

# **LEARNING OUTCOME (CLASS - XII)**

## **BIOLOGY**

### **Chapter 1.Reproduction in organism**

**Students will be able to define the term reproduction, gametogenesis, syngamy, embryogenesis and ploidy.**

**Students will be able to differentiate between asexual from sexual reproduction, juvenile phase and vegetative phase.**

**Students will be able to explain the steps involved in sexual fertilization.Students will also be able to explain types of asexual reproduction with the help of aided diagram.**

### **Chapter 2.Sexual Reproduction in flowering plants**

**Students will be able to draw and explain the diagram of a complete flower and also explain the types of whorls involved in it.**

**Students will be able to explain the structure of pollen grains, microsporogenesis with the help of well labeled diagram. Students will also be able to explain the pollination its types and differences. Students will also know the characteristic involved in flowers pollinated by wind, animal and birds. Students will also know about outbreeding devices. students will also know about megasporogenesis, apomixes and polyembryoni.**

### **Chapter 3Human Reproduction:**

**Students will be able to know about the organs involved in male and female reproductive system;Students will be able to draw diagram of both the system ;Students will be able to differentiate spermatogenesis from oogenesis both by words and adopting diagrammatic approach;Students will be able to give an account of menstrual cycle,fertilization and implantation.Students will also know about embryogenesis and steps involved in development of embryo with the role of sex hormones**

### **Chapter 4. Reproductive Health**

**Students will be able to know about problems related to reproductive health; Students will be able to know about population explosion ,STD and MTP; Students will also will develop empathy about infertility and also will be acquainted with the solutions to overcome infertility**

### **Chapter 5 : Principles of inheritance and variation:**

**Students will be able to know about genetic and variation, father of genetics; laws related to monohybrid and dihybrid cross; Students will be able to differentiate between incomplete dominance and codominance; Students will be able to know about genetic disorder their causes, and symptoms students will also know about mutation and its consequences.**

### **Chapter 6:Molecular Basis off inheritance:**

Students will be able to know about genetic material like DNA, RNA. Students will be able to know about central dogma theory; Students will also know about regulation of gene expression. Students will also know about human genome project and steps involved in DNA finger printing.

#### **Chapter 7: Evolution**

Students will be acquainted with the theories involved in origin of life; they will also acquaint themselves with evidences of evolution; adaptive radiation; Hardy Wienberg Principle; as well evolution of life.

#### **Chapter 8: Human health and disorder:**

Students will be able to define health; they will be acquainted with several disorders, immunity and its types and significance; AIDS, and Cancer life cycle of their pathogen; also they would know about alcohol and drug abuse.

#### **Chapter 9: strategies in enhancement for food production:**

Students will be able to understand the concept of animal husbandry and plant breeding; they will also have the opportunity to gain knowledge about SCP; Students will also get the opportunity to understand about tissue culture.

#### **Chapter 10: Microbes in human welfare:**

Students will be able to analyze about the usefulness of microbes in human life. They will also know the role of microbes in industries, sewage treatment, production of biogas, biocontrol agents and role on bio fertilizers.

#### **Chapter 11 Biotechnology:**

Students will be able to know about the principles involved in biotechnology, processes involved in, related tools used in the technology and r DNA technology.

#### **Chapter 12: biotechnology and its applications:**

Students will be able to know the applications involved in agriculture medicine and transgenic animals.

#### **Chapter 13: Organisms and population:**

Students will be able to know about organisms and population; role of abiotic and biotic factors in the growth of population; adaptation and relationship amongst animals

#### **Chapter 14: Ecosystem**

Students will know about structure and function of ecosystem; productivity, decomposers, energy flow, ecological pyramid, ecological succession and nutrient cycling. Students will also be able to explain about the nutrient flow by flow chart or diagram.

#### **Chapter 15: Biodiversity and conservation:**

Students will understand the concept of diversity; the importance of biodiversity; causes of loss of biodiversity and how to overcome the loss of biodiversity.

