

DASHMESH PUBLIC SENIOR SECONDARY SCHOOL, AMBIKAPUR

ACADEMIC PLAN FOR CLASS – XI SESSION -2025-26

SUBJECT – ENGLISH (LANGUAGE AND LITERATURE) CODE – 184

S.N	Month	No. of working days	No. of periods	Name of the chapter/Topic
1.	April	22	22	The portrait of a lady Writing – Notice writing
2.	June	12	12	A Photograph Unit 2- We are not afraid to die together
3.	July	26	26	Ch. 1- The summer of the beautiful white horse Advertisement writing
4.	August	23	23	Unit 3 – Discovering Tut: The saga continues The laburnum Top The voice of the rain
5.	September	25	25	Ch.2- The address Grammar - Tenses
6.	October	19	19	Unit 4- Childhood Ch. 5. Mother's Day
7.	November	23	23	Ch. 7. Birth Ch. 8. The tale of the melon city Grammar – Phrases and clauses
8.	December	23	23	Unit 6 – Silk Road Father to son Writing – Speech writing
9.	January	23	22	Revision
10.	February	22	22	Annual examination



**DASHMESH PUBLIC SCHOOL,
AMBIKAPUR ACADEMIC PLAN FOR CLASS -
XI (2025 - 2026) SUBJECT - ECONOMICS
(030)**

S. NO.	MONTH	NO. OF WORKING DAYS	NO. OF PERIODS	CHAPTERS AND TOPICS	SYLLABUS COVERED IN EXAMINATION
2	JUNE	12	12	MICRO ECONOMICS : 1. ECONOMICS AND ECONOMY 2. CENTRAL PROBLEM OF AN ECONOMY	
3	JULY	25	25	MICRO ECONOMICS : 3. CONSUMERS EQUILIBRIUM - I 4. CONSUMERS EQUILIBRIUM - II STATISTICS :	PERIODIC TEST 1 : SYLLABUS COVERED IN JUNE

				1. CONCEPT OF ECONOMICS 2. COLLECTION OF DATA	
4	AUG	23	23	MICRO ECONOMICS : 5. THEORY OF DEMAND STATISTICS : 3. CENSUS AND SAMPLE METHOD OF DATA COLLECTION 4. ORGANISATION OF DATA	
5	SEP	25	25	MICRO ECONOMICS : 6. PRICE ELASTICITY OF DEMAND STATISTICS : 5. PRESENTATION OF DATA - I	HALF YEARLY EXAMINATION : MICROECONOMICS : CHAP - 1, 2, 3, 4 STATISTICS : CHAP - 1, 2, 3, 4
6	OCT	19	19	MICRO ECONOMICS : 7. PRODUCTION FUNCTION 8. CONCEPT OF COST 9. CONCEPT OF REVENUE STATISTICS : 6. PRESENTATION OF DATA - II 7. PRESENTATION OF DATA - III	
7	NOV	23	23	MICRO ECONOMICS : 10. PRODUCERS EQUILIBRIUM 11. THEORY OF SUPPLY STATISTICS : 8. PRESENTATION OF DATA - IV	PERIODIC TEST 2 : SYLLABUS COVERED IN AUGUST AND SEPTEMBER
8	DEC	23	23	MICRO ECONOMICS : 12. FORMS OF MARKET 13. MARKET EQUILIBRIUM UNDER PERFECT COMPETITION STATISTICS : 9. MEASURE OF CENTRAL TENDENCY - MEAN	
9	JAN	23	23	STATISTICS : 10. MEASURE OF CENTRAL TENDENCY - MEDIAN AND MODE 11. MEASURES OF DISPERSION	
10	FEB	15	15	STATISTICS : 12. CORRELATION 13. INDEX NUMBER	ANNUAL EXAMINATION : COMPLETE SYLLABUS

