

**MONTHLY LESSON PLAN (2024-25)**  
**BUSINESS STUDIES**  
**CLASS XII**

TOPIC	MONTHLY WORK	LEARNING OUTCOMES	INNOVATIVE/ART INTEGRATION/EXPERIENTIAL LEARNING/INTER DISCIPLINARY	FEEDBACK AND REMEDIAL TEACHING	INCLUSIVE PRACTICES AND FULL PARTICIPATION WITHOUT DISCRIMINATION AND SUSTAINABLE DEVELOPMENT GOALS.
Nature and Significance of Management	APRIL	Understand the concept of management. Explain the meaning of 'Effectiveness and Efficiency. Discuss the objectives of management. Describe the importance of management. Examine the nature of management as a science, art and profession. Understand the role of top, middle and lower levels of management. Explain the functions of management Discuss the concept and characteristics of coordination. Explain the importance of coordination.	Role Play to form Scalar Chain.  Project on happenings in day-to-day life situation in reference to coordination.  Chart showing the pyramid for levels of management.	Assignments and case studies given for practice purpose and test taken	Discussion in the class where all the students will be given a chance to participate and share their learnings and understanding of the topic.  SDG 8 DECENT WORK AND ECONOMIC GROWTH
Principles of Management	APRIL	Understand the concept of principles of management. Explain the significance of management principles. Discuss the principles of management developed by Fayol. Explain the principles and techniques of 'Scientific Management'. Compare the contributions of Fayol and Taylor.	Debate on advantages and disadvantages.  Quizzes on different topics.  Project on Principles by Fayol and FW Taylor.  Applicability of these principles in different organisations	Assignment given to students and questions given for practice	Discussion in the class where students can discuss the problems they face in their family businesses and how these principles can help to solve them  SDG 12 RESPONSIBLE CONSUPTION AND PRODUCTION

Business Environment	MAY	<p>Understand the concept of 'Business Environment'.</p> <p>Describe the importance of business environment.</p> <p>Describe the various dimensions of 'Business Environment'.</p> <p>Understand the concept of demonetization.</p>	<p>PPT on demonetisation.</p> <p>Lecture on impact of dimensions of business environment on different businesses.</p>	<p>Application based questions and HOTS done in the class</p>	<p>SDG 11 SUSTAINABLE CITIES AND COMMUNITIES</p> <p>SDG 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE</p>
Planning	MAY	<p>Understand the concept of planning.</p> <p>Describe the importance of planning.</p> <p>Understand the limitations of planning.</p> <p>Describe the steps in the process of planning.</p> <p>Develop an understanding of single use and standing plans.</p> <p>Describe objectives, policies, strategy, procedure, method, rule, budget and programme as types of plans.</p>	<p>Role play on strategies used by competitors for market standing.</p> <p>Extempore on types of plans.</p> <p>Superior-Subordinate dialogues.</p>	<p>Additional questions done on core topics of the chapter</p>	<p>Discussion of importance of planning in the class and the way it helps in solving the problems</p> <p>SDG 8 DECENT WORK AND ECONOMIC GROWTH</p>
Organising	JULY	<p>Understand the concept of organizing as a structure and as a process.</p> <p>Explain the importance of organising.</p> <p>Describe the steps in the process of organizing.</p> <p>Describe functional and divisional structures of organisation.</p> <p>Explain the advantages, disadvantages and suitability of functional and divisional structure.</p> <p>Understand the concept of formal and informal organisation.</p> <p>Discuss the advantages, disadvantages of formal and informal organisation.</p> <p>Understand the concept of delegation.</p> <p>Describe the elements of delegation.</p> <p>Appreciate the importance of Delegation.</p> <p>Understand the concept of decentralisation.</p> <p>Explain the importance of decentralisation.</p> <p>Differentiate between delegation and decentralisation.</p>	<p>Skit explaining delegation of authority.</p> <p>Showing the layout of functional organisation and divisional organisational structure.</p>	<p>Additional questions done for practice purpose</p>	<p>SDG 10 REDUCE INEQUALITY</p> <p>SDG 9 INDUSTRY, INNOVATION, AND INFRASTRUCTURE</p>

Staffing	JULY	<p>Understand the concept of staffing.          Explain the importance of staffing          Understand the specialized duties and activities performed by Human Resource Management.          Describe the steps in the process of staffing          Understand the meaning of recruitment.          Discuss the sources of recruitment.          Explain the merits and demerits of internal and external sources of recruitment.          Understand the meaning of selection.          Describe the steps involved in the process of selection.          Understand the concept of training and development.          Appreciate the importance of training to the organisation and to the employees.          Discuss the meaning of induction training, vestibule training, apprenticeship training and internship training.          Differentiate between training and development.          Discuss on the job and off the job methods of training.</p>	<p>Presentation on different ways of recruitment.            Workers staging a protest.            Discussion on selection test (even a debate can be done on which is best out of all).</p>	<p>Assignments given to the students for practice</p>	<p>Students will be given a platform where they can share their leanings and views with their fellow beings</p> <p>SDG 10          REDUCED INEQUALITY</p> <p>SDG 5          GENDER EQUALITY</p>
Directing	AUGUST	<p>Describe the concept of directing.          Discuss the importance of directing.          Describe the various elements of directing.          Understand the concept of motivation.          Develop an understanding of Maslow's Hierarchy of needs.          Discuss the various financial and non-financial incentives.          Understand the concept of leadership.          Understand the various styles of leadership.          Understand the concept of communication.          Understand the elements of the communication process.</p>	<p>Debate on Advantages and Disadvantages.            Role plays on motivating employees.</p>	<p>Worksheets given for core topics</p>	<p>Discussion of problems in the class so that students can discuss their problems with each other and the teacher</p> <p>SDG 16          PEACE, JUSTICE AND STRONG INSTITUTIONS</p> <p>SDG 17          PARTNERSHIPS FOR THE GOALS</p>