#### **Chapter 16. Environmental issues:**

**Students will understand the ill effects of pollution caused by air,water, solid ,agriculture ,radioactive wastes .They will also understand the concept of green house effect and ozone depletion and deforestation. Students will also learn how to overcome the bad effect of pollution.**

## **Economics**

### Part-(A)

#### Chapter-1 Introduction

- a. Meaning of micro economics
- b. Scarcity and central problems
- c. Opportunity cost and PPF
- d. Positive and normative economics

#### Chapter-2 Theory of consumer behaviour

- a. Meaning and conditions of consumer's equilibrium and budget line
- b. Cardinal and ordinal utility
- c. Indifference curve and properties
- d. Relationship between TU and MU
- e. Demand curve and law of demand
- f. Normal and inferior goods
- g. Shifts in demand curve
- h. Market demand
- i. Elasticity of demand and its degrees and factors affecting demand

#### Chapter-3 Production and costs

- a. Production function, short run and long run
- b. Total, average and marginal product
- c. Returns to a factor

#### Chapter-4 The theory of the firm under perfect competition

- a. Perfect competition and its features
- b. Revenue and its types
- c. Supply curve of a firm in short run and long run
- d. Determinants of a firm's supply curve

#### Chapter-5 Market equilibrium

- a. Excess demand and excess supply
- b. Market equilibrium: free entry and exit
- c. Price ceiling and price floor
- d. Change in demand and supply curves

## Chapter-6 Non-competitive markets

- a. Features of perfect competition
- b. Features of monopoly competition
- c. Features of monopolistic competition
- d. Features of oligopoly

### Part-(B)

## Chapter-7 National income and related aggregates

- a. Meaning of micro and macro economics
- b. Types of flow
- c. Stock and flow
- d. GDP and related concepts
- e. Methods to calculate national income
- f. Precautions to calculate national income

## Chapter-8 Money and banking

- a. Barter system and its difficulties
- b. Functions of money
- c. Functions of commercial banks
- d. Functions of central bank
- e. Money supply and its components
- f. Process of creation of money

## Chapter-9 Determination of income and employment

- a. Aggregate demand and supply
- b. Equilibrium level of economy
- c. Excess demand and deficient demand
- d. Fiscal and monetary policy
- e. Multiplier and its working
- f. Inflationary and deflationary gap
- g. Voluntary and involuntary unemployment
- h. Consumption and saving

## Chapter- 10 Government budget and the economy

- a. Meaning and types and objectives of budget
- b. Revenue and capital receipts and expenditure
- c. Sources of fiscal deficit and its impact
- d. Types of taxes and non- taxes

## Chapter-11 Balance of payments

- a. Meaning of BOP and BOT
- b. Differences in BOP and BOT
- c. Current and capital account

- d. Meaning of foreign exchange and foreign exchange rate
- e. Types of foreign exchange rate
- f. Demand and supply of foreign exchange
- g. Depreciation and appreciation of currency
- h. Devaluation and revaluation of currency

## **ENGLISH**

Students are expected to have acquired reasonable degree of proficiency in English by the end of the session.

### **SPECIFIC OBJECTIVES OF READING**

Students are expected to develop the following study skills –

1. Select and extract relevant information using reading skill.
2. Understand the writer's attitude and bias.
3. Understand the language.

### **SPECIFIC OBJECTIVES OF WRITING**

1. To write letters to the friends, relatives etc.
2. To write business and official letters.
3. To write informal/ formal reports as part of personal programs.
4. Ability to be original and creative in interpreting opinion to develop the ability to write articles, speech and debates etc.

### **SPECIFIC OBJECTIVES OF LITRATURE**

1. Identify the elements of style such as humor, pathos, satire etc.
2. To write examination answers according to requirements.

