

CLASS: XII
SUBJECT: BUSINESS STUDIES (054)
SYLLABUS- 2025-2026
DISTRIBUTION OF SYLLABUS AS PER EXAMS

| EXAMINATION | UNIT/CHAPTER/TOPIC | SUB TOPIC | weightage |
|-------------|---|--|-----------|
| HALF YEARLY | Unit 1: Nature and Significance of Management | Management - concept, objectives, and importance Management as Science, Art and Profession Levels of Management Management functions-planning, organizing, staffing, directing and controlling Coordination- concept and importance | 30 |
| | Unit 2: Principles of Management | Principles of Management - concept and significance Fayol's principles of management Taylor's Scientific management - principles and techniques | |
| | Unit 3: Business Environment | Business Environment- concept and importance Dimensions of Business Environment - Economic, Social, Technological, Political and Legal Demonetization - concept and features | |
| | Unit 4: Planning | Planning: Concept, importance and limitation Planning process Single use and Standing Plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme | |
| | Unit 5: Organising | Organising: Concept and importance Organising Process Structure of organisation- functional and divisional concept. Formal and informal organization – concept Delegation: concept, elements and importance Decentralization: concept and | 25 |

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|--------------|------------------------------|---|-----------|
| | Unit 11: Marketing | importance Marketing – Concept, functions and philosophies Marketing Mix – Concept and elements Product – branding, labelling and packaging – Concept Price - Concept, Factors determining price Physical Distribution – concept, components and channels of distribution Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations | 25 |
| | Unit 12: Consumer Protection | Consumer Protection: Concept and importance The Consumer Protection Act, 2019: Source: http://egazette.nic.in/WriteReadData/2019/210422.pdf Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs) | |
| TOTAL | | | 80 |

| COMMON PRE BOARD | Chapter/Unit/Topic | SUB TOPIC | Weightage |
|------------------|---|---|-----------|
| | Unit 1: Nature and Significance of Management | Management - concept, objectives, and importance Management as Science, Art and Profession Levels of Management Management functions-planning, organizing, staffing, directing and controlling Coordination- concept and importance | 16 |
| | Unit 2: Principles of Management | Principles of Management - concept and significance Fayol's principles of management Taylor's Scientific management - principles and techniques | |
| | Unit 3: Business Environment | Business Environment- concept and importance Dimensions of Business Environment - Economic, Social, Technological, Political and Legal Demonetization - concept ad features | |

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|--|------------------------------|--|----|
| | Unit 4: Planning | Planning: Concept, importance and limitation Planning process | 14 |
| | Unit 5: Organising | Single use and Standing Plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme Organising: Concept and importance Organising Process Structure of organisation- functional and divisional concept. Formal and informal organization – concept Delegation: concept, elements and importance Decentralization: concept and importance | |
| | Unit 6: Staffing | Staffing: Concept and importance of staffing Staffing as a part of Human Resource Management concept Staffing process Recruitment process 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 | |
| | Unit 7: Directing | Directing: Concept and importance Elements of Directing Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives Leadership - concept, styles - authoritative, democratic and laissez faire Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers? | 20 |
| | Unit 8: Controlling | Controlling - Concept and importance Relationship between planning and controlling Steps in process of control | |
| | PART B | | |
| | Unit 9: Financial Management | Financial Management: Concept, role and objectives Financial decisions: investment, financing and dividend - Meaning and factors affecting Financial Planning - concept and importance Capital Structure – concept and factors affecting capital structure • Fixed and Working Capital - Concept and factors affecting their requirements | 15 |
| | Unit 10: Financial Markets | 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) - | |

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| | Unit 11: Marketing | objectives and functions Marketing – Concept, functions and philosophies Marketing Mix – Concept and elements Product – branding, labelling and packaging – Concept Price - Concept, Factors determining price Physical Distribution – concept, components and channels of distribution Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations | 15 |
| | Unit 12: Consumer Protection | Consumer Protection: Concept and importance The Consumer Protection Act, 2019: Source: http://egazette.nic.in/WriteReadData/2019/210422.pdf Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs) | |
| | PROJECT WORK | . Project One: Elements of Business Environment II. Project Two: Principles of Management III Project Three Stock exchange (ANY ONE) | 20 |
| | TOTAL | | 100 |