

**D.A.V. PUBLIC SCHOOL**  
**SECTOR – 3 DHURWA RANCHI – 4**  
**2019-2020**

**CLASS: XII COMMERCE**

**SUBJECT: BUSINESSSTUDIES (054)**

PRESCRIBED BOOKS:

- NCERT
- Principles and Functions of Management by Poonam Gandhi
- Business Finance and Marketing by Poonam Gandhi

Sl.No.	Unit	Name and Contents	Month	Exam / Tests Portion
1.	Unit-9	<b>Financial Management</b> <ul style="list-style-type: none"> <li>➤ Concept and objectives offinancial management</li> <li>➤ Financial decisions: investment,financing and dividend and factorsaffecting.</li> <li>➤ Financial planning - conceptand importance.</li> <li>➤ Capital Structure - concept andfactors affecting.</li> <li>➤ Fixed and Working Capital - concept and Factors affecting their requirements.</li> </ul>	April	Monthly test unit -9 (30 marks)
2.	Unit-10	<b>Financial Markets</b> <ul style="list-style-type: none"> <li>➤ Financial Markets: concept andtypes.</li> <li>➤ Money market and itsinstruments.</li> <li>➤ Capital market and its types (primaryand secondary).</li> <li>➤ Stock Exchange - functions andtraining Procedure. Depository Services and D'mat Account.</li> <li>➤ Securities and Exchange Board ofIndia (SEBI) - Objectives and functions.</li> </ul>	May	Monthly test unit – 10 (30 marks)
3.	Unit-11	<b>Marketing Management</b> <ul style="list-style-type: none"> <li>➤ Marketing - concept andfunctions.</li> <li>➤ Marketing managementphilosophies.</li> <li>➤ Marketing Mix -concept <ul style="list-style-type: none"> <li>● Product - concept, branding, labeling and packaging.</li> <li>● Price - factors determining price.</li> <li>● Physical distribution- concept, channels of distribution: types, choice of channels.</li> <li>● Promotion -concept and elements; advertising- concept, role, objections againstadvertising, personal selling - concept and qualities of a good salesman, sales promotion - concept and techniques, public relations - concept and role</li> </ul> </li> </ul>	June	Monthly test unit -11 (30 marks)

4.	Unit-12	<b>Consumer Protection</b> <ul style="list-style-type: none"> <li>➤ Concept and importance of consumer protection.</li> <li>➤ Consumer Protection Act 1986 <ul style="list-style-type: none"> <li>• Meaning of consumer and consumer protection.</li> <li>• Rights and responsibilities of consumers</li> <li>• Who can file a complaint and against whom?</li> <li>• Redressal machinery.</li> </ul> </li> <li>➤ Consumer awareness - Role of consumer organizations and NGO's.</li> </ul>	July	Monthly test unit -12 (30 marks)
5.	Unit-1	Nature and Significance of Management <ul style="list-style-type: none"> <li>➤ Management – concept, objective &amp; importance</li> <li>➤ Management as Science, Arts &amp; Profession</li> <li>➤ Levels of Management</li> <li>➤ Management functions- Planning, Organizing, Staffing, Directing &amp; Controlling</li> </ul> Coordination- concept, characteristics & importance	July	Monthly test unit -1 (30 marks)
6.	Unit-2	Principles of Management <ul style="list-style-type: none"> <li>➤ Principles of Management - concept, nature and significance</li> <li>➤ Fayol's principles of management</li> <li>➤ Taylor's Scientific Management - principles and techniques</li> </ul>	August	Revision of all chapters Half Yearly Exam Unit - 1,2,9,10,11,12 (80 marks)
7.	Unit-3	Management and Business Environment <ul style="list-style-type: none"> <li>➤ Business Environment - concept and importance.</li> <li>➤ Dimensions of Business Environment - Economic, Social, Technological</li> <li>➤ Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India.</li> </ul>	September	Monthly test unit -3 (30 marks)
8.	Unit-4	Planning <ul style="list-style-type: none"> <li>➤ Concept, importance and limitations.</li> <li>➤ Planning process</li> <li>➤ Single use and Standing Plans - Objectives, Strategy, Policy, Procedure, Method,</li> </ul>	September	Monthly test unit -4 (30 marks)
9.	Unit-5	Organizing <ul style="list-style-type: none"> <li>➤ Concept and importance.</li> <li>➤ Organizing Process.</li> <li>➤ Structure of organization - functional and divisional.</li> <li>➤ Formal and informal organization.</li> <li>➤ Delegation: concept, elements and importance.</li> </ul>	October	Monthly test unit - 5 (30 marks)

