

**AIR FORCE SCHOOL, BAMRAULI**  
**SPLIT-UP OF SYLLABUS**  
**ACADEMIC SESSION-2025-26**

**Class: XIIC**

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

| <b>MONTH NAME</b> | <b>CHAPTER NO/<br/>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<br/>Process of Planning<br/>Types of Plans</b>          | <b>14</b>            |                 |
| <b>JULY</b>       | <b>5.Organising</b>                             | <b>Organisational structure<br/>Process of Organising<br/>Concept of delegation<br/>Meaning of staffing</b>    | <b>15</b>            |                 |
|                   | <b>6.Staffing</b>                               | <b>Process of staffing<br/>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.<br/>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><br><br><b>12. Consumer Protection</b> | <b>Marketing philosophies</b><br><b>Elements of Marketing Mix</b><br><b>4P's of Marketing mix</b><br><br><b>Scope of Consumer Protection Act 2019</b><br><b>Rights, Responsibilities and Reliefs of a consumer</b><br><b>Redressal agencies of a consumer</b> | 30 |               |
| NOV |   | Pre-board-1   | 12 |               |
| DEC |   | Revision & Common pre- boards   |    | Sample papers |
| JAN |   | Revision  |    |               |
| FEB |   | Board practical   |    |               |
| MAR |   | Board exams   |    |               |