## **SUBJECT- ENGLISH**

### **CLASS XII**

NAME OF THE BOOKS - **VISTAS**

**FLAMINGO**

NAME OF THE NOVEL - **INVISIBAL MAN**

TOTAL NO. OF WORKING DAYS UPTO NOVEMBER **168**

TOTAL NO. OF CHAPTERS **22**

### **SPLIT OF SYLLABUS**

APRIL	3.1
MAY	2.2
JUNE	1.4
JULY	3.4
AUGUST	3.8
SEPTEMBER	3.0
OCTBER	3.8
NOVEMBER	2.2

**NOTE - WRITING SECTION WILL ALSO GO PARRELL**

## HINDI

1. पाठ्यपुस्तक के प्रश्नोत्तर, व्याख्या, काव्य सौन्दर्य, जीवन परिचय आदि का ज्ञान ।
2. जनसंचार माध्यम (साधन व प्रक्रिया ) का ज्ञान ।
3. पत्र लेखन विशेष रूप से रोज़गार सम्बन्धी आवेदन की ज्ञान ।
4. अप्रत्याशित लेखन अर्थात किसी भी विषय पर संक्षेप में लिखने की योग्यता ।

## PHYSICAL EDUCATION

Unit:1 Planning in Sports

- a) Meaning and objectives of planning.
- b) Various committees and its responsibilities {pre; during and post}
- c) Tournament- knock-out ,league or round robin and combination.
- d) Intramural and extramural –meaning, objectives & its significance.

Unit:2 Sports and nutrition

- a) Balanced diet and nutrition: macro and micro nutrients.
- b) Eating for weight control.
- c) Sports nutrition and its effect on performance.
- d) Food supplement for children.

LIFESTYLE

- b) Obesity, diabetes ,asthma ,hypertension ,back pain :benefits and contraindications for asanas

UNIT:3 YOGA AND

- a) Asanas as preventive measures

#### UNIT:4 PHYSICAL EDUCATION & SPORTS FOR DIFFERENTLY -ABLED

- a) Concept of disability and disorder.
- b) Types of disability and disorder, its causes and nature.
- c) Advantage of physical activities for children with special needs.

#### UNIT 5 CHILDREN AND SPORTS

- a) Motor development and factors affecting it.
- b) Exercise guidelines at different stage of growth and development.
- c) Concept and advantages of correct posture.
- d) Corrective measures for postural deformities.

#### UNIT:6 WOMEN AND SPORTS

- a) Sports participation of women in india.
- b) Psychological aspects of women athlete

#### UNIT:7 TEST AND MEASUREMENT IN SPORTS

- a) Computation of fat percentage.
- b) Measurement of muscular strength, Motor fitness .  
cardio vascular fitness.
- c) Measurement of

#### UNIT:8 PHYSIOLOGY AND SPORTS

- a) Gender differences in physical and physiological parameters.
- b) Effect of exercise on cardio ,respiratory and muscular system.

#### UNIT:9 SPORTS MEDICINE

- a) Concept ,aims and scope of sports medicine.
- b) Sports injuries : classification, causes .
- c) Management of injuries.

#### UNIT:10 KINESIOLOGY, BIOMECHANICS AND SPORTS

- a) Projectile and factors affecting projectile trajectory.
- b) Major muscles involved in running, jumping and throwing.

#### UNIT:11 PSYCHOLOGY AND SPORTS

- a) Meaning, concept and types of aggressions in sports.
- b) Psychological benefits of exercise.

#### UNIT:12 TRAINING IN SPORTS

- a) Component of physical fitness
- b) circuit training and altitude training; introduction and its impact.

# PHYSICS

## **CHAPTER- 1 (Electric charges and electric field)**

Students will be able to understand the concept of electric charges, conservation of charge, Coulomb's law, continuous charge distribution. Electric field, electric field lines, electric dipole, electric dipole moment, electric field due to electric dipole, torque on a dipole in uniform electric field. Electric flux, Gauss's theorem and its application (infinitely long straight wire, uniformly charged infinite plane sheet and uniformly charged thin spherical shell.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 2 (Electrostatic potential capacitor)**

Students will be able to understand the concept of electric potential, potential difference, electric potential due to point charge and dipole, equipotential surface, electric potential energy of a system of charge and electric dipole in an electric field. Conductors and insulator, free charges and bound charges inside a conductor, dielectrics and electric polarization, capacitors and capacitance, combination of capacitors, capacitance of a parallel plate capacitor with and without dielectric medium between the plates energy stored in the capacitor.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 3 ( Current Electricity )**

