



*Sir Padampat Singhania Education Centre*  
*Kamla Nagar, Kanpur*

*Lesson Plan*  
*Session 2017 - 2018*  
*Class: XIIth*

**Subject** : **Business Studies**  
**Book** : **NCERT**

**Subject Coordinator**  
Name: Dr. Devendra Pratap Singh

**Head of Department**  
Name: Dr. Devendra Pratap Singh

Sign:

Sign:



# Sir Padampat Singhania Education Centre

Kamla Nagar, Kanpur

## Yearly Syllabus/Planning overview

Session: 2017 - 2018

Subject: Business Studies

Class: XIIth

No. of periods: 6

Month	Assessed in	Lesson/s to be covered	Period Count
March	2017	CH-1: Nature & Significance of Management CH-2: Principles of management	9 11
April	2017	CH-3: Business Environment CH-4: Planning	9 12
May	2017	CH-5: Organizing	15
July	2017	CH-6: Staffing CH-7: Directing	10 10
August	2017	CH-8 : Controlling CH- 12: Consumer Protection	4 5
September	2017	CH-11: Marketing Management	15
October	2017	CH-9 : Financial Management CH-10: Financial Market	12 9

Subject coordinator:

HOD:



# Sir Padampat Singhania Education Centre

Kamla Nagar, Kanpur

## Monthly Syllabus/Planning overview

Session: 2017 - 2018

Subject : Business Studies

Class : XIIth

No. of periods: \_\_\_\_

Month	Date/Week		Lesson/s to be covered in classroom	Period Count
	From	To		
July	3 <sup>rd</sup> July	8 <sup>th</sup> July	Staffing	
	10 <sup>th</sup> July	15 <sup>th</sup> July	Staffing	
	17 <sup>th</sup> July	22 <sup>nd</sup> July	Directing	
	24 <sup>th</sup> July	29 <sup>th</sup> July	Directing	
August	31 <sup>st</sup> July	5 <sup>th</sup> August	Directing & Controlling	
	7 <sup>th</sup> August	12 <sup>th</sup> August	Marketing	
	14 <sup>th</sup> August	19 <sup>th</sup> August	Marketing	
	21 <sup>st</sup> August	26 <sup>th</sup> August	Marketing	
Septem ber	28 <sup>th</sup> August	2 <sup>nd</sup> Septembe r	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES	
	4 <sup>th</sup> Septembe r	9 <sup>th</sup> Septembe r	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES	
	11 <sup>th</sup> Septembe r	16 <sup>th</sup> Septembe r	HALF YEARLY EXAMINATION	
	18 <sup>th</sup> Septembe r	23 <sup>rd</sup> Septembe r	HALF YEARLY EXAMINATION	

Subject coordinator:

HOD:



# Sir Padampat Singhania Education Centre

Kamla Nagar, Kanpur

## Weekly planning overview

Session: 2017- 2018

Subject : Business Studies

Class : XIIth

No. of periods: 6

Period	Topic/s to be covered in classroom	Homework	Status (Yes/No) (Reason if No)
<b>WEEK : 3<sup>rd</sup> July to 8<sup>th</sup> July</b>			<b>Period Count: 5</b>
PD1	Introduction to Staffing, Meaning, Need & importance		
PD2	Staffing as a part of HRM, Evolution of HRM		
PD3	Staffing Process (Estimation of manpower requirement, Recruitment & Selection) CONTD...		
PD4	Staffing Process ( Placement, Orientation, Training & Development)		
PD5	Aspects of Staffing ( Recruitment, Selection, Training) Recruitment – Sources ( Internal), Merits & Demerits of Internal Sources	Recapitulation by Worksheet, Quiz	
PD6	-----		
<b>Holiday 8/7/17 Second Saturday.</b>			
<b>WEEK 2: 10<sup>th</sup> July to 15<sup>th</sup> July</b>			<b>Period Count: 6</b>
PD1	External Sources of Recruitment, Merits & Demerits		
PD2	Selection Process – Preliminary Screening, Selection test & types, Employment Interview, Reference & background check. CONTD.....		
PD3	Selection decision, Medical examination, Job offer, Contract of employment.		
PD4	Training & Development- Need benefits to organization & employee, Role of Education in training. Diff. between Training & Development.		
PD5	Training Methods- On the job- Apprenticeship, Coaching, Internship, Job Rotation. Off the Job- Lectures, Films, Case Study Computer Modeling, Vestibule training, Programmed Instructions.	Recapitulation by Worksheet, Quiz	
PD6	Directing -Introduction, Meaning, Characteristics, Importance.		

