



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planning for the academic year 2019

TERM: Pre-Test

TEACHERS' NAME: Mr. Partha Datta & Mr. Debraj Chowdhury

No. of working days:- 21

No. of periods available: 2 (Estimated)

Subject: Business Studies (BSTD)

CLASS: XII

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOMEWORK
JANUARY					
FEBRUARY					
MARCH					
APRIL	2	<b>PART A : Principles and Functions of Management</b> Unit 1: Nature and Significance of Management  BSTD Project	Management – Concept, objectives, importance.	Class notes, discussion and explanation of the Chapter  Primary discussion on the BSTD Project.	Objective questions as per H.S. Council guideline from the Text Book and from the Reference Book.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 28<sup>th</sup> January, 2019.

Signature of Teachers: *P. Katta*; *Debraj Chowdhury*

*[Signature]*  
VICE PRINCIPAL

Academic Co-ordinator: *Anamita Banerjee*  
28/1/19



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planning for the academic year 2019

TERM: Pre-Test

TEACHERS' NAME: Mr. Partha Datta & Mr. Debraj Chowdhury

No. of working days:- 70

No. of periods available: 55 (Estimated)

Subject: Business Studies (BSTD)

CLASS: XII

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOMEWORK
MAY	7	Unit 1: Nature and Significance of Management (Continues) Unit 2: Principles of Management Revision of Unit 1 & Unit 2 BSTD Project	Management as Science, Art, Profession. Levels of Management Management Functions –Planning, Organising, Staffing, Directing, Controlling. Coordination – Characteristics and Importance Concept, Nature and Significance. Fayol's Principles of Modern Management Taylor's Scientific Management – Principles & Techniques.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Discussion on the BSTD Project & doubt Clearing.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book  Primary & Secondary Data collection of the Project. Preparation of BSTD project during the summer vacation.
JUNE	15	Unit 3: Business Environment Unit 4: Planning Revision of all previous Units BSTD Project	Concept, Importance. Dimensions of Business Environment – Economic, Social, Technological, Political and Legal. Concept of Liberalisation, Privatisation and Globalisation. Impact of Government Policy changes on Business and Industry with special reference of LPG. Concept, Importance, Limitations; Planning Process; Types of Plans – Objectives, Strategy, Policy, Procedure, Method, Rule, Budget, Programme.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Practice of MCQ and SAQ from Test Papers.  <b>Submission of BSTD Project on Tuesday, 11<sup>th</sup> June, 2019.</b>	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Preparation of BSTD project during the summer vacation. Practice of MCQ and SAQ from Test Papers.
JULY	21	<b>PART B : Business Finance &amp; Marketing</b> Unit 9: Financial Management Unit 10: Financial Market Revision of all previous Units <b>Pre-test</b>	Concept, Objective; Decision relating to Investment, Financing and Dividend; Financial Planning: Concept & Importance; Financial Structure: Concept and Factors affecting structure; Fixed and working Capital: Concept and Factors affecting its requirements. Concept & Types; Money Market and its instruments; Capital market and its types (Primary and Secondary); Stock Exchange functions and; trading and settlement procedure; Demat and Depositories (NSDL & CDSL); NSEI & BSE (Objectives); SEBI: Objectives and functions.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Practice of MCQ and SAQ from Test Papers.  <b>From 30<sup>th</sup> July to 9<sup>th</sup> August, 2019.</b>	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Practice of MCQ and SAQ from Test Papers.
AUGUST	12	<b>PART A : Principles and Functions of Management</b> Unit 5: Organising Unit 6: Staffing	Concept & Importance; Steps; Structure- Functional & Divisional; Formal & Informal Organisation; Delegation: Concept, Elements and Importance; Decentralisation: Concept & Importance. Concept & Importance; Staffing as a part of HRM; Staffing Process; Training & Development: Concept & Importance	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 28<sup>th</sup> January, 2019.

Signature of Teachers: .....

VICE PRINCIPAL

Academic Co-ordinator: .....



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus planning for the academic year 2019

TERM: Selection Test

TEACHERS' NAME: Mr. Partha Datta & Mr. Debraj Chowdhury

No. of working days:- 48

No. of periods available: 31 (Estimated)

Subject: Business Studies (BSTD)

CLASS: XII

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOMEWORK
SEPTEMBER	17	Unit 7: Directing  Unit 8: Controlling Revision of all previous Units	Concept and importance; Elements of Directing; Supervision – Concept, Function of a Supervisor, Motivation – Concept, Maslow Hierarchy of Needs, Financial and Non-financial incentives, Leadership – Concept, Qualities of a good leader, Communication – Concept, Formal and Informal Communication, Barriers of Effective Communication, How to Overcome the Barriers. Concept and Importance; Relationship between Planning and Controlling; Steps in the Process of Control	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.
OCTOBER	13	<b>PART B : Business Finance &amp; Marketing</b> Unit 11: Marketing Management  Unit 12: Consumer Protection Revision of the entire syllabus.	Marketing – Meaning, Function, Marketing Vs. Selling; Marketing Management Philosophies; Marketing Mix – Concept: Product – Concept, Branding, Labelling and Packaging; Price – Factors Determining Price; Physical Distribution – Concept, Channels of Distribution: Types, Choice of Channels; Promotion – Concept and Elements. Advertising – Concept, Role, Objections against Advertising. Personal Selling – Concept and Qualities of a good salesman. Sales Promotion – Concept and Techniques. Publicity – Concept and Role. Concept and importance of Consumer Protection; Consumer Protection Act, 1986: Consumer and Consumer Protection; Rights and Responsibilities of Consumers; Redressal Machinery; Remedies available; Consumer Awareness : Role of Consumer Organisations and NGOs	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.
NOVEMBER	1	Selection Test	From 4th November, 2019 to 13 <sup>th</sup> November, 2018.		
DECEMBER					

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 28<sup>th</sup> January, 2019.

Signature of Teachers: *P. Datta* ; .....

*Debraj Chowdhury*

VICE PRINCIPAL

Academic Co-ordinator: *Sumita Bapari*  
28/1/19