Students will be able to understand the concept of electric current, flow of electric charge in metallic conductor, drift velocity, mobility and their relation with electric current, Ohm's law, electrical resistance, V-I characteristics, electrical energy and power, Electrical resistivity and conductivity, Carbon resistors, colour code for carbon resistor, Series and parallel combinations of resistors, temperature dependence of resistance. Internal resistance of a cell, potential difference and emf of a cell, combinations of cells in series and parallel, Kirchhoff's law and simple applications Wheatstone bridge, meter bridge. Potentiometer, principle and its applications, to measure the potential difference and comparing the emf of two cells, measurement of internal resistance of a cell. Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 4 ( MOVING CHARGE AND MAGNETISM )**

Students will be able to understand the concept of magnetic field, Oersted experiment. Biot Savart law and its applications, current carrying straight conductor and coil. Ampere circuital law and its application solenoid and toroid, force on moving charge and current carrying conductor in the magnetic field cyclotron, force between two parallel straight current carrying conductor, torque on the current loop in the magnetic field, moving coil galvanometer its current and voltage sensitivity, conversion to voltmeter and ammeter. Students will be able to develop, construct and derive the formula of given physical quantities.



## **CHAPTER- 5 (Magnetism and matter)**

Students will be able to understand the concept of current loop as a magnetic dipole and its magnetic dipole moment, magnetic dipole moment of a revolving electron, magnetic field intensity due to bar magnet along its axis and perpendicular axis, torque on a magnetic dipole in a uniform magnetic field, bar magnet as a solenoid, magnetic field lines, earth magnetic field elements. Para, dia and ferro, magnetic substances with example, electromagnet and factors affecting strengths, permanent magnets.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 7 (Alternating current)**

Students will be able to understand the concept of Alternating current, peak and rms value of alternating current and voltage. Reactance and impedance, LC oscillations LCR series circuit, resonance, power in AC circuits, power factor, wattless current and transformer.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 8 (Electromagnetic wave)**

Students will be able to understand the concept of Basic idea of displacement current, Electromagnetic waves and their characteristics, their transverse nature, Electromagnetic wave spectrum and their uses.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 10 (Wave optics)**

Students will be able to understand the concept of Wave front and Huygens principle, reflection and refraction of plane wave at a plane surface using wave fronts. Proof the law of reflection and refraction using Huygens's principle. Interference, Young's double slit experiment and expression of fringe width, coherent sources and sustained interference of light, diffraction due to single slit, width of central maxima, resolving power of microscope and telescope. Polarization, plane polarized light, Brewster's law, uses of plane polarized light and Polaroid.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **LESSON PLAN – CHAPTER- 12 (Atom)**

Students will be able to understand the concept of alpha – particle scattering Experiment, Rutherford's model of atom, Bohr's model of atom, energy levels, hydrogen spectrum.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **CHAPTER- 13 (Nuclei)**

Students will be able to understand the concept of composition, size and density of nucleus, binding energy per nucleon mass defect, binding energy curve, radioactivity, alpha, beta and gamma decay and properties of alpha, beta and gamma particles, nuclear fission and nuclear fusion.

Students will be able to develop, construct and derive the formula of given physical quantities

### **CHAPTER- 14 (ELECTRONIC DEVICES)**

Students will be able to understand the concept of Energy bands in conductors, semiconductors and insulators, semiconductor diode, I-V characteristics in forward bias and reverse bias, diode as a rectifier, LED, photodiode, solar cell, and zener diode and their characteristics, zener diode as a voltage regulator, Junction transistor, transistor action, characteristics of a transistor and transistor as an amplifier, basic idea of analog and digital signals, logic gates ( OR, AND , NOT, NAND and NOR).

Students will be able to develop, construct and derive the formula of given physical quantities.

### **CHAPTER- 15 (COMMUNICATION SYSTEM)**

Students will be able to understand the concept of element of communication system, bandwidth of signals (speech, TV and digital data) bandwidth of transmission medium. Propagation of electromagnetic waves in the atmosphere, sky and space wave propagation, satellite communication, need of modulation, amplitude modulation.

Students will be able to develop, construct and derive the formula of given physical quantities.

