

ANNUAL PLANNER – CLASS XII (BUSINESS STUDIES)

	MONTH	TOPICS TO BE COVERED (ESTIMATED)
FIRST TERM	April	HUMAN RESOURCE MANAGEMENT <ul style="list-style-type: none"> • Introduction to HRM • Job & Manpower planning • Staff Recruitment
	May	HUMAN RESOURCE MANAGEMENT (CONTD) <ul style="list-style-type: none"> • Staff Selection • Staff Training
	June	HUMAN RESOURCE MANAGEMENT (CONTD) <ul style="list-style-type: none"> • Staff Morale • Staff Motivation • Staff Remuneration
	July	HUMAN RESOURCE MANAGEMENT (CONTD) <ul style="list-style-type: none"> • Staff Leadership • Staff Appraisal • Staff Promotion & Transfer • Staff Separation • Emerging trends in Human Resource
	August	BUSINESS COMMUNICATION & CORRESPONDENCE <ul style="list-style-type: none"> • Business Communication • Business Correspondence • Current trends in Business Communication
	September	BUSINESS REGULATORS & INTERMEDIARIES <ul style="list-style-type: none"> • Regulators & Intermediaries • Role of Regulators & Intermediaries
SECOND	October	BUSINESS REGULATORS & INTERMEDIARIES (CONTD) <ul style="list-style-type: none"> • Role of Regulators & Intermediaries
	November	PROJECT WORK
	December	ALLOWANCE FOR ANY UNFINISHED PORTION FROM THE ABOVE
	January	REVISION