSESSMENT I	ASSESSMENT II		
CHAPTER 1-	CHAPTER 3-	CHAPTER 1- MANAGEMENT	CHAPTER 1- MANAGEMENT OF
MANAGEMENT OF	YOGA AS PREVENTIVE	OF SPORTING EVENTS	SPORTING EVENTS
SPORTING EVENTS	MEASURE FOR LIFESTYLE DISEASE	CHAPTER 2- CHILDREN AND WOMEN IN SPORTS	CHAPTER 2- CHILDREN AND WOMEN IN SPORTS
CHAPTER 2-	CHAPTER 5-	CHAPTER 3- YOGA AS	CHAPTER 3- YOGA AS PREVENTIVE
	SPORTS AND NUTRITION	PREVENTIVE MEASURE FOR	MEASURE FOR LIFESTYLE DISEASE
CHILDREN AND WOMEN IN SPORTS		LIFESTYLE DISEASE	CHAPTER 4- PHYSICAL EDUCATION
	CHAPTER 6-	CHAPTER 4- PHYSICAL	AND SPORTS FOR CWSN(Children
	TEST AND	EDUCATION AND SPORTS	with Special Needs- Divyang)
CHAPTER 3-	MEASUREMENT IN SPORTS	FOR CWSN (Children with Special Needs- Divyang)	CHAPTER 5- SPORTS AND
YOGA AS PREVENTIVE MEASURE FOR LIFESTYLE	31 01(13	CHAPTER 5- SPORTS AND	NUTRITION
DISEASE	CHAPTER 7-	NUTRITION.	CHAPTER 6- TEST AND MEASUREMENT IN SPORTS
CHARTER 4	PHYSIOLOGY AND INJURIES IN SPORTS	CHAPTER 6- TEST AND MEASUREMENT IN SPORTS.	CHAPTER 7- PHYSIOLOGY AND INJURIES IN SPORTS
CHAPTER 4- PHYSICAL EDUCATION AND SPORTS FOR	CHAPTER 8-	CHAPTER 7- PHYSIOLOGY AND INJURIES IN SPORTS.	CHAPTER 8- BIOMECHANICS AND SPORTS
CWSN(Children with Special Needs- Divyang)	BIOMECHANICS AND SPORTS	CHAPTER 8- BIOMECHANICS AND SPORTS.	CHAPTER 9- PSYCHOLOGY AND SPORTS
		CHAPTER 9- PSYCHOLOGY AND SPORTS.	CHAPTER 10- TRAINING IN SPORTS
		CHAPTER 10- TRAINING IN SPORTS	



DELHI PUBLIC SCHOOL KAMRUP ANNUAL SYLLABUS SCHEME

CLASS: XII

SUBJECT: ECONOMICS(030)

SESSION: 2024-25

PERIODIC TEST-I	PERIODIC TEST-II	МОСКІ	MOCK TEST II
PART A:	PART A:	PART A:	PART A:
MACROECONOMIC	MACROECONOMIC	MACROECONOMICS	MACROECONOMICS
<u>S</u>	<u>S</u>		
Huit 4. National	Hait de National	Unit 1: National Income	Unit 1: National Income
Unit 1: National Income and	Unit 1: National Income and	and Related Aggregates	and Related Aggregates
Related Aggregates	Related Aggregates	Unit 2: Money and Banking	Unit 2: Money and Banking
Unit 2: Money and Banking	Unit 2: Money and Banking	Unit 3 : Determination of Income and	Unit 3 : Determination of Income and
	Unit 3 : Determination of	Employment	Employment
	Income and Employment	Unit 4: Government Budget and the Economy	Unit 4: Government Budget and the Economy
		Unit 5: Balance of Payments	Unit 5: Balance of Payments
		PART B:	PART B:
		INDIAN ECONOMIC DEVELOPMENT	INDIAN ECONOMIC DEVELOPMENT
	PART B:	Unit 6: Development Experience (1947-90)	Unit 6: Development Experience (1947-90)
PART B:	INDIAN ECONOMIC DEVELOPMENT	and Economic Reforms since 1991	and Economic Reforms since 1991
INDIAN ECONOMIC DEVELOPMENT	Unit 6:	Unit 7: Current	Unit 7: Current
Unit 6:	Development	challenges facing	challenges facing
Development	Experience (1947- 90) and Economic	Indian Economy	Indian Economy
Experience (1947-	-	Human Capital	Human Capital