## **POLITICAL SCIENCE**

### Part-(A)

#### Chapter-1 (Cold war era)

- a. Emergence of two power blocks after second world war
- b. Arenas of the cold war
- c. Non-aligned movement, India and cold war.
- d. Soviet union's alliance known as WARSAW PACT.

#### Chapter-2 (The end of bipolarity)

- a. New entities in world politics: Russia, Balkan states and central Asian states
- b. Introduction of democratic politics
- c. India's relation with Russia.
- d. The socialist revolution in Russia in 1917 gave birth to USSR.

#### Chapter-3 (US hegemony in world politics)

- a. First gulf war, response to 9/11 and attack on Iraq
- b. Dominance and challenge to the U S in economy and ideology
- c. India's renegotiation of its relationship with the USA

- d. I response to 9/11 the US forces made arrests all over the world.
- e. Hegemony as soft power ,hard power and structural power.

#### Chapter-4 (Alternative centers of powers)

- a. Rise of China as an economic power.
- b. Creation and expansion of European Union.
- c. India's changing relations with China.
- d. To revive European economy ,the us introduced Marshal Plan.

#### Chapter-5(Contemporary South Asia )

- a. Democratization in Pakistan and Nepal.
- b. Ethnic conflict in Sri Lanka
- c. Conflict and efforts for peace in South Asia.
- d. SAARC having seven members and aims at mutual trust and understanding.

#### Chapter-6(International Organizations)

- a. Restructuring and the future of the U.N.
- b. India' position in the restructured U.N.
- c. Rise of new international actors : new international economic organization

#### Chapter-7 (Security in contemporary world)

- a. Traditional concerns of security and politics of disarmament
- b. Non-traditional or human security: global poverty, health and education
- c. Issues of human rights and migration.
- d. New source of threat include terrorism, human rights, global poverty, migration and Health epidemics

#### Chaptert-8 (Environment and natural resources)

- a. Environment movement and evolution of global environmental norms
- b. Conflicts over traditional and common property resources
- c. India's stand in global environmental debates.
- d. Earth Summit, Agenda 21,Kyoto Protocol.

#### Chapter-9 (Globalization)

- a. Economic, cultural and political manifestation
- b. Debates on the nature of consequences of globalization
- c. Anti- globalization movements.
- d. Cultural differences to be generated by globalization.

#### PART-B

#### Chapter-1(Challenges of Nation Building)

- a. Nehru's approach to nation Building.
- b. Challenge of refugee resettlement
- c. The Kashmir problem, political conflicts over language.
- d. Two nations theory propounded by Jinnah to create a separate state for Muslims.

#### Chapter 2 (Era of one-party dominance)

- a. First three general elections.
- b. Nature of congress dominance at the national level, uneven dominance at state level.
- c. Major opposition parties.

#### Chapter 3 (Politics of planned development )

- a. Five year plans.
- b. Expansion of state sector and the rise of new economic interests.
- c. Famine and suspension of five year plans.
- d. Green revolution and its fallouts.

#### Chapter 4 (India's external relations)

- a. Nehru's foreign policy.
- b. Sino-India war of 1962.
- c. Indo-pak war of 1965 and 1971.
- d. India's nuclear programme , shifting alliance in world politics.

#### Chapter 5 (Challenges to the Congress system)

- a. Political succession after Nehru.
- b. Non- congressism and electoral upset of 1963.
- c. Congress split and reconstruction , Congress victory in 1971 elections.

#### Chapter 6 (Crisis of the democratic system)

- a. Search for committed bureaucracy and judiciary.
- b. Navnirman movement in Gujarat and Bihar movement.
- c. Emergency: context, constitutional and extra constitutional dimensions.
- d. 1977 election and the formation of Janta Party.

#### Chapter 7 (Popular movements in India)

- a. Farmer's movement, Women's movement.
- b. Environment and development affected people's movement.
- c. Implementation of Mandal Commission report and its aftermath.

#### Chapter 8 (Regional Aspirations )

- a. Rise of regional parties.
- b. Punjab crisis and the anti-Sikh riots of 1984.
- c. The Kashmir situation ,challenges and responses in the North East.
- d. An accord signed between Maharaja of Kashmir and government of India on the accession of state.

