THE WISDOM GLOBAL SCHOOL

SYLLABUS BIFURCATION

GRADE 12

SUBJECT:- BUSINESS STUDIES

NAME OF BOOKS: RK SINGLA (VK PUBLICATIONS)

YEAR 2025-26

				IVAIV	IE OF THE TEACHER:- MR. MOHIT ARORA				
S.N O	BOOK NAME	MONTH	CHAPTER NUMBER	CHAPTER NAME	SUB-TOPICS	NO. OF DAYS REQUIRED	ACTIVITY/PROPS	SMART BOARD(PPT /VIDEO)	CHARTS
					UNDERSTAND THE CONCEPT OF MANAGEMENT.	1	NO	PPT	NO
	RK SINGLA (VK PUBLICATIONS)				MEANING OF 'EFFECTIVENESS AND EFFICIENCY.	1	NO	PPT	NO
		1	1	NATURE & SIGNIFICANCE OF MANAGEMENT	OBJECTIVES OF MANAGEMENT.	2	NO	PPT	YES
					IMPORTANCE OF MANAGEMENT.	2	NO	PPT	YES
1		APRIL	1		NATURE OF MANAGEMENT AS A SCIENCE, ART AND PROFESSION.	2	NO	PPT	YES
1					UNDERSTAND THE ROLE OF TOP, MIDDLE AND LOWER LEVELS OF MANAGEMENT	2	NO	PPT	YES
					FUNCTIONS OF MANAGEMENT	1	NO	PPT	YES
					CONCEPT AND CHARACTERISTICS OF COORDINATION.	2	NO	PPT	YES
					IMPORTANCE OF COORDINATION.	1	NO	PPT	NO
	RK SINGLA (VK	APRIL	2	PRINCIPLES OF MANAGEMENT	PRINCIPLES OF MANAGEMENT- CONCEPT AND SIGNIFICA	1	NO	PPT	NO
2					FAYOL'S PRINCIPLES OF MANAGEMENT	3	NO	PPT	NO
2	PUBLICATIONS)					2	NO	PPT	NO
					COMPARE THE CONTRIBUTIONS OF FAYOL AND TAYLOR.	1	NO	PPT	NO
	RK SINGLA (VK PUBLICATIONS)	MAY	3	BUSINESS ENVIRONMENT	CONCEPT OF BUSINESS ENVIRONMENT	1	NO	PPT	NO
					IMPORTANCE OF BUSINESS ENVIRONMENT	1	NO	PPT	NO
3						2	NO	PPT	NO
					UNDERSTAND THE CONCEPT & FEATURES OF DEMONETIZATION	1	YES	PPT	NO
4	RK SINGLA (VK PUBLICATIONS)	MAY			REVISION	9	NO	PPT	NO
					PRE MID TERM ASSESSMENT				
					UNDERSTAND THE CONCEPT OF PLANNING.	1	NO	PPT	YES
					IMPORTANCE OF PLANNING.	1	NO	PPT	NO NO NO NO VES YES YES
			JULY 4	4 PLANNING	UNDERSTAND THE LIMITATIONS OF PLANNING.	1	NO	PPT	
	RKSINGLA	JULY			STEPS IN THE PROCESS OF PLANNING.	1	NO	PPT	YES
4	(VK PUBLICATIONS)				DEVELOP AN UNDERSTANDING OF SINGLE USE AND STANDING PLANS	1	NO	PPT	YES
					DESCRIBE OBJECTIVES, POLICIES, STRATEGY, PROCEDURE, METHOD, RULE, BUDGET AND PROGRAMME AS TYPES OF PLANS.	3	NO	PPT	YES

