



## SYLLABUS

(2025-2026)

CLASS: XI

SUBJECT: BUSINESS STUDIES

TEXT BOOKS: BUSINESS STUDIES (NCERT)

Examination	UNIT/CHAPTERS/TOPICS	SUB TOPICS	WEIGHTAGE (MARKS)
HALF YEARLY	<b>Evolution and fundamentals of business</b> Unit 1 Nature and purpose of business	Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centres, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy History of Trade and Commerce in India: Indigenous Banking System, Business – meaning and characteristics • Understand the meaning of business with special reference to economic and non-economic activities. • Discuss the characteristics of business. Business, profession and employment – Concept Objectives of business Classification of business activities – I Industry and Commerce industry-types: primary, secondary, tertiary Meaning and subgroups • . Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning Business risk-Concept.	15
	Unit 2 Forms of business organisation		25
	Unit 3 Private ,Public and		

	<p>global enterprises</p> <p>Unit 4 Business services</p> <p>Unit 5 Emerging modes of business</p>	<p>Sole Proprietorship-Concept, merits and limitations Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners Hindu Undivided Family Business: Concept Cooperative Societies-Concept, merits, and limitations. Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept Formation of company - stages, important documents to be used in formation of a company Choice of form of business organization</p> <p>Public sector and private sector enterprises – Concept Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company Global Enterprises – Feature Joint venture Public private partnership – concept</p> <p>Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking: meaning, types of digital payments Insurance – Principles. Types – life, health, fire and marine insurance – concept Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning</p> <p>E - business: concept, scope and benefits</p>	<p>15</p> <p>15</p> <p>10</p> <p>20</p>
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		<p>I. Project One: Field Visit The objective of introducing this project among the students is to give a first-hand experience to them regarding the different types of business units operating in their surroundings, to observe their features and activities and relate them to the theoretical knowledge given in their text books. The students should select a place of field visit from the following: – (Add more as per local area availability.)</p> <ol style="list-style-type: none"> <li>1. Visit to a Handicraft unit.</li> <li>2. Visit to an Industry.</li> <li>3. Visit to a Whole sale market (vegetables, fruits, flowers, grains, garments, etc.)</li> <li>4. Visit to a Departmental store</li> <li>5. Visit to a Mall.</li> </ol> <p>The following points should be kept in mind while preparing this visit. 1. Select a suitable day free from rush/crowd with lean business hours. 2. The teacher must visit the place first and check out on logistics. It's better to seek permission from the concerned business- in charge . 3. Visit to be discussed with the students in advance. They should be encouraged to prepare a worksheet containing points of observation and reporting.</p> <ol style="list-style-type: none"> <li>4. Students may carry their cameras (at their own risk) with prior permission for collecting evidence of their observations.</li> </ol> <p><b>1. Visit to a Handicraft Unit</b> The purpose of visiting a Handicraft unit is to understand nature and scope of its business, stake holders involved and other aspects as outlined below</p> <ol style="list-style-type: none"> <li>a) The raw material and the processes used in the business: People /parties/firms from which they obtain their raw material.</li> <li>b) The market, the buyers, the</li> </ol>	
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		<p>middlemen, and the areas covered.</p> <p>c) The countries to which exports are made.</p> <p>d) Mode of payment to workers, suppliers etc.</p> <p>e) Working conditions.</p> <p>f) Modernization of the process over a period of time.</p> <p>g) Facilities, security and training for the staff and workers.</p> <p>h) Subsidies available/ availed. i) Any other aspect that the teachers deem fit.</p> <p><b>2. Visit to an Industry.</b></p> <p>The students are required to observe the following:</p> <p>a) Nature of the business organisation.</p> <p>b) Determinants for location of business unit.</p> <p>c) Form of business enterprise: Sole Proprietorship, Partnership, Undivided Hindu Family, Joint Stock Company (a Multinational Company).</p> <p>d) Different stages of production/process</p> <p>e) Auxiliaries involved in the process.</p> <p>f) Workers employed, method of wage payment, training programmes and facilities available.</p> <p>g) Social responsibilities discharged towards workers, investors, society, environment and government.</p> <p>h) Levels of management.</p> <p>i) Code of conduct for employers and employees.</p> <p>j) Capital structure employed- borrowed v/s owned.</p> <p>k) Quality control, recycling of defective goods.</p> <p>l) Subsidies available/availed.</p> <p>m) Safety Measures employed.</p> <p>n) Working conditions for labour in observation of Labour Laws.</p> <p>o) Storage of raw material and finished goods.</p> <p>p) Transport management for employees, raw material and finished goods</p> <p>q) Functioning of various departments and coordination among them</p>	
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		<p>(Production Human Resource, Finance and Marketing)</p> <p>r) Waste Management.</p> <p>s) Any other observation</p> <p><b>3. Visit to a whole sale market:</b> vegetables/fruits/flowers/grains/garments etc. The students are required to observe the following:</p> <p>a) Sources of merchandise.</p> <p>b) Local market practices.</p> <p>c) Any linked up businesses like transporters, packagers, money lenders, agents, etc.</p> <p>d) Nature of the goods dealt in.</p> <p>e) Types of buyers and sellers.</p> <p>f) Mode of the goods dispersed, minimum quantity sold, types of packaging employed.</p> <p>g) Factors determining the price fluctuations</p> <p>h) Seasonal factors (if any) affecting the business.</p> <p>i) Weekly/ monthly non-working days.</p> <p>j) Strikes, if any- causes thereof.</p> <p>k) Mode of payments.</p> <p>l) Wastage and disposal of dead stock.</p> <p>m) Nature of price fluctuations, reason thereof.</p> <p>n) Warehousing facilities available\availed. o) Any other aspect</p> <p><b>4. Visit to a Departmental store</b></p> <p>The students are required to observe the following:</p>	
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		<p>a) Different departments and their lay out.</p> <p>b) Nature of products offered for sale.</p> <p>c) Display of fresh arrivals.</p> <p>d) Promotional campaigns.</p> <p>e) Spaces and advertisements.</p> <p>f) Assistance by Sales Personnel.</p> <p>g) Billing counter at store – Cash, Credit Card/ Debit Card, swipe facility. Added attractions and facilities at the counter.</p> <p>h) Additional facilities offered to customers i) Any other relevant aspect.</p> <p><b>5. Visit to a Mall.</b></p> <p>The students are required to observe the following:</p> <p>a) Number of floors, shops occupied and unoccupied.</p> <p>b) Nature of shops, their ownership status</p> <p>c) Nature of goods dealt in: local brands, international brands</p> <p>, d) Service business shops- Spas, gym, saloons etc.</p> <p>e) Rented spaces, owned spaces</p> <p>, f) Different types of promotional schemes.</p> <p>g) Most visited shops.</p> <p>h) Special attractions of the Mall- Food court, Gaming zone or Cinema etc.</p> <p>i) Innovative facilities</p> <p>. j) Parking facilities. Teachers may add more to the list</p>	
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	Unit 5 Emerging modes of business	partnership, registration of a partnership firm, partnership deed. Types of partners Hindu Undivided Family Business: Concept Cooperative Societies-Concept, merits, and limitations. Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept	20
	UNIT 6 Unit 6: Social Responsibility of Business and Business Ethics	Formation of company - stages, important documents to be used in formation of a company Choice of form of business organization	20
	Unit 7 sources of business finance		
	Unit 8: Small Business and Enterprises	Public sector and private sector enterprises – Concept Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company Global Enterprises – Feature Joint venture Public private partnership – concept	
	Unit 9: Internal Trade	Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking: meaning, types of digital payments	
	Unit 10 International trade	Insurance – Principles. Types – life, health, fire and marine insurance – concept Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning	20
	PROJECT WORK	E - business: concept, scope and benefits	



