

**ANNUAL**  
**CURRICULUM**  
**PLAN**

**CLASS XII COMMERCE**  
**(SESSION: 2018-19)**

# GOLAYA PROGRESSIVE PUBLIC SCHOOL, PALWAL

## ANNUAL CALENDAR (SESSION: 2018-19)

| April 2018 (Working days = 23) |                                  |         |   |                                       |                             |                                  |
|--------------------------------|----------------------------------|---------|---|---------------------------------------|-----------------------------|----------------------------------|
| Sunday                         | Monday                           | Tuesday | Wednesday   | Thursday                              | Friday                      | Saturday                         |
| 1                              | 2<br>Session begins              | 3       | 4   | 5                                     | 6                           | 7<br>World Health Day            |
| 8                              | 9                                | 10      | 11  | 12                                    | 13<br>Baisakhi Celebrations | 14<br>Holiday (Ambedkar Jayanti) |
| 15                             | 16                               | 17      | 18<br>World Heritage Day                              | 19                                    | 20                          | 21                               |
| 22                             | 23<br>World Book & Copyright Day | 24      | 25<br>Inter House Solo Song & Dance (Sr.) Competition | 26-27<br>Inter House Volleyball Match |                             | 28<br>Parent Teacher Meeting     |
| 29                             | 30<br>Holiday (Buddha Purnima)   |         |   |                                       |                             |                                  |

| May 2018 (Working days = 13+13) |        |                                       |                                     |   |   |   |
|---------------------------------|--------|---------------------------------------|-------------------------------------|---|---|---|
| Sunday                          | Monday | Tuesday                               | Wednesday                           | Thursday  | Friday  | Saturday  |
|                                 |        | 1<br>Commencement of Periodic Test 1  | 2<br>Intl. Labour Day               | 3   | 4   | 5   |
| 6                               | 7      | 8<br>World Red Cross Day              | 9<br>Culmination of Periodic Test 1 | 10  | 11<br>National Technology Day                 | 12<br>Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 13<br>Mother's Day              | 14     | 15<br>International Day of the Family | 16                                  | 17<br>* Commencement of Summer Break for Class VI - VIII / Extra Class for IX - XII | 18  | 19  |
| 20                              | 21     | 22                                    | 23                                  | 24  | 25  | 26  |
| 27                              | 28     | 29                                    | 30                                  | 31<br>Anti Tobacco Day  | * subject to change as per Govt. instructions |   |

| June 2018 (Working days = 02) |  |         |           |                                 |        |          |
|-------------------------------|--|---------|-----------|---------------------------------|--------|----------|
| Sunday                        | Monday   | Tuesday | Wednesday | Thursday                        | Friday | Saturday |
|                               |  |         |           |                                 | 1      | 2        |
| 3                             | 4<br>Commencement of Summer Break for Class IX - XII | 5       | 6         | 7                               | 8      | 9        |
| 10                            | 11   | 12      | 13        | 14                              | 15     | 16       |
| 17                            | 18   | 19      | 20        | 21<br>International Day of Yoga | 22     | 23       |
| 24                            | 25   | 26      | 27        | 28                              | 29     | 30       |

| July 2018 (Working days = 25) |   |                              |                               |          |  |   |
|-------------------------------|---|------------------------------|-------------------------------|----------|--|---|
| Sunday                        | Monday  | Tuesday                      | Wednesday                     | Thursday | Friday   | Saturday  |
| 1                             | 2<br>The school will open after Summer Vacation | 3<br>Van Mahotsav            | 4                             | 5        | 6  | 7   |
| 8                             | 9   | 10                           | 11<br>World Population Day    | 12       | 13   | 14<br>Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 15                            | 16  | 17                           | 18                            | 19       | 20   | 21<br>Inter House Yoga Competition                                |
| 22                            | 23  | 24                           | 25<br>Kargil Victory Day      | 26       | 27<br>Inter House kho-kho competition (Semi Final) | 28<br>Inter House kho-kho competition (Final)                     |
| 29                            | 30<br>Investiture Ceremony                      | 31<br>Parent Teacher Meeting | World Nature Conservation Day |          |  |   |

## GOLAYA PROGRESSIVE PUBLIC SCHOOL, PALWAL ANNUAL CALENDAR (SESSION: 2018-19)

| August 2018 (Working days = 23) |                |   |                            |  |                        |  |
|---------------------------------|----------------|---|----------------------------|--|------------------------|--|
| Sunday                          | Monday         | Tuesday   | Wednesday                  | Thursday   | Friday                 | Saturday   |
|                                 |                |   | 1                          | 2  | 3                      | 4  |
| 5                               | 6              | 7   | 8                          | 9  | 10                     | 11   |
|                                 |                |   | World Senior Citizens' Day | Independence Celebrations Week<br>Inter House Solo Song (Jr.)<br>Competition (Theme - Patriotic) |                        | Holiday for students on account of 2 <sup>nd</sup> Saturday  |
| 12                              | 13             | 14  | 15                         | 16   | 17                     | 18   |
|                                 | Holiday (Teej) | Inter House Solo Dance (Jr.)<br>Competition (Theme - Patriotic) | Holiday (Independence Day) | Inter House Basketball Match   |                        |  |
| 19                              | 20             | 21  | 22                         | 23   | 24                     | 25   |
|                                 |                |   | Holiday (Id-ul-Zuha)       |  |                        | Activities on Rakshabandhan<br>Commencement of Sanskrit Week |
| 26                              | 27             | 28  | 29                         | 30   | 31                     |  |
| Raksha-bandhan                  |                |   | National Sports Day        | Inter House Taekwondo Competition  | Parent Teacher Meeting |  |

| September 2018 (Working days = 22) |   |                                  |                            |                             |                    |   |
|------------------------------------|---|----------------------------------|----------------------------|-----------------------------|--------------------|---|
| Sunday                             | Monday  | Tuesday                          | Wednesday                  | Thursday                    | Friday             | Saturday  |
|                                    |   |                                  |                            |                             |                    | 1   |
| 2                                  | 3   | 4                                | 5                          | 6                           | 7                  | 8   |
|                                    | Holiday (Janmashtami)                               |                                  | Teachers' Day Celebrations |                             |                    | Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 9                                  | 10  | 11                               | 12                         | 13                          | 14                 | 15  |
|                                    | Commencement of Half Yearly Exam. for Class I - XII |                                  |                            |                             |                    |   |
| 16                                 | 17  | 18                               | 19                         | 20                          | 21                 | 22  |
|                                    |   | Culmination of Half Yearly Exam. |                            |                             | Holiday (Muharram) |   |
| 23                                 | 24  | 25                               | 26                         | 27                          | 28                 | 29  |
|                                    |   |                                  | Day of the Deaf            | Inter House Badminton Match | World Tourism Day  | Parent Teacher Meeting                                      |
| 30                                 |   |                                  |                            |                             |                    |   |

| October 2018 (Working days = 18) |  |                          |   |  |  |   |
|----------------------------------|--|--------------------------|---|--|--|---|
| Sunday                           | Monday   | Tuesday                  | Wednesday   | Thursday                                       | Friday   | Saturday  |
|                                  | 1  | 2                        | 3   | 4  | 5  | 6   |
|                                  | International Day for the Elderly<br>World Habitat Day | Holiday (Gandhi Jayanti) |   | World Animal Welfare Day                       |  |   |
| 7                                | 8  | 9                        | 10  | 11   | 12   | 13  |
|                                  | Air Force Day  | World Post Office Day    | National Post Day                                 | Intl. Day of the Girl Child<br>World Sight Day | National Day for Disaster                        | Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 14                               | 15   | 16                       | 17  | 18   | 19   | 20  |
|                                  | * Commencement of Autumn Break                         | World Food Day           |   |  | Dussehra   | * Culmination of Autumn Break                               |
| 21                               | 22   | 23                       | 24  | 25   | 26   | 27  |
|                                  |  |                          | United Nations Day<br>World Devp. Information Day |  | Inter House Group Song & Group Dance Competition | Holiday (Karva Chauth)                                      |
| 28                               | 29   | 30                       | 31  | * subject to change as per Govt. instructions  |  |   |
|                                  | Inter House Football Match                             |                          | Parent Teacher Meeting                            |  |  |   |

| November 2018 (Working days = 18) |                   |         |   |                          |                                       |   |
|-----------------------------------|-------------------|---------|---|--------------------------|---------------------------------------|---|
| Sunday                            | Monday            | Tuesday | Wednesday                                   | Thursday                 | Friday                                | Saturday  |
|                                   |                   |         |   | 1                        | 2                                     | 3   |
|                                   |                   |         |   | Holiday (Haryana Day)    |                                       |   |
| 4                                 | 5                 | 6       | 7   | 8                        | 9                                     | 10  |
|                                   | World Tsunami Day |         | Holiday (Diwali)                            | Holiday (Goverdhan Puja) | Holiday (Bhai Dooj)                   | Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 11                                | 12                | 13      | 14  | 15                       | 16                                    | 17  |
|                                   |                   |         | Children's Day Celebrations<br>Diabetes Day |                          |                                       | Annual Exhibition   |
| 18                                | 19                | 20      | 21  | 22                       | 23                                    | 24  |
|                                   | Holiday           |         | Holiday (Id-e-Milad)                        |                          | Holiday (Guru Nanak Devji's Birthday) |   |
| 25                                | 26                | 27      | 28  | 29                       | 30                                    |   |
|                                   | Constitution Day  |         |   |                          |                                       |   |