#### Chapter 9 (Recent developments in Indian politics)

- a. Participatory upsurge in 1990,s. Rise of the JD and BJP.
- b. Increasing role of regional parties and coalition politics.
- c. Coalition governments NDA 1998-2004,UPA 2004-2014,NDA 2014 Onwards.
- d. Relation between political parties and movements in contemporary India.

# POLITICAL SCIENCE

Chapter-1 Constitution why and how and philosophy of Indian Constitution.

- a. The making of the constitution, the constituent assembly
- b. Achievements and philosophy of the constitution.

Chapter 2 Rights in the indian constitution.

- a. The importance of Rights
- b. Fundamental rights in the Indian Constitution, Directive principles of state policy.
- c. Relationship between Fundamental Rights and Directive Principles.

Chapter 3 Election and Representation.

- a. Election system in India.
- b. Reservation of constituencies.
- c. Free and fair election.

Chapter 4 Executive.

- a. Different types of executive.
- b. Parliamentary executive in India, Prime Minister and council of ministers.

Chapter 5 Legislature

- a. Two houses of Parliament.
- b. Functions and powers of the parliament, legislative functions, control over executive.
- c. Parliamentary committees.

Chapter 6 Judiciary

- a. Need of an independent judiciary.
- b. Structure of the judiciary.
- c. Judicial activism, judiciary and rights, judiciary and parliament.

Chapter 7 Federalism

- a. Federalism in Indian Constitution.
- b. Federalism in a strong central government.
- c. Conflicts in India's federal system.

Chapter 8 Local governments

- a. Growth of Local Governments in India.
- b. Implementation of 73<sup>rd</sup> and 74<sup>th</sup> amendments.

Chapter 9 Constitution as a living document.

- a. The procedure to amend the constitution.
- b. The need of so many amendments.
- c. Basic structure and Evolution of the constitution.

## Chapter 1 Political Theory an Introduction.

- a. Need to study political theory.
- b. Putting political theory to practice.

## Chapter 2 Freedom

- a. The ideal of freedom.
- b. Need of constrains.
- c. Harm principle :Negative and positive liberty.

## Chapter 3 Equality

- a. Significance of equality.
- b. Various dimensions of equality.
- c. Methods to promote equality.

## Chapter 4 Social justice

- a. Meaning and various principles of justice.
- b. Conditions necessary to ensure social justice.
- c. Various kinds of justice.

## Chapter 5 Rights

- a. Meaning and importance of rights.
- b. Relationship between rights and duties.
- c. Legal rights and the state.

## Chapter 6 citizenship

- a. Qualities of an ideal citizen.
- b. Types of citizens: 1 natural born citizens 2 Naturalized citizens.
- c. Certain conditions for losing citizenship.

## Chapter 7 Nationalism

- a. Various factors which promote the feeling of nationalism
- b. Limitation of nationalism
- c. Advantages and disadvantages of nationalism

## Chapter-8 Secularism

- a. Meaning of secularism.
- b. The western and Indian secularism
- c. Importance of secularism in India

## Chapter-9 Development

- a. Criticism of the policy of development
- b. Achievements and problems of existing model of development
- c. Alternative models of development