		Decentralization: concept and importance		
10.	Unit-6	<b>Staffing</b> <ul style="list-style-type: none"> <li>➤ Concept and importance of staffing.</li> <li>➤ Staffing as a part of Human Resource Management</li> <li>➤ Staffing process: <ul style="list-style-type: none"> <li>• Recruitment – sources</li> <li>• Selection - process</li> </ul> </li> <li>➤ Training and Development - Concept and Importance. Methods of training- on the job and off the job- Induction training, vestibule training, apprenticeship</li> </ul>	October- November	Monthly test unit – 5,6 (30 marks)
11.	Unit-7	<b>Directing</b> <ul style="list-style-type: none"> <li>➤ Concept and importance</li> <li>➤ Elements of Directing <ul style="list-style-type: none"> <li>• Supervision - concept, functions of a supervisor.</li> <li>• Motivation - concept, Maslow's hierarchy of needs; Financial and nonfinancial incentives.</li> <li>• Leadership - concept, styles – authoritative, democratic and laissez faire.</li> </ul> </li> <li>➤ Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.</li> </ul>	November	Monthly test unit – 7 (30 marks)
12.	Unit-8	<b>Controlling</b> <ul style="list-style-type: none"> <li>➤ Concept, nature and importance</li> <li>➤ Relationship between planning and controlling</li> <li>➤ Steps in the process of control</li> </ul>	December	Monthly test unit – 8 (30 marks)
		Revision, test series and previous year question set preparation	December	
		<b>Part C : Project Work</b>		

### SYLLABUS FOR HALF YEARLY EXAM -2019

UNIT	CHAPTER NAME	MARKS
9	Financial Management	15
19	Financial Markets	15
11	Marketing Management	20
12	Consumer Protection	10
1	Principles and Functions of Management	10
2	Nature and Significance of Management	10

## SYLLABUS FOR PRE BOARD EXAM -2020

UNITS		Marks
<b>PART A</b>	<b>PRINCIPLES AND FUNCTIONS OF MANAGEMENT</b>	
1	Nature and Significance of Management	16
2	Principles of Management	
3	Business Environment	
4	Planning	14
5	Organizing	
6	Staffing	20
7	Directing	
8	Controlling	
	<b>Total</b>	<b>50</b>
<b>PART B</b>	<b>BUSINESS FINANCE AND MARKETING</b>	
9	Financial Management	15
10	Financial Markets	
11	Marketing Management	15
12	Consumer Protection	
	<b>Total</b>	<b>30</b>
	<b>TOTAL</b>	<b>80</b>

