

ANNUAL SYLLABUS

SESSION-2025-2026

CLASS-XII

SUBJECT-BUSINESS STUDIES (Code No. 054)

CONTENTS
Part A: Principles and Functions of Management
Unit I: Nature and Significance of Management
<ul style="list-style-type: none">• Management – concept(meaning and features), objectives and importance• Management as Science, Art and Profession• Levels of management• Management functions - planning, organizing, staffing, directing and controlling• Coordination – concept and importance
Unit 2: Principles of Management
<ul style="list-style-type: none">• Principles of Management – concept and significance• Fayol's principles of management• Taylor's Scientific Management - principles and techniques
Unit 3: Business Environment
<ul style="list-style-type: none">• Business Environment - concept and importance• Dimensions of Business Environment - Economic, Social, Technological, Political and Legal• Demonetization- concept and features
Unit 4: Planning
<ul style="list-style-type: none">• Concept, importance and limitations• Planning process• Single use and Standing Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme
Unit 5: Organizing
<ul style="list-style-type: none">• Concept and importance.• Organizing Process.• Structure of organization - functional and divisional-concept• Formal and informal organization-concept• Delegation: concept, elements and importance.• Decentralization: concept and importance.
Unit 6: Staffing

- Concept and importance of staffing
- Staffing as a part of Human Resource Management - Concept
- Staffing process: Recruitment - process; Selection – process
- Training and Development - Concept and importance. Methods of training- on the job and off the job- vestibule training, apprenticeship training and internship training.

Unit 7: Directing

- Concept and importance
- Elements of Directing
- Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives
- Leadership - concept, styles - authoritative, democratic and laissez faire
- Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers?

Unit 8: Controlling

- Concept and importance
- Relationship between planning and controlling
- Steps in the process of control

- **Completion of the Mid-Term Syllabus by 6thth September 2025**
- **MID TERM EXAM**

CONTENTS

Discussion of Mid - Term Question Paper

Part B: Business Finance and Marketing

Unit 9: Financial Management

- Concept, role and objectives.
- Financial decisions: Investment, Financing and Dividend : - Meaning and factors affecting.
- Financial planning - concept and importance.
- Capital Structure – concept and factors affecting capital structure
- Fixed and Working Capital - concept and factors affecting their requirement

Unit 10: Financial Markets

- Financial markets: Concepts
- Money market: Concepts

- Capital market and its types (primary and secondary)
- Stock Exchange - Functions and trading procedure
- Securities and Exchange Board of India (SEBI) - Objectives and functions.

Unit 11: Marketing Management

- Marketing Management – Concept, function and philosophies.
- Marketing Mix - concept and elements
- Product - Branding, labeling and packaging-Concept.
- Price - Concept and factors determining price.
- Physical distribution- concept and components and channels of distribution.
- Promotion -concept and elements; Advertising, Personal Selling Sales Promotion and Public Relations.

Unit 12: Consumer Protection

- Concept and importance of consumer protection.
- Consumer Protection Act 2019
Source:
<http://egazette.nic.in/WriteReadData/2019/210422.pdf>
- Meaning of consumer.
- Rights and responsibilities of consumers
- Who can file a complaint?
- Redressal machinery.
- Remedies available.
- Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs).

- **PROJECT WORK** (As per CBSE guidelines)
- **Complete the Annual Syllabus by 6th December 2025**
- **PRE BOARD EXAM**
- **Complete Syllabus will be covered in Annual Exam**

**Revision with Last Year Board Papers and Support Material
Issued By DOE, Delhi**

Business Studies (Subject Code 054)
CLASS–XII (2025-26)

Theory: 80 Marks
Project: 20 Marks

3 Hours

Units		Marks
Part A	Principles and Functions of Management	
1.	Nature and Significance of Management	16
2	Principles of Management	
3	Business Environment	
4	Planning	14
5	Organising	
6	Staffing	20
7	Directing	
8	Controlling	
	Total	50
Part B	Business Finance and Marketing	
9	Financial Management	15
10	Financial Markets	
11	Marketing Management	15
12	Consumer Protection	
	Total	30
Part C	Project Work (One)	20

https://cbseacademic.nic.in/web_material/CurriculumMain26/SrSec/BusinessStudies_SrSec_2025-26.pdf