CLASS - 11 SYLLABUS (2025-26) ACCOUNTANCY		
MONTH	NO. OF WORKING DAYS	CHAPTER NO. & NAME
JUNE	12	1. Meaning and Objective of Accounting
		2. Basic Accounting Terms
		3. Accounting Principles
		4. Process and Base of Accounting
JULY	26	5. Accounting Standards
		6. Accounting Equations
		7. Books of Original Entry - Journal
		8. Accounting of Goods and Service Tax (GST)
PT 1		All Topic Completed till Month of July
		9. Books of Original Entry - Cash Book

AUGUST	20	10. Ledger
		11. Trial Balance & Errors
SEPTEMBER - HALF YEARLY		All Topic Completed till Month of August
OCTOBER	19	12. Bank Reconciliation Statement
		13. Depreciation
NOVEMBER - PT 2	24	14. Bills of Exchange
		PT 2 All Topic Completed till Month of N
DECEMBER	17	15. Financial Statements
JANUARY - PT 3	20	16. Financial Statements (With Adjustme
		PT 3 - All Topic Completed till Month of J
FEBRUARY	20	ANNUAL EXAM (Whole Syllabus of Class -

Class 11th
 Syllabus (2025-26)
 Chemistry

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME
APRIL	22	22	1 Some basic concepts of chemistry
JUNE	12	12	2 some basic concepts of chemistry
JULY PT-I	26	26	3. Strucure of Atom 4 structure of Atom
AUGUST	23	23	5 classification of elemnand periodicity in properties
SEPTEMBER HALF YEARLY EXAM	25	15	6 chemical bonding and molecular structure
OCTOBER	19	19	7 thermodynamics 8 Equilibrium

NOVEMBER	23	20	9 – Redox reactions 10 organic chemistry
DECEMBER PT – II	23	19	10 – organic chemistry
JANUARY	23	23	Hydrocarbons
FEBRUARY ANNUAL EXAMINATION	20	20	Revision

Marketing

Class XI

Session 2025-26

Month	Working Days	Sessions	Unit / Topics	Remarks
April	19	13	Employability Skills Unit 1: Communication Skills-III Communication process Verbal, non-verbal communication Listening skills, writing skills	Foundational communication skills
June	10	9	Unit 2: Self-Management Skills-III Strengths & weaknesses Time and stress management Unit 5: Green Skills-III Sustainable practices Importance of conservation	Life skills and sustainability
July	25	23	Unit 3: ICT Skills-III Basic computer operation File management, internet use Unit 4: Entrepreneurial Skills-III Introduction to entrepreneurship Entrepreneurial qualities	Tech skills + entrepreneurial mindset
August	23	21	Subject-Specific Skills Unit 1: Introduction to Marketing Concepts & definitions Role and importance of marketing Unit 2: Marketing Environment Internal & external environment Micro and macro forces	Marketing basics and real-world relevance
September	--	--	Half Yearly Examination Revision of Employability Skills (Units 1–5) Marketing Units 1 & 2	Mid-term assessment
October	21	20	Unit 3: Market Segmentation, Targeting & Positioning (STP) Basis of segmentation Targeting strategies Positioning maps & strategies	Core marketing strategy concepts
November	22	22	Unit 4: Fundamentals of Marketing Mix 4 Ps: Product, Price, Place, Promotion Unit 5: Consumer Behaviour Buying motives Factors influencing consumer behavior	Final content + consumer focus

Syllabus (2025-2026)**Mathematics**

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME
APRIL	22	22	01:Sets
JUNE	12	12	02: Relations and functions
JULY PT-I	26	26	03: Trigonometric Functions 04: Complex Number And Quadratic Equations 05: Linear inequalities
AUGUST	23	23	06: Permutation And Combinations 07: Binomial Theorem
SEPTEMBER HALF YEARLY EXAM	25	15	Revision
OCTOBER	19	19	08: Sequence and Series 09: Straight Line
NOVEMBER	23	20	10: Conic Section 11: Introduction to 3D
DECEMBER PT – I I	23	19	12: Limits and derivatives 13: Statistics 14: Probability
JANUARY	23	23	Revision
FEBRUARY ANNUAL EXAMINATION	20	20	Revision

