

**BUSINESS STUDIES (054) Annual & Weekly Syllabus Split-Up - 2025-26**  
**Grade 12**

S.No	Month	No. of Working Days		No. of Days	Topic	Sub Topic	Resources	Activity	Mid April Test	Periodic Test 1	Pre Mid Term	Mid Term	Pre Board I	Pre Board II	Pre Board III	Annual
1	APRIL	23	Week 1	5	<b>Part A: Principles and Functions of Management (50 Marks)</b> <b>UNIT 1: Nature and Significance of Management</b> <b>UNIT 1, 2 &amp; 3 = 16 Marks]</b>	Management-concept, objectives, and importance,Management as Science, Art and Profession Concept includes meaning and features Levels of Management,Management functions-planning, organizing, staffing, directing and controlling,Coordination- concept and importance	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Competency based Question answer session : By Introducing real life examples	✓			✓	✓	✓	✓	✓
			Week 2	5	<b>Unit 2: Principles of Management</b>	Principles of Management - concept and significance,Fayol's principles of management Taylor's Scientific management - principles and techniques	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Role playing on the principles A Fayol's principles B Taylors principles C Drama on scientific	✓			✓	✓	✓	✓	✓
			Week 3	4	<b>Unit 3: Business Environment</b>	Business Environment- concept and importance,Dimensions of Business Environment - Economic, Social, Technological, Political and Legal Demonetization - concept and features.	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	1.Newspaper reading		✓		✓	✓	✓	✓	✓
			Week 4	6	<b>Unit 4: Planning [Unit 4&amp; 5 = 14 Marks]</b> <b>[MID APRIL TEST] [15 APRIL - 22 APRIL]</b>	Planning: Concept, importance and limitation, Planning process Single use and Standing Plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies competency based Q&A		✓		✓	✓	✓	✓	✓
			Week 5	3	<b>Unit 5: Organising</b>	Organising: Concept and importance,Organising Process Structure of organisation- functional and divisional concept; Formal and informal organization- concept	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies Introducing real life examples			✓	✓	✓	✓	✓	✓
2	JUNE	19	Week 1	0	<b>[SUMMER VACATION] [3 MAY-8 JUNE]</b>											
			Week 2	6	<b>Unit 5: Organising</b>	Delegation: concept, elements and importance,Decentralization: concept and importance	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Introducing real life examples			✓	✓	✓	✓	✓	✓
			Week 3	6	<b>Unit 6: Staffing [Unit 6,7 &amp; 8 = 20 Marks]</b>	Staffing: Concept and importance of staffing,Staffing as a part of Human Resource Management concept ; Staffing process,Recruitment process	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies			✓	✓	✓	✓	✓	✓
			Week 4	6	<b>Unit 6: Staffing</b>	Selection – process;Training and Development - Concept and importance, Methods of training - on the job and off the job - vestibule training, apprenticeship training and internship training.	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies			✓	✓	✓	✓	✓	✓
			Week 5	1	<b>[PERIODIC TEST 1] [30 JUNE-7 JULY]</b>											
3	JULY	27	Week 1	5	<b>[PERIODIC TEST 1] [30 JUNE-7 JULY]</b>											
			Week 2	6	<b>Unit 7: Directing</b>	Directing: Concept and importance,Elements of Directing,Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies				✓	✓	✓	✓	✓
			Week 3	6	<b>Unit 7: Directing</b>	Leadership - concept, styles - authoritative, democratic and laissez faire, Communication - concept, formal and informal communication	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies				✓	✓	✓	✓	✓
			Week 4	6	<b>Unit 7: Directing</b> <b>Unit 8: Controlling</b>	Communication - barriers to effective communication, how to overcome the barriers? Controlling - Concept and importance	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies Introducing real life examples				✓	✓	✓	✓	✓
			Week 5	4	<b>Unit 8: Controlling</b>	Relationship between planning and controlling, Steps in process of control	NCERT TEXT BOOK (PART A); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Role play based on the steps of controlling.				✓	✓	✓	✓	✓
4	AUGUST	23	Week 1	2	<b>[PRE MID TERM EXAM] [ 1 AUG-8 AUG]</b>											
			Week 2	5	<b>[PRE MID TERM EXAM] [ 1 AUG-8 AUG]</b>											
			Week 3	5	<b>Part B: Business Finance and Marketing (30 Marks)</b> <b>Unit 9: Financial Management [Unit 9&amp;10=15]</b>	Financial Management: Concept, role and objectives;Financial decisions: investment, financing and dividend - Meaning and factors affecting	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies					✓	✓	✓	✓
			Week 4	6	<b>Unit 9: Financial Management</b>	financing and dividend - Meaning and factors affecting;Financial Planning - concept and importance, Capital Structure – concept	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies					✓	✓	✓	✓
			Week 5	5	<b>Unit 9: Financial Management</b>	Capital Structure – factors affecting capital structure , Fixed and Working Capital - Concept and factors affecting their requirements	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies					✓	✓	✓	✓
5	SEPTEMBER	25 (13)	Week 1	5	<b>[MID TERM EXAM] TERM 1 [4 SEPT-18 SEPT]</b>											
			Week 2	6	<b>[MID TERM EXAM] TERM 1 [4 SEPT-18 SEPT]</b>											
			Week 3	6	<b>Unit 10: Financial Markets</b>	Financial Markets: 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	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies Introducing real life examples; Group					✓	✓	✓	✓
			Week 4	6	<b>Unit 11: Marketing [Unit 11 &amp; 12 = 5 Marks]</b>	Marketing – Concept, functions and philosophies,Marketing Mix – Concept and elements; Product – branding, labelling and packaging – Concept	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies Introducing real life examples Group Discussion Demonstration Method					✓	✓	✓	✓
			Week 5	2	<b>Unit 11: Marketing</b>	Price - Concept, Factors determining price	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies					✓	✓	✓	✓
			Week 1	3	<b>Unit 11: Marketing</b>	Physical Distribution – concept, components and channels of distribution; Promotion – Concept	NCERT TEXT BOOK (PART B); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Lecture method Case studies					✓	✓	✓	✓