**CLASS: XII COMMERCE****SUBJECT: ECONOMICS (030)****PRESCRIBED BOOKS:**

- NCERT
- MACRO ECONOMICS BY SANDEEP GARG
- INDIAN ECONOMICS BY JAIN AND OHRI

SL.NO	UNIT	NAME AND CONTENTS	MONTH	EXAM / TESTS PORTION
1.	Unit-1	<p><b>NATIONAL INCOME AND RELATED AGGREGATES</b></p> <p>What is Macroeconomics?</p> <ul style="list-style-type: none"> <li>➤ Basic concepts in macroeconomics: consumption goods, capital goods, final goods, intermediate goods; stocks and flows; gross investment and depreciation.</li> <li>➤ Circular flow of income (two sector model); Methods of calculating National Income - Value Added or Product method, Expenditure method, Income method.</li> <li>➤ Aggregates related to National Income: Gross National Product (GNP), Net National Product (NNP), Gross and Net Domestic Product (GDP and NDP) - at market price, at factor cost; Real and Nominal GDP.</li> <li>➤ GDP and Welfare</li> </ul>	April	Monthly test unit -1 (30 marks)
2.	Unit-2	<p><b>MONEY AND BANKING</b></p> <p>Money</p> <ul style="list-style-type: none"> <li>➤ Meaning and supply of money - Currency held by the public and net demand deposits held by commercial banks</li> <li>➤ Money creation by the commercial banking system.</li> </ul> <p>Banking</p> <ul style="list-style-type: none"> <li>➤ Central bank and its functions (example of the Reserve Bank of India):</li> <li>➤ Bank of issue, Govt. Bank, Banker's Bank,</li> <li>➤ Control of Credit through Bank Rate, CRR, SLR, Repo Rate and Reverse Repo Rate, Open Market Operations, Margin requirement.</li> </ul>	May	Monthly test unit - 2 (30 marks)
3.	Unit-6	<p><b>DEVELOPMENT EXPERIENCE (1947-90) AND ECONOMIC REFORMS SINCE 1991:</b></p> <ul style="list-style-type: none"> <li>➤ A brief introduction of the state of Indian economy on the eve of independence. Common goals of Five Year Plans</li> <li>➤ Main features, problems and policies of agriculture (institutional aspects and new agricultural strategy, etc.), industry (industrial licensing, etc.) and foreign trade.</li> </ul>	June	Monthly test unit - 6 (30 marks)

		<p><b>Economic Reforms since 1991:</b></p> <ul style="list-style-type: none"> <li>➤ Features and appraisals of liberalization, globalization and privatization (LPG policy);</li> <li>➤ Concepts of demonetization and GST</li> </ul>		
4.	Unit-7	<p><b>CURRENT CHALLENGES FACING INDIAN ECONOMY</b></p> <p><b>Rural development:</b></p> <ul style="list-style-type: none"> <li>➤ Key issues - credit and marketing</li> <li>➤ Role of cooperatives; agricultural diversification; alternative farming - organic farming</li> </ul> <p><b>Human Capital Formation:</b></p> <ul style="list-style-type: none"> <li>➤ How people become resource; Role of human capital in economic</li> <li>➤ Development; Growth of Education Sector in India</li> </ul> <p><b>Employment:</b></p> <ul style="list-style-type: none"> <li>➤ Formal and informal growth; problems and policies.</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>➤ Meaning and Types: Case Studies: Energy and Health.</li> <li>➤ Problems and Policies- A critical assessment;</li> </ul> <p><b>Sustainable Economic Development:</b></p> <ul style="list-style-type: none"> <li>➤ Meaning, Effects of Economic Development on Resources and</li> <li>➤ Environment, including global warming.</li> </ul>	July	Monthly test unit -7 (30 marks)
5.	Unit-3	<p><b>DETERMINATION OF INCOME AND EMPLOYMENT</b></p> <p>Aggregate demand and its components.</p> <ul style="list-style-type: none"> <li>➤ Propensity to consume and propensity to save (average and marginal). Short-run equilibrium output; investment multiplier and its mechanism. Meaning of full employment and involuntary unemployment</li> <li>➤ Problems of excess demand and deficient demand; measures to correct them - changes in government spending, taxes and money supply.</li> </ul>	August	Monthly test unit -3 (30 marks)
6.	Unit-4	<p><b>GOVERNMENT BUDGET AND THE ECONOMY</b></p> <p><b>Government budget</b></p> <ul style="list-style-type: none"> <li>➤ Meaning, objectives and components.</li> <li>➤ Classification of receipts - revenue receipts and capital receipts; classification of expenditure – revenue expenditure and</li> </ul>	September	Revision of all chapters Half Yearly Exam Unit -1,2,3,4,6,7 (80 marks)

		<ul style="list-style-type: none"> <li>➤ Capitalexpenditure.</li> <li>➤ Measures of government deficit - revenue deficit, fiscal deficit, primary deficit their meaning.</li> </ul>		
7.	Unit-5	<b>BALANCE OFPAYMENTS</b> Balance of payments account <ul style="list-style-type: none"> <li>➤ Meaning and components; balance of payments deficit</li> <li>➤ Meaning. Foreign exchange rate - meaning of fixed and flexible rates and managed floating</li> <li>➤ Determination of exchange rate in a free market</li> </ul>	October	Monthly test unit -5 (30 marks)
8.	Unit-8	<b>DEVELOPMENT EXPERIENCEOFINDIA:</b> <b>A comparison with neighbors</b> <ul style="list-style-type: none"> <li>➤ India and Pakistan</li> <li>➤ India and China</li> <li>➤ Issues: growth, population, sect oral development and other Human Development</li> </ul>	November	Monthly test unit -8 (30 marks)
		Revision, test series and previous year question set preparation	December	
		<b>Part C : Project Work</b>		

