

KENDRIYA VIDYALAYA NO. 2 BHOPAL

LESSON PLAN

CLASS – 12

SUBJECT- BUSINESS STUDIES

GIST OF THE LESSON	TARGETTED SKILLS	TARGETTED LEARNING OUTCOMES	ACTIVITY PLANNED	ASSESSMENT STRATEGIES PLANNED
Management - concept, objectives, and importance	Understanding Skills, identification skills	• Understand the concept of management. • Explain the meaning of ‘Effectiveness and Efficiency. • Discuss the objectives of management. • Describe the importance of management.	• Lecture method & Question answer session : By Introducing real life examples such as the different activities involves during family function celebrations and asking questions about managing different activities.	• Oral Test • Slip Test • Group Discussion • E quiz , Quiz • Class Test
Management as Science, Art and Profession	Reasoning Analytical Skills Critical thinking	• Examine the nature of management as a science, art and profession.	• Case studies • Introducing real life examples	• Group Discussion • Cross subject correlation i.e. correlation with other subjects
Levels of Management	Understanding & Analytical Skills	• Understand the role of top, middle and lower levels of management	• Case studies	• ORAL TEST
Management functions-planning, organizing, staffing, directing and controlling	Understanding Skills	• Explain the functions of management	• Introducing real life examples	• QUIZ
Coordination- concept and importance	Understanding Skill	• Discuss the concept and characteristics of coordination. • Explain importance of coordination.	• Introducing real life examples	• SLIP TEST

Instructional Aids	• Chalk Board, • Duster • Pointer • LCD Projector
Class Transaction	Total: 12 periods (approx. 40 min each)
Transaction Methodology (The teacher can use the mentioned techniques, wherever applicable, and can use any other too.)	Transaction would proceed in the following manner :- Strategy Used: Inductive and deductive reasoning, Brainstorming, graphic organizer, think pair and share: In this activity, students think about a particular question individually, then they form pairs to discuss their answers. Following this, the results are shared in a large classroom discussion. Alternatively, two pairs of students can pair up to compare and discuss answers. This process forces students to think individually, and then allows them to analyze and clarify their response collaboratively. Brain Storming: In this activity, students are asked to generate ideas on a certain topic, category or question while facilitator facilitate and record the answers on the board. Inquiry Based Learning: Inquiry-based learning uses different approaches to learning, including small-group discussion and guided learning. Instead of memorizing facts and material, students learn by doing. This allows them to build knowledge through exploration, experience, and discussion. Inductive and Deductive Learning: In Inductive type students proceed from particular to general statement (example to formula) and in Deductive type students proceed from general to particular. Students are given formula and they solve problems using them. Muddiest Point: Check comprehension and identify confusion, what was most confusing about the material? Brain Storming-The class would start with a discussion on what the students have already learnt in the previous classes and hence what is it that they would learn now. They would also be told the significance of the topic that they would be studying. Introduction of the topic - PPT and Digital Content would be shared Guided practice followed by Independent Practice- NCERT questions to be discussed in the classroom. Techniques to be used:

	Quiz Daily Practice Problem MCQ Peer Assessment Case Studies Lab Activities Any Other
Resources	Text Book: NCERT text book
Self-Study, Home Work, Assignments	Independent Practice: Students would do some questions from NCERT in their HW notebooks and later try to solve the questions asked in the previous year question papers and also the question given in the sample papers This would enable them to prepare for the board exam level of questions and test their mental skills It is also advised that the students come to the class with proper background knowledge of the topic under discussion. They can refer to the resources stated above.
Addressing Classroom Diversity	Due to various social backgrounds and multiple intelligences, the classroom might be a diverse arena. The following techniques can be used for various groups: For gifted students: - Encouragement for referring other resources - Using NCERT and other relevant web sites for preparation material For weak students: - Buddy help to be provided - Provide grade-up classes - Adopt an easy to difficult method of concept learning For differently abled students: - Ignore spelling mistakes and formulae, if not written - Call parents at regular intervals - Care for them on one to one basis - Provide grade-up classes
Measuring Attainment Of Learning Objectives	Low Order Thinking Skills Questions - Define management - Give any two features of management - Give the function of top level and bottom level managers - Explain the importance of coordination - Is management a science or an art

	High Order Thinking Skills Based Question
--	--

- | | |
|--|---|
| | <ul style="list-style-type: none">• Raja was working as a Forman in the factory identify the level he is working and give his functions• A manager is able to achieve the target production but by using extra resources and labor. Is the manager efficient or effective? give your reasons• Name the management level a person is working on if he is busy in<ul style="list-style-type: none">a. Selection of new supervisorb. Setting up the objectives for the next financial year |
|--|---|

HOME ASSIGNMENT

Q. 1 What is meant by management?

Q. 2 Name the process of designing and maintaining an environment in which individuals working together in groups efficiently accomplished selected aims.

Q. 3 Which function of management is concerned with finding the right people for the right job?

Q. 4 What is meant by 'Management of people'?

Q. 5 One of the objectives of management is to consistently create economic value for various constituents of the society. Give two expels of this objectives.

Q. 6 Give the meaning of management and explain how it 'creates a dynamic organization' and 'helps in the development of society'.

Q. 7 "Coordination is needed at all levels of management and it is the responsibility of all managers." Explain how?

Q. 8 "Management is regarded as an Art by some, as Science or as an inexact Science by other. The truth seems to be somewhere in between." In the light of this statement, explain the true nature of management.

WORKSHEET

A. Effectiveness versus Efficiency

B. Characteristics of Management:

1. _____
_____.

2. _____
_____.

3. Management is multidimensional – Management has three dimensions:

a) _____

b) _____

c) _____

4. _____

5. _____

6. _____

7. _____

C. Objectives of Management

1. _____

_____ .The elements of economic objectives are **Survival, Profit and Growth.**

2. _____

3. _____

D. Importance of Management:

1. _____

2. _____

3. _____

4. _____

5. _____

E. Nature of Management:

1. Management is An Art

As an art management has the following features:

- a) _____

- b) _____

- c) _____

2. Management as a Science

The essential features of science are as follows:

- a) _____
- b) _____
- c) _____

3. Management as a Profession

Because of satisfying the following features, management may said to be a profession:-

- a) _____
- b) _____
- c) _____

F. Levels of Management

Levels of management refers

1. Top Level Management:

Functions of Top Level Management:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

2. Middle Level Management:

Functions:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

3. Lower Level Management:

Functions:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

G. Functions of Management:

- 1. _____

- 2. _____

- 3. _____

4. _____

5. _____

(H) Coordination – The essence of management

Characteristics of Coordination:

- a. _____

- b. _____

- c. _____

- d. _____

- e. _____

- f. _____

Importance of Coordination:

1. _____

2. _____

3. _____

