

ANNUAL
CURRICULUM
PLAN

CLASS XII
COMMERCE

(SESSION: 2016-17)

SCHOOL CURRICULUM GOALS

The Curriculum will adopt the following goals:

- To create a connect between learners' spiritual, ethical, social, cognitive, mental and physical growth and development;
- To nurture individuality and thus enhance one's innate potentials;
- To foster constitutional literacy and tolerance for different cultures;
- To develop scientific outlook and transformative competences, in order to meet the demands of changing society. The aim of education is not just to let learners obtain basic knowledge but to make them life-long learners. It is to nurture future citizens who are mentally and physically robust, assertive, confident, empathetic and helpful to the community, intellectually inquisitive and reflective, tolerant and with creative vision and global perspective. Schools will accomplish such standards through the promotion of values based learning activities which emphasize humanity, practicality, individuality, inclusiveness, and modernity. Such activities involve collaborations between oneself and others, individuals and the community, as well as humans and nature.

To achieve this, we must guide our learners to achieve the following curriculum goals:

- To enhance self-awareness and explore innate potential;
- To develop creativity and the ability to appreciate art and showcase one's own talents;
- To promote capabilities related to goal setting, decision making and lifelong learning;
- To nurture assertive communication and interpersonal skills;
- To learn to be empathetic towards others, display dignity and respect to the opposite gender, to contribute for the community, and focus on preserving environment;
- To foster cultural learning and international understanding in an interdependent society;
- To strengthen knowledge and attitude related to livelihood skills;
- To acquire the ability to utilize technology and information for the betterment of humankind;
- To inspire the attitude of functional and participatory learning; and
- To develop abilities related to thinking skills and problem solving.

Main Pedagogical Outcomes for Curriculum Learning Areas:

- Learners use language to comprehend, acquire and communicate ideas and information and to interact with others.
- Learners identify, integrate and apply numerical and spatial concepts and techniques. They have clarity of concepts and are able to connect them to the real world.
- Learners understand and appreciate the physical, biological and technological world and have the knowledge, attitude, skills and values to make rational decisions in relation to it.

- Learners understand their cultural, geographical and historical milieus and have the knowledge, attitude, skills and values necessary to bring about transformation for a better India.
- Learners recognize the requirement of information, locate and resource it from a range of data available and evaluate, use and collaborate it with others.
- Learners identify, select, use technologies and are able to synthesize, innovate and discover newer technologies as required.
- Learners rationalize and reason about pre-defined arrangements, norms and relationships in order to comprehend, decode, validate and develop more relevant patterns.
- Learners think laterally, critically, identify opportunity, challenge their potential and are open to challenges. They are aware of consequences and take ownership of their deeds.
- Learners interact harmoniously with people and cultures from across the globe and are tolerant and empathetic towards others.
- Learners involve themselves in cultural pursuits as well as appreciate, respect and acknowledge the artistic, cultural and intellectual work of others.
- Learners value and engage in practices that promote personal physical as well as mental and cognitive development and well-being.

EXAMINATION SCHEDULE

AUGUST EXAMINATION SCHEDULE

Date	Subject
04.08.2016	Physical Edu. Practical
08.08.2016	Accountancy
10.08.2016	Economics
12.08.2016	English
16.08.2016	Maths
19.08.2016	Physical Education
22.08.2016	Business Studies

PRE-BOARD EXAMINATION SCHEDULE

Date	Subject
07.12.2016	Physical Edu. Practical
13.12.2016	Accountancy
15.12.2016	Economics
17.12.2016	English
19.12.2016	Maths
21.12.2016	Physical Education
23.12.2016	Business Studies

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 organisation 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 CV, 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:

- a. Refer to dictionaries, encyclopedia, thesaurus and academic reference material.
- b. Select and extract relevant information, using reading skills of skimming and scanning.
- c. Understand the writer's attitude and bias.
- d. Comprehend the difference between what is said and what is implied.
- e. Understand the language of propaganda and persuasion.
- f. Differentiate between claims and realities, facts and opinions.
- g. Form business opinions on the basis of latest trends available.
- h. Comprehend technical language as required in computer related fields.
- i. Arrive at personal conclusion and comment on a given text specifically.
- j. Develop the ability to be original and creative in interpreting opinion.
- k. Develop the ability to be logically persuasive in defending one's opinion.
- l. 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.

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 summarise a text.

ENGLISH CORE

SECTION-A

30 Marks

Reading Comprehension 12M

Reading Unseen Passages and Note making 10M

Two unseen Passages with a variety of very short answer or MCQ 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:

- Factual Passages, e.g. instructions, descriptions, reports.
- Descriptive passages involving opinion, e.g. argumentative, persuasive or interpretative text.
- Literary passages, e.g. extract from fiction, drama, poetry, essay or biography. A poem could be of 28-35 lines.