### SYLLABUS FOR HALF YEARLY EXAM -2019

UNIT	CHAPTER NAME	MARKS
1	National Income and Related Aggregates	25
2	Money and Banking	15
3	Determination of Income and Employment	10
4	Government Budget and the Economy	10
6	Development Experience (1947-90) and Economic Reforms since 1991	10
7	Current Challenges facing Indian Economy	10

### SYLLABUS FOR PRE BOARD EXAM -2020

UNITS		MARKS
<b>PART A</b>	<b>INTRODUCTORY MACROECONOMICS</b>	
1	National Income and Related Aggregates	10
2	Money and Banking	6
3	Determination of Income and Employment	12
4	Government Budget and the Economy	6
5	Balance of Payments	6
	<b>TOTAL</b>	<b>40</b>
<b>PART B</b>	<b>INDIAN ECONOMIC DEVELOPMENT</b>	
6	Development Experience (1947-90) and Economic Reforms since 1991	12
7	Current Challenges facing Indian Economy	22

8	Development Experience of India – A Comparison with Neighbors’	06
	<b>TOTAL</b>	<b>40</b>
	<b>TOTAL</b>	<b>80</b>

**CLASS: XII COMMERCE**

**SUBJECT: ACCOUNTANCY (055)**

**PRESCRIBED BOOKS:**

- NCERT
- ACCOUNTANCY (S.CHAND PUBLICATION)

Sl.No.	Unit	Name and Contents	Month	Exam / Tests Portion
1.	Unit-9	<b>Financial Management</b> <ul style="list-style-type: none"> <li>➤ Concept and objectives of financial management</li> <li>➤ Financial decisions: investment, financing and dividend and factors affecting.</li> <li>➤ Financial planning – concept and importance.</li> <li>➤ Capital Structure - concept and factors affecting.</li> <li>➤ Fixed and Working Capital - concept and Factors affecting their requirements.</li> </ul>	April	Monthly test unit -9 (30 marks)
2.	Unit-10	<b>Financial Markets</b> <ul style="list-style-type: none"> <li>➤ Financial Markets: concept and types.</li> <li>➤ Money market and its instruments.</li> <li>➤ Capital market and its types (primary and secondary).</li> <li>➤ Stock Exchange - functions and trading Procedure. Depository Services and D'mat Account.</li> <li>➤ Securities and Exchange Board of India (SEBI) - Objectives and functions.</li> </ul>	May	Monthly test unit – 10 (30 marks)
3.	Unit-11	<b>Marketing Management</b> <ul style="list-style-type: none"> <li>➤ Marketing - concept and functions.</li> <li>➤ Marketing management philosophies.</li> <li>➤ Marketing Mix -concept <ul style="list-style-type: none"> <li>• Product - concept, branding, labeling and packaging.</li> <li>• Price - factors determining price.</li> <li>• Physical distribution- concept, channels of distribution: types, choice of channels.</li> <li>• Promotion -concept and elements; advertising- concept, role, objections against advertising, personal selling - concept and qualities of a good salesman, sales promotion - concept and techniques, public relations - concept and role</li> </ul> </li> </ul>	June	Monthly test unit -11 (30 marks)