		<p>Concept of social responsibility  Case of social responsibility  Responsibility towards owners, investors, consumers, employees, government and community  Role of business in environment protection  Business Ethics - Concept and Elements</p> <p>Concept of business finance.  Owners' funds- equity shares, preferences share, retained earnings  Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD)</p> <p>Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship  Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)  Role of small business in India with special reference to rural areas  Government schemes and agencies for small scale industries: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas</p> <p>Internal trade - meaning and types services rendered by a</p>	
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		<p>wholesaler and a retailer Types of retail-trade-Itinerant and small scale fixed shops retailers Large scale retailers- Departmental stores, chain stores – concept GST (Goods and Services Tax): Concept and key-features</p> <p>international trade: concept and benefits Export trade – Meaning and procedure import Trade - Meaning and procedure Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP) World Trade Organization (WTO) meaning and objectives</p> <p>II. Project Two: Case Study on a Product</p> <ol style="list-style-type: none"> <li>Take a product having seasonal growth and regular demand with which students can relate. For example</li> <li>, • Apples from Himachal Pradesh, Kashmir</li> <li>. • Oranges from Nagpur</li> <li>, • Mangoes from Maharashtra/U.P./Bihar/Andhra Pradesh etc.</li> <li>• Strawberries from Panchgani, • Aloe vera from Rajasthan,</li> <li>• Walnuts/almonds from Kashmir, • Jackfruit from South,</li> </ol>	
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		<p>g) • Guavas from Allahabad,  • Pineapples from North East India,  • Tea from Assam ,  • Orchids from Sikkim and Meghalaya ,  • Pottery of Manipur,  • Fishes from coastal areas.  Students may develop a Case Study on the following lines:</p> <p>(i) Research for change in price of the product. For example, apples in Himachal Pradesh during plucking and non-plucking season.</p> <p>(ii) Effect on prices in the absence of effective transport system.</p> <p>(iii) Effect on prices in the absence of suitable warehouse facilities.</p> <p>(iv) Duties performed by the warehouses.</p> <p>(v) Demand and supply situation of the product during harvesting season, prices near the place of origin and away.</p> <p>Students may be motivated to find out the importance of producing and selling these products and their processed items along with the roles of Transport, Warehousing, Advertising, Banking, Insurance, Packaging and Wholesale selling, Retailing, Co-operative farming, Co-operative marketing etc.</p> <p><b>III. Project Three:</b>  Aids to Trade Taking any one AID TO TRADE, for example Insurance and gathering information on following aspects</p>	
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Total marks			100