

THE AIR FORCE SCHOOL : SUBROTO PARK : DELHI CANTT-110010

Class – XII

Sub: Business Studies

Weekly Syllabus

Academic Session 2023-24

Month	Week	Dates		Days	No of Periods	Chapter	Contents	Syllabus
Apr-23	I	01	01-Working Saturday (Student)	01	1	Nature and significance of management	Concept, Functions of Management, Meaning of 'Effectiveness and Efficiency' Characteristics, Importance, Objectives of Management, Levels of Management—Top, Middle and Operational (Role) Nature of Management as a Science, as an Art.	
			Block teaching (9th March to 27th March)	11	11			
	II	03-07	04 - Mahavir Jayanti 07 – Good Friday	03	4	Nature and significance of management	Management as a profession Coordination—concept and Importance	
	III	10-14	14 - Ambedakar Jayanti	04	5	Principles of management	Principles of management—concept and significance of management principles	
	IV	17-21		05	8	Principles of management	Fayol's Principles of Management, Scientific Management—Meaning and Principles	

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	V	24-29	29-Working Saturday (Student) 29 – Parent Orientation VI & IX	06	8	Principles of management Business environment	Techniques of Scientific Management Taylor vs. Fayol Business Environment —concept and Importance, dimensions/components	
May-23	I	01-05	05 – BudhaPurnima 01-04 : ES-1 (XII)/ CT-1 (X)	04	5	Business Environment	economic environment in India Demonetization – concept and features	ES-1 (XII)/ CT-1 (X) Date: 01-08 May
	II	08-12	08 : ES-1 (XII)/ CT-1 (X) 11,12 – The Quest	05	8	Planning	Planning concepts, importance and limitation Planning process -Steps involved in planning process	
	III	15-20	20- Working Saturday (Open House X & XII)	06	8	planning	Types of plans. Objectives, policy ,strategy, procedure, rules, methods, programme, budget	
***** SUMMER BREAK 22 MAY -30 JUN 2023 *****								
Jul-23	I	01-	01- School reopens for staff	01	-	-	-	PT-I Class VI-X Date: 07 Jul – 19Jul ES-2 (XII): 07 Jul – 19Jul
	II	03-07		05	8	organising	Organizing- concept and importance Organizing process Organization structure—functional and divisional concept Formal and Informal Organization- concept	

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	III	10-14		05	8	organising	Delegation of Authority- concept, elements and importance Decentralisation- concept and importance	
	IV	17-22	22 – Working Saturday (Students)	06	8	staffing	Staffing- concept and importance of staffing. Staffing as a part of HRM- concept Steps in Staffing process Recruitment process Selection Process	
	V	24-28	29-Muharram	05	8	staffing	Training and Development- concept and importance, Methods of Training- on the job and off the job- vestibule training, apprenticeship training and internship training	
	VI	31		01	1	directing	Directing-Concept and importance Elements of Directing	
Aug-23	I	01-05	05 – Working Saturday (Open House (VI-X), XII)	05	8	Directing	Motivation—concept, Financial and Non-Financial Incentives, Maslow's need Heirarchy, Leadership – concept, styles – authoritative, democratic and laissez faire,	
	II	07-11		05	8	Directing	Communication—concept, Formal and Informal Communication, Barriers to Effective Communication, how to overcome the barriers	
	III	14-18	15 – Independence	04	6	controlling	Controlling- concept and	

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			Day				importance Relationship between Planning and Controlling Process of Controlling	
	IV	21-26	24,25-Class Test 26-Working Saturday (Students) 26-Annual Prize Distribution	06	8	Financial management	Concepts, role and objectives of financial management. Financial Decisions- investment, financing and dividend- meaning and factors affecting financial decision. Financial planning – concept and importance.	ES-1 (XI): 21 Aug – 25 Aug
	V	28-32	30-Raksha Bandhan 28,29 -Class Test	03	5	Financial management	Capital Structure- concept and factors affecting capital structure Fixed capital- concept and factors affecting fixed capital	
	Sep-23	I	01	01 -Class Test	01	1	Financial management	Working capital- concept and factors affecting working capital
	II	04-08	07-Janmashtami	04	4		Revision	Mid Term (PT-II)/ HYE Date 11-23 Sep
	III	11-16	16 – Working Saturday (Students)	06		Mid Term/ HYE Exam		
	IV	18-23	23 – Working Saturday (Students)	06				
	V	25-30	28-Milad-un-Nabi	04	6	Financial market	Financial market- concept Money Market – concept Market and its types. Primary Market vs. Secondary Market Money Market vs. Capital Market Stock Exchange —functions and trading procedure, meaning of	

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							depository services Demat account. SEBI -objectives and functions.	
Oct-23	II	02-07	02-Mahatma Gandhi's Birthday 07-Annual Prize Distribution	05	8	Marketing management	Marketing; Concept, Functions, Philosophies of Marketing Marketing Mix -concepts and elements Product as an element of marketing mix, Main Components of Product Mix. Branding, Packaging, Labelling (concept)	
	III	09-14	14- Working Saturday(Open House VI-XII)	06	8	Marketing management	Price Mix- concepts and factors determining price Physical Distribution- concept, components and channels of distribution	
	IV	16-20		05	8	Marketing management	Promotion Mix-concept and elements, Advertising, Personal Selling, Sales Promotion and Public Relations	
	V	23-27	23- Autumn Break 24- Dussehra 28-Maharishi Valmiki's Birthday	03	5	Consumer Protection	Consumer Protection- concept and importance The Consumer Protection Act, 2019- Meaning of consume	
	VI	30-31		02	3	Consumer Protection	Consumer Rights, Responsibilities/ Who can file a complaint?	
*** Autumn Break 23 Oct 2023 ***								

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Nov-23	I	01-04	01– KarwaChouth 04 – Working Saturday (Students)	03	5	Consumer Protection	Redressal machinery Remedies available	
	II	06-10	07 – Annual Day	05	6	Consumer Protection	Role of Consumer Organisations& NGOs Revision	
	III	13-18	11-15 – Diwali Break	03				PT-III (VI-VIII): 17 Nov-14 Dec PT-III (IX & X): 20 Nov-30 Nov ES-2 (XI): 21 Nov-14 Dec MPB (XII): 20 Nov-30 Nov
	IV	20-24		05				
	V	27-30	27 – Guru Nank's Birthday	03				
Dec-23	I	01-02	01,02 – Annual Athletic Meet	02				
	II	04-09	09 – Sports Day	06				
	III	11-16	16-Working Saturday, Open House (IX,X & XII)	06				
	IV	18-22	20-22 – TAFS MUN 24,25 – Christmas Holidays	05				
*** Winter Break from 26 Dec to 05 Jan 2024 ***								

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Jan-24	I	08-12		05				Pre-Board (X & XII): 09 Jan-23 Jan
	II	15-20	20-Working Saturday, Open House (VI-VIII, XI)	06				
	III	22-27	26-Republic Day 27-Farewell XII	05				
	IV	29-31		03				
Feb-24	I	01-03	01,02- Class Test 03-Working Saturday, Citation Ceremony, Open House (X& XII)	03				Annual Exam Class IX & XI – 07 Feb-21 Feb 2023
	II	05-09	05-08- Class Test	05				
	III	12-16		05				
	IV	19-23		05				
	V	26-29		04				
Mar-24	Annual Exam Classes VI-VIII – 26 Feb-11 Mar 2024							

Note: The examination syllabus as mentioned above is to be considered Tentative. The final syllabus for each exam will be uploaded on the website along with the Date Sheet at the time of the examination.