4.	Unit-12	<b>Consumer Protection</b> <ul style="list-style-type: none"> <li>➤ Concept and importance of consumer protection.</li> <li>➤ Consumer Protection Act 1986 <ul style="list-style-type: none"> <li>• Meaning of consumer and consumer protection.</li> <li>• Rights and responsibilities of consumers</li> <li>• Who can file a complaint and against whom?</li> <li>• Redressal machinery.</li> </ul> </li> <li>➤ Consumer awareness - Role of consumer organizations and NGO's.</li> </ul>	July	Monthly test unit -12 (30 marks)
5.	Unit-1	Nature and Significance of Management <ul style="list-style-type: none"> <li>➤ Management – concept, objective &amp; importance</li> <li>➤ Management as Science, Arts &amp; Profession</li> <li>➤ Levels of Management</li> <li>➤ Management functions- Planning, Organizing, Staffing, Directing &amp; Controlling</li> </ul> Coordination- concept, characteristics & importance	July	Monthly test unit -1 (30 marks)
6.	Unit-2	Principles of Management <ul style="list-style-type: none"> <li>➤ Principles of Management -concept, nature and significance</li> <li>➤ Fayol's principles of management</li> <li>➤ Taylor's Scientific Management - principles and techniques</li> </ul>	August	Revision of all chapters Half Yearly Exam Unit - 1,2,9,10,11,12 (80 marks)
7.	Unit-3	Management and Business Environment <ul style="list-style-type: none"> <li>➤ Business Environment - concept and importance.</li> <li>➤ Dimensions of Business Environment - Economic, Social, Technological</li> <li>➤ Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India.</li> </ul>	September	Monthly test unit -3 (30 marks)
8.	Unit-4	Planning <ul style="list-style-type: none"> <li>➤ Concept, importance and limitations.</li> <li>➤ Planning process</li> <li>➤ Single use and Standing Plans - Objectives, Strategy, Policy, Procedure, Method,</li> </ul>	September	Monthly test unit -4 (30 marks)
9.	Unit-5	Organizing <ul style="list-style-type: none"> <li>➤ Concept and importance.</li> <li>➤ Organizing Process.</li> <li>➤ Structure of organization - functional and divisional.</li> <li>➤ Formal and informal organization.</li> <li>➤ Delegation: concept, elements and importance.</li> </ul>	October	Monthly test unit - 5 (30 marks)

		Decentralization: concept and importance		
10.	Unit-6	<b>Staffing</b> <ul style="list-style-type: none"> <li>➤ Concept and importance of staffing.</li> <li>➤ Staffing as a part of Human Resource Management</li> <li>➤ Staffing process: <ul style="list-style-type: none"> <li>• Recruitment – sources</li> <li>• Selection - process</li> </ul> </li> <li>➤ Training and Development – Concept and Importance. Methods of training- on the job and off the job- Induction training, vestibule training, apprenticeship</li> </ul>	October- November	Monthly test unit – 5,6 (30 marks)
11.	Unit-7	<b>Directing</b> <ul style="list-style-type: none"> <li>➤ Concept and importance</li> <li>➤ Elements of Directing <ul style="list-style-type: none"> <li>• Supervision - concept, functions of a supervisor.</li> <li>• Motivation – concept, Maslow’s hierarchy of needs; Financial and nonfinancial incentives.</li> <li>• Leadership - concept, styles – authoritative, democratic and laissez faire.</li> </ul> </li> <li>➤ Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.</li> </ul>	November	Monthly test unit – 7 (30 marks)
12.	Unit-8	<b>Controlling</b> <ul style="list-style-type: none"> <li>➤ Concept, nature and importance</li> <li>➤ Relationship between planning and controlling</li> <li>➤ Steps in the process of control</li> </ul>	December	Monthly test unit – 8 (30 marks)
		Revision, test series and previous year question set preparation	December	
		<b>Part C : Project Work</b>		

### SYLLABUS FOR HALF YEARLY EXAM -2019

UNIT	CHAPTER NAME	MARKS
9	Financial Management	15
19	Financial Markets	15
11	Marketing Management	20
12	Consumer Protection	10
1	Principles and Functions of Management	10
2	Nature and Significance of Management	10

## SYLLABUS FOR PRE BOARD EXAM -2020

UNITS		Marks
<b>PART A</b>	<b>PRINCIPLES AND FUNCTIONS OF MANAGEMENT</b>	
1	Nature and Significance of Management	16
2	Principles of Management	
3	Business Environment	
4	Planning	14
5	Organizing	
6	Staffing	20
7	Directing	
8	Controlling	
	<b>Total</b>	<b>50</b>
<b>PART B</b>	<b>BUSINESS FINANCE AND MARKETING</b>	
9	Financial Management	15
10	Financial Markets	
11	Marketing Management	15
12	Consumer Protection	
	<b>Total</b>	<b>30</b>
	<b>TOTAL</b>	<b>80</b>