

DELHI POLICE PUBLIC SCHOOL

Annual Syllabus: 2025-26

Subject: Business Studies

Class: XII

| MONTH | UNIT/CHAPTER/TOPIC |
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| April | <p>Unit 1 : Nature and significance of management</p> <ul style="list-style-type: none">• Meaning of management• Characteristics of management• Objectives of management• Importance of management• Nature of management• Levels of management• Functions of management• Coordination <p>Unit 2 : principles of management</p> <ul style="list-style-type: none">• Meaning• Features/ characteristics• Significance/ importance• Fayol's principle of management |
| May | <p>Unit 2 : Principles of Management (cont)</p> <ul style="list-style-type: none">• Fayol's Principles of management• F.W Taylor and scientific Management principles• Principles of scientific management• Techniques of scientific management• Fayol VS Taylor- comparison <p>Unit 3 : Business Environment</p> <ul style="list-style-type: none">• Meaning of Business environment• Features/ characteristics• Importance• Dimensions/ Elements of business Environment• Demonetisation concept characteristics and importance <p>Book 2</p> <p>Unit 3: Marketing Management</p> <ul style="list-style-type: none">• Concept, functions and Philosophies• Marketing mix-elements• Product- labelling, packaging and labelling• Price- factors determining |
| June | summer vacation |
| July | Book 2 |

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| | <p>Unit 3: Marketing Management (cont)</p> <ul style="list-style-type: none"> • Marketing mix -elements • Product, price • Physical Distribution • It's component and channels • Promotion - elements and concepts <p>Book 1</p> <p>Unit 4 Planning</p> <ul style="list-style-type: none"> • Concept and Importance • Limitations of planning • Process of planning • Single use plans • Standing plans |
| August | <p>Unit 5: Organising</p> <ul style="list-style-type: none"> • Concept and importance • Organising process • Structure of organisation both • Formal and informal organisation • Delegation and decentralisation <p>Unit 6: Staffing</p> <ul style="list-style-type: none"> • Concept and Importance • Staffing as part of HRM • Staffing process • Recruitment Process/ meaning • Source of recruitment • Selection Process • Training and development • Methods of Training • Importance of Training • Differences between Training and development • Discuss on job and off job training methods <p>Unit 7 : Directing</p> <ul style="list-style-type: none"> • Concept and importance |
| September | <p>Unit 7 : Directing (cont)</p> <ul style="list-style-type: none"> • Elements of directing • Motivation- concept, Theory, incentives (both) • Leadership- concept, styles • Communication- concept, elements , types, barriers , measures <p>Unit 8: Controlling</p> <ul style="list-style-type: none"> • Concept and importance, relationship • Process of controlling |
| October | <p>Book 2</p> <p>Unit 1: Financial Management</p> <ul style="list-style-type: none"> • Concept, role and objectives • Financial decision :- Investment, financing , dividend • Meaning and factors affecting financial decision |

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| | <ul style="list-style-type: none"> • Financial planning and objectives • Importance of financial planning • Capital structure • Fixed and working capital decision <p>Unit 2 : Financial Markets</p> <ul style="list-style-type: none"> • Meaning and types • Capital marketing and it's types • Stock exchange and procedure • SEBI- objective and functions <p>Unit 4: Consumer Protection</p> <ul style="list-style-type: none"> • Concept and Importance • Consumer protection act 2019 • Rights and responsibility of consumer • Redressal machinery • Remedies as per CPA 2019 • Role of consumer organisation and NGOs |
| November | <ul style="list-style-type: none"> • Revision • Pre-board / exam-1 • Remedial class • Practice sample papers |
| December | <p>Project work (any one)</p> <ul style="list-style-type: none"> • Principle of management • Elements of business environment • Marketing project on any product of your choice • Stock exchange |
| January | <ul style="list-style-type: none"> • Revision • Pre-board / exam-2 • Remedial class • Practice sample paper |
| February | |