Subject coordinator

Supervisor

Principal/V. Principal

## Weekly planning overview

**Session: 2017 - 2018**

**Subject** : Business Studies

**Class** : XIIth

**No. of Periods: 6**

Period	Topic/s to be covered in classroom	Homework	Status (Yes/No) (Reason if No)
<b>WEEK 3: 17<sup>th</sup> July to 22<sup>nd</sup> July</b>		<b>Period Count:6</b>	
PD1	Principles of Directing, Introduction to elements of Directing (Supervision, Motivation, Leadership & Communication)		
PD2	Supervision-Role & Importance. Motivation, Diff B/W Motive, Motivation & Motivators.		
PD3	Features of Motivation, Process, and Importance & Maslow's Need hierarchy theory.		
PD4	Financial & Non-financial Incentives.		
PD5	Leadership-Features, Importance & Qualities of a Good Leader		
PD6	Styles of Leadership (Autocratic, democratic & Laissez faire), Diff. B/W Manager & Leader.	Recapitulation by Worksheet, Quiz	
<b>WEEK 4: 24<sup>th</sup> July to 29<sup>th</sup> July</b>		<b>Period Count: 6</b>	
PD1	Communication – Process & Importance		
PD2	Formal Communication & Network Diagrams. Informal Communication & Network Diagrams. Barriers to Communication. CONTD.....		
PD3	Barriers to Communication (Semantic, psychological, Organizational, Personal) Improving Communication effectiveness.		
PD4	Controlling- Introduction, Meaning, Importance, Limitations		
PD5	Relationship B/W Planning & Controlling		
PD6	Controlling Process (Setting Performance standards, Measurement of actual performance, Comparison) CONTD.....		



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Session: 2017 - 2018

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Class : XIIth

No. of periods: 6

Period	Topic/s to be covered in classroom	Homework	Status (Yes/No) (Reason if No)
<b>WEEK 5: 31<sup>st</sup> July to 5<sup>th</sup> August</b>		<b>Period Count: 6</b>	
PD1	Controlling Process (Analyzing Deviations- CPC, MBE, Taking Corrective Actions & examples)	Recapitulation by Worksheet, Quiz	
PD2	Consumer Protection- Introduction, Importance (Consumer, businessman View.)		
PD3	Consumer Protection Act 1986- Rights & Responsibilities		
PD4	Ways & Means of Consumers Protection. Meaning of Consumer & Who can file a complaint.		
PD5	Redressal agency under CPA 1986 (District, State, National commission)		
PD6	Relief available & role of consumer organizations and NGO's.	Recapitulation by Worksheet, Quiz	
<b>WEEK 6: 7<sup>th</sup> August to 12<sup>th</sup> August</b>		<b>Period Count: 4</b>	
PD1	-----		
PD2	Marketing Management- Concept of Market & Marketing Features of Marketing.		
PD3	Marketing Management – Marketing & Selling & Marketing Management Philosophies CONTD.....		
PD4	Marketing Management Philosophies- Production Concept, Product concept, Selling Concept, Marketing Concept CONTD.....	Recapitulation by Worksheet, Quiz	
PD5	Societal Marketing Concept		
PD6	-----		