90) and Economic Reforms since 1991

- A brief introduction of the state of Indian economy on the eve of independen ce.
- Indian
 economic
 system and
 common
 goals of Five
 Year Plans.
- Main features, problems and policies of agriculture (institutional aspects and new agricultural strategy), industry (IPR 1956; SSI role & importance) and foreign trade.

Economic Reforms since 1991:

Features

 and
 appraisals of
 liberalisatio
 n,
 globalisation
 and
 privatisation

 (LPG policy);

Reforms since 1991

Unit 7: Current challenges facing Indian Economy

- Human
 Capital
 Formation:
 How people
 become
 resource;
 Role of
 human
 capital in
 economic
 developmen
 t; Growth of
 Education
 Sector in
 India
 - developmen
 t: Key issues
 credit and
 marketing role of
 cooperative
 s;
 agricultural
 diversificatio
 n;
 alternative
 farming organic

farming

Formation: How people become resource; Role of human capital in economic development; Growth of Education Sector in India

- Rural
 development:
 Key issues credit and
 marketing role
 of cooperatives;
 agricultural
 diversification;
 alternative
 farming organic farming
- Growth and changes in work force participation rate in formal and informal sectors; problems and policies

Sustainable

Economic

Development:

Meaning, Effects
of Economic

Development on
Resources and
Environment,
including global
warming

Unit 8: Development Experience of India Formation: How people become resource; Role of human capital in economic development; Growth of Education Sector in India

- Rural
 development:
 Key issues credit and
 marketing role
 of cooperatives;
 agricultural
 diversification;
 alternative
 farming organic farming
- Employment:
 Growth and
 changes in work
 force
 participation
 rate in formal
 and informal
 sectors;
 problems and
 policies
- Sustainable
 Economic
 Development:
 Meaning, Effects
 of Economic
 Development on
 Resources and
 Environment,
 including global
 warming

Unit 8: Development Experience of India

Concepts of			
demonetizat			
ion and GST			
PROJECT: TOPIC AS PER CBSE			



DELHI PUBLIC SCHOOL KAMRUP

ANNUAL SYLLABUS SCHEME

SESSION: 2024-25

SUBJECT – ENGLISH (CODE NO. 301)

CLASS -XII

PT-1	PT-2	МОСК -1	МОСК-2
PROSE (Flamingo)	PROSE (Flamingo)	PROSE (Flamingo)	PROSE (Flamingo)
 The Last Lesson Lost Spring Deep Water PROSE (Vistas)	 The Rattrap Indigo Poets and Pancakes The Interview (Part I Part II) 	 The Last Lesson Lost Spring Deep Water The Rattrap Indigo Poets and Pancakes 	 The Last Lesson Lost Spring Deep Water The Rattrap Indigo Poets and Pancakes
4. The Third Level5. The Tiger King	PROSE(Vistas)	7. The Interview (Part I 8. Part II) 9. Going Places	7. The Interview (Part I 8. Part II) 9. Going Places
POEM	6. Journey to the end of the Earth	PROSE(Vistas)	PROSE(Vistas)
6. My Mother at Sixty-Six7. Keeping Quiet	7. The Enemy 8. On the Face of It	10. The Third Level 11. The Tiger King 12. Journey to the end of the	10. The Third Level 11. The Tiger King 12. Journey to the end of the
CREATIVE WRITING SKILLS	9. A thing of Beauty	Earth 13. The Enemy 14. On the Face of It 15. Memories of	Earth 13. The Enemy 14. On the Face of It 15. Memories of
8. Notice Writing 9. Letter To the Editor 10. Application Writing for a	10. A Roadside Stand 11. Aunt Jennifer's Tigers	Childhood 16. ● The Cutting of my long hair 17. ● We too are Human Beings	Childhood 16. ● The Cutting of my long hair 17. ● We too are Human Beings