## GOLAYA PROGRESSIVE PUBLIC SCHOOL, PALWAL ANNUAL CALENDAR (SESSION: 2018-19)

| December 2018 (Working days = 23) |   |   |           |  |                                   |  |
|-----------------------------------|---|---|-----------|--|-----------------------------------|--|
| Sunday                            | Monday  | Tuesday                                       | Wednesday | Thursday   | Friday                            | Saturday   |
|                                   |   |   |           |  |                                   | 1<br>World AIDS Day  |
| 2                                 | 3<br>World Day of the Handicapped                   | 4<br>Indian Navy Day                          | 5         | 6<br>Commencement of Periodic Test 2 / Pre-Board Exam. | 7<br>Indian Armed Forces Flag Day | 8<br>Holiday for students on account of 2 <sup>nd</sup> Saturday         |
| 9                                 | 10<br>Human Rights Day                              | 11  | 12        | 13   | 14                                | 15<br>Culmination of Periodic Test 2 / Pre-Board Exam. for Class I - XII |
| 16                                | 17  | 18  | 19        | 20   | 21                                | 22<br>National Mathematics Day   |
|                                   |   |   |           |  | Annual Sports Meet                |  |
| 23<br>Farmer's Day                | 24<br>Good Governance Day<br>Christmas Celebrations | 25<br>Holiday (Christmas)                     | 26        | 27   | 28                                | 29<br>Parent Teacher Meeting   |
| 30                                | 31<br>* Commencement of Winter Break                | * subject to change as per Govt. instructions |           |  |                                   |  |

| January 2019 (Working days = 19) |        |   |   |  |  |   |
|----------------------------------|--------|---|---|--|--|---|
| Sunday                           | Monday | Tuesday                                     | Wednesday   | Thursday   | Friday   | Saturday  |
|                                  |        | 1   | 2   | 3  | 4  | 5<br>* Culmination of Winter Break                                |
| 6                                | 7      | 8   | 9   | 10<br>Commencement of Pre-Board Exam. of Class XII | 11   | 12<br>Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 13                               | 14     | 15<br>Holiday (Makar Sankranti)<br>Army Day | 16  | 17   | 18   | 19  |
| 20                               | 21     | 22  | 23<br>Culmination of Pre-Board Exam. of Class XII | 24   | 25<br>Republic Day Celebrations<br>Farewell to Class XII | 26<br>Holiday (Republic Day)                                      |
| 27                               | 28     | 29  | 30<br>Martyrs' Day                                | 31<br>Parent Teacher Meeting                       | * subject to change as per Govt. instructions            |   |

| February 2019 (Working days = 23) |  |         |   |                              |  |  |
|-----------------------------------|--|---------|---|------------------------------|--|--|
| Sunday                            | Monday   | Tuesday | Wednesday                                     | Thursday                     | Friday   | Saturday   |
|                                   |  |         |   |                              | 1<br>Commencement of Board Practicals of Class XII | 2  |
| 3                                 | 4<br>Commencement of Annual Exam. of class IX & XI | 5       | 6   | 7                            | 8  | 9<br>Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 10                                | 11   | 12      | 13  | 14                           | 15<br>Culmination of Annual Exam. of class IX      | 16   |
| 17                                | 18   | 19      | 20<br>Culmination of Annual Exam. of class XI | 21                           | 22   | 23   |
| 24                                | 25   | 26      | 27<br>National Science Day                    | 28<br>Parent Teacher Meeting |  |  |

| March 2019 (Working days = 13) |   |  |                          |                      |  |  |
|--------------------------------|---|--|--------------------------|----------------------|--|--|
| Sunday                         | Monday                                  | Tuesday  | Wednesday                | Thursday             | Friday   | Saturday   |
|                                |   |  |                          |                      | 1<br>Commencement of CBSE AISSE & AISSCE           | 2  |
| 3                              | 4<br>Holiday (Mahashivratri)            | 5<br>Commencement of Annual Examination for Class I - VIII | 6                        | 7                    | 8<br>International Women's Day                     | 9<br>Holiday for students on account of 2 <sup>nd</sup> Saturday |
| 10                             | 11                                      | 12   | 13                       | 14                   | 15<br>World Disabled Day                           | 16   |
| 17                             | 18<br>Culmination of Annual Examination | 19   | 20                       | 21<br>Holiday (Holi) | 22<br>Holiday (Good Friday)<br>World Day for Water | 23   |
| 24<br>World TB Day             | 25                                      | 26   | 27<br>Result Declaration | 28                   | 29   | 30   |
| 31                             |   |  |                          |                      |  |  |

# TEST SCHEDULE

| Subject            | Periodic Test 1 |
|--------------------|-----------------|
| Business Studies   | 03.05.2018      |
| English            | 04.05.2018      |
| Economics          | 05.05.2018      |
| Physical Education | 07.05.2018      |
| Mathematics        | 08.05.2018      |
| Accountancy        | 09.05.2018      |

| Subject                             | Half Yearly Exam. |
|-------------------------------------|-------------------|
| <i>Economics Practical</i>          | 10.09.2018        |
| Economics                           | 12.09.2018        |
| English                             | 13.09.2018        |
| Physical Education                  | 14.09.2018        |
| Accountancy                         | 15.09.2018        |
| Mathematics                         | 17.09.2018        |
| Business Studies                    | 18.09.2018        |
| <i>Business Studies Practical</i>   | 19.09.2018        |
| <i>Accountancy Practical</i>        | 20.09.2018        |
| <i>Physical Education Practical</i> | 22.09.2018        |

| Subject                             | Pre-Board Examination |
|-------------------------------------|-----------------------|
| <i>Economics Practical</i>          | 07.12.2018            |
| Economics                           | 10.12.2018            |
| Accountancy                         | 11.12.2018            |
| English                             | 12.12.2018            |
| Mathematics                         | 13.12.2018            |
| Physical Education                  | 14.12.2018            |
| Business Studies                    | 15.12.2018            |
| <i>Business Studies Practical</i>   | 17.12.2018            |
| <i>Accountancy Practical</i>        | 18.12.2018            |
| <i>Physical Education Practical</i> | 19.12.2018            |

## DETAILED SYLLABUS OF ENGLISH

### OBJECTIVES

#### The general objectives at this stage are:

- To listen and comprehend live as well as record in writing oral presentations on a variety of topics.
- To develop greater confidence and proficiency in the use of language skills necessary for social and academic purpose.
- To participate in group discussions, interviews by making short oral presentation on given topics.
- To perceive the overall meaning and organization of the text (i.e., the relationships of the different “chunks” in the text to each other
- To identify the central/main point and supporting details, etc., to build communicative competence in various registers of English
- To promote advanced language skills with an aim to develop the skills of reasoning, drawing inferences, etc. through meaningful activities
- To translate texts from mother tongue(s) into English and vice versa
- To develop ability and knowledge required in order to engage in independent reflection and enquiry

At the end of this stage learners will be able to do the following:

- Read and comprehend extended texts (prescribed and non-prescribed) in the following genres: science fiction, drama, poetry, biography, autobiography, travel and sports literature, etc.
- Text-based writing (i.e., writing in response to questions or tasks based on prescribed or unseen texts)
- Understand and respond to lectures, speeches, etc.
- Write expository / argumentative essays, explaining or developing a topic, arguing a case, etc.
- Write formal/informal letters and applications for different purposes
- Write items related to the workplace (minutes, memoranda, notices, summaries, reports etc.
- Filling up of forms, preparing Resume, E-mail messages, making notes from reference materials, recorded talks etc.

The core course should draw upon the language items suggested for class IX-X and delve deeper into their usage and functions. Particular attention may, however, be given to the following areas of grammar:

The use of passive forms in scientific and innovative writings.

Converting one kind of sentence/clause into a different kind of structure as well as other items to exemplify stylistic variations in different discourses modal auxiliaries-uses based on semantic considerations.

### **Specific Objectives of Reading:**

Students are expected to develop the following study skills:

- refer to dictionaries, encyclopedia, thesaurus and academic reference material.
- select and extract relevant information, using reading skills of skimming and scanning.
- understand the writer's attitude and bias.
- comprehend the difference between what is said and what is implied.
- understand the language of propaganda and persuasion.
- differentiate between claims and realities, facts and opinions.
- form business opinions on the basis of latest trends available.
- comprehend technical language as required in computer related fields.
- arrive at personal conclusion and comment on a given text specifically.
- develop the ability to be original and creative in interpreting opinion.
- develop the ability to be logically persuasive in defending one's opinion.
- making notes based on a text

Develop literary skills as enumerated below:

- Personally respond to literary texts.
- appreciate and analyze special features of languages that differentiate literary texts from non-literary ones.
- explore and evaluate features of character, plot, setting, etc.
- understand and appreciate the oral, mobile and visual elements of drama.
- identify the elements of style such as humour, pathos, satire and irony, etc.
- make notes from various resources for the purpose of developing the extracted ideas into sustained pieces of writing.

### **Listening and Speaking**

Speaking needs a very strong emphasis and is an important objective leading to professional competence. Hence, testing of oral skills must be made an important component of the overall testing pattern. To this end, speaking and listening skills are overtly built into the material to guide the teachers in actualization of the skills.

