

SYLLABUS OF ORGANISATION OF COMMERCE - XII [2011-12]

Chapter No	Title
1	Management : Concept, Object and Importance
2	Management and Administration
3	Principles of Management
4	Planning
5	Organisation – I
6	Formation of Organisation – II
7	Staffing – 1
8	Staffing – 2
9	Wages and Incentives
10	Directing
11	Communication
12	Controlling
13	Functional Areas of Management
14	Consumer Protection
15	Business Environment
16	Social Responsibility of Business and Business Ethics

ANNUAL PLANNING FOR THE YEAR 2011-2012

ORGANISATION OF COMMERCE

Month	Chapter Nos.	Topics
June '11	1	Management : Concept, Object and Importance
July '11	1	Management : Concept, Object and Importance
	13	Functional Areas of Management
	14	Consumer Protection
	15	Business Environment
August '11	16	Social Responsibility of Business and Business Ethics
	2	Management and Administration
September '11	3	Principles of Management
	4	Planning
October'11	5	Organisation-I
November'11	6	Formation of Organisation-II
	7	Staffing – I
December'11	8	Staffing – II
	9	Wages and Incentives
	10	Directing
January'12	11	Communication
	12	Controlling
February '12		Revision