6	OCTOBER	13	Week 2	6	Unit 11: Marketing Unit 12: Consumer Protection	Promotion – elements; Advertising, Personal Selling, Sales Promotion and Public Relations. Consumer Protection: Concept and importance; The Consumer Protection Act, 2019: Meaning of consumer	NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND MAP	Case studies Introducing real life examples Group Discussion Demostration					✓	✓	✓	✓
			Week 3	4	Unit 12: Consumer Protection CLASS XII COURSE COMPLETION - 2026	[CBSE	NCERT TEXT BOOK (PARTB); REFERENCE BOOK; STUDY MATERIAL; WORKSHEET,SYNOPSIS, MIND	Case studies					✓	✓	✓	✓
			Week 4	0												
			Week 5	0	[DIWALI VACATION] [17 OCT - 2 NOV]											
7	NOVEMBER	23	Week 1	0												
			Week 2	5												
			Week 3	6	[PRE BOARD 1]	[4 NOV- 17 NOV]										
			Week 4	6												
8	DECEMBER	20	Week 5	6	REVISION FOR PRE BOARD 2				CBSE SAMPLE PAPER -2026							
			Week 1	6					CBSE PAST YEARS QUESTION PAPER							
			Week 2	6					CBSE SAMPLE PAPER -2027							
			Week 3	6	[ PRE BOARD 2]	[ 9 DEC- 19 DEC]	CBSE PAST YEARS QUESTION PAPER									
			Week 4	2												
			Week 5	0												
9	2026 JANUARY	22	Week 1	0	[PRACTICE TEST in WINTER VACATION]	[25 DEC- 31 DEC]	Worksheets									
			Week 2	6					Worksheets							
			Week 3	5					CBSE SAMPLE PAPER -2027							
			Week 4	6	[ PRE BOARD 3]	[6 JAN- 27 JAN] AISSCE PRACTICAL EXAM 2026 - (MAIN)	CBSE PAST YEARS QUESTION PAPER									
			Week 5	5												
10	FEBRUARY	23	Week 1	6	AISSCE PRACTICAL EXAM 2026 -(MAIN)				AS PER CBSE GUIDELINES							
			Week 2	6												
			Week 3	5												
			Week 4	6												
11	MARCH	22	Week 5	0												
			Week 1	5	CBSE AISSCE CLASS XII 2026 - (MAIN)											
			Week 2	6												
			Week 3	5												
			Week 4	5												
			Week 5	1												