### **Specific Objectives of Listening**

Students are expected to develop the ability:

- to listen to lectures and talks and to be able to extract relevant and useful information for a specific purpose.
- To listen to news bulletins and to develop the ability to discuss informally on wide ranging issues like current national and international affairs, sports, business, etc.
- to respond in interviews and to participate in formal group discussions.
- to make enquiries meaningfully and adequately and to respond to enquiries for the purpose of travelling within the country and abroad.
- to listen to business news and to be able to extract relevant important information.
- to develop the art of formal public speaking.

## **Guidelines for Assessment in Listening and Speaking Skills**

### **A. Activities:**

- Activities for listening and speaking available at [www.cbseacademic.in](http://www.cbseacademic.in) are to be used for developing listening and speaking skills of students.
- Subject teachers should also refer to books prescribed in the syllabus.
- In addition to the above, teachers may create their own material for assessing the listening and speaking skills.

### **B. Parameters for Assessment:**

The listening and speaking skills are to be assessed on the following parameters:

- i. Interactive competence (Initiation & turn taking, relevance to the topic).
- ii. Fluency (cohesion, coherence and speed of delivery).
- iii. Pronunciation
- iv. Language (accuracy and vocabulary).

### **C. Schedule:**

- The practice of listening and speaking skills should be done throughout the academic year.
- The final assessment of the skills is to be done as per the convenience and schedule of the school.

### **D. Record keeping:**

The record of the activities done and the marks given must be kept for three months after the declaration of result of class XI, for any random checking by the Board. No recording of speaking skills is to be done.

## **Specific Objectives of Writing**

- To write letters to friends, pen friends, relatives, etc.
- To write business and official letters.
- To send faxes, e-mails[formal].
- To open accounts in post offices and banks.
- To fill in railway/airline reservation forms.
- To write on various issues to institutions seeking relevant information, lodge complaints, express thanks or tender apology.
- To write applications, fill in application forms, prepare a personal bio-data for admission into colleges, universities, entrance tests and jobs.
- To write informal reports as part of personal letters on functions, programmes and activities held in school (morning assembly, annual day, sports day, etc.)
- To write formal reports for school magazines/ events/processes/ or in local newspapers about events or occasions.
- To express opinions, facts, arguments in the form a speech or debates.
- To draft papers to be presented in symposia.
- To take down notes from talks and lectures.
- To write examination answers according to the requirement of various subjects.
- To summarize a text.



**ENGLISH CORE (CODE NO. 301)**  
**CLASS – XII**  
**(2018-19)**  
**SECTION-A**

**Reading Comprehension**

**30 Marks**

**Reading Unseen Passages and Note making**

Two unseen passages with a variety of **very short answer / short answer or MCQ type questions** to test comprehension, interpretation and inference. Vocabulary such as word formation and inference of meaning will also be tested.

The total length of the two passages will be between 1100 - 1200 words. The passage will include two of the following:

- a) Factual passages, e.g., instructions, descriptions, reports.
- b) Descriptive passages involving opinion, e.g., argumentative, persuasive or interpretative text.
- c) Literary passages, e.g., extract from fiction, drama, poetry, essay or biography. A poem could be of 28-35 lines.
  - The passages can be literary, factual or discursive to test comprehensions. The length of one passage should be between 600-700 words.

d) A third passage of 400-500 words for note-making and abstraction.

**SECTION-B**

**Writing Skills**

**30 Marks**

- Short Answer Questions, e.g. advertisement and notices, designing or drafting posters, writing formal and informal invitations and replies.
- Long Answer questions: Letters based on verbal/visual input.

**Letter types include**

- Business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies)
- Letters to the editor (giving suggestions on an issue or option on issue on public interest)
- Application for a job

**Very Long Answer Questions:** Two compositions based on visual and/or verbal Input may be descriptive or argumentative in nature such as an article, a debate or a speech or a report

**SECTION-C**

**Literature Textbooks and Long Reading Text**

**40 Marks**

Flamingo and Vistas

- **Very Short Answer Questions-** Based on an extract from poetry to test comprehension and appreciation.
- **Short Answer Questions** - Based on prose / drama / poetry from both the texts.
- **Long Answer Question** - Based on texts to test global comprehension and extrapolation beyond the texts to bring out the key messages and values.

- **Long Answer Question** - Based on texts to test global comprehension along with analysis and extrapolation.
- **Long Answer Question** - Based on theme, plot and incidents from the prescribed novels.
- **Long Answer Question** - Based on understanding appreciation, analysis and interpretation of the character sketch.

**Prescribed Books:**

**1. Flamingo: English Reader** published by National Council of Education Research and Training, New Delhi

**2. Vistas Supplementary Reader** published by National Council of Education Research and Training, New Delhi

**Note:** Long answer questions based on values can be given in the writing section or in the literature section.

**Textbooks**

Flamingo

**Name of the lessons deleted**

1. Poets and Pancakes

2. The Interview

3. A Road Ride Stand (Poetry)

Vistas

4. The Third Level

5. Journey to the End of the Earth

**Extended Reading Text: (Either one)**

**The Novels are:**

i) **The Invisible Man** (unabridged)

ii) **Silas Marner** (unabridged)

**Author**

H.G. Wells

George Eliot

## QUESTION PAPER DESIGN 2018-19

**CLASS-XII**

**ENGLISH CORE**

**CODE-301**

**Time: 3 hours**

**Marks: 100**

| Typology   | Typology of questions/learning outcomes   | MCQ<br>1 mark | VSAQ<br>1 mark | Short answer<br>Question<br>3 marks | Short<br>answer<br>Question<br>4 marks | Long Answer-I<br>80-100 words<br>5 marks | Long<br>Answer-2<br>Question<br>120-150<br>words<br>6 marks | Very long<br>answer<br>150-200 words<br>(HOTS)<br>10 marks | Total<br>Marks | Overall % |
|--|---|---------------|----------------|-------------------------------------|--|--|---|--|----------------|-----------|
| Reading Skills                                   | Conceptual understanding, decoding, analyzing, inferring, interpreting appreciating. Literary conventions and vocabulary, summarizing and using appropriate format. | 6             | 16             | 1                                   | ---                                    | 1  | ---   | ---  | 30             | 30        |
| Writing Skills                                   | Reasoning, appropriacy of style and tone, using appropriate format and fluency inference, analysis, evaluation and creativity.                                      | --            | --             | --                                  | 1                                      | ---                                      | 1   | 2  | 30             | 30        |
| Literary Textbooks and long reading text/ novels | Recalling, reasoning, appreciating a literary conventions, inference, analysis, evaluation, creativity with fluency   | --            | 4              | 4                                   | --                                     | --                                       | 4   | ---  | 40             | 40        |
| <b>TOTAL</b>                                     |   | 6x1=6         | 20x1=20        | 5x3=15                              | 1x4=4                                  | 1x5=5                                    | 5x6=30  | 2x10=20  | 100            | 100       |

## **ANNUAL SYLLABUS BREAK UP**

### **APRIL**

|                |   |  |
|----------------|---|--|
| Flamingo       | : | Lesson 1 The Last Lesson<br>Poem-1 My Mother at Sixty Six  |
| Vistas         | : | Lesson 1 The Tiger King  |
| Novel          | : | The Invisible Man by H. G. Wells (Explanation of theme, plot, settings followed by Group Discussion) |
| Writing Skills | : | Notice, Advertisement  |

### **MAY**

|                |   |   |
|----------------|---|---|
| Flamingo       | : | Lesson 2 Lost Spring<br>Poem-2 An Elementary School Classroom in a Slum                       |
| Vistas         | : | Lesson 2 The Enemy  |
| Novel          | : | The Invisible Man by H. G. Wells (Continue with the explanation followed by Group Discussion) |
| Writing Skills | : | Invitation, Letter Writing (Formal)   |

### **JUNE**

|          |   |                     |
|----------|---|---------------------|
| Flamingo | : | Lesson 3 Deep Water |
|----------|---|---------------------|

### **JULY**

|                |   |   |
|----------------|---|---|
| Flamingo       | : | Lesson 4 The Rattrap  |
| Flamingo       | : | Poem-3 Keeping Quiet  |
| Vistas         | : | Lesson 3 Should Wizard Hit Mommy?   |
| Writing Skills | : | Poster Making and Article Writing   |
| Novel          | : | The Invisible Man by H. G. Wells (Group Discussion and discussion of Q/As and Bio sketch of important characters) |

### **AUGUST**

|                |   |   |
|----------------|---|---|
| Flamingo       | : | Lesson 5 Indigo                                     |
| Vistas         | : | Lesson 4 On the Face of it                          |
| Novel          | : | The Invisible Man by H. G. Wells (Group Discussion) |
| Writing Skills | : | Speech, Debate                                      |

### **SEPTEMBER**

#### **HALF YEARLY EXAMINATION**

### **OCTOBER**

|                |   |  |
|----------------|---|--|
| Flamingo       | : | Lesson 6 Going Places                            |
| Flamingo       | : | Poem-4 A Thing of Beauty                         |
| Vistas         | : | Lesson 5 Evans tries an O level                  |
| Writing Skills | : | Applications for Job, Article and Speech Writing |

