**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
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| **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
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| **MAY****(13 DAYS)** | **BUSINESS ENVIRONMENT** | * Dimensions of Business Environment
* Economic Environment in India
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| **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
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| **JUNE****SUMMER VACATION** | - |  |
| **JULY****(20 DAYS)** | **PLANNING**  | * Meaning , features,importance,limitations
* Planning process
* Types of Plans-Objectives, strategy, policy, procedure, method, rule, budget, programme.
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|  | **ORGANIZING** | * Meaning and importance.
* Steps in the process of organising
* Structure of organization
* Formal and informal organisation
* Delegation
* Decentralization
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| **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.
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|  | **DIRECTING**  | * Meaning ,importance and principles
* Elements of Directing.
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|  | **CONTROLLING** | * Meaning and importance
* Relationship between planning and controlling
* Steps in the process of control
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| **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
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| **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**