

LESSON PLAN (April-1st Fortnight)

CLASS: XII

SUB: Business Studies.

UNIT: NATURE AND SIGNIFICANCE OF MANAGEMENT

GIST OF THE LESSON	TARGETTED SKILLS	TARGETTED LEARNING OUTCOMES	ACTIVITY PLANNED	ASSESSMENT STRATEGIES PLANNED/TOOLS
Management-concept, objectives, and importance Concept includes meaning and features	Understanding Skills	After going through this unit, the student/ learner would be able to: Understand the concept of management. Explain the meaning of 'Effectiveness and Efficiency.' Discuss the objectives of management. Describe the importance of management.	Lecture method & Question answer session : By Introducing real life examples such as the different activities involves during family function celebrations and asking questions about managing different activities.	Oral Test Slip Test Group Discussion Quiz Class Test
Management as Science, Art and Profession	Reasoning Analytical Skills Critical thinking	Examine the nature of management as a science, art and profession.	Case studies Introducing real life examples	Group Discussion
Levels of Management	Understanding & Analytical Skills	Understand the role of top, middle and lower levels of management	Case studies	Oral Test
Management functions- planning, organizing, staffing, directing and controlling	Understanding Skills	Explain the functions of management	Introducing real life examples	Quiz
Coordination- concept and importance	Understanding Skill	Discuss the concept and characteristics of coordination	Introducing real life examples	Slip Test

(APRIL-2ND FORTNIGHT)

CLASS: - XII

SUBJECT: - Business Studies

TOPIC:-Principles of management

Gist of lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment strategies planned
Principles of management – concepts and significance Fayol’s principles of management Taylor scientific management : principles and techniques	Understanding Analytical skills	Understanding the concept of principles of management Explain the significance of management principles Discuss the principles of management developed by Fayol Explain the principles and technique if scientific management Compare the contribution of Fayol and Taylor	Visit KFC. MAC.DONALD ETC role playing on the principles A Fayol’s principles B Taylors principles 3 Drama on scientific techniques	1 Class test 2 Quiz 3 Oral tests 4 Slip test

ACTIVITIES PLANNED

Store Visit Like KFC, Dominos, Mc Donald Etc	Students Will Be Taken To Any Of The Above Outlet For Easy Understanding Of The Different Principles Of Management Where Division Of Work Will Be Understood When They Will Interact With The Staff	
Create Drama On Functional Foremanship for easy understanding through role play.	The teacher assigns the post of factory manager to a particular student who will recruit planning and production manager .Now planning in- charge shall divide his work among four students i.e. Instruction card clerk, Route clerk, Time and cost clerk and Disciplinarian. Each student in this role play will know his part of the duty. Now production in-charge shall divide his work among four students i.e. Speed boss, Gang boss .Repair boss and Inspector. In this way the students shall remember the different function.	
Allot Fayol’s principles	3. Allot Fayol’s principles name to each student roll number wise i.e. 1 to 14 and let them remember their respective features. The teacher shall ask them to recite their features in front of whole class.	

LESSON PLAN (MAY-1ST Fortnight) UNIT: BUSINESS ENVIRONMENT

Gist of lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment strategies planned
<p>Business Environment- concept and importance</p> <p>Dimensions of business environment- Economic, Social, Technological, Political and legal</p> <p>Demonetization- Concept and features.</p> <p>Impact of Government policy changes on business with special reference to liberalisation. privatization and globalization in India</p>	<p>Understanding</p> <p>Analytical skills</p>	<p>Understanding the concept of Business Environment.</p> <p>Describe the importance of business environment.</p> <p>Describe the various dimensions of Business Environment.</p> <p>Understand the concept of demonetization</p> <p>Examine the impact of government policy changes on business in India with reference to liberalization, privatization and globalization since 1991.</p> <p>Discuss the managerial response to changes in business environment.</p>	<p>1. Newspaper reading – Newspaper of the last one week shall be read out in the class with special mention of the changes in economic policies of the Govt and their effect.</p> <p>2. Role play- Students shall be divided into five groups each representing one dimension of business environment. Each group shall point out the changes in their dimension due to change in the business environment.</p>	<p>1 Class Test</p> <p>2 Quiz</p> <p>3 Slip test</p>