- The passage can be literary, factual or discursive to test comprehensions.
The length of the passage should be between 600-700 words.
- A third passage of 400-500 words for note-making and abstraction** 8M

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. 4M
- Long Answer questions: Letters based on verbal/visual input. 6M

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 Output may be descriptive or argumentative in nature such as an article, or a speech. **10X2**

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. 4M
- Short Answer Question-**Based on Prose and poetry from both the texts. 3M X 4
- Long Answer Question-**Based on texts to test global comprehension and extrapolation beyond the texts to bring out the key messages and values. 6M

- **Long Answer Question** – Based on texts to test global comprehension along with analysis and extrapolation. **6M**
- **Long Answer Question** – Based on theme, plot and incidents from the prescribed novels. **6M**
- **Long Answer Question** – Based on understanding appreciation, analysis and interpretation of the character sketch. **6M**

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

Vistas

Name of the lessons deleted

1. Poets and Pancakes
2. The Interview
3. A Road Ride Stand (Poetry)
4. The Third Level
5. Journey to the End of the Earth

Long Reading Texts

The Novels are:

- Silas Marner
- The Invisible Man

Author

George Eliot
H. G. Wells

QUESTION PAPER DESIGN

CLASS-XII

ENGLISH CORE

CODE-301

Time: 3 hours

Marks : 100

Typology	Typology of questions/learning outcomes	MCQ 1 mark	VSAQ 1 mark	Short answer Question 3 marks	Short answer Question 4 marks	Long Answer-I 80-100 words 5 marks	Long Answer-2 Question 120-150 words 6 marks	Very long answer 150-200 words (HOTS) 10 marks	Total 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	Recalling, reasoning, appreciating a literary conventions, inference, analysis, evaluation, creativity with fluency	--	4	4	--	--	4	---	40	40
TOTAL		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 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 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
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JULY

Flamingo	:	Lesson 4 The Rattrap
Vistas	:	Lesson 3 Should Wizard Hit Mommy?
Flamingo	:	Poem-3 Keeping Quiet
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

REVISION FOR AUGUST EXAMINATION

SEPTEMBER

Flamingo	:	Lesson 5 Indigo
Flamingo	:	Poem-4 A Thing of Beauty
Novel	:	The Invisible Man by H. G. Wells (Group Discussion)
Writing Skills	:	Speech, Debate
Vistas	:	Lesson 4 On the Face of it
Vistas	:	Lesson 5 Evans tries an O level

OCTOBER

Flamingo	:	Lesson 6 Going Places
Flamingo	:	Poem- 5 Aunty Jenifer's Tiger
Vistas	:	Lesson 6 Memories of Childhood
Writing Skills	:	Applications for Job, Article Writing, Speech Writing
Novel	:	The Invisible Man by H. G. Wells (Group Discussion and discussion of Q/As and Bio sketch of important characters)

NOVEMBER

REVISION FOR PRE-BOARD EXAMINATION

DECEMBER

PRE-BOARD EXAMINATION

EXAMINATION SYLLABUS

AUGUST EXAMINATION

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

PRE BOARD EXAMINATION (DECEMBER)

FULL SYLLABUS

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

Movie on the Novel (The Invisible Man) to be shown to the students.

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
TOTAL	100	240

QUESTION WISE BREAK UP

Type of Question(s)	Marks(s) per Question	Total No. of Questions	Total Marks
VSA	1	6	06
LA-I	4	13	52
LA-II	6	7	42
Total		26	100

QUESTION PAPER DESIGN

Time: 3 Hours

CLASS-XII

Max. Marks : 100

S. No	Typology of questions	Learning Outcomes and Testing Competencies	Very Short Answer (1 mark)	Long Answer I (4 Marks)	Long Answer II (6 marks)	Marks	% Weight age
1	Remembering- (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"> • Reasoning • Analytical Skills • Critical thinking • Derivative 	2	3	1	20	20%
2	Understanding- (Comprehension – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)		2	2	1	16	16%
3	Application (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	High Order Thinking skills (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)		1	2	2	21	21%
5	Evaluation and Multi-Disciplinary- (Appraise, judge, and / or justify the value or worth of a decision or outcome, or to predict outcomes based on values)		--	2+1 (Values based)	1	18	18%
	TOTAL		6x1=6	13x4=52	7x6=42	100	100%

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 3×3 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.

Video on ‘Properties of Determinants’

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.

Video on ‘Relation and Function’

MAY-JUNE

Chapter 2: Inverse Trigonometric Functions

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

Video on ‘graph of Inverse Trigonometric Functions’

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.

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 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).

Video on ‘Application of Derivatives in real life situations’

AUGUST

REVISION FOR AUGUST EXAMINATION

SEPTEMBER

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.

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).

Video on ‘Application of Integrals’

OCTOBER

Chapter 9: Differential Equations

Definition, 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.

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.

NOVEMBER**Chapter 11: Three Dimensional Geometry (Contd.)**

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'

Chapter 13: Probability

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

DECEMBER

PRE-BOARD EXAMINATION

EXAMINATION SYLLABUS

AUGUST EXAMINATION

Chapters

Matrices

Determinants

Relation and Functions

Inverse Trigonometric Functions

Continuity and Differentiability

Linear Programming

Applications of Derivatives

PRE BOARD EXAMINATION (DECEMBER)

Full Syllabus

NOTE: There will be a class test and assignment 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

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

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	Remembering- (Knowledge based simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite , information	3	1	2	1	-	20	25
2	Understanding- (Comprehension – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)	2	-	1	1	1	20	25
3	Application (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	High Order Thinking skills (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	1	16	20
5	Evaluation and Multi-Disciplinary- (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
	TOTAL	8x1=8	4x3=12	5x4=20	4x6=24	2x8=16	80(23) + 20 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

Unit 1: 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.