		<p>Discuss the concept of formal and informal communication.</p> <p>Discuss the various barriers to effective communication.</p> <p>Suggest measures to overcome barriers to communication.</p>			
Controlling	AUGUST	<p>Understand the concept of controlling.</p> <p>Explain the importance of controlling.</p> <p>Describe the relationship between planning and controlling.</p> <p>Discuss the steps in the process of controlling.</p>	<p>Extempore on techniques to control the working of an organisation.</p> <p>Detailed discussion on advantages and disadvantages of controlling.</p>	Extra classes taken to discuss queries	<p>SDG 12 RESPONSIBLE CONSUMPTION AND PRODUCTION</p> <p>SDG 7 AFFORDABLE AND CLEAN ENERGY</p>
Financial Management	OCTOBER	<p>Understand the concept of financial management.</p> <p>Explain the role of financial management in an organisation.</p> <p>Discuss the objectives of financial management</p> <p>Discuss the three financial decisions and the factors affecting them.</p> <p>Describe the concept of financial planning and its objectives.</p> <p>Explain the importance of financial planning.</p> <p>Understand the concept of capital structure.</p> <p>Describe the factors determining the choice of an appropriate capital structure of a company.</p> <p>Understand the concept of fixed and working capital.</p> <p>Describe the factors determining the requirements of fixed and working capital.</p>	<p>Making blueprint of financial planning.</p> <p>Quizzes and Bingo games on financial management.</p> <p>Discussion of dividend policy of renowned companies.</p>	Assignments and worksheets given to the students	<p>Students to discuss the financial blueprints and their relevance.</p> <p>SDG 8 DECENT WORK AND ECONOMIC GROWTH</p>
Financial Markets	OCTOBER	<p>Understand the concept of financial market.</p> <p>Understand the concept of money market.</p> <p>Discuss the concept of capital market.</p>	Infographic making of prices of shares of selected companies.	Worksheets given to the students	Students to discuss the share market knowledge with each other and to discuss how it works and

		<p>Explain primary and secondary markets as types of capital market. Differentiate between capital market and money market. Distinguish between primary and secondary markets.</p> <p>Give the meaning of a stock exchange. Explain the functions of a stock exchange. Discuss the trading procedure in a stock exchange.</p> <p>Give the meaning of depository services and demat account as used in the trading procedure of securities. State the objectives of SEBI.</p> <p>Explain the functions of SEBI.</p>	<p>Detailed talk and lecture on different Money market and Capital market instruments.</p> <p>Designing and advertisement.</p> <p>Designing logo of newly launched product.</p>		<p>how it contributes in the economic growth</p> <p>SDG 8 DECENT WORK AND ECONOMIC GROWTH</p>
Marketing Management	JULY	<p>Understand the concept of marketing. Explain the features of marketing. Discuss the functions of marketing. Explain the marketing philosophies. Understand the concept of marketing mix. Describe the elements of marketing mix. Understand the concept of product as an element of marketing mix. Understand the concept of branding, labelling and packaging. Understand the concept of price as an element of marketing mix. Describe the factors determining price of a product. Understand the concept of physical distribution. Explain the components of physical distribution. Describe the various channels of distribution. Understand the concept of promotion as an element of marketing mix. Describe the elements of promotion mix. Understand the concept of advertising. Understand the concept of sales promotion. Discuss the concept of public relations.</p>	<p>Role plays on personal selling.</p> <p>Discussion of advertising related issues.</p> <p>Skit on customer interacting with a shopkeeper selling books, finding difficulty in satisfying all at same time.</p>	Assignments and worksheets	<p>Students to discuss various philosophies and their own viewpoints and ideologies to work and run their future businesses</p> <p>SDG 12 RESPONSIBLE CONSUMPTION AND PRODUCTION</p> <p>SDG 8 DECENT WORK AND ECONOMIC GROWTH</p>

Consumer Protection	AUGUST	<p>Understand the concept of consumer protection.</p> <p>Describe the importance of consumer protection.</p> <p>Discuss the scope of Consumer Protection Act, 2019.</p> <p>Understand the concept of a consumer according to the Consumer Protection Act, 2019.</p> <p>Explain the consumer rights.</p> <p>Understand the responsibilities of consumers.</p> <p>Understand who can file a complaint and against whom?</p> <p>Discuss the legal redressal machinery under Consumer Protection Act, 2019.</p> <p>Examine the remedies available to the consumer under Consumer Protection Act, 2019.</p> <p>Describe the role of consumer organizations and NGOs in protecting consumers' interests.</p>	<p>Consumer awareness clippings.</p> <p>Discussion of decided and popular consumer court cases.</p> <p>Debate and Declamation on consumer rights and duties.</p>	Worksheets and assignments	SDG 17 PARTNERSHIPS FOR THE GOALS
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