LESSON PLAN (July first fortnight)

CLASS: XII

SUB: Business studies

TOPIC: ORGANISING and STAFFING

GIST OF THE LESSON	TARGETTED SKILLS	TARGETTED LEARNING OUTCOMES	ACTIVITY PLANNED	ASSESSMENT STRATEGIES PLANNED/TOOLS
Concept and importance	Understanding Skills	After going through this unit, the student/ learner would be able to: Understand the concept of organizing as a structure and as a process. Explain the importance of organizing.	Lecture method Case studies Introducing real life examples Question answer session	Oral Test Slip Test Group Discussion Quiz Class Test
Organising Process	Reasoning Analytical Skills Critical Thinking Skills	Describe the steps in the process of organizing	Case studies Introducing real life examples	Group Discussion
Structure of organisation- functional and divisional concept. Formal and informal organisation- concept	Understanding Skills Analytical Skills	Describe functional and divisional structures of organisation. Explain the advantages, disadvantages and suitability of functional and divisional structure. Understand the concept of formal and informal organisation. Discuss the advantages, disadvantages of formal and informal organisation.	Case studies	Oral Test Values
Delegation: concept, elements and importance	Understanding Skills	Understand the concept of delegation. Describe the elements of delegation. Appreciate the importance of Delegation.	Introducing real life examples	Quiz Case Studies Values
Decentralization: concept and importance	Understanding Skills	Understand the concept of decentralization. Explain the importance of decentralization. Differentiate between delegation and decentralization.	Introducing real life examples	Slip Test Case Studies

ACTIVITY: LECTURE METHOD: ORGANISING

LECTURE METHOD-1	LECTURE METHOD-2	LECTURE METHOD-3
<p>Organizing is the process of defining and grouping, activities and establishing authority relationships among them.</p> <p>Process: the process of organizing consists of the following steps:</p> <ul style="list-style-type: none"> (a).Identification and division of work (b).Departmentalization (c).Assignment of Duties (d).Establishing reporting relationships 	<p>Importance: Organising is considered important because it leads to division of work, clarity in reporting relationships, optimum utilization of resources, growth, better administration and greater creativity</p>	<p>Functional structure groups activities on the basis of functions. The advantages of such a structure are specialization, better control, managerial efficiency and ease in training employees. The disadvantages are functional empires, conflict of interest, inflexibility and restriction in managerial development.</p> <p>Divisional structure groups activities on the basis of Product. The advantages are integration, product specialization greater accountability, flexibility, better coordination and more initiative .The disadvantages are departmental conflicts, costly process, ignoring of organizational interests, and increase in requirements of general managers.</p>

LESSON PLAN (STAFFING)

GIST OF THE LESSON	TARGETTED SKILLS	TARGETTED LEARNING OUTCOMES	ACTIVITY PLANNED	ASSESSMENT STRATEGIES PLANNED/TOOLS
Concept and importance of staffing	Understanding Skills	After going through this unit, the student/ learner would be able to: Understand the concept of staffing. Explain the importance of staffing	Lecture method Case studies Introducing real life examples Question answer session	Oral Test Slip Test Group Discussion Quiz Class Test
Staffing process	Understanding Skills Analytical Skills	Describe the steps in the process of staffing	Case studies	Oral Test
Recruitment process	Understanding Skills	Understand the meaning of recruitment. Discuss the sources of recruitment. Explain the merits and demerits of internal and external sources of recruitment.	Introducing real life examples	Quiz Case Studies
Selection- process	Understanding Skills	Understand the meaning of selection. Describe the steps involved in the process of selection.	Introducing real life examples	Slip Test Case Studies
Training and Development- Concept and importance, Methods of training- on the job and off the job - vestibule training, apprenticeship training and internship training		Understand the concept of training and development. Appreciate the importance of training to the organisation and to the employees. Discuss the meaning of induction training, vestibule training, apprenticeship training and internship training. Differentiate between training and development. Discuss on the job and off the job methods of training.		

Staffing Activity involved

Lecture method

- Explained why staffing is important in an organization.
- Explained the steps involved in staffing.
- Explained internal and external source of recruitment
- Explained training and development is important

Real life example

Asking student for Collecting newspaper cutting for advertisement of jobs and reading from the ads what type of requirement of a company and how they will select a person and steps involved in selection .

