



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2021

TERM: Pre-Test

TEACHER'S NAME: Mr Debraj Chowdhury

Subject: Business Studies (BSTD)

No. of working days:- 72

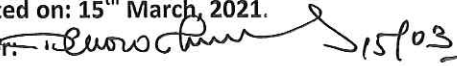
No. of periods available:

CLASS: XII

SECTION: B & C

MONTH	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
JULY	PART A : Principles and Functions of Management Unit 1: Nature and Significance of Management FIRST TERM BEGINS 05 TH JULY 2021 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.
AUGUST	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.
SEPTEMBER	Unit 3: Business Environment Unit 4: Planning EXAMS First Term Begins 16.09.2021 to 30.09.2021	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.	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.
OCTOBER	Unit 8: Controlling	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.

Submitted on: 15th March, 2021.

Signature of Teacher: 

PRINCIPAL

Academic Co-ordinator:  15/3/21

VICE PRINCIPAL:  15/3/2021



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2021

TERM: Pre-Test & Selection Test

TEACHER'S NAME: Mr Debraj Chowdhury

Subject: Business Studies (BSTD)

No. of working days:- 72

CLASS: XII

SECTION: B & C

MONTH	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
NOVEMBER BSTD Project Submission 22.11.2021	PART B : Business Finance & Marketing Unit 9: Financial Management Unit 10: Financial Market	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.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.
DECEMBER	PART A : Principles and Functions of Management 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.
JANUARY	Unit 7: Directing PART B : Business Finance & Marketing Unit 11: Marketing Management	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.	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.
FEBRUARY	Unit 12: Consumer Protection. Entire Syllabus Completed. REVISION Final Term Begins from 17.02.2022 onwards	Basis of Charge (Sec. 56), Some examples of Income Generally Taxable under this head, Tax Treatment of Winning from Lotteries, Horse Race, Card Games, Cross Word Puzzles [Sec. 56(2)(ib)], Interest on Securities [Section 56(2)(id)]	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers	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.

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.

Submitted on: 15th March, 2021.

Signature of Teacher: *Debraj Chowdhury* 15/03

PRINCIPAL

Academic Co-ordinator:
VICE PRINCIPAL

Jayashree Shree 15/3/21
Debraj 15/3/2021