

ANNUAL CURRICULUM PLAN 2020 -21

SUBJECT – BUSINESS STUDIES

CLASS – XII COMMERCE

Name: Rajni Airi

VISION: Achieve a powerful base of knowledge in different areas of commerce.
Understand human and industrial relations.

APRIL – SEPTEMBER

	CHAPTER	INNOVATIVE PEDAGOGY / TRANSACTION STRATEGY	LERNING OUTCOMES
1.	<u>Nature and Significance of Management</u> <ul style="list-style-type: none">● Concept, features● Objectives● Importance● Nature, functions coordination	<u>Lecture Method</u> <p>The educator put forth some basic questions relating to daily life. The topic introduced with the help of examples then objectives, functions were explained.</p>	Students learnt concept of management, able to correlate it with org. and their working objectives were clear to them.
2.	<u>Principles of Management</u> <ul style="list-style-type: none">● Meaning, nature● Fayol’s Principles● Taylor’s Principles	Principles were explained in very simple language. Examples were given, case studies also discussed.	Positive response was there. Engaged in fruitful discussion and helped in answering.
3.	<u>Business Environment</u> <ul style="list-style-type: none">● Meaning, nature● Dimensions,● New Economic Policy	General questions were asked relating to environment. Factors affecting business discussed.	Good response was there. They were giving examples themselves.
4.	<u>Planning</u> <ul style="list-style-type: none">● Meaning, features importance● Limitations● Planning Process●	Previous knowledge tested, examples relating to daily life given. Draw backs were discussed. Rules strategies explained with case studies.	Students understand concept of planning, its features and limitations. Objectives budgets and programme were very much clear to them.
5.	<u>Organising</u> <ul style="list-style-type: none">● Organising process, significance● Organisational structure.● Formal and	The teacher asks students to list different types of products. On those basic types of structure was explained. Application based questions discussed in class.	Good response was there. They come out with new ideas and types of product. They were able to understand Hots questions.

	<ul style="list-style-type: none"> ● Informal Org. ● Delegation of Authority. 		
6.	<p>Staffing</p> <ul style="list-style-type: none"> ● Meaning ● Importance ● Staffing Process ● Recruitment ● Sources, Training Methods. 	The teacher relates the topic with day to day life like – now the work is completed with the help of staff. Training methods discussed on the basis of types of work.	Keen interest shown case studies were discussed with their participation. Concept clarity was there.

OCTOBER-MARCH

7.	<p>Directing</p> <ul style="list-style-type: none"> ● Concept, Elements ● Supervision ● Motivation – Maslow Theory ● Leadership – Concept styles ● Com-concept, ● Formal and informal barriers to com. 	The teacher will initiate discussion on direction by asking questions relating to direction of movie and correlate with the topic. Financial and non-financial incentives for motivation discussed.	Students would be able to describe the concept of directing, motivation and leadership case studies discussed in the class, for clear understanding of the topic.
8.	<p>Controlling</p> <ul style="list-style-type: none"> ● Concept and importance <p>planning and controlling</p> <ul style="list-style-type: none"> ● Steps in the process of control. 	The topic of controlling explained by taking examples relating to real life situations. Steeps of controlling written on the board and discussed in detail.	The students answer the questions after discussion. They give their own arguments in response and construct more examples to arrive at conclusion.
9.	<p>Financial Management</p> <ul style="list-style-type: none"> ● Concept, role ● Financial decisions, inv., financing, div. ● Financial Planning 	Teacher explains key terms. Examples of small scale and large scale co. – and their financial requirements.	Participated in discussion, gave their view points discussed different sources of funds and cap. Structure.

	<ul style="list-style-type: none"> ● Concept and Role Capital Structure 		
10.	<p><u>Financial Markets</u></p> <ul style="list-style-type: none"> ● Concept, functions, ● Money market and its instruments ● Capital market ● Primary and Secondary Market ● Stock Exchange ● SEBI – Functions 	Previous knowledge tested relating to finance, capital market discussed with examples functions of stock exchange discussed and written on board.	Students would be engaged in discussion and asked examples. They were able to understand the topic well.
11.	<p><u>Market</u></p> <ul style="list-style-type: none"> ● Concept, Functions ● Marketing Mix-product, price place, promotion ● Advertising ● Sales Promotion ● Personal selling ● 	General questions asked relating to shopping, products and advertisements sales promotion techniques explained with examples Buy1 Get 1 Free, coupons, extra savings etc.	Would be able to understand as it is very interesting topic. Giving their own suggestions and view points based on the topic.
12.	<p><u>Consumer Protection</u></p> <ul style="list-style-type: none"> ● Meaning of Consumer Rights and responsibilities of consumers ● Who can file a complaint ● Redressal Mach ● Remedies available ● NGOs – Functions 	The Teacher will ask who is consumer and will relate to real life situation rights of consumers discussed remedies for defective products explained. Functions and role of NGO discussed	Students would learn about rights of consumers and the Redressal machinery and specially the role of NGOs.