Units	Learning Outcomes
<b><u>Part – A : Principles and Functions of Management</u></b>	
<b>1. Nature and Significance of Management</b>	<p>Students would be able to :-</p> <ul style="list-style-type: none"> <li>• Understand the concept of management.</li> <li>• Explain the meaning of ‘Effectiveness and Efficiency.</li> <li>• Discuss the objectives of management.</li> <li>• Describe the importance of management.</li> <li>• Examine the nature of management as a science, art and profession.</li> <li>• Understand the role of top, middle and lower levels of management</li> <li>• Explain the functions of management</li> <li>• Discuss the concept and characteristics of coordination.</li> <li>• Explain the importance of coordination.</li> </ul>
<b>2. Principles of Management</b>	<p>Student would be able to:-</p> <ul style="list-style-type: none"> <li>• Understand the concept of principles of management.</li> <li>• Explain the significance of management principles.</li> <li>• Discuss the principles of management developed by Fayol.</li> <li>• Explain the principles and techniques of ‘Scientific Management’.</li> <li>• Compare the contributions of Fayol and Taylor.</li> </ul>
<b>3. Business Environment</b>	<p>Student would be able to:-</p> <ul style="list-style-type: none"> <li>• Understand the concept of ‘Business Environment’.</li> <li>• Describe the importance of business environment</li> <li>• Describe the various dimensions of ‘Business Environment’.</li> <li>• Understand the concept of demonetization</li> <li>• Examine the impact of government policy changes on business in India with reference to liberalisation, privatization and globalisation since 1991.</li> <li>• Discuss the managerial response to changes in business environment.</li> </ul>
<b>4. Planning</b>	<p>Student would be able to:-</p> <ul style="list-style-type: none"> <li>• Understand the concept of planning.</li> <li>• Describe the importance of planning.</li> <li>• Understand the limitations of planning.</li> <li>• Describe the steps in the process of planning.</li> <li>• Develop an understanding of single use and standing plans</li> <li>• Describe objectives, policies, strategy, procedure, method, rule, budget and programme as types of plans.</li> </ul>
<b>5. Organising</b>	<p>Student would be able to:-</p>

	<ul style="list-style-type: none"> <li>• Understand the concept of organizing as a structure and as a process.</li> <li>• Explain the importance of organising.</li> <li>• Describe the steps in the process of organizing.</li> <li>• Describe functional and divisional structures of organisation.</li> <li>• Explain the advantages, disadvantages and suitability of functional and divisional structure.</li> <li>• Understand the concept of formal and informal organisation.</li> <li>• Discuss the advantages, disadvantages of formal and informal organisation.</li> <li>• Understand the concept of delegation.</li> <li>• Describe the elements of delegation.</li> <li>• Appreciate the importance of Delegation.</li> <li>• Understand the concept of decentralisation.</li> <li>• Explain the importance of decentralisation.</li> <li>• Differentiate between delegation and decentralisation.</li> </ul>
<p><b>6. Staffing</b></p>	<p>Student would be able to:-</p> <ul style="list-style-type: none"> <li>• Understand the concept of staffing.</li> <li>• Explain the importance of staffing.</li> <li>• Understand the specialized duties and activities performed by Human Resource Management.</li> <li>• Describe the steps in the process of staffing.</li> <li>• Understand the meaning of recruitment.</li> <li>• Discuss the sources of recruitment.</li> <li>• Explain the merits and demerits of internal and external sources of recruitment.</li> <li>• Understand the meaning of selection.</li> <li>• Describe the steps involved in the process of selection.</li> <li>• Understand the concept of training and development.</li> <li>• Appreciate the importance of training to the organisation and to the employees.</li> <li>• Discuss the meaning of induction training, vestibule training, apprenticeship training and internship training.</li> <li>• Differentiate between training and development.</li> <li>• Discuss on the job and off the job methods of training.</li> </ul>



<b>7. Directing</b>	Student would be able to:- <ul style="list-style-type: none"> <li>• Describe the concept of directing.</li> <li>• Discuss the importance of directing.</li> <li>• Describe the four elements of directing.</li> <li>• Understand the concept of supervision.</li> <li>• Discuss the functions performed by a supervisor.</li> <li>• Understand the concept of motivation.</li> <li>• Develop an understanding of Maslow’s Hierarchy of needs.</li> <li>• Discuss the various financial and non-financial incentives.</li> <li>• Understand the concept of leadership.</li> <li>• Understand the various styles of leadership.</li> <li>• Understand the concept of communication</li> <li>• Understand the elements of the communication process.</li> <li>• Discuss the concept of formal and informal communication.</li> <li>• Discuss the various barriers to effective communication.</li> <li>• Suggest measures to overcome barriers to communication.</li> </ul>
<b>8. Controlling</b>	Student would be able to:- <ul style="list-style-type: none"> <li>• Understand the concept of controlling.</li> <li>• Explain the importance of controlling.</li> <li>• Describe the relationship between planning and controlling.</li> <li>• Discuss the steps in the process of controlling.</li> </ul>
<b><u>Part – B : Business Finance and Marketing</u></b>	
<b>9. Financial Management</b>	Student would be able to:- <ul style="list-style-type: none"> <li>• Understand the concept of financial management.</li> <li>• Explain the role of financial management in an organisation.</li> <li>• Discuss the objectives of financial management.</li> <li>• Discuss the three financial decisions and the factors affecting them.</li> <li>• Describe the concept of financial planning and its objectives.</li> <li>• Explain the importance of financial planning.</li> <li>• Understand the concept of capital structure.</li> <li>• Describe the factors determining the choice of an appropriate capital structure of a company.</li> <li>• Understand the concept of fixed and working capital.</li> <li>• Describe the factors determining the requirements of fixed and working capital.</li> </ul>
<b>10. Financial Markets</b>	Student would be able to:- <ul style="list-style-type: none"> <li>• Understand the concept of financial market.</li> <li>• Explain the functions of financial market.</li> <li>• Understand capital market and money market as types of</li> </ul>