**Holiday 7/8/17 Raksha Bandhan**

**Holiday 12/8/17 Second Saturday**

Subject coordinator

Supervisor

Principal/V. Principal



# Sir Padampat Singhania Education Centre

Kamla Nagar, Kanpur

## Weekly planning overview

Session: 2017 - 2018

Subject : Business Studies

Class : XIIth

No. of periods: 5

Period	Topic/s to be covered in classroom	Homework	Status (Yes/No) (Reason if No)
<b>WEEK 7: 14<sup>th</sup> August to 19<sup>th</sup> August</b>		<b>Period Count: 5</b>	
PD1	Function of Marketing (Gathering Information, Planning, Product designing, Standardization & Grading, Packaging & Labeling) CONTD.....		
PD2	-----		
PD3	Function of Marketing (Branding, Customer Support, Pricing, Promotion, Physical Distribution, Transportation, Storage/Warehousing)	LOGO QUIZ & Meaning of Logos	
PD4	Marketing Mix – Elements (4P's) Product & Product Mix- Branding ( Brand, name , Mark, Trademark)		
PD5	Qualities of Good Brand name, Advantage to marketers & Customers. Packaging – Levels, Importance & Function.		
PD6	Labeling & Functions. Price- Factors affecting price determination	Recapitulation by Worksheet, Quiz	
<b>HOLIDAY 15/8/17 INDEPENDENCE DAY</b>			
<b>WEEK 8: 21<sup>st</sup> August to 26<sup>th</sup> August</b>		<b>Period Count: 6</b>	
PD1	Place/Physical Distribution- Channels, functions (Sorting, Accumulation, Allocation, Assorting, Product Promotion, Negotiation & Risk taking)	Discussion of Project work & guidelines.	
PD2	Types of Channel- Direct, Indirect. Factors determining choice of channel.		
PD3	Physical Distribution- Components (Order Processing , Transportation, warehousing, Inventory Control)		
PD4	Promotion – Promotion mix , advertising (Merits , Demerits & objections)		
PD5	Personal selling-Features, merits, role, importance to business, customer & society, Qualities of a good salesman. Diff. B/W Advertising & Personal selling.		
PD6	Sales Promotion- Merits, Demerits, Activities. Public relations/ Publicity- Significance , role & methods.	Recapitulation by Worksheet, Quiz	

Subject coordinator

Supervisor

Principal/V. Principal



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Session: 2017 - 2018

Subject : Business Studies

Class : XIIth

No. of periods: 6

Period	Topic/s to be covered in classroom	Homework	Status (Yes/No) (Reason if No)
<b>WEEK 9: 28/8/17 to 2/9/17</b>			<b>Period Count: 5</b>
PD1	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD2	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD3	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD4	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD5	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD6	-----		
<b>HOLIDAY 2/9/17 ID-UL-ZUHA</b>			
<b>WEEK 10: 4/9/17 to 9/9/17</b>			<b>Period Count: 5</b>
PD1	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD2	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD3	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD4	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD5	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD6	-----		

**HOLIDAY 9/9/17 SECOND SATURDAY**

Subject coordinator

Supervisor

Principal/V. Principal





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## Weekly planning overview

Session: 2017 - 2018

Subject : Business Studies

Class : XIIth

No. of periods : 6

Period	Topic/s to be covered in classroom	Homework	Status (Yes/No) (Reason if No)
<b>WEEK 11: 11/9/17 to 16/9/17</b>		<b>Period Count: 1</b>	
PD1	PRACTICE OF LATEST CBSE QUESTIONS & CASE STUDIES		
PD2	<b>HALF-YEARLY EXAMINATION</b>		
PD3	<b>HALF-YEARLY EXAMINATION</b>		
PD4	<b>HALF-YEARLY EXAMINATION</b>		
PD5	<b>HALF-YEARLY EXAMINATION</b>		
PD6	<b>HALF-YEARLY EXAMINATION</b>		
<b>HALF-YEARLY EXAMINATION (12/9/17 - 16/9/17)</b>			
<b>WEEK 12: 18/9/17 to 23/9/17</b>		<b>Period Count: NIL</b>	
PD1	<b>HALF-YEARLY EXAMINATION</b>		
PD2	<b>HALF-YEARLY EXAMINATION</b>		
PD3	<b>HALF-YEARLY EXAMINATION</b>		
PD4	<b>HALF-YEARLY EXAMINATION</b>		
PD5	<b>HALF-YEARLY EXAMINATION</b>		
PD6	<b>HALF-YEARLY EXAMINATION</b>		

**HALF-YEARLY EXAMINATION (18/9/17 - 23/9/17)**

Subject coordinator

Supervisor

Principal/V. Principal

*Sir Padampat Singhania Education Centre, Kamla Nagar, Kanpur*

Book :  
Publication :  
Lesson :

Class :  
Session: 20 - 20  
Subject:

**Lesson Plan**

**Ques 1.**

Ans.

***(Ref.: Page 18)***

**Ques 2.**

Ans.

***(Ref.: Page 18)***

**Ques 3.**

Ans.

***(Ref.: Page 18)***

**Note:** This lesson contains one worksheets.



# Sir Padampat Singhania Education Centre

*Kamla Nagar, Kanpur*

## Lesson plan implementation report

Session: 20 - 20

Term : Assessment :  
 From Date : To Date :  
 Subject : Class :  
 Book : No. of periods :

Section	Subject Teacher	Lesson/s to be covered according to lesson plan	Status Yes/No	Reason if not completed

**Remarks:**

Subject coordinator:

HOD: