

BUDHA DAL PUBLIC SCHOOL, SAMANA

LESSON PLAN

Subject: Business Studies TERM -I & II

CLASS - XII

Syllabus:

TERM - I	
Unit - 1	Nature and Significance of Management
Unit - 2	Principles of Management
Unit - 3	Business Environment
Unit - 4	Planning
Unit - 5	Organizing
Unit - 6	Staffing
Unit - 11	Marketing Management

Topics for Project Work

1. Element of Business Environment.
 - a) Changes witnessed over the last few years on mode of packaging and its economic impart.
 - b) The reasons behind changes in Coca-Cola and Fanta in the seventies to Thums up and Campa Cola in the eighties to Pepsi and Coke in nineties.
 - c) Changing role of the women in the past 25 years.
4. The changes in the pattern of import and export of different products.
5. The trend in the changing of interest rates and their effect on savings.

6. A study on child labour laws, its implementation and consequences.
7. The state of 'anti plastic' campaign', the law, its effects and implementation.
8. The laws of mining/ setting up of industries, rules and regulations, licenses required for running that business.
9. Social factors affecting acceptance and rejection of an identified products.
10. What has the effect of change in environment on the types of goods and services?
11. Change in the man machine ratio with technological advances resulting in change of cost structure.
12. Change's effect in technological environment on the behavior of employee.
- 2. Project Two : Principles of Management**
- 3. Project Three : Stock Exchange**
- 4. Project Four : Marketing**

Lesson Title	Chapter - 1 Nature and Significance of Management
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. What do you mean by Management? 2. How can you define Responsibility? 3. What is the difference between Centralization and Decentralization? 4. How can you define Initiative?
Lesson objectives	1. To understand the concept of management. 2. To examine the nature of management as a science, out and profession. 3. To explain the objectives, importance and functions of management.
Curriculum Addressed	1.1 Management : An Introduction 1.2 Management as Science, Art and Profession. 1.3 Levels and Functions of management. 1.4 Coordination : Concept and Importance
Other materials / Resources	1. Case studies & Hots questions will be given to develop their knowledge. 2. Objective type questions, Assignments , Indirect Questions and NCERT Questions will be provided. 3. Library Resources 4. Edu Puzzle (Video lessons) From Diksha APP, Youtube link
Student Engagement Activities	1. Student will make a testing of Management as an Act, science and profession. 2. They will examine the functions of Top, middle, and lower level of management with the help of survey. 3. They can collect the information from newspaper, magazine and business news.
Art integration towards Experiential Learning and Subject enrichment	Art Integration towards Experiential Learning - It helps to create the basis for better learning in the topic. 1. Flow charts, examples, pictures & diagrams will be used 2. These source are helpful to teach the students in a better way. Students will understand the chapter easily. It will improve their social skills, technical skills, thinking skills, creative skill & communication skills.

Teaching strategies	<ol style="list-style-type: none"> 1. Interaction & Explanation method will be used. 2. Observe and listen to the students as they interact. 3. Group Discussion Activities will be conducted. 4. Hypothec situation based questions will be given.
Evaluation	<ol style="list-style-type: none"> 1. Art Integration & PPT's collected from the students. Test of objective type Questions with google forms. 2. Group Disucssion 3. Prepare a report on the survey conducted.
Recapitulation	Students will show their keen interest in the chapter by giving the response of teacher's questions.
Teacher self - Assessment	<ol style="list-style-type: none"> 1. All the concepts of this topic will be clear to the students. 2. It will increase their knowledge & information in a better way.

Lesson Title	Chapter - 2 Principles of Management
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. How can you define Principles? 2. What is the difference between authority and Responsibility? 3. What is the meaning of Equity? 4. What is Universal Applicability?
Lesson objectives	1. To understand the concept of principles of Management. 2. To discuss the principles of management developed by Flu Taylor. 3. To compare the contribution of Fayol and Taylon.
Curriculum Addressed	2.1 Principles of Management: Concept and significance. 2.2 Scientific Management: Principles and Techniques.
Other materials / Resources	1. Case studies & Hots questions will be given to develop their knowledge. 2. Objective type questions, Assignments , Indirect Questions and NCERT Questions will be provided. 3. Library Resources 4. Video Lessons
Student Engagement Activities	1. Student will make a testing of techniques developed by F.W. Taylor in any business area. 2. They will examine the contribution of Henry Fayol and F.W. Taylor with the help of Survey. 3. They can collect the information from newspaper, magazine and business news. 4. Students can make a project on Principles of Management in any business concern.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps to create the basis for better learning in the topic. Flow charts, examples, pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical and creative skills.

Teaching strategies	<ol style="list-style-type: none"> 1. Interaction & Explanation method will be used. 2. Observe and listen to the students as they interact. 3. Group Discussion Activities will be conducted. 4. Hypothetical situation based questions will be given.
Evaluation	<ol style="list-style-type: none"> 1. Art Integration & PPT's collected from the students. 2. Objective type questions will be conducted through google form to check the knowledge about the topic. 3. Prepare a report on the survey. 4. Ask questions individually.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarize the concept by giving some examples.
Teacher self - Assessment	<ol style="list-style-type: none"> 1. All the concepts of this topic will be clear to the students. 2. It will increase their knowledge & information in a better way.

Lesson Title	Chapter - 3 Business Environment
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. How can you define Environment? 2. Define the term Market Intermediaries? 3. What do you mean by Liberalization? 4. Define the term Demonetization. 5. What is meant by Privatisation?
Lesson objectives	1. To explain the various features and important of Business Environment. 2. To provide the information regarding internal and external components of Business environment. 3. To explain the New Economic Policy of India.
Curriculum Addressed	3.1 Management & Business Environment.
Other materials / Resources	1. Case studies & Hots questions will be given to develop their knowledge. 2. Objective type questions, Assignments , Indirect Questions and NCERT Questions will be provided. 3. Library Resources 4. Video Lessons
Student Engagement Activities	Student will collect the information and examples regarding the different dimensions of the Business Environment. They will collect the data of demonetization. They will examine the impact of government. Policy changes on business in India with reference to liberalisation, privatisation and globalisation since 1991. They can also collect the information from news, newspaper, magazines and other sources.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps to create the basis for better learning in the topic. Flow charts, examples, pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical and creative skills.

Teaching strategies	<ol style="list-style-type: none"> 1. Interaction & Explanation method will be used. 2. Observe and listen to the students as they interact. 3. Group Discussion Activities will be conducted. 4. Hypothetical situation based questions will be given.
Evaluation	<ol style="list-style-type: none"> 1. Art Integration Activity & PPT's collected from the students. 2. Objective type questions will be conducted through google form to check the Knowledge about the topic. 3. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarise the concept by giving some examples.
Teacher self - Assessment	<ol style="list-style-type: none"> 1. All the concepts of this topic will be clear to the students. 2. It will increase their knowledge & information in a better way.

Lesson Title	Chapter - 4 Planning
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. How can you define Planning? 2. Why do we make plans? 3. What do you mean by Strategy? 4. What is the importance of planning in a business?
Lesson objectives	1. To provide the information regarding planning process. 2. To understand the concept and importance of planning. 3. To develop an understanding of single and standing plans.
Curriculum Addressed	4.1 Planning and its types.
Other materials / Resources	1. Case studies & Hots questions will be given to develop their knowledge. 2. Objective type questions, Assignments , Indirect Questions and NCERT Questions will be provided. 3. Library Resources 4. Video Lessons
Student Engagement Activities	Student will collect the information and examples regarding the objectives, rules, policy, strategy, procedure etc. They will collect the data regarding budget on a business concern. With the help of any example & pictures they can set the steps of Planning process. They can collect the data and information from newspaper, magazines and business news.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps to create the basis for better learning in the topic. Flow charts, examples, pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical and creative skills.
Teaching strategies	1. Interaction & Explanation method will be used. 2. Observe and listen the students as they interact.

	<ul style="list-style-type: none"> 3. Group Discussion Activities will be conducted. 4. Hypothetical situation based questions will be given.
Evaluation	<ul style="list-style-type: none"> 1. Art Integration Activity & PPT's collected from the students. 2. Objective type questions will be conducted through google form to check the Knowledge about the topic. 3. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarise the concept by giving some examples.
Teacher self - Assessment	<ul style="list-style-type: none"> 1. All the concepts of this topic will be clear to the students. 2. It will increase their knowledge & information in a better way.

Lesson Title	Chapter - 11 Marketing Management
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. Define the concept Market? 2. Who is a customer? 3. How can you define Branding? 4. What do you mean by Packaging? 5. Define the term labelling.
Lesson objectives	1. To understand the concept of marketing and marketing mix. 2. To understand the concept of product, branding, labelling and packaging. 3. To describe the elements of marketing mix and the concept of public relation.
Curriculum Addressed	11.1 Marketing - Marketing Management and Marketing Mix 11.2 Advertising : Concept , Role 11.3 Personal Selling 11.4 Sales Promotion
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments , Indirect Questions and NCERT questions will be provided. Library Resources Video Lessons from Diksha App and youtube
Student Engagement Activities	Student will collect the information and examples regarding the objectives, rules, policy, strategy, procedure etc. They will collect the data regarding the physical distribution of goods. They can make a collage of different pictures of advertising. A project can be given on Marketing Management.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will used in this chapter for effective teaching. Competency : It will improve their social understanding, technical , creative and communication skills.

Teaching strategies	<p>Interaction & Explanation method will be used.</p> <p>Observe and listen the students as they interact.</p> <p>Group Discussion Activities will be conducted.</p> <p>Hypothetical situation based questions will be given.</p>
Evaluation	<p>Art Integration Activity & PPT's collected from the students.</p> <p>Objective type questions will be conducted through google form to check the knowledge about the topic.</p> <p>Prepare a report on the survey.</p>
Recapitulation	<p>Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarise the concept by giving some examples.</p>
Teacher self - Assessment	<ol style="list-style-type: none"> 1. All the concepts of this topic will be clear to the students. 2. It will increase their knowledge & information in a better way.

Lesson Title	Chapter - 5 Organising
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. How can you define organization? 2. What do you mean by Authority? 3. Define the concept Responsibility? 4. What is meant by Decentralization? 5. What do you mean by Division of work?
Lesson objectives	1. Students will be able to understand the concept of organizing as a structure and as a process. 2. To describe the functional and divisional structure of organization. 3. To provide the information regarding the concept & importance of decentralization.
Curriculum Addressed	5.1 Organizing : Importance and process. 5.2 Organization structure : Functional and Divisional. 5.3 Delegation and Decentralization : Concept and importance.
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments , NCERT Questions will be provided. Library Resources Video Lessons from youtube
Student Engagement Activities	Student will collect the data regarding the organisation structure of different business organisations. They will draw or collect the pictures of functional & divisional organization structure. Students will frame a PPT on the different organization structure. They can also make a survey.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical, creative and communication skills.

Teaching strategies	Interaction & Explanation method will be used. Observe and listen the students as they interact. Group Discussion Activities will be conducted. Hypothetical situation based questions will be given.
Evaluation	Art Integration Activity & PPT's collected from the students. Objective type questions will be conducted through google form to check the knowledge about the topic. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarise the concept by giving some examples.
Teacher self - Assessment	All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.

Lesson Title	Chapter - 6 Staffing
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. What do you mean by staffing? 2. Explain the term training. 3. What is meant by Recruitment? 4. How can you define the term promotion? 5. What is the full form of HRM?
Lesson objectives	1. Students will be able to understand the specialized duties and activities performed by Human Resource Management. 2. To understand the meaning and sources of recruitment. 3. To describe to steps involved in the process of selection.
Curriculum Addressed	6.1 Staffing: Concept and Importance. 6.2 Recruitment: Meaning and sources. 6.3 Selection: Meaning and Process. 6.4 Training and Development: Concept and Importance.
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments, NCERT Questions will be provided. Library Resources Video Lessons from youtube
Student Engagement Activities	Student will collect the data regarding the recruitment done by different business on a particular year. Students can frame a PPT on the staffing by a company. They can make a collage of different steps of staffing process.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical, creative and communication skills.

Teaching strategies	Interaction & Explanation method will be used. Observe and listen the students as they interact. Group Discussion Activities will be conducted. Hypothetical situation based questions will be given.
Evaluation	Art Integration Activity & PPT's will be collected from the students. Objective type questions will be conducted through google form to check the Knowledge about the topic. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarise the concept by giving some examples.
Teacher self - Assessment	All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.

Lesson Title	Chapter - 7
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. What do you mean by leadership? 2. How can you define supervision? 3. What is meant by motivation?
Lesson objectives	1. To Provide the information regarding the concept and importance of directing/ 2. To develop the understanding of Maslow need Hierarchy Theory of needs.
Curriculum Addressed	7.1 Directing: Importance and elements 7.2 Supervision: Concept and functioning 7.3 Motivation: Financial and non-financial functions 7.4 Leadership: Concept & Styles 7.5 Communication: Concept, types & barriers .
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments, NCERT Questions will be provided. Library Resources Video Lessons from youtube
Student Engagement Activities	Student will collect the data regarding the organisation structure of different business organisation. They will draw or collect the pictures of functional & divisional organization structure. Students will frame a PPT on the different organization structure. They can also make a survey.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical, creative and communication skills.

Teaching strategies	<p>Interaction & Explanation method will be used.</p> <p>Observe and listen the students as they interact.</p> <p>Group Discussion Activities will be conducted.</p> <p>Hypothetical situation based questions will be given.</p>
Evaluation	<p>Art Integration Activity & PPT's collected from the students.</p> <p>Objective type questions will be conducted through google form to check the Knowledge about the topic.</p> <p>Prepare a report on the survey.</p>
Recapitulation	<p>Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summaries the concept by giving some examples.</p>
Teacher self - Assessment	<p>All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.</p>

Lesson Title	Chapter - 8 Controlling
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. What do you mean by standards? 2. What is the difference between coordination and cooperation? 3. Why controlling function is necessary in any business organization?
Learning objectives	1. To understand and explain the concept and importance of controlling. 2. To describe the relationship between planning and controlling. 3. To explain the process of controlling.
Curriculum Addressed	8.1 Controlling : Nature and process
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments, NCERT Questions will be provided. Library Resources Video Lessons from youtube
Student Engagement Activities	Student will collect the data regarding the organisation structure of different business organisations. They will draw or collect the pictures of functional & divisional organization structure. Students will frame a PPT on the different organization structure. They can also make a survey.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical, creative and communication skills.

Teaching strategies	Interaction & Explanation method will be used. Observe and listen the students as they interact. Group Discussion Activities will be conducted. Hypothetical situation based questions will be given.
Evaluation	Art Integration Activity & PPT's collected from the students. Objective type questions will be conducted through google form to check the Knowledge about the topic. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarize the concept by giving some examples.
Teacher self - Assessment	All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.

Lesson Title	Chapter - 9 Financial Management
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. What is mean by management? 2. What is the objective of financial management? 3. What do you mean by financial Planning?
Learning objectives	1. To understand the concept of financial management. 2. To describe the concept of financial planning and its objectives. 3. To explain the factors determining the choice of an appropriate capital structure of a company.
Curriculum Addressed	9.1 Financial Management: Financial Decisions and financial planning. 9.2 capital structure: concept and determinants 9.3 fixed and working capital: concept and determinants
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments, NCERT Questions will be provided. Library Resources Video Lessons from youtube
Student Engagement Activities	Student will collect the data regarding the organisation structure of different business organisation. They will draw or collect the pictures of functional & divisional organization structure. Students will frame a PPT on the different organization structure. They can also make a survey.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical, creative and communication skills.

