

BUSINESS ADMINISTRATION (SUBJECT CODE 833)

CLASS-XII FOR SESSION 2024-2025

Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	Employability Skills		
	Unit 1 : Communication Skills-IV	13	2
	Unit 2 : Self-Management Skills- IV	07	2
	Unit 3 : ICT Skills- IV	13	2
	Unit 4 : Entrepreneurial Skills- IV	10	2
	Unit 5 : Green Skills- IV	07	2
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1 : Introduction to Management	16	07
	Unit 2 :Concept of Management	25	08
	Unit 3 : Functions of Management	25	08
	Unit 4 : Communication	16	05
	Unit 5 : Motivation	16	05
	Unit 6 : Leadership	20	07
	Unit 7 : Social Responsibility of Business	16	05
	Unit 8 : Information Technology and Business	16	05
	Total	150	50
Part C	Practical Work		
	Project	60	15
	Viva		05
	Practical File		05
	Demonstration of skill competency via Lab Activities		15
	Total		60
GRAND TOTAL		260	100

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	TOTAL DURATION	50

Note: The Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1 : Introduction to Management	16
2.	Unit 2 :Concept of Management	25
3.	Unit 3 : Functions of Management	25
4.	Unit 4 : Communication	16
5.	Unit 5 : Motivation	16
6.	Unit 6 : Leadership	20
7.	Unit 7 : Social Responsibility of Business	16
8.	Unit 8 : Information Technology and Business	16
	TOTAL DURATION	150

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. Introduction to Management	1.1 Meaning, Definition of Management	Session: Understand the meaning, definition & Concept of Management. <ul style="list-style-type: none">• Meaning of Management.• Definition by various management experts & thinkers. Concept of management.

	1.2 Features, Importance, Functions of Management	<p>Session: Understand the characteristics and significance of management.</p> <ul style="list-style-type: none"> • Features of management. • Importance of management. • Functions of management
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UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
	1.3 Levels of Management	<p>Session: Understand the hierarchy of levels of management</p> <ul style="list-style-type: none"> • Understand the various levels of management. • Understanding the importance of every level of management. <p>Activity: Prepare a PPT on levels of management of any multinational co.</p>
	1.4 Management and Administration	<p>Session: Understanding the relation between management and administration.</p> <ul style="list-style-type: none"> • Meaning of Management & Administration. • Difference between Management & Administration
		<p>Activity: Prepare a chart highlighting the differences between Management & Administration.</p>
	2. Concept of Management	2.1 Nature of Management
2.2 Concept and thoughts of Management		<p>Session: Understand the various thoughts & approaches to Management.</p> <ul style="list-style-type: none"> • Understand Meaning & concept of Classical Approach • Understand Meaning & Concept of Scientific Management • Understand Meaning & concept of Neo-Classical approach
2.3 Principles of Management		<p>Session: Understand the Principles of management.</p> <ul style="list-style-type: none"> • Understand the Need of Management Principles. • Understand the contribution of Taylor's concept of Scientific Management. • Understand the contribution of Fayola's Principles of Management (14 Principles}

3. functions of management	3.1 Planning	Session: understand the meaning and significance of Planning ■ Meaning of Planning. <ul style="list-style-type: none"> • Importance of Planning. • Types of Plans. . • Process of Planning.
	3.2 Organizing	Session: understand the meaning and significance of Organising ■ Meaning of Organising. <ul style="list-style-type: none"> • Importance of Organising. • Organising as a process. • Organisation as a structure. • Types of Organisation.

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
	3.3 Staffing	Session: Understand the meaning and significance of staffing. <ul style="list-style-type: none"> • Meaning of staffing. • Importance of staffing. • Staffing process
	3.4 Directing	Session: understand the meaning and significance of Directing ■ Meaning of Directing. <ul style="list-style-type: none"> • Importance of Directing. • Elements of Directing
	3.5 Controlling	Session: understand the meaning and Importance of Controlling. <ul style="list-style-type: none"> • Meaning of Controlling. • Importance of Controlling. • Relationship between Planning and Controlling
	3.6 Coordination	Session: understand the meaning and Importance of Coordination. <ul style="list-style-type: none"> • Meaning of Coordination. • Importance of Coordination. • Coordination as essence of management.
4. Communication	4.1 Introduction	Session: Understand the Meaning and importance of Communication. <ul style="list-style-type: none"> • Definition of communication. • Method of communication.
	4.2 Significance of Communication	Session: understand the significance of communication. <ul style="list-style-type: none"> • Transfer of ideas • For education • For organizational structure
	4.3 Types of Communication	Session: understand the types of communication. <ul style="list-style-type: none"> ■ Verbal and non-verbal communication ■ Formal and informal

		communication. ■ Visual communication
	4.4 Features of Effective Communication	Session: understand the process of Effective communication.
	4.5 Hurdles of Communication	Session: understand the various hurdles of communication. <ul style="list-style-type: none"> • Language hurdles • Emotional hurdles • Physical hurdle • Systematic hurdle • Attitudinal hurdle
5. Motivation	5.1 Motivation and its Importance	Session: understand the Meaning and Importance of Motivation. ■ Definition of Motivation <ul style="list-style-type: none"> • Characteristics of Motivation • Significance of Motivation

