

KENDRIYA VIDYALAYA NO . 2 BHOPAL

LESSON PLAN

CLASS – XII

TOPIC – PLANNING

PERIODS REQUIRED - 14

Gist of the lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment Strategies Planned
Concept, importance and limitation	Understanding	- Understand the concept of planning. - Describe the importance of planning. - Understand the limitations of planning.	1. Plan for organising a charity fair on children day in the vidyalaya. Decide an objective, strategy to achieve the objective, rules, and budget, procedure and method and programme details. 2. Role playing – types of plans 3. See below.	1. Slip test 2. MCQ 3. Quiz 4. Class test 5. Case study based questions 6. Measuring Attainment Of Learning Objectives (see below) 7. Worksheet (see below) 8. Home assignment (see below)
Planning process	Analytical skills	Describe the steps in the process of planning.		
Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme	Application	- Develop an understanding of single use and standing plans - Describe objectives, policies, strategy, procedure, method, rule, budget and programme as types of plans.		

ACTIVITIES PLANNED

Planning your mother's birthday	All Students will be asked to write down a comprehensive plan for celebration of your mothers b day in detail including food decoration guests list budget division of responsibility etc.
Planning teachers day for your class teacher	The teacher divides All Students in groups of five and the groups will be asked to write down a comprehensive plan for celebration of teachers day in detail including gift dress code food decoration guests list budget division of responsibility etc.

Instructional Aids	• Chalk Board, • Duster • Pointer • LCD Projector • Apple iPad (if available)
Class Transaction	Total: 14 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 analyse 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: 1. Quiz 2. Daily Practice Problem 3. MCQ 4. Peer Assessment 5. Case Studies 6. Any Other
Resources	Text Book: • NCERT text book E-Resources

	• PPT • Videos • You tube • Mind map
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 • Call parents at regular intervals • Care for them on one to one basis • Provide grade-up classes
Measuring Attainment Of Learning Objectives	Q1. Define planning. Q2. Understand the concept of planning. Q3. Describe the importance of planning. Q4. Understand the limitations of planning. Q5. Describe the steps in the process of planning. Q6. Explain single use and standing plans. Q7. Describe objectives, policies, strategy, procedure, method, rule, budget and programme as types of plans. Q8. Differentiate bet objectives and policies. Q9. Differentiate between rules and policies. Q10. Differentiate between procedure and method. Q11. Name the type of plan which is time bound and linked with measurable outcome. Q12. A firm wants to increase its sales by 30 %. Identify the type of plan.

HOME ASSIGNMENT

- Q1. Varsha Jain after completing her fashion designing course from Indian Institute of Fashion Technology planned to enter into designer clothing venture. She had to address issues like target customers, channel of distribution to be used, pricing policy etc. Identify the type of plan that Varsha Jain needs to develop to provide direction and scope to her organisation in the long run.
- Q2. Mega Ltd. Holds an Annual Management Programme every year in the month of March in which the top managerial personnel formulate plans for the next year by analysing and predicting the future to meet future events effectively. As they are responsible for providing direction to the organisation, facts are thoroughly checked through scientific calculations. Detailed plans are prepared after discussion with professional experts. Preliminary investigations are also undertaken to find out the viability of the plan. Since it is an intellectual activity requiring intelligent imagination and sound judgement, it is mainly done by the top management. Usually rest of the members just implement the plans. Middle level managers are neither allowed to deviate from the plans nor are they permitted to act on their own. The top management ensures that the expenses incurred in formulating the plans justify the benefits derived from them.

State two limitations and two features of planning discussed above.

- Q3. Give the meaning of 'Method' as a type of plan.
- Q4. Saurabh decided to start a chocolates manufacturing business. He set the target of earning 10% profit on sales in the first year. As a good businessman, he was concerned about the future of the business, which was uncertain. He gathered information that the demand for chocolates is increasing day by day. He used this information as the base for future planning and shared it with his team. On the basis of the gathered information, he scheduled a meeting in the following week to find innovative ways to achieve the objectives.

List the first two steps, which have been followed by Saurabh that are related to the process of one of the functions of management.

- Q5. In 2015, Naveen left his luxurious life in Mumbai, where he worked as a manager for Bluebirds Ltd. He shifted to Begampur, Chhattisgarh to fulfil his grandmother's dream of converting their 25 acre ancestral land into a fertile farm. For this he set out specific goals along with the activities to be performed to achieve the goals. Every activity was a challenge since he was clueless about farming. He learnt every activity from filling the land to sowing the seeds. To aid farmers he launched his own company 'Innovative Agriculture Solutions Pvt. Ltd.' it was difficult initially as no one trusted an urban youth telling farmers about farming. But when everything was discussed in detail the farmers started taking interest. He wanted to ensure that the future events meet effectively the best interests of the company. Through sales forecasting, he prepared an annual plan for production and sales. He also found that the farmers grew only paddy, which was an activity of 3-4 months and the land remained idle for the rest 8-9 months of the year. He not only identified but evaluated various alternatives through which the farms could be utilized for the remaining months of the year. Through correct foresight and logical and systematic thinking based on analysis of all facts, all alternatives were examined and evaluated. He presented a plan to the farmers, where after harvesting paddy, vegetables could be grown.

The above case highlights the features of one of the functions of management. By quoting lines from the above identify and explain these features.

- Q6. State any three features of planning.
- Q7. Give the meaning of 'Strategy' and 'Rule' as types of plans.
- Q8. State any three points of importance of planning.
- Q9. Give the meaning of 'policy' and 'Budget' as types of plans.
- Q10. State any three limitations of planning.
- Q11. Give the meaning of 'Objectives' and 'Procedure' as types of plans.
- Q12. Differentiate between procedure and method.
- Q13. Differentiate between policies and rules .
- Q14. Explain single use and standing plans.

WORKSHEET

What is planning?

Features of Planning

1.

2.

3.

4.

5.

6.

Importance of Planning

1.

2.

3.

4.

5.

6.

Limitations of Planning

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Planning Process

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Types of Plans

An organization has to prepare a plan before making any decision related to business operations. These plans can be classified into :-

1. Single-use

2. Standing plans

Based on what the plans seek to achieve, plans can be classified as follows

1. Objectives

2. Strategy

3. Policy

4. Procedure

5. Method

6. Rule

7. **Programme**

8. **Budget**