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

JULY

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.

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))

AUGUST

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

OCTOBER

PART – A

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

AUGUST EXAMINATION

SECTION	UNIT
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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
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PART – B

Unit 3	Analysis of Financial Statement Financial Statements of a Company Analysis of Financial Statements Accounting Ratios
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Unit 4	Cash Flow Statements
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PRE-BOARD EXAMINATION (DECEMBER)

Full Syllabus

NOTE: There will be a class test and assignment 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
Part A : Principles and Functions of Management		
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
		50
		120
Part B : Business Finance and Marketing		
9. Financial Management	15	22
10. Financial Markets		20
11. Marketing Management	15	32
12. Consumer Protection		16
Part C: Project Work		20
		30
		50
		120

QUESTION PAPER DESIGN

Business Studies (CODE-054)

Time 3 Hours

Max. Marks :80

S.No.	Typology of questions	Learning outcomes & Testing Skills	Very Short Answer (VSA) 1 mark	Short Answer-I 3 marks	Short Answer-II (SA-I) 4 marks	Long Answer I 5 marks	Essay Type (6marks)	Total marks	%
1	Remembering- (Knowledge based) simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite, information	Reasoning Analytical Skills Critical thinking	2	1	1	1	-	14	17
2	Understanding- (Comprehension) – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)		2	2	1	-	1	18	23
3	Application (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	High Order Thinking skills (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	Evaluation and Multi-Disciplinary- (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on value			--	1 (Value Based)	1	-	09	11
	TOTAL		8x1=8	5x3=15	6x4=24	3x5=15	3x6=18	80(25) Project (20)	100
	Estimated Time (in minutes)		8 min	20 min	50 min	37 min	50 min	165min+ 15 min for revision	

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'

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’

JULY

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

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.

AUGUST

REVISION FOR AUGUST 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’

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’

OCTOBER

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

AUGUST EXAMINATION

Units 1 to 5 and 11

PRE-BOARD EXAMINATION

Full Syllabus

NOTE: There will be a class test and assignment 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: 100

Units	Marks	Periods
Part A: Introductory Microeconomics		
1. Introduction	06	11
2. Consumer Equilibrium and Demand	16	34
3. Producer Behaviour and Supply	16	34
4. Forms of Market and Price Determination	12	31
	50	110
Part B: Introductory Macroeconomics		
5. National Income and Related Aggregates	15	32
6. Money and Banking	08	18
7. Determination of Income and Employment	12	27
8. Government Budget and the Economy	08	17
9. Balance of Payments	07	16
	50	110

QUESTION PAPER DESIGN

ECONOMICS (CODE-030)

Time 3 Hours

Max. Marks :100

S.No.	Typology of questions	Very Short Answer (VSA) 1 mark	Short Answer-I 3 marks	Short Answer-II (SA-II) 4 marks	Long Answer I 6 marks	Total marks	%
1	Remembering- (Knowledge based) simple recall questions, to know specific facts, terms, concepts, principles, or theories, Identify, define, or recite, information	2	1	2	2	25	25
2	Understanding- (Comprehension – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase information)	3	2	1	2	25	25
3	Application (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)	3	1	2	1	20	20
4	High Order Thinking skills (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	1	1	1	2	20	20
5	Evaluation and Multi-Disciplinary- (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	10
	TOTAL	10x1=10	6x3=18	6x4=24	8x6=48	100 (30)	100

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.

MAY – JUNE

Unit II: Consumer Equilibrium and Demand (Contd.)

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.

JULY

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.

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 AUGUST EXAMINATION

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

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'

OCTOBER

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.

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.

NOVEMBER
REVISION FOR PRE-BOARD EXAMINATION

DECEMBER
PRE-BOARD EXAMINATION

EXAMINATION SYLLABUS

AUGUST EXAMINATION

Syllabus- Microeconomics Units I to IV

PRE BOARD EXAMINATION (DECEMBER)

Full Syllabus

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

DETAILED SYLLABUS OF PHYSICAL EDUCATION

THEORY

MM 70

Unit 1	Planning in Sports.
Unit 2	Adventure Sports and leadership training
Unit 3	Sports and Nutrition
Unit 4	Postures
Unit 5	Children and Sports
Unit 6	Women and Sports
Unit 7	Test and Measurement in Sports
Unit 8	Physiology and Sports
Unit 9	Sports Medicine
Unit 10	Biomechanics and Sports
Unit 11	Psychology and Sports
Unit 12	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 Transerse 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

AUGUST EXAMINATION

Chapters 1 to 6

PRE-BOARD EXAMINATION

Full Syllabus

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