

कक्षा बारहवीं  
विशय - Business Studies -  
प्रथम समैस्टर-1 अप्रैल से 30 सितम्बर तक

मास	पुस्तक का नाम	विशय वस्तु	षिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
अप्रैल	Unit-1	Nature and significance of management Management –Concepts, objects, Importance Nature of Management	8	4	
	Unit-II	Levels of management Management functions co ordinations Principles of management Faye's Principles management Taylor's scientific management	8	2	
मई प्रथम यूनिट टैस्ट 17 से 25 मई तक	Unit-III	Business Environment - meaning and importance Dimensions of Business environment Economic Environ mention India	8	2	
	Unit-IV	Planning-meaning, features, importance, limitations Planning process, type of plans	10	4	
जून ग्रीष्माकालीन अवकाश 1 जून से 30 जून तक					
जुलाई	Unit-V	Organizing-meaning and importance steps in the process of the organizing structure of organization Delegation, Decentralization difference between delegation and decentralization	20	04	
	Unit-VI	Staffing- meaning need and importance As a part of human resource management step in staffing process.	10	04	
अगस्त  द्वितीय यूनिट टैस्ट 17 से 25 तक	Unit-VI	Recruitment –meaning and sources selection , training and development	10	02	
	Unit-VII	Directing-meaning importance and principles Elements of Directions Supervision, Motivation, leadership,communication,incentives Financial and Non financial leadership and communication	10	02	
सितम्बर	Unit-VIII	Controlling- meaning and importance , relationship between planning and controlling, steps in the process on control, techniques of controlling.	6	2	