Teaching strategies	Interaction & Explanation method will be used. Observe and listen the students as they interact. Group Discussion Activities will be conducted. Hypothetical situation based questions will be given.
Evaluation	Art Integration Activity & PPT's collected from the students. Objective type questions will be conducted through google form to check the Knowledge about the topic. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summaries the concept by giving some examples.
Teacher self - Assessment	All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.

Lesson Title	Chapter - 10 financial market
Technology used	a) Google forms, Slide Show, Zoom meeting b) Smart board, Text book and Black board
Previous knowledge Test	1. Define the term market. 2. What do you mean by stock exchange? 3. What are the functions of SEBI?
Lesson objectives	1. Students will be able to understand the concept of organizing as a structure and as a process. 2. To describe the functional and divisional structure of organization. 3. To provide the information regarding the concept & importance of decentralization.
Other materials / Resources	Case studies & Hots questions will be given to develop their knowledge. Objective type questions, Assignments, NCERT Questions will be provided. Library Resources Video Lessons from youtube
Student Engagement Activities	Student will collect the data regarding the organisation structure of different business organisations. They will draw or collect the pictures of functional & divisional organization structure. Students will frame a PPT on the different organization structure. They can also make a survey.
Art integration towards Experiential Learning and Subject enrichment	Art Integration with experiential learning helps the students to create their basics for better learning in the topic. Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching. Competency: It will improve their social understanding, technical, creative and communication skills.
Teaching strategies	Interaction & Explanation method will be used. Observe and listen the students as they interact. Group Discussion Activities will be conducted. Hypothetical situation based questions will be given.

Evaluation	Art Integration Activity & PPT's collected from the students. Objective type questions will be conducted through google form to check the Knowledge about the topic. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarize the concept by giving some examples.
Teacher self - Assessment	All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.

Lesson Title	Chapter - 12 Consumer Market
Technology used	a) Smart board, Text book and Black board
Previous knowledge Test	<ol style="list-style-type: none"> 1. What do you mean by consumer? 2. What are the rights of a consumer? 3. What do you mean by consumer protection? 4. What is the role of NGO for the consumer protection?
Learning objectives	<ol style="list-style-type: none"> 1. To describe the importance of consumer protection. 2. To understand the responsibilities of consumer. 3. To examine the remedies available to the consumer under consumer Protection Act, 2019 4. To describe the role of consumer organisations and NGO in protecting consumer interest.
Curriculum Addressed	12.1 Consumer protection: Importance and ways.
Other materials / Resources	<p>Case studies & Hots questions will be given to develop their knowledge.</p> <p>Objective type questions, Assignments, NCERT Questions will be provided.</p> <p>Library Resources</p> <p>Video Lessons from youtube</p>
Student Engagement Activities	<p>Student will collect the data regarding the organisation structure of different business organisation.</p> <p>They will draw or collect the pictures of functional & divisional organization structure. Students will frame a PPT on the different organization structure.</p> <p>They can also make a survey.</p>
Art integration towards Experiential Learning and Subject enrichment	<p>Art Integration with experiential learning helps the students to create their basics for better learning in the topic.</p> <p>Flow charts, Examples, Pictures & diagrams will be used in this chapter for effective teaching.</p> <p>Competency: It will improve their social understanding, technical, creative and communication skills.</p>

Teaching strategies	Interaction & Explanation method will be used. Observe and listen the students as they interact. Group Discussion Activities will be conducted. Hypothetical situation based questions will be given.
Evaluation	Art Integration Activity & PPT's collected from the students. Objective type questions will be conducted through google form to check the Knowledge about the topic. Prepare a report on the survey.
Recapitulation	Students will show their keen interest as the teacher recapitulate the chapter by asking some questions and summarise the concept by giving some examples.
Teacher self - Assessment	All the concepts of this topic will be clear to all the students. It will increase their knowledge & information.