DASHMESH PUBLIC SENIOR SECONDARY SCHOOL, AMBIKAPUR**ACADEMIC PLAN FOR CLASS – XI(COMMERCE) SESSION -2024-25****SUBJECT – BUSINESS STUDIES – 154**

S.N	Month	No. of working days	No. of periods	Name of the chapter/Topic	Tentative exam schedule & Syllabus	Syllabus covered In exam
1.	April	21	21			Periodic Test -1 syllabus covered up to 30 April
2.	June	10	10			
3.	July	25	25	1Nature and purpose of business 2Forms of business organization	All the topic which is covered in April Month Periodic Test-1	
4.	August	23	23	3Private public and global enterprises 4Business services		Half yearly exam syllabus covered up to 30th August
5.	September	25	25	5Emerging modes of business 6Social responsibilities of business and business ethics.	All the topic which is covered till the Month of August. Half yearly examination	
6.	October	21	21	7Source of business finance. 8Small business and enterprises		Pre-Board exam syllabus Covered Up to 30th October
7.	November	23	23	9Internal trade 10International business .		
8.	December	20	20	Revision		
9.	January	24	24	Revision		

DASHMESH PUBLIC SENIOR SECONDARY SCHOOL, AMBIKAPUR**ACADEMIC PLAN FOR CLASS – 11th(Bio) SESSION -2025-26****SUBJECT – BIOLOGY**

S.N	Month	No. of working days	No. of periods	Ch.Name /Topics	Revision
1.	April	21	21	-	-
2.	June	10	15	-	-
3.	July	25	25	Ch.1 The living world. Ch.2 Biological classification. Ch.3 Plant Kingdom Ch.4 Animal kingdom.	Revision for pt1 Ch 1 & 2
4.	August	23	23	Ch .5 Morphology of flowering plants. Ch.6 Anatomy of flowering plants. Ch.7Structural organisation in animals. Ch.8 Cell the uni of life	
6.	September	23	23	Ch.10 Cell cycle and cell division. Ch.11 Plant growth & developmen Ch.12 Breathing and exchange of gases.	Revision for half yearly exam. Ch.1 to 10 .
7.	October	24	24	Ch.13 Body fluids and circulation. Ch.14Chemical Coordination &	

				integration.	
8.	November	20	20	Ch.15.Excretor y products and their elimination. Ch.16Neural control and coordination	Revision for Pt2 Ch.11 ,12,13 .
9.	December	24	24	Ch.17Photosyn thesis in higher plants Ch.18 Respiration in plants	
10.	JANUARY	25	25	Ch.19 Locomotion and movement.	
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Class 11th
Syllabus (2025-26)
Physics

MONTHS	NO. OF WORKING DAYS	NO OF PERIOD S	CHAPTER NO AND NAME
APRIL	22	22	1 Physical World 2 Units & Measurement 3 Motion in straight line
JUNE	12	12	3 Motion Strai in line ght 4 Motion plane in
JU L Y P T-	26	26	5 Laws of motion 6 Work energy & power 7 System of

I			particles & rotational motion
AUGUST	23	23	8 Gravitation 9 Mechanical properties of fluid 10 Mechanical properties of solids
SEPTEMBER HALF YEARLY EXAM	25	15	11 Thermal properties of matter
OCTOBER	19	19	12 Thermodynamics 13 Kinetic Theory of gases
NOVEMBER	23	20	13 Kinetic theory of gases 14 Oscillations
DECEMBER PT - II	23	19	14 Oscillations 15 Waves
JANUARY	23	23	Revision

FEBRUARY	20	20	Revision
ANNUAL			
EXAMINATION			

Class 12



DASHMESH PUBLIC SCHOOL, AMBIKAPUR
ACADEMIC PLAN FOR CLASS - XII (2025 - 2026)
SUBJECT - ECONOMICS (030)