					LINDEDCTAND THE CONCEPT OF ODC ANIZING ACA			T	
					UNDERSTAND THE CONCEPT OF ORGANIZING AS A STRUCTURE AND AS A PROCESS.	1	NO	PPT	NO
					IMPORTANCE OF ORGANISING.	1	NO	PPT	NO
					STEPS IN THE PROCESS OF ORGANIZING	1	NO	PPT	NO
					FUNCTIONAL AND DIVISIONAL STRUCTURES OF ORGANISATION.	2	NO	PPT	NO
					ORGANISATION. ADVANTAGES, DISADVANTAGES AND SUITABILITY OF FUNCTIONAL AND DIVISIONAL STRUCTURE. UNDERSTAND THE CONCEPT OF FORMAL AND INFORMAL OGRANISATION. DISCUSS THE ADVANTAGES, DISADVANTAGES OF FORMAL AND INFORMAL OGRANISATION. UNDERSTAND THE CONCEPT OF DELEGATION. UNDERSTAND THE CONCEPT OF DELEGATION. DESCRIBE THE ELEMENTS OF DELEGATION. APPRECIATE THE IMPORTANCE OF DELEGATION. UNDERSTAND THE CONCEPT OF DELEGATION. IMPORTANCE OF DECENTRALISATION. IMPORTANCE OF DECENTRALISATION. UNDERSTAND THE CONCEPT OF STAFFING. INO PPT NO MEANING AND STEPS IN THE PROCESS OF RECRUITMENT. INO PPT NO SOURCES OF RECRUITMENT. INO PPT NO SOURCES OF RECRUITMENT. INO PPT NO MEANING OF SELECTION.				
5	RK SINGLA (VK PUBLICATIONS)	JULY	5	ORGANIZING		2	NO	PPT	NO
		ŕ				2	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF DELEGATION.	1	NO	PPT	NO
					DESCRIBE THE ELEMENTS OF DELEGATION.	2	NO	PPT	NO
			NO	PPT	NO				
	UNDERSTAND THE CONCEPT OF DECENTRALISATION. 1 IMPORTANCE OF DECENTRALISATION. 1 DIFFERENTIATE RETWEEN DELEGATION AND		1						
		NO	PPT	NO					
						1	NO	PPT	NO N
					UNDERSTAND THE CONCEPT OF STAFFING.	1			
					IMPORTANCE OF STAFFING	1	NO	PPT NO PPT NO	NO
					STEPS IN THE PROCESS OF STAFFING	1	NO	PPT	NO
					MEANING AND STEPS IN THE PROCESS OF RECRUITMENT.	1	NO	PPT	NO
	DIZCINCIA					1			PPT NO PPT NO PPT NO PPT NO PPT NO
6	RKSINGLA	AUGUST	6	STAFFING		1	NO	PPT NO PPT NO PPT NO	
0	(VK A) PUBLICATIONS)	Augusi	б	STAFFING	STEPS INVOLVED IN THE PROCESS OF SELECTION.	1	NO		
	TOBLICATIONS	CONCEPT OF TRAINING AND DEVELOPMENT.	1	NO					
						1	NO		NO
					ON THE JOB AND OFF THE JOB METHODS OF TRAINING.	1	NO	PPT	NO
					DIFFERENTIATE BETWEEN TRAINING AND DEVELOPMENT.	1	NO	PPT	NO
					CONCEPT OF DIRECTING.	1	NO		
					IMPORTANCE OF DIRECTING	1	NO		
					ELEMENTS OF DIRECTING	1	NO		
			CONCEPT OF MOTIVATION.	1	NO	PPT	NO		
		AUGUST	7	DIRECTING	DEVELOP AN UNDERSTANDING OF MASLOW'S HIERARCHY OF NEEDS.	1	NO	PPT	NO
7	RK SINGLA (VK				DISCUSS THE VARIOUS FINANCIAL AND NON-FINANCIAL INCENTIVES.	1	NO	PPT	NO
Ī	PUBLICATIONS)				CONCEPT OF LEADERSHIP.	1	NO	PPT	
					VARIOUS STYLES OF LEADERSHIP.	1	NO	PPT	
					CONCEPT OF COMMUNICATION	1	NO	PPT	NO
					CONCEPT OF FORMAL AND INFORMAL COMMUNICATION.	1			
					BARRIERS TO EFFECTIVE COMMUNICATION	1			
					HOW TO OVERCOME THE BARRIERS	1	NO	PPT	NO
					MID TERM ASSESSMENT				