			<u> </u>
Job with Bio			
Data or Resume			
			POEM
	CREATIVE WRITING	POEM	
	12. Formal/ Informal Invitation 13. Article Writing 14. Report Writing	18. My Mother at Sixty-Six 19. Keeping Quiet 20. A thing of Beauty 21. A Roadside Stand 22. Aunt Jennifer's	18. My Mother at Sixty-Six 19. Keeping Quiet 20. A thing of Beauty 21. A Roadside Stand 22. Aunt Jennifer's Tigers
		Tigers	
		CREATIVE WRITING SKILLS 23. Notice Writing 24. Letter To the Editor 25. Formal/ Informal Invitation Writing 26. Application for a Job with Bio Data or Resume 27. Article Writing 28. Report Writing	CREATIVE WRITING SKILLS 23. Notice Writing 24. Letter To the Editor 25. Formal/ Informal Invitation Writing 26. Application for a Job with Bio Data orResume 27. Article Writing 28. Report Writing



DELHI PUBLIC SCHOOL KAMRUP SPLIT UP SYLLABUS

SESSION: 2024-25 CLASS – XII

SUBJECT – APPLIED MATHEMATICS (Code-241)

 Differentiation and its Applications. Integration and its Applications. 	 Numbers, Quantification and Numerical Applications Algebra Differentiation and its Applications Integration and its Applications Differential Equations and Modeling 	 Numbers, Quantification and Numerical Applications Algebra Differentiation and its Applications Integration and its Applications Differential
	 6. Probability Distributions 7. Inferential Statistics 8. Index Numbers and Time Based Data 9. Financial Mathematics. 10. Linear Programming Problem. 	Equations and Modeling 6. Probability Distributions 7. Inferential Statistics 8. Index Numbers and Time Based Data 9. Financial Mathematics.
		Distributions 7. Inferential Statistics 8. Index Numbers and Time Based Data 9. Financial Mathematics. 10. Linear Programming

Practical: Use of spreadsheet

Graphs of an exponential function, demand and supply functions on Excel and study the nature of function at various points, maxima/minima, Matrix operations using Excel

Suggested practical using the spreadsheet

- i) Plot the graphs of functions on excel and study the graph to find out the point of maxima/minima
- ii) Probability and dice roll simulation
- iii) Matrix multiplication and the inverse of a matrix
- iv) Stock Market data sheet on excel
- v) Collect the data on weather, price, inflation, and pollution analyze the data and make meaningful inferences
- vi) Collect data from newspapers on traffic, sports activities and market trends and use excel to study future trends