S. NO.	MONTH	NO. OF WORKING DAYS	NO. OF PERIODS	CHAPTERS AND TOPICS	SYLLABUS COVERED IN EXAMINATION
1	APRIL	22	22	INDIAN ECONOMIC DEVELOPMENT : 1. INDIAN ECONOMY ON THE EVE OF INDEPENDENCE 2. INDIAN ECONOMY (1950 - 1990) 3. ECONOMIC REFORM SINCE 1991	
2	JUNE	12	12	INDIAN ECONOMIC DEVELOPMENT : 4. HUMAN CAPITAL FORMATION 5. RURAL DEVELOPMENT	
3	JULY	25	25	INDIAN ECONOMIC DEVELOPMENT : 6. EMPLOYMENT 7. ENVIRONMENT & SUSTAINABLE DEVELOPMENT 8. COMPARATIVE DEVELOPMENT OF INDIA & ITS NEIGHBOURS MACRO ECONOMICS : 1. INTRODUCTION TO MACROECONOMICS	PERIODIC TEST 1 : SYLLABUS COVERED IN APRIL
4	AUG	23	23	MACRO ECONOMICS : 2. BASIC CONCEPTS OF NATIONAL INCOME 3. NATIONAL INCOME & RELATED AGGREGATES 4. METHODS OF CALCULATING NATIONAL INCOME	
5	SEP	25	25	MACRO ECONOMICS : 5. MONEY 6. BANKING	HALF YEARLY EXAMINATION : MACROECONOMICS : CHAP - 1, 2, 3, 4 INDIAN ECONOMIC DEVELOPMENT : CHAP - 1, 2, 3, 4
6	OCT	19	19	MACRO ECONOMICS : 7. AGGREGATE DEMAND 8. INCOME DETERMINATION 9. EXCESS DEMAND AND DEFICIENT DEMAND	
				MACRO ECONOMICS : 10. GOVERNMENT BUDGET	

7	NOV	23	23	11. FOREIGN EXCHANGE RATE 12. BALANCE OF PAYMENT	
8	DEC	23	23	REVISION	<u>PERIODIC TEST 2</u> : SYLLABUS COVERED IN SEPTEMBER
9	JAN	23	23	REVISION	
10	FEB			REVISION	

CLASS - 12 SYLLABUS (2025-26) ACCOUNTANCY		
MONTH	NO. OF WORKING DAYS	CHAPTER NO. & NAME
APRIL	22	1. Financial Statement of a Company
		2. Financial Statement Analysis
		3. Comparative & Common Size Statements
		4. Accounting Ratios (Half Chapter)
JUNE	12	4. Accounting Ratios (Half Chapter)
		5. Cash Flow Statement (Half Chapter)
PT 1		All Topics Completed in April & June Month
JULY	26	5. Cash Flow Statement (Half Chapter)
		6. Accounting for Partnership Firm - Fundamen
		7. Goodwill : Nature and Valuation
PT 2		All Topic Completed till July Month
AUGUST	20	8. Change in Profit Sharing Ratio Among the Ex
		9. Admission of a Partner
		10. Retirement of a Partner
SEPTEMBER - HALF YEARLY		All Topic Completed till Month of August
OCTOBER	19	11. Death of a Partner
		12. Dissolution of a Partnership Firm
NOVEMBER - PRE BOARD 1	24	13. Company Accounts - Accounting for Share C
		PRE BOARD EXAM - 1 (All Topic Completed till 1 November)
DECEMBER	17	14. Company Accounts - Issue of Debentures

JANUARY - PRE BOARD 2	20	PRE BOARD EXAM - 2 (Whole Syllabus of Class
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Class 12th
 Syllabus (2025-26)
 Chemistry

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME
APRIL	22	22	1 Solutions 2 Electrochemistry
JUNE	12	12	3 The d and f - block elements
JULY PT-I	26	26	4 Coordination Compundथमः 5 Chemical kinetics
AUGUST	23	23	6 Haloalkane and Haloarenes 6 Haloalkane and Haloarenes
SEPTEMBER HALF YEARLY EXAM	25	15	7 Alcohols,Phenols ,Ethers
OCTOBER	19	19	8 Aldehyde ,ketones and Carboxylic Acids
NOVEMBER	23	20	9 - Amine 10-Biomolecule
DECEMBER PT – I I	23	19	10 - Biomolecules Revision
JANUARY	23	23	Revision