## **NOVEMBER**

|                  |   |   |
|------------------|---|---|
| Flamingo         | : | Poem- 5 Aunt Jenifer's Tiger  |
| Vistas           | : | Lesson 6 Memories of Childhood  |
| Novel            | : | The Invisible Man by H. G. Wells (Group Discussion on important characters in the novel and Q. answers) |
| Writing Skills : |   | Report Writing  |

REVISION FOR PRE-BOARD EXAMINATION

## **DECEMBER**

PRE-BOARD EXAMINATION

## EXAMINATION SYLLABUS

### PERIODIC TEST - 1

| <b>Section</b> | <b>Content</b>  |
|----------------|---|
| Flamingo       | : Lesson 1 The Last Lesson<br>Poem-1 My Mother at Sixty Six |
| Vistas         | : Lesson 1 The Tiger King                                   |
| Writing Skills | : Notice, Advertisement                                     |

### HALF YEARLY EXAMINATION

| <b>Section</b> | <b>Content</b>   |
|----------------|--|
| Flamingo       | Lesson 1 The Last Lesson<br>Lesson 2 Lost Spring<br>Lesson 3 Deep Water<br>Lesson 4 The Rattrap          |
| Poetry         | Poem-1 My Mother at Sixty Six<br>Poem-2 An Elementary School Classroom in a Slum<br>Poem-3 Keeping Quiet |
| Vistas         | Lesson 1 The Tiger King<br>Lesson 2 The Enemy<br>Lesson 3 Should Wizard Hit Mommy?                       |
| Writing Skills | Notice, Advertisement, Letter & Poster Making  |
| Novel          | The Invisible Man by H. G. Wells   |

### PRE BOARD EXAMINATION

#### FULL SYLLABUS

- NOTE:** 1 The students will be given a class test and assignment after every chapter.  
2 The students will be shown a movie on "The Invisible Man"

## DETAILED SYLLABUS OF MATHEMATICS

### OBJECTIVES

The broad objectives of teaching Mathematics at senior school stage intend to help the students:

- To acquire knowledge and critical understanding, particularly by way of motivation and visualization, of basic concepts, terms, principles, symbols and mastery of underlying processes and skills.
- To feel the flow of reasons while proving a result or solving a problem.
- To apply the knowledge and skills acquired to solve problems and wherever possible, by more than one method.
- To develop positive attitude to think, analyze and articulate logically.
- To develop interest in the subject by participating in related competitions.
- To acquaint students with different aspects of Mathematics used in daily life.
- To develop an interest in students to study Mathematics as a discipline.
- To develop awareness of the need for national integration, protection of environment, observance of small
- Family norms, removal of social barriers, elimination of gender biases.
- To develop reverence and respect towards great Mathematicians for their contributions to the field of Mathematics.

| Unit                                       | Marks      | Periods    |
|--|------------|------------|
| I. RELATIONS AND FUNCTIONS                 | 10         | 30         |
| II. ALGEBRA                                | 13         | 50         |
| III. CALCULUS                              | 44         | 80         |
| IV. VECTORS AND THREE-DIMENSIONAL GEOMETRY | 17         | 30         |
| V. LINEAR PROGRAMMING                      | 06         | 20         |
| VI. PROBABILITY                            | 10         | 30         |
| <b>TOTAL</b>                               | <b>100</b> | <b>240</b> |

### QUESTION WISE BREAK UP

| Type of Question | Mark per Question | Total No. of Questions | Total Marks |
|------------------|-------------------|------------------------|-------------|
| VSA              | 1                 | 4                      | 04          |
| SA               | 2                 | 8                      | 16          |
| LA-I             | 4                 | 11                     | 44          |
| LA-II            | 6                 | 6                      | 36          |
| <b>Total</b>     |                   | <b>29</b>              | <b>100</b>  |

1. No chapter wise weightage. Care to be taken to cover all the chapters.
2. Suitable internal variations may be made for generating various templates keeping the overall weightage to different form of questions and typology of questions same.

#### Choice(s):

There will be no overall choice in the question paper.

However, 30% internal choices will be given in 4 marks and 6 marks questions.

## QUESTION PAPER DESIGN

Time: 3 Hours

CLASS-XII

Max. Marks : 100

| S. No . | Typology of questions  | Very Short Answer (1 mark) | Short Answer (2 marks) | Long Answer I (4 Marks) | Long Answer II (6 marks) | Marks | % Weightage |
|---------|--|----------------------------|------------------------|-------------------------|--------------------------|-------|-------------|
| 1       | <b>Remembering- (Knowledge based</b> simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite, information)  | 2                          | 2                      | 2                       | 1                        | 20    | 20%         |
| 2       | <b>Understanding- (Comprehension –</b> to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)  | 1                          | 3                      | 4                       | 2                        | 35    | 35%         |
| 3       | <b>Application</b> (Use abstract information in concrete situation, to apply knowledge to new situations, Use given content to interpret a situation, provide an example, or solve a problem)                                      | 1                          | -                      | 3                       | 2                        | 25    | 25%         |
| 4       | <b>High Order Thinking skills</b> (Analysis & Synthesis- Classify , compare, contrast or differentiate between different pieces of information, Organize and /or integrate unique pieces of information from a variety of sources) | -                          | 3                      | 1                       | -                        | 10    | 10%         |
| 5       | <b>Evaluation and Multi-Disciplinary-</b> (Appraise, judge, and / or justify the value or worth of a decision or outcome, or to predict outcomes based on values)  | --                         | -                      | 1                       | 1                        | -     | 10%         |
|         | <b>TOTAL</b>   | 1x4=4                      | 2x8=16                 | 4x11=44                 | 6x6=36                   | 100   | 100%        |

**VBQ:** One of the LA-I type question should be to assess the values inherent in the texts.



## ANNUAL SYLLABUS BREAK UP

### APRIL

#### **Chapter 3: Matrices**

Concept, notation, order, equality, types of matrices, zero and identity matrix, transpose of a matrix, symmetric and skew symmetric matrices. Addition, multiplication and scalar multiplication of matrices, simple properties of addition, multiplication and scalar multiplication, Non-commutativity of multiplication of matrices and existence of non-zero matrices whose product is the zero matrix (restrict to square matrices of order 2). Concept of elementary row and column operations, Invertible matrices and proof of the uniqueness of inverse, if it exists.

#### **Chapter 4: Determinants**

Determinant of a square matrix (up to  $3 \times 3$  matrices), properties of determinants, minors, cofactors and applications of determinants in finding the area of a triangle, Adjoint and inverse of a square matrix, Consistency, inconsistency and number of solutions of system of linear equations by examples, solving system of linear equations in two or three variables (having unique solution) using inverse of a matrix.

#### **Chapter 2: Inverse Trigonometric Functions**

Definitions, range, domain, principal value branch, Graphs of inverse trigonometric functions & Elementary properties of inverse trigonometric functions.

### MAY-JUNE

#### **Chapter 5: Continuity and Differentiability**

Continuity and differentiability, derivative of composite functions, chain rule, derivatives of inverse trigonometric functions, derivative of implicit functions, Concept of exponential and logarithmic functions, Derivatives of logarithmic and exponential functions, Logarithmic differentiation, derivative of functions expressed in parametric forms. Second order derivatives, Rolle's and Lagrange's Mean Value Theorems (without proof) and their geometric interpretation.

#### **Chapter 6: Applications of Derivatives**

Applications of derivatives: rate of change of bodies, increasing/decreasing functions, tangents and normals, use of derivatives in approximation, maxima and minima (first derivative test motivated geometrically and second derivative test given as a provable tool). Simple problems (that illustrate basic principles and understanding of the subject as well as real-life situations).

### JULY

#### **Chapter 12: Linear Programming**

Introduction, related terminology such as constraints, objective function, optimization, Different types of linear programming (L.P.) problems, mathematical formulation of L.P. problems, graphical method of solution for problems in two variables, feasible and infeasible regions, feasible and infeasible solutions, optimal feasible solutions (up to three non-trivial constraints).

#### **Video on 'Linear Programming (Graphical method)'**

### **Chapter 7: Integrals**

Integration as inverse process of differentiation, Integration of a variety of functions by substitution, by partial fractions and by parts, Evaluation of simple integrals, Definite Integrals as a limit of a sum, Fundamental Theorem of Calculus (without proof). Basic properties of definite integrals and evaluation of definite integrals.

## **AUGUST**

### **Chapter 8: Applications of Integrals**

Applications in finding the area under simple curves, especially lines, circles/parabolas/ellipses (in standard form only), Area between any of the two above said curves (the region should be clearly identifiable).

### **Chapter 9: Differential Equations**

Definitions, order and degree, General and particular solutions of a differential equation, Formation of differential equation whose general solution is given, Solution of differential equations of first order and first degree by method of separation of variables of homogeneous differential equations & Solutions of linear differential equation.

## **REVISION FOR SEPTEMBER EXAMINATION**

## **OCTOBER**

### **Chapter 10: Vectors**

Vectors and scalars, magnitude and direction of a vector, Direction cosines and direction ratios of a vector, Types of vectors (equal, unit, zero, parallel and collinear vectors), position vector of a point, negative of a vector, components of a vector, addition of vectors, multiplication of a vector by a scalar, position vector of a point dividing a line segment in a given ratio.