DELHI PUBLIC SCHOOL KAMRUP ANNUAL SYLLABUS SCHEME CLASS: XII

SUBJECT: ACCOUNTANCY (055) SESSION: 2024-25

PERIODIC TEST I	PERIODIC TEST II	MOCK TEST I	MOCK TEST II
PART A	PART A	PART A	PART A
UNIT 1	UNIT 1	UNIT 1	UNIT 1
ACCOUNTING FOR	ACCOUNTING FOR	ACCOUNTING FOR	ACCOUNTING FOR
PARTNERSHIP FIRMS	PARTNERSHIP FIRMS	PARTNERSHIP FIRMS	PARTNERSHIP FIRMS
Partnership: features,	Admission of a	Partnership: features,	Partnership: features,
Partnership Deed.	partner - effect of	Partnership Deed.	Partnership Deed.
Provisions of the	admission of a partner	Provisions of the Indian	Provisions of the Indian
Indian Partnership Act	on change in the	Partnership Act 1932 in	Partnership Act 1932 in
1932 in the absence	profit sharing ratio,	the absence of	the absence of
of partnership deed.	treatment of goodwill	partnership deed.	partnership deed.
Fixed v/s fluctuating	(as per AS 26),	Fixed v/s fluctuating	Fixed v/s fluctuating
capital accounts.	treatment for	capital accounts.	capital accounts.
Preparation of Profit	revaluation of assets	Preparation of Profit	Preparation of Profit
and Loss	and re-assessment of	and Loss Appropriation	and Loss Appropriation
Appropriation	liabilities, treatment	account- division of	account- division of
account- division of	of reserves,	profit among partners.	profit among partners.
profit among	accumulated profits	Guarantee of profits.	Guarantee of profits.
partners.	and losses,	Past adjustments	Past adjustments
Guarantee of profits.	adjustment of capital	(relating to interest on	(relating to interest on
Past adjustments	accounts and	capital, interest on	capital, interest on
(relating to interest	preparation of capital,	drawing, salary and	drawing, salary and
on capital, interest on	current account and	profit-sharing ratio).	profit-sharing ratio).
drawing, salary and	balance sheet.	Goodwill: meaning,	Goodwill: meaning,
profit-sharing ratio).	Retirement and death	nature, factors affecting	nature, factors affecting
Goodwill: meaning,	of a partner: effect of	and methods of	and methods of
nature, factors	retirement / death of	valuation - average	valuation - average
affecting and methods	a partner on change	profit, super profit and	profit, super profit and
of valuation - average	in profit sharing ratio,	capitalization.	capitalization.
profit, super profit	treatment of goodwill	Change in the Profit	Change in the Profit
and capitalization.	(as per AS 26),	Sharing Ratio among	Sharing Ratio among
Change in the Profit	treatment for	the existing partners -	the existing partners -
Sharing Ratio among	revaluation of assets	sacrificing ratio, gaining	sacrificing ratio, gaining
the existing partners -	and reassessment of	ratio.	ratio.
sacrificing ratio,	liabilities, adjustment	Treatment of reserves,	Treatment of reserves,
gaining ratio.	of accumulated	accumulated profits	accumulated profits
Treatment of	profits, losses and	and losses. Accounting	and losses. Accounting
reserves, accumulated	reserves, adjustment	for revaluation of assets	for revaluation of assets
profits and losses	of capital accounts	and reassessment of	and reassessment of
UNIT 2 –	and preparation of	liabilities and treatment	liabilities and treatment
ACCOUNTING FOR	capital, current	of reserves,	of reserves,
COMPANIES	account and balance	accumulated profits	accumulated profits
Accounting for Share	sheet. Preparation of	and losses. Preparation	and losses. Preparation
Capital	loan account of the	of revaluation account	of revaluation account
Features and types of	retiring partner.	and balance sheet.	and balance sheet.
companies.	Calculation of	Admission of a partner	Admission of a partner
Share and share	deceased partner's	- effect of admission of	- effect of admission of
capital: nature and	share of profit till the	a partner on change in	a partner on change in
types.	date of death.	the profit sharing ratio,	the profit sharing ratio,

Accounting for share capital: issue and allotment of equity and preferences shares.

Public subscription of shares - over subscription and under subscription of shares;issue at par and at premium Preparation of deceased partner's capital account and his executor's account.

UNIT 2 –
ACCOUNTING FOR
COMPANIES

Accounting for Share Capital: Features and types of companies. Share and share capital: nature and types.

Issue and allotment of equity and preferences shares. Public subscription of shares - over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash. Concept of Private Placement and **Employee Stock** Option Plan (ESOP), Sweat Equity. Accounting treatment of forfeiture and reissue of shares. Disclosure of share capital in the Balance Sheet of a company.

treatment of goodwill (as per AS 26), treatment for revaluation of assets and re-assessment of liabilities, treatment of reserves, accumulated profits and losses, adjustment of capital accounts and preparation of capital, current account and balance sheet.

Retirement and death of a partner: effect of retirement / death of a partner on change in profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, adjustment of accumulated profits, losses and reserves, adjustment of capital accounts and preparation of capital, current account and balance sheet. Preparation of loan account of the retiring partner. Calculation of deceased partner's share of profit till the date of death. Preparation of deceased partner's capital account and his executor's account.

Dissolution of a
partnership firm:
meaning of dissolution
of partnership and
partnership firm, types
of dissolution of a firm.
Settlement of accounts
- Preparation of
realization account, and
other related accounts:

treatment of goodwill (as per AS 26), treatment for revaluation of assets and re-assessment of liabilities, treatment of reserves, accumulated profits and losses, adjustment of capital accounts and preparation of capital, current account and balance sheet.