FEBRUARY ANNUAL EXAMINATION	20	20	Revision
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Class – 12
Syllabus (2025-2026)
Maths

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME
APRIL	22	22	1 Relations and Functions 2 Inverse Trigonometric functions
JUNE	12	12	4 Matrices
JULY PT-I	26	26	4 Determinants 5 Continuity and differentiability
AUGUST	23	23	6 Application of derivatives 7 Integrals 8 Application of Integrals
SEPTEMBER HALF YEARLY EXAM	25	15	9 Differential Equations
OCTOBER	19	19	10 Vector Algebra 11 Three Dimensional Geometry

NOVEMBER	23	20	12 Linear Programming 13. probability
DECEMBER PT – I I	23	19	Revision
JANUARY	23	23	Revision
FEBRUARY ANNUAL EXAMINATION	20	20	Revision

DASHMESH PUBLIC SENIOR SECONDARY SCHOOL, AMBIKAPUR

ACADEMIC PLAN FOR CLASS – XII (COMMERCE) SESSION -2024-25

SUBJECT – MARKETING

S.N	Month	No. of working days	No. of periods	Name of the chapter/Topic	Tentative exam schedule & Syllabus	Syllabus covered In exam
1.	April	21	21	Product		Periodic Test -1 syllabus covered up to 30 April
2.	June	10		Price decisions		
3.	July	25		Place decision : Channels of distribution	All the topic which is covered in April Month Periodic Test-1	
4.	August	23		Promotion Emerging trends		Half yearly

				and marketing		exam syllabus covered up to 30th August
5.	September	25			All the topic which is covered till the Month of August. Half yearly examination	
6.	October	21				Pre-Board exam syllabus Covered Up to 30th October
7.	November	23			All the topics which is covered till the month of October Pre- Board - 1	
8.	December	20	20			
9.	January	24	24	Revision	Full course Pre-board - 2	

CLASS - 12th (bio)

SYLLABUS (2025-26)

Sub:- BIOLOGY

	NO. OF	NO. OF	CHAPTER NO.	REVISION
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MONTH	WORKING DAYS	PERIODS	& NAME	
APRIL	22		Ch .1 Sexual Reproduction in Flowering plants. Ch.2 Human Reproduction .	Class test of ch.1 & 2
JUNE	15		Ch.3Reproductive Health.	Class test of ch.3
JULY	25		Ch.4 Human health and disease . Ch.5 Microbes in Human welfare. Ch.6 Ecosystem	Revision for pt1 Ch. 2&3
P.T 1				
AUGUST	23		Ch. 7 Principal of Inheritance and Variation. Ch. 8 Molecular basis of Inheritance.	Revision for half yearly Ch 1, 2, 3 , 4, 5, 6
SEPTEMBER HALF YEARLY EXAM	25		Ch.9 Biotechnology principles and process Ch.10 Biotechnology and it's applications.	Revision for half yearly

OCTOBER	24		Ch.11 Ecosystem Ch.12 Organisms and Population. Ch.13 Biodiversity and conservation.	Pre board revision
NOVEMBER R1	23			Pre board revision
December	19			Pre board revision
January	27			Board revision classes.

Class – 12
Syllabus (2025-2026)
English Core

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME
APRIL	22	22	1 The third level. 2 The last lesson
JUNE	12	12	3. The tiger king 4. Notice writing
JULY PT-I	26	26	4. Lost spring 5 . Formal letter Editor Application for job

AUGUST	23	23	6. Report, article, advertisement 7 journey to the end of the earth 8 Deep water
SEPTEMBER HALF YEARLY EXAM	25	15	9 . The enemy 10. The Rattrap
OCTOBER	19	19	11. On the face of it 12. Indigo 13. Poets and pancakes
NOVEMBER	23	20	14. The interview 15. Going places 16. Memories of childhood
DECEMBER PT – I I	23	19	Revision
JANUARY	23	23	Revision
FEBRUARY ANNUAL EXAMINATION	20	20	Revision

DASHMESH PUBLIC SCHOOL, AMBIKAPUR
ACADEMIC PLAN FOR CLASS - XII (2025 - 2026)
SUBJECT - Hindi Core (302)

