**KOTHARI INTERNATIONAL SCHOOL**

**GRADE - 12 ANNUAL ACADEMIC PLAN**

**SUBJECT: ACCOUNTANCY SESSION: 2022-23**

**NAME OF THE TEACHER RASHMI KAUL**

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|  | **PART A PRINCIPLES AND FUNCTIONS OF MANAGEMENT** |  |
|  | Nature and Significance of Management | **16** |
|  | Principles of Management |
|  | Business Environment |
|  | Planning | **14** |
|  | Organising |
|  | Staffing | **20** |
|  | Directing |
|  | Controlling |
|  | **PART B BUSINESS FINANCE AND MARKETING** | |
|  | Financial Management | **15** |
|  | Financial Markets |
|  | Marketing Management | **15** |
|  | Consumer Protection |

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| **MONTH** | **TOPIC** | **CONTENT(SUB-TOPICS)** |
| **MARCH**  **(9 DAYS)** | **NATURE AND SIGNIFICANCE OF MANAGEMENT** | * Management  concept, objectives, important * Management as science, art, profession * Level of Management * Management function |
| **APRIL**  **(18 DAYS)** | **PRINCIPLES OF MANAGEMENT** | * Principles of Management- meaning, nature and significance * Fayol’s principles of management * Taylor’s Scientific Management; Principles and Techniques -Business Environment |
| **MAY**  **(13 DAYS)** | **BUSINESS ENVIRONMENT** | * Dimensions of Business Environment * Economic Environment in India |
| **APRIL -MAY**  **UNIT TEST – 1**  **(COMMENCING 29 APRIL**  **& ENDING 20 MAY 2022)** |  | * Management  concept, objectives, important * Management as science, art, profession * Level of Management * Management function |
| **JUNE**  **SUMMER VACATION** | - |  |
| **JULY**  **(20 DAYS)** | **PLANNING** | * Meaning , features,importance,limitations * Planning process * Types of Plans-Objectives, strategy, policy, procedure, method, rule, budget, programme. |
|  | **ORGANIZING** | * Meaning and importance. * Steps in the process of organising * Structure of organization * Formal and informal organisation * Delegation * Decentralization |
| **AUGUST**  **(19 DAYS)**  **UNIT TEST 2** | **STAFFING** | * Meaning and importance of staffing * Staffing as a part of Human Resource Management * Staffing process; recruitment, selection, training and development. |
|  | **DIRECTING** | * Meaning ,importance and principles * Elements of Directing. |
|  | **CONTROLLING** | * Meaning and importance * Relationship between planning and controlling * Steps in the process of control |
| **SEPTEMBER**  **(22 DAYS)**  **HALF YEARLY EXAMINATION COMMENCES 16 SEPTEMBER & ENDS 28 SEPTEMBER 2022** | **REVISION**  **HALF YEARLY EXAMINATION** | **SYLLABUS FOR**  **HALF YEARLY EXAMINATION IS 75%** |
| **OCTOBER**  **(13 DAYS)** | **BUSINESS FINANCE/ FINANCIAL MANAGEMENT** | * Meaning, role, objectives of financial management * Financial planning and decisions * Capital Structure ; fixed and working capital |
|  | **FINANCIAL MARKET** | * Concept of Financial Market * Capital markets and types * Distinction between capital market and money market. * stock exchange * Security Exchange Board Of India ( SEBI)-Objectives, Functions |
| **NOVEMBER**  **(21 DAYS)**  **COMPLETION OF PROJECT**  **PRE-BOARD EXAMINATION- 1 COMMENCES ON 18 NOVEMBER AND ENDS ON 30 NOVEMBER** | **MARKETING MANAGEMENT** | * Marketing- meaning, functions and role, marketing and selling * Marketing management philosophies * Marketing mix- elements   **SYLLABUS FOR**  **PRE-BOARD**  **EXAMINATION- 1 IS 85%** |
|  | **CONSUMER PROTECTION** | * Importance of consumer protection * Consumer rights * Consumer responsibilities * Ways and means of consumer protection * Role of consumer organizations and NGOs |
| **DECEMBER**  **(21 DAYS)**  **PRE-BOARD EXAMINATION- 2 COMMENCES ON 16 DECEMBER AND ENDS ON 30 DECEMBER** |  | **SYLLABUS FOR**  **PRE-BOARD**  **EXAMINATION- 2 IS 100%** |
| **JANUARY**  **(15 DAYS)** | **PRACTICE TESTS**  **BOARD PRACTICALS COMMENCE** |  |
| **FEBRUARY**  **(20 DAYS)** | **BOARD** **PRACTICALS** |  |
| **AWAIT CBSE ANNOUNCEMENT OF BOARD EXAMINATION DATES** | | |

**NOTE:**

* **PROJECTS WILL BE COMPLETED BY THE END OF JUNE.**
* **ASSESSMENTS**
* **Regular short test may be conducted on daily basis**
* **Question banks for each unit**
* **Assessment after the completion of the chapter**