Retirement and death

of a partner: effect of retirement / death of a partner on change in profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, adjustment of accumulated profits, losses and reserves, adjustment of capital accounts and preparation of capital, current account and balance sheet. Preparation of loan account of the retiring partner. Calculation of deceased partner's share of profit till the date of death. Preparation of deceased partner's capital account and his executor's account. Dissolution of a

Dissolution of a partnership firm: meaning of dissolution of partnership and partnership firm, types of dissolution of a firm. Settlement of accounts - Preparation of realization account, and other related accounts:

capital accounts of partners and cash/bank a/c.

UNIT 2 – ACCOUNTING FOR COMPANIES

Accounting for Share Capital: Features and types of companies. Share and share capital: nature and types. Issue and allotment of equity and preferences shares. Public subscription of shares over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

Concept of Private
Placement and
Employee Stock Option
Plan (ESOP), Sweat
Equity. Accounting
treatment of forfeiture
and re-issue of shares.
Disclosure of share
capital in the Balance
Sheet of a company.

Accounting for

Debentures Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures (concept of TDS is excluded). Writing off discount / loss on issue

capital accounts of partners and cash/bank a/c.

UNIT 2 – ACCOUNTING FOR COMPANIES

Accounting for Share Capital: Features and types of companies. Share and share capital: nature and types. Issue and allotment of equity and preferences shares. Public subscription of shares over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash. Concept of Private Placement and

Equity. Accounting treatment of forfeiture and re-issue of shares. Disclosure of share capital in the Balance Sheet of a company. Accounting for Debentures Debentures: Meaning, types, Issue of

Employee Stock Option

Plan (ESOP), Sweat

Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures (concept of TDS is excluded). Writing off discount / loss on issue

of debentures
PART B
UNIT 3
ANALYSIS OF

FINANCIAL STATEMENTS

Financial statements of a Company: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub

Companies Act, 2013)
Financial Statement
Analysis: Meaning,
Significance Objectives,
importance and

headings (as per

Schedule III to the

• Tools for Financial Statement Analysis:

limitations.

Comparative statements, common size statements, Ratio analysis, Cash flow analysis.

- Accounting Ratios: Meaning, Objectives, Advantages, classification and computation.
- Liquidity Ratios: Current ratio and Quick ratio.
- Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio. Debt to Capital Employed Ratio.
- Activity Ratios:
 Inventory Turnover
 Ratio, Trade
 Receivables Turnover
 Ratio, Trade Payables
 Turnover Ratio, Fixed

of debentures

PART B
UNIT 3
ANALYSIS OF
FINANCIAL
STATEMENTS

Financial statements of a Company: Meaning, Nature, Uses and importance of financial Statement. Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and sub headings (as per Schedule III to the Companies Act, 2013) Financial Statement Analysis: Meaning,

Financial Statement Analysis: Meaning, Significance Objectives, importance and limitations.

• Tools for Financial Statement Analysis:

Comparative statements, common size statements, Ratio analysis, Cash flow analysis.

- Accounting Ratios: Meaning, Objectives, Advantages, classification and computation.
- Liquidity Ratios: Current ratio and Quick ratio.
- Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio. Debt to Capital Employed Ratio.
- Activity Ratios: Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio, Fixed

Asset Turnover Ratio, Asset Turnover Ratio, Net Asset Turnover **Net Asset Turnover** Ratio and Working Ratio and Working Capital Turnover Ratio. Capital Turnover Ratio. • Profitability Ratios: • Profitability Ratios: Gross Profit Ratio, Gross Profit Ratio, Operating Ratio, Operating Ratio, Operating Profit Ratio, Operating Profit Ratio, Net Profit Ratio and Net Profit Ratio and Return on Investment. Return on Investment. UNIT 4 **UNIT 4 CASH FLOW CASH FLOW STATEMENT STATEMENT** Meaning, objectives Meaning, objectives Benefits, Cash and Cash Benefits, Cash and Cash Equivalents, Equivalents, Classification of Classification of Activities and Activities and preparation (as per AS 3 preparation (as per AS 3 (Revised) (Indirect (Revised) (Indirect Method only) Method only)