KENDRIYA VIDYALAYA SANGATHAN ZIET CHANDIGARH
 LESSON PLAN (AUGUST 1ST FORTNIGHT)
 SUBJECT; BUSINESS STUDIES

CLASS –XII

TOPIC; CONTROLLING

Gist of lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment strategies planned
<p>Concept and importance</p> <p>Relationship between planning and controlling</p> <p>Steps in process of control</p>	<p>Understanding</p> <p>Analytical skills</p>	<p>After going through this unit, the student/ learner would be able to:</p> <p>Understand the concept of controlling.</p> <p>Explain the importance of controlling.</p> <p>Describe the relationship between planning and controlling</p> <p>Discuss the steps in the process of controlling.</p>	<p>1. Role play based on the steps of controlling.</p> <p>2. Presentation:-Each student shall be given one function for presentation.</p>	<p>1 Class Test</p> <p>2 Quiz</p> <p>3 Slip test</p>

KENDRIYA VIDYALAYA SANGATHAN ZIET CHANDIGARH
LESSON PLAN(AUGUST 2ND FORTNIGHT)

CLASS: XII

SUB: B.ST.

TOPIC: FINANCIAL MANAGEMENT

GIST OF THE LESSON	TARGETTED SKILLS	TARGETTED LEARNING OUTCOMES	ACTIVITY PLANNED	ASSESSMENT STRATEGIES PLANNED/TOOLS
Concept, role and objectives of Financial Management	Understanding Skills	After going through this unit, the student/ learner would be able to: Understand the concept of financial management. Explain the role of financial management in an organisation. Discuss the objectives of financial management	Lecture methods: explained Concept, role and objectives of Financial Management. Demonstration methods: Financial decisions: investment, financing and dividend- Meaning and factors affecting. Question answered technique: for identifying the decision whether it investing, financing or dividend decision and factors affecting decisions.	Oral Test Slip Test Group Discussion Quiz Class Test
Financial decisions: investment, financing and dividend- Meaning and factors affecting	Reasoning Analytical Skills Critical Skills	Discuss the three financial decisions and the factors affecting them.	Lecture method: explained financial planning concept and importance with real examples. Demonstration method: used to describe capital structure.	Group Discussion
Financial Planning- concept and importance	Understanding Skills Analytical Skills	Describe the concept of financial planning and its objectives. Explain the importance of financial planning.	Case study: used to improve higher thinking skill in financial management. Group Discussion on: Requirement of fixed and working capital. Factors affecting capital structure of a Co.	Oral Test Values
Capital Structure- Concept	Understanding Skills	Understand the concept of capital structure. Describe the factors determining the choice of an appropriate capital structure of a company.		Quiz Case Studies Values
Fixed and Working Capital- Concept and factors affecting their requirements	Understanding Skills	Understand the concept of fixed and working capital. Describe the factors determining the requirements of fixed and working capital.	Introducing real life examples	Slip Test Case Studies

LESSON PLAN(SEPTEMEBR 1ST FORTNIGHT)

CLASS: XII

SUB: B.ST.