	<p>financial markets.</p> <ul style="list-style-type: none"> <li>• Understand the concept of money market.</li> <li>• Describe the various money market instruments.</li> <li>• Discuss the concept of capital market.</li> <li>• Explain primary and secondary markets as types of capital market.</li> <li>• Differentiate between capital market and money market.</li> <li>• Discuss the methods of floating new issues in the primary market.</li> <li>• Distinguish between primary and secondary markets.</li> <li>• Give the meaning of a stock exchange.</li> <li>• Explain the functions of a stock exchange.</li> <li>• Discuss the trading procedure in a stock exchange.</li> <li>• Give the meaning of depository services and demat account as used in the trading procedure of securities.</li> <li>• State the objectives of SEBI.</li> <li>• Explain the functions of SEBI.</li> </ul>
<p><b>11. Marketing Management</b></p>	<p>Student would be able to:-</p> <ul style="list-style-type: none"> <li>• Understand the concept of selling, marketing.</li> <li>• Explain the features of marketing.</li> <li>• Distinguish between marketing and selling.</li> <li>• Describe the concept of marketing management.</li> <li>• Discuss the functions of marketing.</li> <li>• Explain marketing management philosophies.</li> <li>• Understand the concept of marketing mix.</li> <li>• Describe the elements of marketing mix.</li> <li>• Understand the concept of product as an element of marketing mix.</li> <li>• Understand the concept of branding, labelling and packaging.</li> <li>• Understand the concept of price as an element of marketing mix.</li> <li>• Describe the factors determining price of a product.</li> <li>• Understand the concept of physical distribution.</li> <li>• Explain the components of physical distribution.</li> <li>• Describe the various channels of distribution.</li> <li>• Discuss the factors determining the choice of channels of distribution.</li> <li>• Understand the concept of promotion as an element of marketing mix.</li> <li>• Describe the elements of promotion mix.</li> <li>• Understand the concept of advertising.</li> <li>• Describe the role of advertising.</li> <li>• Examine the objections to advertising.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand the concept of personal selling.</li> <li>• Discuss the qualities of a good salesman.</li> <li>• Understand the concept of sales promotion.</li> <li>• Explain the commonly used techniques of sales promotion.</li> <li>• Discuss the concept and role of public relations.</li> </ul>
<p><b>12. Consumer Protection</b></p>	<p>Student would be able to:-</p> <ul style="list-style-type: none"> <li>• Understand the concept of consumer protection.</li> <li>• Describe the importance of consumer protection.</li> <li>• Discuss the scope of Consumer Protection Act, 1986.</li> <li>• Understand the concept of a consumer according to the Consumer protection Act 1986.</li> <li>• Explain the consumer rights</li> <li>• Understand the responsibilities of consumers</li> <li>• Understand who can file a complaint and against whom?</li> <li>• Discuss the legal redressal machinery under Consumer protection Act 1986.</li> <li>• Examine the remedies available to the consumer under Consumer protection Act 1986.</li> <li>• Describe the role of consumer organizations and NGOs in protecting consumers' interests.</li> </ul>