S. NO.	MONTH	NO. OF WORKING DAYS	NO. OF PERIODS	CHAPTERS AND TOPICS	SYLLABUS COVERED IN EXAMINATION
				आरोह (XII) 1. महादेवी वमा	

1	APRIL	22	16	<p>"भक्तिन"</p> <p>2. जैनेन्द्र कुमार "बाजार दर्शन"</p> <p>3. हररवर् राय बच्चन</p> <p>1. आत्मपरचय</p> <p>2. एक गीति</p> <p>3. मर्ेर बहादुर स ंह - उपा वितान (XII)</p> <p>1. आनंद यादव "जूझ"</p>	
2	JUNE	12	12	<p>आरोह (XII)</p> <p>1. आलोक धन्वा पिंग</p> <p>2. कुँुवर नारायण</p> <p>1. कववि के बहाने</p> <p>2. बािीधी थी पर</p> <p>अभिव्यक्तत और माध्यम (XII)</p> <p>1. ववसभन्दन माध्यमों के सलए लेखन</p> <p>2. पत्रकारीय लेखन के ववसभन्दन रूप और लेखन प्रक्रिया</p>	
3	JULY	26	22	<p>वितान (XII)</p> <p>1. मनोहर श्याम जोर्ी स त्वर वैड ंग</p> <p>आरोह (XII)</p> <p>1. रघुवीर हाय कैमरे में बंद अपाहहज</p> <p>2. फणीश्वर नाथ रेणु पहलवान की ढोलक</p> <p>अभिव्यक्तत और माध्यम (XII)</p> <p>1. ववरेष लेखन: स्वरूप और प्रकार</p> <p>2. कैे करें कहानी का नाट्य रूपांिरण</p>	<p>PERIODIC TEST 1 :</p> <p>SYLLABUS COVERED IN APRIL</p>
4	AUGUST	23	17	<p>आरोह (XII)</p> <p>1. धमावीर भारी "काले मेघा पानी दे"</p> <p>2. हजारी प्र ाद द्वववेदी "सरीष के फूल"</p> <p>3. ्याकांि वत्रपाठी 'ननराला' "बादल राग"</p> <p>अभिव्यक्तत और माध्यम (XII)</p> <p>1. कैे बनिा है रेड यो नाटक</p> <p>2. नए और अप्रत्यासर्ि ववषयों पर लेखन</p>	

5	SEPTEMBER	25	10	आरोह (XII) 1. कफराक गोरखपुरी "रुबाइयाँ" 2. उमार्कर जोरू "छोटा मेरा खेँ" "बगुलों के पंख"	HALF YEARLY EXAMINATION : SYLLABUS COVERED TILL AUGUST
6	OCTOBER	19	17	आरोह (XII) 1. बाबा ाहेब भीमराव आंबे कर 1. श्रम ववभाजन और जानि-प्रथा 2. मेरी कल्पना का आदर्ा माज 2. िुल ीदा 1. कवविावली (उत्िर कां ं) 2. लक्ष्मण-मूच्छा और राम का ववलाप वितान (XII) 1. ओम थानवी "ओीि में दबे पाँव" अभिव्यक्तत और माध्यम (XII) 1. नए और अप्रत्यासर्ि ववषयों पर लेखन	
7	NOVEMBER	23	5		
8	DECEMBER	23			PERIODIC TEST 2 : SYLLABUS COVERED IN OCTOBER AND NOVEMBER
9	JANUARY	23			
10	FEBRUARY	20			

Class 12th
 Syllabus (2025-26)
 Physics

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME

APRIL	22	22	1 Electric Field & charges 2 Electric potential & Capacitance
JUNE	12	12	3 Current Electricity
JU L Y P T -I	26	26	4 Magnetism & Electric Current 5 Magnetism & matter 6 Electromagnetic Induction
AUGUST	23	23	7 Alternating Current 8 Electromagnetic Waves 9 Ray Optics
SEPTEMBER HALF YEARLY EXAM	25	15	10 Wave Optics 11 Dual Nature Of Light
OCTOBER	19	19	12 Atom 13 Nuclei
NOVEMBER	23	20	13 Nuclei 14 Semiconductor
DECEMB ER PT - II	23	19	14 Semiconductor & Revision