				1	UNDERSTAND THE CONCEPT OF CONTROLLING.	2	NO	PPT	NO
	DIZCINICIA	SEPTEMBER	8	CONTROLLING	IMPORTANCE OF CONTROLLING.	2	NO	PPT	NO
8	RK SINGLA (VK PUBLICATIONS)				RELATIONSHIP BETWEEN PLANNING AND CONTROLLING	2	NO	PPT	NO
	TOBLICATIONS				DISCUSS THE STEPS IN THE PROCESS OF CONTROLLING.	4	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF MARKETING.	1	YES	PPT	NO
					FUNCTIONS OF MARKETING.	2	YES	PPT	NO
					MARKETING PHILOSOPHIES.	1	YES	PPT	_
					UNDERSTAND THE CONCEPT OF MARKETING MIX.	1	YES	PPT	_
					ELEMENTS OF THE MARKETING MIX.	1	YES	PPT	NO
					CONCEPT OF PRODUCT AS AN ELEMENT OF MARKETING MIX.	1	YES	PPT	NO
	RK SINGLA				CONCEPTS OF BRANDING, LABELLING AND PACKAGING.	2	YES	PPT	NO
9	(VK PUBLICATIONS)	OCTOBER	11	MARKETING MANAGEMENT	CONCEPT OF PRICE AS AN ELEMENT OF MARKETING MIX.	1	YES	PPT	Г
	FACTORS DETERMINING PRICE OF A PRODUCT. 1 CONCEPT OF PHYSICAL DISTRIBUTION. 2 CONCEPT OF PROMOTION AS AN ELEMENT OF	1	YES	PPT	NO				
					CONCEPT OF PHYSICAL DISTRIBUTION.	2	YES	PPT NO	
					CONCEPT OF PROMOTION AS AN ELEMENT OF	,	1770	DDM.	NO
					MARKETING MIX.	1	YES	PPT	
					ELEMENTS OF THE PROMOTION MIX.	1	YES	PPT	
			CONCEPT OF ADVERTISING AND PERSONAL SELLING 1 YES CONCEPT OF SALES PROMOTION. 1 YES CONCEPT OF PUBLIC RELATIONS 1 YES		CONCEPT OF ADVERTISING AND PERSONAL SELLING	1	YES	PPT	NO
				YES	PPT	NO			
					CONCEPT OF PUBLIC RELATIONS.	1	YES	PPT	NO NO NO NO NO
					UNDERSTAND THE CONCEPT OF CONSUMER PROTECTION.	1	YES	PPT	NO
					CONCEPT OF A CONSUMER ACCORDING TO THE CONSUMER PROTECTION ACT1986.	1	YES	PPT	NO
					SCOPE OF CONSUMER PROTECTION ACT,1986	1	YES	PPT	PPT NO PPT NO
					CONSUMER RIGHTS	1	YES	TES PPT NO TES PPT NO	NO
	ζ.		12	CONSUMER PROTECTION	RESPONSIBILITIES OF CONSUMERS	1	YES	PPT	NO
10		NOVEMBER			WHO CAN FILE A COMPLAINT AND AGAINST WHOM	1	YES	PPT	NO
	PUBLICATIONS)				LEGAL REDRESSAL MACHINERY UNDER CONSUMER PROTECTION ACT 1986.	1	YES	PPT NO PPT NO	NO
					REMEDIES AVAILABLE TO THE CONSUMER UNDER CONSUMER PROTECTION ACT	1	YES		NO
					CONSUMER AWARENESS - ROLE OF CONSUMER ORGANIZATIONS AND NON-GOVERNMENTAL ORGANIZATIONS (NGOS)	1	YES	PPT	NO
					UNDERSTAND THE CONCEPT OF FINANCIAL MANAGEMENT.	1	NO	PPT	NO
					ROLE OF FINANCIAL MANAGEMENT IN AN ORGANISATION.	1	NO		
			9	FINANCIAL MANAGEMENT	OBJECTIVES OF FINANCIAL MANAGEMENT	1	NO		
	DIZCINCLA					1	NO		
11	RKSINGLA	NOVEMBER			CONCEPT OF FINANCIAL PLANNING.	1	NO		NO
11	(VK PUBLICATIONS)				IMPORTANCE OF FINANCIAL PLANNING.	1	NO		NO
	1 OBLICATIONS)			1	UNDERSTAND THE CONCEPT OF CAPITAL STRUCTURE.	1	NO	PPT	NO