Definition, Geometrical Interpretation, properties and applications of scalar (dot) product of vectors, vector (cross) product of vectors, scalar triple product of vectors projection of a vector on a line.

**Video on ‘Geometrical Interpretation and Properties of Vectors’**

### **Chapter 11: Three Dimensional Geometry**

Direction cosines and direction ratios of a line joining two points, Cartesian and vector equation of a line, coplanar and skew lines, shortest distance between two lines.

Cartesian and vector equation of a plane, Angle between (i) two lines, (ii) two planes, (iii) a line and a plane. Distance of a point from a plane.

**Videos on ‘3-D Geometry’**

## **NOVEMBER**

### **Chapter 13: Probability**

Conditional probability, multiplication theorem on probability, independent events, total probability, Bayes' theorem, Random variable and its probability distribution, mean and variance of a random variable. Repeated independent (Bernoulli) trials and Binomial distribution.

### **Chapter 1: Relation and Function**

Types of relations: reflexive, symmetric, transitive and equivalence relations. Functions: One to one and onto functions, composite functions, inverse of a function. Binary operations.

## **DECEMBER**

### **PRE-BOARD EXAMINATION**

# EXAMINATION SYLLABUS

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## **PERIODIC TEST 1**

### **Chapters**

Matrices

Determinants

Inverse Trigonometric Functions

## **HALF YEARLY EXAMINATION**

### **Chapters**

Matrices

Determinants

Inverse Trigonometric Functions

Continuity and Differentiability

Applications of Derivatives

Linear Programming

Integrals

Applications of Integrals

Differential Equations

## **PRE BOARD EXAMINATION**

Full Syllabus

**NOTE:** There will be a class test after every chapter.

## DETAILED SYLLABUS OF ACCOUNTANCY

### OBJECTIVES

- To familiarize the students with accounting as an information system.
- To acquaint the students with basic concepts of accounting and accounting standards.
- To develop the skills of using accounting equation in processing business transactions.
- To develop an understanding about recording of business transactions and preparation of Financial statements.
- To enable the students with accounting for reconstitution and dissolution of partnership firms.
- To enable the students to understand and analyse the financial statements.
- To familiarize students with the fundamentals of computerized system of accounting.

### COURSE STRUCTURE (ACCOUNTANCY) (CODE – 055)

**Time: 3 hours**

**One Paper**

**80 marks**

| <b>Unit</b>   | <b>Marks</b>        | <b>Periods</b> |
|---|---------------------|----------------|
| <b>Part A: Accounting for Partnership Firms and Companies</b> |                     |                |
| Unit 1 : Accounting for partnership Firms                     | 35                  | 90             |
| Unit 2 : Accounting for Companies                             | 25                  | 60             |
|   | <b>60</b>           | <b>150</b>     |
| <b>Part B: Financial Statement Analysis</b>                   |                     |                |
| Unit 3 : Analysis of Financial Statements                     | 12                  | 30             |
| Unit 4 : Cash Flow Statement                                  | 08                  | 20             |
|   | <b>20</b>           | <b>50</b>      |
| <b>Part C: Project Work</b>                                   |                     |                |
| Project work will include :                                   |                     |                |
| Project File :  | 4 Marks             |                |
| Written Test :  | 12 Marks (One Hour) |                |
| Viva voce :   | 4 Marks             |                |
| <b>OR</b>   |                     |                |
| <b>Part B: Computerized Accounting</b>                        |                     |                |
| Unit 3 : Computerized Accounting                              | 20                  | 60             |
| <b>Part C: Practical Work</b>                                 |                     |                |
| Unit 3 : Computerized Accounting                              | 20                  | 26             |
| File  | 4 Marks             |                |
| Practical Examination   | 12 Marks (One Hour) |                |
| Viva Voce   | 4 Marks             |                |

## QUESTION PAPER DESIGN

Time 3 Hours

ACCOUNTANCY

(CODE - 055)

Max. Marks: 80

| S.No. | Typology of questions  | Very Short Answer (VSA) 1 mark | Short Answer-I 3 marks | Short Answer-II (SA-I) 4 marks | Long Answer I 6 marks | Long Answer II (8 marks) | Total marks               | %   |
|-------|--|--------------------------------|------------------------|--------------------------------|-----------------------|--------------------------|---------------------------|-----|
| 1     | <b>Remembering- (Knowledge based)</b> simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite, information  | 3                              | 1                      | 2                              | 1                     | -                        | 20                        | 25  |
| 2     | <b>Understanding- (Comprehension)</b> – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)   | 2                              | -                      | 1                              | 1                     | 1                        | 20                        | 25  |
| 3     | <b>Application</b> (Use abstract information in concrete situation, to apply knowledge to new situations, Use given content to interpret a situation, provide an example, or solve a problem)  | -                              | 2                      | 1                              | 1                     | -                        | 16                        | 20  |
| 4     | <b>High Order Thinking skills (Analysis &amp; Synthesis)</b> -Classify, compare, contrast or differentiate between different pieces of information, Organize and/or integrate unique pieces of information from a variety of sources | 2                              | -                      | -                              | 1                     | 1                        | 16                        | 20  |
| 5     | <b>Evaluation and Multi-Disciplinary-</b> (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on value  | 1                              | 1                      | 1                              | -                     | -                        | 8                         | 10  |
|       | <b>TOTAL</b>   | 8x1=8                          | 4x3=12                 | 5x4=20                         | 4x6=24                | 2x8=16                   | 80(23)<br>+ 20<br>Project | 100 |

## ANNUAL SYLLABUS BREAK UP

### APRIL

#### PART – B

##### Unit 3: Financial Statements of a Company

Analysis of Financial Statements:

- Financial statements of a company: Statement of Profit and Loss and Balance Sheet in the prescribed form with major headings and sub headings (as per Schedule VI to the Companies Act, 2013).
- Financial Statement Analysis: Objectives and limitations.
- Tools for Financial Statement Analysis: comparative statements, common size statements, cash flow analysis, ratio analysis.

##### Accounting Ratios

- Accounting Ratios: Objectives, classification and computation.
- Liquidity Ratios: Current ratio and Quick ratio.
- Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio.
- Activity Ratios: Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio and Working Capital Turnover Ratio.
- Profitability Ratios: Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment.

##### Unit 4: Cash Flow Statements

- Meaning, objectives and preparation (as per AS 3 (Revised) (Indirect Method only)

### MAY - JUNE

#### PART – A

##### Unit1: Accounting for Partnership firms

##### Fundamentals

- Partnership: features, Partnership deed.
- Provisions of the Indian Partnership Act 1932 in the absence of partnership deed.
- Fixed v/s fluctuating capital accounts. Preparation of Profit & Loss Appropriation account- division of profit among partners, guarantee of profits.
- Past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio).
- Goodwill: nature, factors affecting and methods of valuation - average profit, super profit and capitalization.

### JULY

##### Change in Profit Sharing Ratio

- Change in the Profit Sharing Ratio among the existing partners - sacrificing ratio, gaining ratio.
- Accounting for revaluation of assets and re-assessment of liabilities and treatment of reserves and accumulated profits.

##### Admission of a Partner

- Admission of a partner - effect of admission of a partner on change in the profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and re – assessment of liabilities, treatment of reserves and accumulated profits, adjustment of capital accounts and preparation of balance sheet

## **PART – A**

### **Retirement and Death of a Partner**

- Retirement and death of a partner: effect of retirement /death of a partner on change in profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and re - assessment of liabilities, adjustment of accumulated profits and reserves, adjustment of capital accounts and preparation of balance sheet. Preparation of loan account of the retiring partner. Calculation of deceased partner's share of profit till the date of death. Preparation of deceased partner's capital account, executor's account and preparation of balance sheet.

## **AUGUST**

### **Dissolution of partnership**

- Dissolution of a partnership firm: types of dissolution of a firm. Settlement of accounts - preparation of realization account, and other related accounts: Capital accounts of partners and Cash/Bank A/c (excluding piecemeal distribution, sale to a company and insolvency of partner(s))

REVISION FOR HALF YEARLY EXAMINATION

## **SEPTEMBER**

## **PART – A**

### **Unit 2: Accounting for Companies**

#### **Accounting of Share Capital**

- Share and share capital: nature and types.
- Accounting for share capital: issue and allotment of equity shares, private placement of shares, Public subscription of shares - over subscription and under subscription of shares.
- Issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.

## **OCTOBER**

## **PART – A**

### **Accounting of Share Capital (Contd.)**

- Accounting treatment of forfeiture and re-issue of shares.
- Disclosure of share capital in company's Balance Sheet.

### **Accounting for Debentures:**

#### **Issue of Debentures**

- Debentures: Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures.  
Redemption of Debentures:
- Redemption of debentures: Lump sum, draw of lots and purchase in the open market (excluding ex-interest and cum-interest). Creation of Debenture Redemption Reserve.