JANUARY	23	23	Revision
FEBRUARY ANNUAL EXAMINATION	20	20	Revision

Class 12th

Syllabus (2025-26)

Business Studies

MONTHS	NO. OF WORKING DAYS	NO OF PERIODS	CHAPTER NO AND NAME
APRIL	20	14	Chapter 1: Nature and Significance of Management <ul style="list-style-type: none"> <i>Meaning, characteristics, and objectives of management</i>

- | | | | |
|--|--|--|---|
| | | | <ul style="list-style-type: none">• Importance of management• Levels of management• Functions of management• Coordination – Meaning, characteristics, importance |
|--|--|--|---|

Chapter 2: Principles of Management

- | | | | |
|--|--|--|--|
| | | | <ul style="list-style-type: none">• Meaning and significance• Fayol's principles of management• Taylor's Scientific Management – principles and techniques |
|--|--|--|--|

JUNE	10	10	<p>Chapter 3: Business Environment</p> <ul style="list-style-type: none"> • <i>Meaning and features</i> • <i>Importance of business environment</i> • <i>Dimensions of business environment (economic, social, technological, political, legal)</i> • <i>Impact of government policy changes (LPG – 1991) on business</i>

<p>JULY</p> <p>PT-I</p>	<p>25</p>	<p>19</p>	<p>Chapter 4: Planning</p> <ul style="list-style-type: none"> • <i>Meaning, features, and importance</i> • <i>Limitations of planning</i> • <i>Planning process</i> • <i>Types of plans (objectives, strategy, policy, procedure, rule, method, budget, programme)</i> <p>Chapter 5: Organising</p> <ul style="list-style-type: none"> • <i>Concept and importance</i> • <i>Process of</i>

			<p><i>organising</i></p> <ul style="list-style-type: none"> • <i>Structure of organisation – functional and divisional</i> • <i>Delegation and decentralisation – meaning, elements, importance, difference</i>
AUGUST	23	23	<p>Chapter 6: Staffing</p> <ul style="list-style-type: none"> • <i>Concept and importance</i> • <i>Staffing as a part of Human Resource Management</i> • <i>Staffing process</i> • <i>Recruitment – meaning and</i>

			<p><i>sources</i></p> <ul style="list-style-type: none">• <i>Selection – process</i>• <i>Training and development – types (on-the-job and off-the-job)</i> <p>Chapter 7: Directing</p> <ul style="list-style-type: none">• <i>Meaning, importance, and elements</i>• <i>Supervision, Motivation, Leadership – meaning and styles</i>• <i>Communication – meaning, types, and barriers</i>
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<p>SEPTEMBER</p> <p>HALF YEARLY</p> <p>EXAM</p>	<p>25</p>	<p>6</p>	<p>Chapter 8:</p> <p>Controlling</p> <ul style="list-style-type: none"> • <i>Meaning and importance</i> • <i>Relationship between planning and controlling</i> • <i>Steps in the controlling process</i> <p>(HALF YEARLY EXAM)</p>
<p>OCTOBER</p>	<p>24</p>	<p>24</p>	<p>Chapter 9: Financial Management</p> <ul style="list-style-type: none"> • <i>Concept, objectives, and importance</i> • <i>Financial decisions (investment,</i>

			<p>financing, dividend) and factors affecting them</p> <ul style="list-style-type: none"> • Financial planning – concept and importance • Capital structure and fixed vs working capital
<p>NOVEMBER</p> <p>PT-II</p>	<p>23</p>	<p>17</p>	<p>Chapter 10: Financial Markets</p> <ul style="list-style-type: none"> • Concept, functions, and types • Capital Market – primary and

			<p><i>secondary</i></p> <ul style="list-style-type: none">• <i>Stock Exchange</i> – <i>functions and trading procedure</i>• <i>SEBI – objectives and functions</i>
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