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
	5.2 Theories of Motivation	Session: understand Types of motivational theories Content theories in detail <ul style="list-style-type: none"> • Different motivational theories • Type of Content theories <ul style="list-style-type: none"> ▪ Maslow's Theory ▪ Herzberg Theory ▪ ERG Theory
	5.3 Theories of Motivation	Session: understand the Process of theories in detail, Reinforcement theory of Motivation <ul style="list-style-type: none"> • Type of Process theories • Expectancy Theory • Equity Theory Reinforcement theory of motivation.
	5.4 Theories of Motivation and Methods of Motivation	Session: Understand the Behavioural Theories in detail and Measures of Motivation. <ul style="list-style-type: none"> • Behavioural Theories • McGregor Theory X and Y • Ou chi Theory Z Methods of Motivation • Financial Incentives • Non-Financial Incentives
	5.5 Methods of Motivation; Motivation and Inspiration	Session: Understand the Methods of Motivation and able to differentiate Motivation and Inspiration. <ul style="list-style-type: none"> • Job Enlargement • Job Enrichment • Difference between Motivation and Inspiration

6. Leadership	6.1 Meaning, Definition and Importance of Leadership	Session: Understand the meaning, importance and significance of leadership. <ul style="list-style-type: none"> • Meaning and definition of Leadership • Significance of Leadership
	6.2 Types of Leaders	Session: Understand the Classification of Leaders <ul style="list-style-type: none"> • Categories of different kinds of leaders
	6.3 Characteristics of a Good Leader	Session: Understand the Characteristics of a Good leader <ul style="list-style-type: none"> • Understanding qualities which make a person leader.
	6.4 Leadership Styles	Session: Understand the various Styles of Leadership <ul style="list-style-type: none"> • Comprehending different styles leaders can adopt
7. Social Responsibility of Business	7.1 Meaning of Social Responsibility	Session: Understand the concept of social responsibility of business in society.
	7.2 Business and Society	Session: Understand the correlation between business and society.
	7.3 Concept of Social Responsibility	Session: Understand the evolution and concept of social responsibility. <ul style="list-style-type: none"> • Economic responsibility • Legal responsibility • Ethical responsibility • Philanthropic Responsibility
UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
	7.4 Importance of Social Responsibility	Session: Understand the importance of Social responsibility. <ul style="list-style-type: none"> • From employees view • From customer views • From investors views • From supplier views • From govt. views • From society views
	7.5 Corporate Social Responsibility	Session: <ul style="list-style-type: none"> • Understand the concept of corporate social responsibility. • Meaning of CSR • Potential business benefits of CSR
8. Information technology and business	8.1 Meaning, Definition and Importance of Information Technology	Session: Understand the Meaning of Information Technology and Significance of Information Technology <ul style="list-style-type: none"> • Meaning and definition of information technology • Relevance of information technology in current scenario

<p>8.2 Information technology in Functional areas of business</p>	<p>Session:</p> <ul style="list-style-type: none"> • Understanding role of Information Technology in different areas of business. • Usage of Information technology in various areas of business
<p>8.3 Meaning of Ebusiness Scope of Ebusiness</p>	<p>Session: Understand the Meaning of Ebusiness</p> <ul style="list-style-type: none"> • Information Technology in different areas of business • Scope of E-business. • Understand the Scope of E-Business
<p>8.4 Merits and Demerits of Ebusiness</p>	<p>Session: understand the merits and demerits of E-business.</p> <ul style="list-style-type: none"> • Merits of E-Business • Demerits of E- Business

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum (Under NSQF)**. **Question** for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads: -

Project -15 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -5 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -5 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in business administration. Suggested list of Practical –

1. Visit a business enterprise near your home and make a list of all the managerial activities done there. Also list out the different managerial levels and designations in that enterprise.

2. Visit websites of Reliance Jio and Airtel. Make a comparison between their plans. The plans should include Objectives, strategies, policies and programmes.
3. Visit a firm and make a note on the organizational structure adopted by them.
4. Conduct a survey with manufacturing organizations to understand the communication problems they face while interacting with the employees.
5. Visit a firm near your area to understand the financial incentives given by the employer to motivate the employees.
6. List out the leadership traits in five leaders in any area-cricket, politics or business.
7. Write a note on Corporate Social Responsibility with special reference to Companies Act 2013. Write detailed CSR initiatives adopted by companies to Save Water.
8. Conduct a survey to assess customer satisfaction with Online shopping over Offline shopping. This survey can be administered with the people staying in your society.
9. Perform a survey to find out how many people in your society use Net banking over directly visiting bank.

Demonstration of skill competency in Lab Activities -15 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a. Introduction,
- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.