## **NOVEMBER**

1. Project Work
2. Revision

## **DECEMBER**

PRE-BOARD EXAMINATION



# EXAMINATION SYLLABUS

## PERIODIC TEST – 1

### **PART – B**

- Unit 3      Analysis of Financial Statement**  
Financial Statements of a Company  
Analysis of Financial Statements  
Accounting Ratios

## HALF YEARLY EXAMINATION

### **PART – A**

- Unit 1      Accounting for Partnership firms**  
Fundamentals  
Change in Profit Sharing Ratio  
Admission of a Partner  
Retirement and Death of a Partner  
Dissolution of partnership

### **PART – B**

- Unit 3      Analysis of Financial Statement**  
Financial Statements of a Company  
Analysis of Financial Statements  
Accounting Ratios

- Unit 4      Cash Flow Statements**

## PRE-BOARD EXAMINATION

Full Syllabus

**NOTE:** There will be a class test after every chapter.

## DETAILED SYLLABUS OF BUSINESS STUDIES

### OBJECTIVES

- To develop students with an understanding of the processes of business and its environment.
- To acquaint students with the dynamic nature and inter-dependent aspects of business.
- To develop an interest in the theory and practice of business, trade and industry.
- To familiarize students with theoretical foundations of the process of organizing and managing the operations of a business firm.
- To help students appreciate the economic and social significance of business activity and the social cost and benefits arising there from.
- To acquaint students with the practice of managing the operations and resources of business.
- To enable students to act more effectively and responsibly as consumers, employers, employees and citizens.
- To develop a business attitude and skills in students.
- To inculcate appropriate attitude and develop skills among students to pursue higher education, world of work including self-employment.

### COURSE STRUCTURE BUSINESS STUDIES (CODE- 054)

One Paper

100 Marks

3 Hours

| Units  | Marks | Periods    |
|--|-------|------------|
| <b>Part A : Principles and Functions of Management</b> |       |            |
| 1. Nature and Significance of Management               | 16    | 14         |
| 2. Principles of Management                            |       | 14         |
| 3. Business Environment                                |       | 12         |
| 4. Planning  | 14    | 14         |
| 5. Organizing  |       | 18         |
| 6. Staffing  | 20    | 16         |
| 7. Directing   |       | 18         |
| 8. Controlling   |       | 14         |
|  |       | <b>50</b>  |
|  |       | <b>120</b> |
| <b>Part B : Business Finance and Marketing</b>         |       |            |
| 9. Financial Management                                | 15    | 22         |
| 10. Financial Markets                                  |       | 20         |
| 11. Marketing Management                               | 15    | 32         |
| 12. Consumer Protection                                |       | 16         |
| <b>Part C: Project Work</b>                            |       | <b>20</b>  |
|  |       | <b>30</b>  |
|  |       | <b>50</b>  |
|  |       | <b>120</b> |

## QUESTION PAPER DESIGN

Time 3 Hours

Business Studies (CODE-054)

Max. Marks :80

| S. No. | Typology of questions   | Learning outcomes & Testing Skills  | Very Short Answer (VSA)<br>1 mark | Short Answer-I<br>3 marks | Short Answer-II (SA-I)<br>4 marks | Long Answer I<br>5 marks | Essay Type (6 marks) | Total marks            | %   |
|--------|---|---|-----------------------------------|---------------------------|-----------------------------------|--------------------------|----------------------|------------------------|-----|
| 1      | <b>Remembering-</b> (Knowledge based Simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite, information)   | <ul style="list-style-type: none"> <li>• Reasoning</li> <li>• Analytical Skills</li> <li>• Critical thinking</li> </ul> | 2                                 | 1                         | 1                                 | 1                        | -                    | 14                     | 17  |
| 2      | <b>Understanding- (Comprehension</b> – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)   |   | 2                                 | 2                         | 1                                 | -                        | 1                    | 18                     | 23  |
| 3      | <b>Application-</b> (Use abstract information in concrete situation, to apply knowledge to new situations, Use given content to interpret a situation, provide an example, or solve a problem)                                      |   | 2                                 | 1                         | 1                                 | 1                        | 1                    | 20                     | 25  |
| 4      | <b>High Order Thinking Skills-</b> (Analysis & Synthesis - Classify, compare, contrast, or differentiate between different pieces of information, Organize and/or integrate unique pieces of information from a variety of sources) |   | 2                                 | 1                         | 2                                 | -                        | 1                    | 19                     | 24  |
| 5      | <b>Evaluation-</b> (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)  |   |                                   | --                        | 1 (Value Based)                   | 1                        | -                    | 09                     | 11  |
|        | TOTAL - 2 project (10 marks each) 20  |   | 8x1=8                             | 5x3=15                    | 6x4=24                            | 3x5=15                   | 3x6=18               | 80(25)<br>Project (20) | 100 |

## ANNUAL SYLLABUS BREAK UP

### APRIL

#### **Unit 1: Nature and Significance of Management**

- Management- concept, objectives and importance.
- Management as Science, Art and Profession.
- Levels of Management
- Management functions- planning, organizing, staffing, directing and controlling.
- Coordination- concept and importance.

#### **Unit 2: Principles of Management**

- Principles of Management- concept and significance.
- Fayol's principles of management.
- Taylor's Scientific management- principles and techniques

#### **Unit 3: Management and Business Environment**

- Business Environment- concept and importance.
- Dimensions of Business Environment- Economic, Social, Technological, Political and Legal.
- Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India.

#### **Video on 'Business Environment'**

### MAY - JUNE

#### **Unit 4: Planning**

- Concept, importance and limitations.
- Planning process
- Single use and standing plans. Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme.

#### **Unit 5: Organising**

- Concept and importance.  
Organising Process:
- Structure of organisation- functional and divisional- concept. Formal and informal organization concept.
- Delegation: concept, elements and importance.
- Decentralization: concept and importance.

#### **Video on 'Delegation'**

### JULY

#### **Unit 11: Marketing Management**

- Selling, Marketing and Societal Marketing management- Concept.
- Marketing management- Concept.
- Marketing Functions.
- Marketing management philosophies.
- Marketing Mix - Concept & elements
  - Product-Concept, branding, labelling and packaging.
  - Price- Factors determining price.
  - Physical Distribution – concept, channels of distribution: types, choice of channels.

- Promotion- Concept and elements; advertising-concept, role, objections against advertising, personal selling-concept and qualities of a good salesman, sales promotion- concept and techniques, public relations- concept and role.

**Video on ‘Marketing’**

**Unit 7: Directing**

- Concept and importance
- Elements of Directing
  - Supervision- concept, functions of a supervisor.
  - Motivation- concept, Maslow's hierarchy of needs, Financial and non-financial incentives.
  - Leadership- concept, styles- authoritative, democratic and laissez faire.
  - Communication-concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.

**Video on ‘Motivation’**

**Unit 8: Controlling**

- Concept and importance.
- Relationship between planning and controlling
- Steps in the process of control

**AUGUST**

**Unit 9: Financial Management**

- Concept and objective of Financial Management.
- Financial Decisions: investment, financing and dividend- Meaning and factors affecting.
- Financial Planning- concept and importance.
- Capital Structure - Concept.
- Fixed and Working Capital - Concept and factors affecting their requirements.

**REVISION FOR HALF YEARLY (SEPTEMBER) EXAMINATION**

**SEPTEMBER**

**Unit 10: Financial Markets**

- Financial Markets: Concept, Functions and types.
- Money market and its instruments.
- Capital market and its types (primary and secondary)
- Stock Exchange- Functions and trading procedure.
- Securities and Exchange Board of India (SEBI)- objectives and functions

**Video on ‘Stock Exchange’**

## OCTOBER

### Unit 6: Staffing

- Concept and importance of staffing.
- Staffing as a part of Human Resource Management- concept.
- Staffing process
- Recruitment- sources
- Selection –process
- Training and Development- Concept and importance. Methods of training- on the job and off the job- Induction training, vestibule training, apprenticeship training and internship training.

### Video on ‘Training’

### Unit 12: Consumer Protection

- Concept and importance of consumer protection.
- Consumer Protection Act 1986
  - Meaning of consumer and consumer protection
  - Rights and responsibilities of consumers
  - Who can file a complaint and against whom?
  - Redressal machinery.
  - Remedies available.
- Consumer awareness-Role of consumer organizations and Non-Governmental Organizations (NGOs)

## NOVEMBER

1. Project Work
2. Revision for Pre-Board

## DECEMBER

### PRE-BOARD EXAMINATION

## EXAMINATION SYLLABUS

### PERIODIC TEST – 1

Units 1 to 4

### HALF YEARLY EXAMINATION

Units 1 to 5, 7 to 8 and 11

### PRE-BOARD EXAMINATION

Full Syllabus

**NOTE:** There will be a class test after every chapter.

## DETAILED SYLLABUS OF ECONOMICS

### OBJECTIVES

- Understanding of some basic economic concepts and development of economic reasoning which the learners can apply in their day-to-day life as citizens, workers and consumers.
- Realization of learners' role in nation building and sensitivity to the economic issues that the nation is facing today.
- Equip with basic tools of economics and statistics to analyse economic issues. This is pertinent for even those who may not pursue this course beyond senior secondary stage.
- Development of understanding that there can be more than one view on any economic issue and necessary skills to argue logically with reasoning.