Ī	ļ i	l l			EACTORS DETERMINING THE CHOICE OF AN				
					FACTORS DETERMINING THE CHOICE OF AN APPROPRIATE CAPITAL STRUCTURE OF A COMPANY.	1	NO	PPT	NO
					CONCEPT OF FIXED AND WORKING CAPITAL.	1	NO	PPT	NO
					FACTORS DETERMINING THE REQUIREMENTS OF FIXED AND WORKING CAPITAL.	1	NO	PPT	NO
					UNDERSTAND THE CONCEPT OF THE FINANCIAL MARKET.	1	NO	PPT	NO
	RK SINGLA (VK	NOVEMBER	10	FINANCIAL MARKET	EXPLAIN THE FUNCTIONS OF THE FINANCIAL MARKET.	1	NO	PPT	NO
12					UNDERSTAND CAPITAL MARKET AND MONEY MARKET AS TYPES OF FINANCIAL MARKETS.	1	NO	PPT	NO
	PUBLICATIONS)				UNDERSTAND THE CONCEPT OF THE MONEY MARKET.	1	NO	PPT	NO
					VARIOUS MONEY MARKET INSTRUMENTS.	1	NO	PPT	NO
					DISCUSS THE CONCEPT OF CAPITAL MARKET.	1	NO	PPT	NO
						1	NO	PPT	NO
					DIFFERENTIATE BETWEEN CAPITAL MARKET AND MONEY MARKET.	1	NO	PPT	NO NO NO NO NO NO NO
					DISCUSS THE METHODS OF FLOATING NEW ISSUES IN THE PRIMARY MARKET.	1	NO	PPT	NO
		NOVEMBER	10	FINANCIAL MARKET	DISTINGUISH BETWEEN PRIMARY AND SECONDARY MARKETS.	1	NO	PPT	
40	RK SINGLA (VK PUBLICATIONS)				GIVE THE MEANING OF A STOCK EXCHANGE.	1	NO	PPT	NO
13					EXPLAIN THE FUNCTIONS OF A STOCK EXCHANGE.	1	NO	PPT	NO
					DISCUSS THE TRADING PROCEDURE IN A STOCK EXCHANGE.	1	NO	PPT	NO
					DEPOSITORY SERVICES AND DEMAT ACCOUNT AS USED IN THE TRADING PROCEDURE OF SECURITIES.	1	NO	PPT	NO
					STATE THE OBJECTIVES OF SEBI.	1	NO	PPT	NO
					EXPLAIN THE FUNCTIONS OF SEBI.	1	NO	PPT	NO
14	RKSINGLA (VK PUBLICATIONS)	DECEMBER			REVISION	9	NO	PPT	NO
					PRE-BOARD-1 ASSESSMENT				
	DICINCIA								
15	RK SINGLA (VK PUBLICATIONS)	JANUARY	VIVA/PRACTICALS/PRE-BOARD-2 ASSESSMENT						
16	RK SINGLA (VK PUBLICATIONS)	FEBRUARY	REVISION			17	NO	PPT	NO
					FINAL/BOARD ASSESSMENT				
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