PROJECT: TOPIC AS PER CBSE GUIDELINES



DELHI PUBLIC SCHOOL KAMRUP ANNUAL SYLLABUS SCHEME CLASS: XII

SUBJECT: BUSINESS STUDIES (054)

SESSION: 2024-25

PERIODIC TEST I	PERIODIC TEST II	MOCK TEST I	MOCK TEST II
PART A	PART A	PART A	PART A
UNIT 1 NATURE AND SIGNIFICANCE OF MAANGEMENT	UNIT 4 PLANNING Planning: Concept, importance and	UNIT 1 NATURE AND SIGNIFICANCE OF MAANGEMENT	UNIT 1 NATURE AND SIGNIFICANCE OF MAANGEMENT
Management - concept, objectives, and importance Management as	limitation Planning process Single use and	Management - concept, objectives, and importance Management as	Management - concept, objectives, and importance Management as
Science, Art and Profession Levels of	Standing Plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget	Science, Art and Profession Levels of	Science, Art and Profession Levels of
Management	and Programme	Management	Management
Management functions-planning, organizing, staffing, directing and controlling	Organising: Concept and importance Organising Process	Management functions-planning, organizing, staffing, directing and controlling	Management functions-planning, organizing, staffing, directing and controlling
Coordination- concept and importance	Structure of organisation-	Coordination- concept and importance	Coordination- concept and importance
UNIT 2 PRINCIPLES OF MANAGEMENT	functional and divisional concept. Formal and informal	UNIT 2 PRINCIPLES OF MANAGEMENT	UNIT 2 PRINCIPLES OF MANAGEMENT
Principles of Management - concept and significance	organization – concept Delegation: concept, elements and	Principles of Management - concept and significance	Principles of Management - concept and significance
Fayol's principles of management	importance Decentralization:	Fayol's principles of management	Fayol's principles of management
Taylor's Scientific management - principles and techniques	concept and importance PART B: BUSINESS FINANCE AND	Taylor's Scientific management - principles and techniques	Taylor's Scientific management - principles and techniques
UNIT 3 BUSINESS ENVIRONMENT	MARKETING UNIT 9 FINANCIAL	UNIT 3 BUSINESS ENVIRONMENT	UNIT 3 BUSINESS ENVIRONMENT
Business Environment- concept and importance	MANAGEMENT Financial Management:	Business Environment- concept and importance	Business Environment- concept and importance

Dimensions of
Business Environment
- Economic, Social,
Technological, Political
and Legal
Demonetization concept and features

PART B

UNIT 12 CONSUMER PROTECTION

Consumer Protection: Concept and importance

The Consumer Protection Act, 2019

Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available

Consumer awareness -Role of consumer organizations and Non-Governmental Organizations (NGOs) Concept, role and objectives

Financial decisions: investment, financing and dividend -Meaning and factors affecting

Financial Planning - concept and importance

Capital Structure – concept and factors affecting capital structure

Fixed and Working Capital - Concept and factors affecting their requirements Dimensions of
Business Environment
- Economic, Social,
Technological, Political
and Legal
Demonetization concept and features

UNIT 4 PLANNING

Planning: Concept, importance and limitation

Planning process

Single use and Standing Plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme

UNIT 5 ORGANISING

Organising: Concept and importance

Organising Process

Structure of organisation-functional and divisional concept.
Formal and informal organization — concept

Delegation: concept, elements and importance

Decentralization: concept and importance

UNIT 6 STAFFING

Staffing: concept and Importance

Staffing as a part of Human Resource

Dimensions of
Business Environment
- Economic, Social,
Technological, Political
and Legal
Demonetization concept and features

UNIT 4 PLANNING

Planning: Concept, importance and limitation

Planning process

Single use and
Standing Plans.
Objectives, Strategy,
Policy, Procedure,
Method, Rule, Budget
and Programme