### COURSE STRUCTURE

**Time: 3 Hours**

**Paper**

**M.M: 80**

| <b>Units</b>                               | <b>Marks</b> | <b>Periods</b> |
|--|--------------|----------------|
| <b>Part A: Introductory Microeconomics</b> |              |                |
| 1. Introduction                            | 04           | 8              |
| 2. Consumer Equilibrium and Demand         | 13           | 32             |
| 3. Producer Behaviour and Supply           | 13           | 32             |
| 4. Forms of Market and Price Determination | 10           | 28             |
|  | <b>40</b>    | <b>100</b>     |
| <b>Part B: Introductory Macroeconomics</b> |              |                |
| 5. National Income and Related Aggregates  | 10           | 28             |
| 6. Money and Banking                       | 06           | 15             |
| 7. Determination of Income and Employment  | 12           | 27             |
| 8. Government Budget and the Economy       | 06           | 15             |
| 9. Balance of Payments                     | 06           | 15             |
|  | <b>40</b>    | <b>100</b>     |
| <b>Project work</b>                        | <b>20</b>    | <b>20</b>      |

## QUESTION PAPER DESIGN

### ECONOMICS (CODE-030)

Time 3 Hours

Max. Marks :80

| S.No. | Typology of questions  | Very Short Answer (VSA)<br>1 mark | Short Answer-I<br>3 marks | Short Answer-II (SA-I)<br>4 marks | Long Answer I<br>6 marks | Total marks       | %          |
|-------|--|-----------------------------------|---------------------------|-----------------------------------|--------------------------|-------------------|------------|
| 1     | <b>Remembering- (Knowledge based)</b> simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite, information  | 2                                 | -                         | 2                                 | 2                        | 22                | 27         |
| 2     | <b>Understanding- (Comprehension –</b> to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)  | 2                                 | 1                         | 2                                 | 1                        | 19                | 24         |
| 3     | <b>Application</b> (Use abstract information in concrete situation, to apply knowledge to new situations, Use given content to interpret a situation, provide an example, or solve a problem)  | 2                                 | 1                         | 1                                 | 1                        | 15                | 19         |
| 4     | <b>High Order Thinking skills (Analysis &amp; Synthesis-</b> Classify, compare, contrast or differentiate between different pieces of information, Organize and /or integrate unique pieces of information from a variety of sources | 1                                 | 1                         | 1                                 | 1                        | 14                | 17         |
| 5     | <b>Evaluation and Multi-Disciplinary-</b> (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on value  | 1                                 | 1                         | -                                 | 1                        | 10                | 13         |
|       | <b>TOTAL</b>   | <b>8*1=8</b>                      | <b>4*3=12</b>             | <b>6*4=24</b>                     | <b>6*6=36</b>            | <b>100(80+20)</b> | <b>100</b> |

**Note:** There will be Internal Choice in questions of 3 marks, 4 marks and 6 marks in both sections (A and B). (Total 3 internal choices in Section A and total 3 internal choices in Section B).



## ANNUAL SYLLABUS BREAK UP

### APRIL

#### **Unit I: Introductory Microeconomics**

Meaning of microeconomics and macroeconomics

What is an economy? Central problems of an economy: what, how and for whom to produce; concepts of production possibility frontier and opportunity cost.

**Video on the topic 'PPC'**

#### **Unit II: Consumer Equilibrium and Demand**

Consumer's equilibrium - meaning of utility, marginal utility, law of diminishing marginal utility, conditions of consumer's equilibrium using marginal utility analysis.

Indifference curve analysis of consumer's equilibrium-the consumer's budget (budget set and budget line), preferences of the consumer (indifference curve, indifference map) and conditions of consumer's equilibrium. Demand, market demand, determinants of demand, demand schedule, demand curve, movement along and shifts in the demand curve; price elasticity of demand - factors affecting price elasticity of demand; measurement of price elasticity of demand - (a) percentage-change method and (b) geometric method (linear demand curve); relationship between price elasticity of demand and total expenditure.

**Video on the topic 'Law of Demand'**

#### **Unit III: Producer Behaviour and Supply**

Production function: Total Product, Average Product and Marginal Product.

Returns to a Factor. Cost and Revenue: Short run costs - total cost, total fixed cost, total variable cost; Average fixed cost, average variable cost and marginal cost-meaning and their relationship. Revenue - total, average and marginal revenue.

### MAY-JUNE

#### **Unit III: Producer Behaviour and Supply (Contd.)**

Producer's equilibrium-meaning and its conditions in terms of marginal revenue-marginal cost. Supply, market supply, determinants of supply, supply schedule, supply curve, movements along and shifts in supply curve, price elasticity of supply; measurement of price elasticity of supply - (a) percentage-change method and (b) geometric method.

### JULY

#### **Unit IV: Forms of Market and Price Determination**

Perfect competition - Features; Determination of market equilibrium and effects of shifts in demand and supply. Other Market Forms - monopoly, monopolistic competition, oligopoly - their meaning and features. Simple Applications of Demand and Supply: Price ceiling, price floor.

**Video on the topic 'Price ceiling, price floor'**

### AUGUST

REVISION FOR HALF YEARLY EXAMINATION

#### **Unit IV: Forms of Market and Price Determination ( CONTD.....)**

Perfect competition - Features; Determination of market equilibrium and effects of shifts in demand and supply. Other Market Forms - monopoly, monopolistic competition, oligopoly - their meaning and features. Simple Applications of Demand and Supply: Price ceiling, price floor.

**Video on the topic 'Price ceiling, price floor'**

### **SEPTEMBER**

#### **Unit V: National Income**

Some basic concepts: consumption goods, capital goods, final goods, intermediate goods; stocks and flows; gross investment and depreciation.

Circular flow of income; Methods of calculating National Income - Value Added or Product method, Expenditure method, Income method.

Aggregates related to National Income: Gross National Product (GNP), Net National Product (NNP), Gross and Net Domestic Product (GDP and NDP) - at market price, at factor cost; National Disposable Income (gross and net), Private Income, Personal Income and Personal Disposable Income; Real and Nominal GDP. GDP and Welfare

### **OCTOBER**

#### **Unit VI: Money and Banking**

Money - its meaning and functions. Supply of money - Currency held by the public and net demand deposits held by commercial banks. Money creation by the commercial banking system. Central bank and its functions (example of the Reserve Bank of India): Bank of issue, Govt. Bank, Banker's Bank, Controller of Credit through Bank Rate, CRR, SLR, Repo Rate and Reverse Repo Rate, Open Market Operations, Margin requirement.

**Video on the topic 'Banking Structure in India'**

#### **Unit VII: Determination of Income and Employment**

Aggregate demand and its components.

Propensity to consume and propensity to save (average and marginal).

Short-run equilibrium output; investment multiplier and its mechanism.

Meaning of full employment and involuntary unemployment. Problems of excess demand and deficient demand; measures to correct them - change in government spending, availability of credit.

### **NOVEMBER**

#### **Unit VIII: Government Budget**

Government budget - meaning, objectives and components.

Classification of receipts - revenue receipts and capital receipts; classification of expenditure - revenue expenditure and capital expenditure. Measures of government deficit - revenue deficit, fiscal deficit, primary deficit their meaning.

**Video on the topic 'Government Budget'**

#### **Unit IX: Balance of Payment**

Balance of payments account - meaning and components; balance of payments deficit-meaning. Foreign exchange rate - meaning of fixed and flexible rates and managed floating.

Determination of exchange rate in a free market.

**DECEMBER**  
REVISION FOR PRE BOARD EXAMINATION

**JANUARY**

**PROJECT WORK**

**EXAMINATION SYLLABUS**

**PERIODIC TEST – 1**

Unit – 1

**HALF YEARLY EXAMINATION**

Syllabus- Microeconomics Units I to IV

**PRE BOARD EXAMINATION**

Full Syllabus

**NOTE:** There will be a class test and assignment after every Chapter.

## DETAILED SYLLABUS OF PHYSICAL EDUCATION

### THEORY

MM 70

|                |  |
|----------------|--|
| <b>Unit 1</b>  | Planning in Sports                       |
| <b>Unit 2</b>  | Adventure Sports and leadership training |
| <b>Unit 3</b>  | Sports and Nutrition                     |
| <b>Unit 4</b>  | Postures                                 |
| <b>Unit 5</b>  | Children and Sports                      |
| <b>Unit 6</b>  | Women and Sports                         |
| <b>Unit 7</b>  | Test and Measurement in Sports           |
| <b>Unit 8</b>  | Physiology and Sports                    |
| <b>Unit 9</b>  | Sports Medicine                          |
| <b>Unit 10</b> | Biomechanics and Sports                  |
| <b>Unit 11</b> | Psychology and Sports                    |
| <b>Unit 12</b> | Training in Sports                       |

### PRACTICAL

MM: 30

1. Physical Fitness – AAHPAR
2. Athletics – Middle and Long Distance Races and Throws
3. Health and Fitness Activities Asanas/Swiss Ball, Polymetric (Any one)
4. Skill on Any one individual game of choice from given list- Athletics, Basketball, Football, Hand Ball, Hockey, Kho- Kho, Volley Ball
5. Viva
6. Record File

## ANNUAL SYLLABUS BREAK UP

### APRIL

#### CHAPTER 1: Planning In Sports

- Meaning and Objectives of Planning.
- Various Committees and its responsibilities.
- Tournament - Knock-Out, League or Round Robin and Combination.
- Procedure to draw Fixtures - Knock-Out (Bye and Seeding) and League (Staircase and Cyclic)
- Intramural and Extramural - Meaning, Objectives and its Significance.
- Specific Sports Programme (Sports Day, Health Run, Run for Fun, Run for Specific Cause and Run for Unity).

