

**AIR FORCE SCHOOL, BAMRAULI  
SPLIT-UP OF SYLLABUS  
ACADEMIC SESSION-2024-25**

**Class: XIIC**

**SUBJECT:- BUSINESS STUDIES  
BOOK NAME:- NCERT**

<b>MONTH NAME</b>	<b>CHAPTER NO/ CHAPTER NAME</b>	<b>TOPIC/SUB TOPIC</b>	<b>NO OF PERIODS</b>	<b>ACTIVITY</b>
<b>APR</b>	<b>1.Nature &amp;significance of Management</b>	<b>Meaning, Objectives Importance, Level of Management.</b>	<b>12</b>	
	<b>2.Principles of Management</b>	<b>Henry Fayol's &amp;F.W Taylor's Principles</b>	<b>14</b>	
<b>MAY</b>	<b>3.Business Environment</b>	<b>Definition, Importance &amp; Dimensions of Business Environment</b>	<b>12</b>	
<b>JUNE</b>	<b>4.Planning</b>	<b>Definition,Importance &amp;limitations of Planning Process of Planning Types of Plans</b>	<b>14</b>	
<b>JULY</b>	<b>5.Organising</b>	<b>Organisational structure Process of Organising Concept of delegation Meaning of staffing</b>	<b>15</b>	
	<b>6.Staffing</b>	<b>Process of staffing Elements of staffing</b>	<b>16</b>	
<b>AUG</b>	<b>7.Directing</b>	<b>Definition, Importance and elements of Directing</b>	<b>15</b>	
	<b>8.Controlling</b>	<b>Meaning, Importance and Process of Controlling</b>	<b>12</b>	
<b>SEP</b>	<b>9.Financial Management</b>	<b>Objectives of financial management. Decisions of management, Concepts of fixed and working capital.</b>	<b>20</b>	
	<b>10.Financial Markets</b>	<b>Capital market, money market, stock exchange and SEBI</b>	<b>18</b>	

OCT	<b>11. Marketing Management</b>  <b>12. Consumer Protection</b>	<b>Marketing philosophies</b> <b>Elements of Marketing Mix</b> <b>4P's of Marketing mix</b>  <b>Scope of Consumer Protection Act2019</b> <b>Rights, Responsibilities and Reliefs of a consumer</b> <b>Redressal agencies of a consumer</b>	<b>30</b>	
NOV		<b>Pre-board-1</b>	<b>12</b>	
DEC		<b>Revision &amp; Common pre- boards</b>		<b>Sample papers</b>
JAN		<b>Revision</b>		
FEB		<b>Board practical</b>		
MAR		<b>Board exams</b>		