UNIT 5 ORGANISING

Organising: Concept and importance

Organising Process

Structure of organisation-functional and divisional concept. Formal and informal organization — concept

Delegation: concept, elements and importance

Decentralization: concept and importance

UNIT 6 STAFFING

Staffing: concept and Importance

Staffing as a part of Human Resource

Management concept Management concept **Staffing Process Staffing Process Recruitment Process Recruitment Process Selection Process Selection Process** Training and Training and Development -Development -Concept and Concept and importance, Methods importance, Methods of training - on the of training - on the job and off the job job and off the job vestibule training, vestibule training, apprenticeship apprenticeship training and internship training and internship training training **UNIT 7 DIRECTING UNIT 7 DIRECTING** Directing: Concept Directing: Concept and Importance and Importance Elements of Directing Elements of Directing Motivation - concept, Motivation - concept, Maslow's hierarchy of Maslow's hierarchy of needs, Financial and needs, Financial and non-financial non-financial incentives incentives Leadership - concept, Leadership - concept, styles - authoritative, styles - authoritative, democratic and laissez democratic and laissez faire faire Communication -Communication concept, formal and concept, formal and informal informal communication; communication; barriers to effective barriers to effective communication, how communication, how to overcome the to overcome the barriers? barriers? **UNIT 8 CONTROLLING UNIT 8 CONTROLLING** Controlling - Concept Controlling - Concept

and importance

planning and

Relationship between

and importance

planning and

Relationship between

controlling

Steps in process of control

PART B: BUSINESS
FINANCE AND
MARKETING

UNIT 9 FINANCIAL MANAGEMENT

Financial
Management:
Concept, role and
objectives

Financial decisions: investment, financing and dividend -Meaning and factors affecting

Financial Planning - concept and importance

Capital Structure – concept and factors affecting capital structure

Fixed and Working Capital - Concept and factors affecting their requirements

UNIT 10 FINANCIAL MARKET

Financial Market: Concept

Money Market: Concept

Capital market and its types (primary and secondary)

Stock Exchange -Functions and trading procedure controlling

Steps in process of control

PART B: BUSINESS
FINANCE AND
MARKETING

UNIT 9 FINANCIAL MANAGEMENT

Financial
Management:
Concept, role and
objectives

Financial decisions: investment, financing and dividend -Meaning and factors affecting

Financial Planning - concept and importance

Capital Structure – concept and factors affecting capital structure

Fixed and Working Capital - Concept and factors affecting their requirements

UNIT 10 FINANCIAL MARKET

Financial Market: Concept

Money Market: Concept

Capital market and its types (primary and secondary)

Stock Exchange -Functions and trading procedure Securities and Exchange Board of India (SEBI) objectives and functions

UNIT 11

MARKETING MANAGEMENT

Marketing – Concept, functions and philosophies

Marketing Mix – Concept and elements

Product – branding, labelling and packaging – Concept

Price - Concept,
Factors determining
price

Physical Distribution – concept, components and channels of distribution

Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations

UNIT 12 CONSUMER PROTECTION

Consumer Protection: Concept and importance

The Consumer Protection Act, 2019

Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Securities and Exchange Board of India (SEBI) objectives and functions

UNIT 11

MARKETING MANAGEMENT

Marketing – Concept, functions and philosophies

Marketing Mix – Concept and elements

Product – branding, labelling and packaging – Concept

Price - Concept,
Factors determining
price

Physical Distribution – concept, components and channels of distribution

Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations

UNIT 12 CONSUMER PROTECTION

Consumer Protection: Concept and importance

The Consumer Protection Act, 2019

Meaning of consumer Rights and responsibilities of consumers Who can file a complaint?

	Redressal machinery	Redressal machinery
	Remedies available	Remedies available
	Consumer awareness - Role of consumer	Consumer awareness - Role of consumer
	organizations and Non-Governmental	organizations and Non-Governmental
	Organizations (NGOs)	Organizations (NGOs)
	Organizations (NGOS)	018411124410113 (114003)
PROJECT: TOPIC AS PER CBSE GUIDELINES		