#### CHAPTER 2: Adventure Sports and Leadership Training

- Meaning and objectives of Adventure Sports.
- Types of activities - Camping, Rock Climbing, Tracking, River Rafting and Mountaineering.
- Material Requirement and Safety Measures.
- Identification and use of Natural Resources.
- Conservation of Environment.
- Creating Leaders through Physical Education.

**Video on ‘Adventure Sports’**

### MAY-JUNE

#### CHAPTER 3: Sports And Nutrition

- Balanced Diet and Nutrition: Macro and Micro Nutrients.
- Nutritive and Non-Nutritive Components of Diet.
- Eating Disorders - Anorexia Nervosa and Bulimia.
- Effects of Diet on Performance.
- Eating for Weight Control - A Healthy weight, The pitfalls of Dieting, food intolerance and food myths.
- Sports Nutrition ( Fluid and meal intake, Pre, during and post competition)

**Video on ‘Nutrition’**

#### CHAPTER 4: Postures

- Meaning and Concept of Correct Postures - Standing and Sitting.
- Advantages of Correct Posture.
- Common Postural Deformities - Knock Knee; Flat Foot; Round Shoulders; Lordosis, Kyphosis, Bow Legs and Scolioses.
- Physical activities as Corrective Measures.

### JULY

#### CHAPTER 5: Children and Sports

- Motor development in children.
- Factors affecting motor development.

- Physical and Physiological benefits of exercise on children.
  - Advantages and disadvantages of weight training and food supplement for children.
  - Activities and quality of life.
- Video on ‘Motor Development’**

#### **CHAPTER 6: Women and Sports**

- Sports participation of Women in India.
  - Special consideration (Menarch, Menstrual Disfunction, Pregnancy, Menopause)
  - Female Athletes Triad (Anemia, Osteoporosis and Amenorrhea)
  - Psychological aspects of women athlete.
  - Sociological aspects of sports participation.
  - Ideology.
- Video on ‘Women Players’**

### **AUGUST REVISION FOR AUGUST EXAMINATION**

#### **SEPTEMBER**

#### **CHAPTER 7: Test And Measurement In Sports**

- Measurement of Muscular Strength - Kraus Weber Test.
- Motor Fitness Test - AAPHER
- Measurement of Cardio Vascular Fitness - Harvard Step Test/Rockport Test.
- Measurement of Flexibility - Sit and Reach Test.
- Rikli and Jones - Senior Citizen Fitness Test.
  1. Chair Stand Test for lower body strength.
  2. Arm Curl Test for upper body strength.
  3. Chair Sit and Reach Test for lower body flexibility.
  4. Back Scratch Test for upper body flexibility.
  5. Eight Foot Up and Go Test for agility.
  6. Six Minute Walk Test for Aerobic Endurance.

#### **CHAPTER 8: Physiology And Sports**

- Gender differences in Physical and Physiological parameters.
  - Physiological factors determining component of Physical Fitness.
  - Effect of Exercise on Cardio Vascular System.
  - Effect of Exercise on Respiratory System.
  - Effect of Exercise on Muscular System.
  - Physiological changes due to ageing and role of regular exercise on ageing process.
  - Role of Physical Activity maintaining functional fitness in aged population.
- Video on ‘Physical Fitness’**

## OCTOBER

### CHAPTER 9: Sports Medicines

- Concept and definition.
- Aims and Scope of Sports Medicine.
- Impact of Surface and Environment on Athlete.
- Sports Injuries: Classification, Causes and Prevention.
- Management of Injuries:
  - Soft Tissue Injuries (Abrasion, Contusion, Laceration, Incision, Sprain, Strain)
  - Bone and Joint Injuries (Dislocation, Fracture: Stress fracture, Green Stick, Communated Transverse Oblique and impacted)

**Video on ‘Sports Medicine’**

### CHAPTER 10: Biomechanics and Sports

- Projectile and factors affecting Projectile Trajectory.
- Angular and Linear Movements.
- Introduction to Work, Power and Energy.
- Friction
- Mechanical Analysis of Walking and Running.

**Video on ‘Biomechanics’**

## NOVEMBER

### CHAPTER 11: Psychology and Sports

- Understanding stress, anxiety and its management.
- Coping Strategies - Problem Focused and Emotional focused.
- Personality, its dimensions and types; Role of sports in personality development.
- Motivation, its type and technique.
- Self-esteem and Body image
- Psychological benefits of Exercise.

### CHAPTER 12 : Training In Sports

- Strength - Definition, types and methods of improving strength - Isometric, Isotonic and Isokinetic.
- Endurance - Definition, types and methods to develop Endurance - Continuous Training, Interval Training and Fartlek Training.
- Speed - Definition, types and methods to develop speed - Acceleration run and pace run.
- Flexibility - Definition, types and methods to improve flexibility.
- Coordinative abilities - Definition and types.

**Video on ‘Sports Channels’**

## DECEMBER

### PRE-BOARD EXAMINATION

## **EXAMINATION SYLLABUS**

### **PERIODIC TEST - 1**

Chapters 1 & 2

### **HALF YEARLY EXAMINATION**

Chapters 1 to 6

### **PRE-BOARD EXAMINATION**

Full Syllabus

**NOTE:** There will be a class test and assignment after every chapter.



## अभिभावक कृपया ध्यान दें

1. स्कूल में अपना पता तथा टेलीफोन नंबर हमेशा सही-सही लिखवा कर रखें, जिससे की इमरजेंसी में आपसे बिना विलंब के संपर्क साधा जा सके\ अपने बच्चे को स्कूल शुरू होने के आधे घंटे पहले तथा स्कूल खत्म होने के आधे घंटे बाद से ज्यादा देर तक स्कूल में न छोड़े \
2. अपने बच्चे का टिफिन अनजान व्यक्ति के हाथ से न भेजें, वह नहीं लिया जाएगा \ अपने बच्चे को ले जाने के लिए अनजान व्यक्ति को न भेजें, उसके साथ बच्चा नहीं भेजा जाएगा \
3. कृपया बच्चे की फीस लोकल बैंक से अप्रैल, जुलाई, अक्टूबर तथा जनवरी की दस तारीख तक जमा करवा दें / उसके बाद 1 रू. प्रतिदिन फाइन लगेगा / अगर आपका बैंक किसी कारण से वापिस आता है तो 500 रुपये पेनल्टी तथा लेट फी फाइन लगेगा एवं फीस केवल ड्राफ्ट द्वारा ली जाएगी / दूसरी बार बैंक नहीं लिया जाएगा /
4. देर से आने वाले बच्चों को वापिस भेज दिया जाएगा /

अभिभावक के हस्ताक्षर

## For Parents...

- 1 A complete 100% attendance is desirable. Leave of absence can be granted only in case of serious illness or eventuality or the marriage in blood relation or any emergency, on the production of a valid document. Parents are advised not to insist on obtaining leave for their children except when it is absolutely necessary.
- 2 Parents/Guardians/Students are expected to sincerely adhere to all the existing rules and regulations of the school which may be modified from time to time. In case of a dispute, the decision of the Principal shall be final and binding on them.
- 3 No student is allowed to come to school by bike or car if he/she does not possess a valid driving license.
- 4 The school strictly condemns the practice of extra coaching, tuition, professional coaching, etc.
- 5 Parents are to ensure that their ward takes timely nutritious meals i.e. breakfast, lunch and dinner containing milk products, seasonal vegetables, fruits, etc. and he/she refrains from fast food like burger, pizza, noodles, chips, etc.
- 6 All the students shall converse in English on the School Campus so, parents are to encourage their ward to speak in English. They must discourage him/her to use abusive language in or outside the school.
- 7 Parents are to attend PTMs regularly and check the Student Diary (Almanac) from time to time for a regulated follow up of their child so that he/she may acquire the habit of working with utmost regularity.
- 8 Parents are not to leave their child in the school half an hour before the start of the school and half an hour after the closure of the school.
- 9 They are not to send the tiffin of the child through any unknown person. He/ She will not be allowed to supply the same to the child.
- 10 Any unknown person will not be allowed to meet the child or fetch him/her from the school.
- 11 The school fee will be deposited on the quarterly basis by the local cheque only by 10<sup>th</sup> of April, July, October and January positively. After that late fee fine of Rs. 1/- per day will be charged and for the dishonored cheque a penalty of Rs. 500- with the late fine will be charged. In case the cheque is dishonored, the fee along with the penalty and late fine shall be accepted with a Demand Draft (DD) only.
- 12 Parents are to ensure that their child comes to school in time in proper school uniform. The late comers and uniform defaulters will be sent back home from the school entry itself.
- 13 Please keep the information about address and the telephone numbers updated in the school records. It helps the school contact you in case of emergency or any other requirement.

### GENERAL INFORMATION

- The Curriculum Plan is a convenient division of work for an academic year.
- It makes learning and teaching fruitful and systematic.
- Every student is to undertake learning and writing work according to the prescribed syllabus.
- If the stipulated work is not completed by the end of the month, students should approach the subject-teacher concerned to hold extra classes.
- The guardian too should assess the progress of the child in the light of the syllabus covered.
- All tests and examinations are held as per the prescribed syllabus.

*Parent's Signature*