TOPIC: FINANCIAL MARKET

GIST OF THE LESSON	TARGETTED SKILLS	TARGETTED LEARNING OUTCOMES	ACTIVITY PLANNED	ASSESSMENT STRATEGIES PLANNED/TOOLS
Financial Markets: Concept, Functions and types	Understanding Skills	After going through this unit, the student/ learner would be able to: Understand the concept of financial market. Explain the functions of financial market. Understand capital market and money market as types of financial markets	Lecture methods: explained Concept, role and objectives of financial market. Demonstration methods: to explained types of market and its instruments. Question answered technique: for identify which instrument is related to	Oral Test Slip Test Group Discussion Quiz Class Test
Money market and its instruments	Reasoning Analytical Skills Critical Skills	Understand the concept of money market. Describe the various money market instruments	which market money market and capital market and also the difference between these two markets.	Group Discussion
Capital market and its types (primary and secondary), methods of floatation in the primary market	Understanding Skills Analytical Skills	Discuss the concept of capital market. Explain primary and secondary markets as types of capital market. Differentiate between capital market and money market. Discuss the methods of floating new issues in the primary market. Distinguish between primary and secondary markets.	Lecture method: explained Stock Exchange- Functions and trading procedure with real life examples of trading. Demonstration method: Securities and Exchange Board of India (SEBI) - objectives and functions with help of SEBI & BSE web sites Case study: to identify the financial instrument and financial market and which feature or importance given in case study.	Oral Test Values
Stock Exchange- Functions and trading procedure	Understanding Skills	Give the meaning of a stock exchange. Explain the functions of a stock exchange. Discuss the trading procedure in a stock exchange. Give the meaning of depository services and demat account as used in the trading procedure of securities.	Group Discussion on: Money market and capital market along with financial instruments.	Quiz Case Studies Values
SEBI - objectives and functions	Understanding Skills	State the objectives of SEBI. Explain the functions of SEBI.		Slip Test Case Studies

LESSON PLAN(SEPTEMBER 2ND FORTNIGHT)

CLASS –XII

SUBJECT; BUSINESS STUDIES

TOPIC; MARKETING

Gist of the lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment strategies planned
<p>Selling and marketing concept</p> <p>Marketing management concept</p> <p>Marketing function</p> <p>Marketing management philosophies</p> <p>Marketing mix concept and elements</p> <p>Products concept : branding . labeling and packaging</p> <p>Price : concepts , factors determining price</p> <p>Physical distribution: concepts and components ,channels of distribution: types ,choice of channels</p> <p>Promotion: concept and elements: advertising : concept, role objections against advertising personal selling concepts and qualities of a good salesman sales promotion: concept and techniques , public relation concept and role</p>	<p>Understanding</p> <p>Application</p> <p>Analytical skills</p>	<p>Understand the concept of selling, marketing and features of marketing Distinguish between marketing and selling, Describe the concept of marketing management and function of marketing</p> <p>Explain marketing management philosophies, Understand the concept of marketing mix .</p> <p>Understand the concept of product as an element of marketing management Understand the concept of branding, labeling and packaging,.</p> <p>Understand the concept of price as an element of marketing mix.</p> <p>Describe the factors determining price of a product Understand the concept of physical distribution Explain the component of physical distribution Describe the various channels of distribution Discuss the factors for determining the choice of channels of distribution</p> <p>Understand the concept of promotion as an element of marketing mix</p> <p>Describe the element of promotion Mix</p> <p>Understand concept and features of advertising</p> <p>Examine the objection to advertising</p> <p>Understand the concept of personal selling</p> <p>Discuss the quality of good salesman</p> <p>Understand the concept of sales promotion</p> <p>Explain the commonly used techniques of sales promotion</p> <p>Discuss the concept and role of public relations</p>	<p>1 Involvement of students in passing the parcel</p> <p>2 Role playing</p> <p>3 Kaun banega crorepati</p>	<p>1 Class test</p> <p>2 Slip test</p> <p>3 MCQ</p>

CLASS –XII LESSON PLAN (OCTOBER)
 SUBJECT; BUSINESS STUDIES TOPIC; CONSUMER PROTECTION

Gist of the lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment strategies planned
<p>Consumer protection: concept and importance of consumer, consumer protection Act 1986 meaning of consumer and consumer protection</p> <p>Rights and responsibility of consumers who can file a complaint against whom, redressal machinery , remedies available consumer awareness , role of consumer organization and NGO'S</p>	<p>Understanding</p> <p>Application</p> <p>Analytical skills</p>	<p>Consumer protection Understand the concept the concept of consumer protection</p> <p>Describe the importance of consumer protection Understand the concept of consumer protection according to consumer protection act 1986</p> <p>Explain the consumer rights Understand responsibilities of consumers</p> <p>understand who can file a complaint and against whom, Discuss the legal redressal machinery under consumer protection act 1986</p> <p>Explain the remedies available to the consumers Describe the role of consumer organization and NGO's in protecting consumer interest</p>	<p>1 Involvement of students in passing the parcel</p> <p>2 Role playing</p>	<p>1 Class test</p> <p>2 Slip test</p> <p>3 MCQ</p>